



Maricopa County Bar Association *Maricopa Lawyer* Editorial Guidelines

Purpose and Oversight:

The *Maricopa Lawyer* is a monthly newspaper published by the Maricopa County Bar Association. The newspaper is overseen by an Editorial Board, which functions as the newspaper's editor. The Board has adopted the following policies to serve as general guidelines for contributors and for selecting and editing contributions.

Outside Contributions:

The *Maricopa Lawyer* encourages contributions from a variety of sources, including Board members, bar staff, members of the bar, and other persons, whose articles may benefit the legal community. Bar staff and board members may solicit articles in addition to welcoming unsolicited contributions.

In-House Columns:

Various bar sections, divisions, committees and members may be given standing columns in some or every issue of the newspaper to allow them space in which to report activities or issues of special interest to the legal community.

Article Content:

Because the *Maricopa Lawyer* is a specialty newspaper written primarily by attorneys for attorneys, the Editorial Board has determined that articles must have primarily law-related content of special interest to the legal profession or provide a legal perspective on the subject matter of the article.

The Editorial Board welcomes all types of contributions, from news and feature articles to humor and opinion pieces. Because the newspaper often faces space limitations and is not able to carry everything that has been submitted, the Editorial Board and designated staff has the right to edit for length, style and content, and reserves the right to reject any article at its sole discretion and for any reason.

The Editorial Board strives, however, to select articles and to edit the newspaper in a reasoned and non-arbitrary manner. The Board will not shy away from printing an article or editorial because it may be controversial or offensive to some; instead, the Board believes that publishing a diverse range of opinions and articles will enhance readership and create a better overall product.

It is a goal of the Board that the involvement of women and minorities be encouraged through the *Maricopa Lawyer*.

(continued)

Article Specifications:

Content

Contributions should be timely, well-written, and should not be predominately an advertisement promoting the self-interest of the contributor. Articles about attorneys that are of a marketing or advertising nature will be precluded from publication in the *Maricopa Lawyer*.

Footnotes and Internal Citations

Because the *Maricopa Lawyer* is a newspaper-style publication, footnotes and internal citations are discouraged. Readers may be directed to the author for citations in a postscript to the article.

Format

Contributions should be submitted as a Microsoft Word document or in another form that can be electronically read and edited by bar staff.

Length

In general, contributions should not be longer than 1,000 words.

Deadline for Submissions

The deadline for contributions, which must be reviewed by the Editorial Board, is generally the 1st of the month preceding the month of publication (i.e. September 1 for the October issue). The deadline for approved content is the 8th of the month.

Copyright, Post-Publishing Use

The *Maricopa Lawyer* assumes that copyright of a submitted article is retained by the author. However, by submitting the article to the *Maricopa Lawyer*, the author automatically agrees that the article may be republished by the Maricopa County Bar Association in any media at any time—in other print vehicles, on the MCBA website or by other digital means—unless alternate publishing rights are mutually agreed upon in writing.