

# VBA Journal

## THE OFFICIAL PUBLICATION OF THE VIRGINIA BAR ASSOCIATION Guidelines for Authors

The VBA Journal is published three times a year as a service to our members.

### Article Submissions

Member submissions are welcomed.

Submissions generally fit into two categories:

- specific legal topics or issues, or about the actual practice of law, and
- articles and features about VBA programs, projects, events and activities.

Other articles, such as columns, legislative updates or profiles, appear on a seasonal or space-available basis.

### Word Count

Substantive issues: 1,000 words before footnotes

Event articles and features: 600 words

Contributions to the LPMD Page: ~ 250 words

Updates for The Docket: just a paragraph or two  
These are great ways to inform the general membership about your Council, Section and conference activities.

The VBA Journal reserves the right to edit articles to fit the space and to VBA publications style.

### Query, Submission Process

Subjects should be of general interest to attorneys in diverse practice areas.

Query the editor ([marilynshaw@vba.org](mailto:marilynshaw@vba.org) or 804-644-0041) well in advance of submission.

At the same time, authors of legal topic and law practice articles should contact the Section Chair in the appropriate specialty area. **Section member(s) designated by the Section Chair will informally peer review the author's idea and article before it is submitted for publication.**

Articles should be submitted as Word/Open Source documents attached to e-mail. Please single space between sentences.

### When You're Writing

Contributors should emphasize practical points in a concise, journalistic style. Make your article readable. Avoid the writing style of law reviews or academic journals.

Open with an attention-getting first paragraph, then state the thesis of your article in the second paragraph. Next, present the main text, with facts and details in an orderly way. Finish with a summary. Please give your article a working title.

### Footnotes

Footnotes should appear at the end of the article — not at the bottom of each page.

### Biographical Information, Headshot

The author should include a brief biographical statement, including his/her job title, employer, education (degrees and institutions), special accomplishments or honors, and any significant involvement with The Virginia Bar Association. Please do NOT include this item as a footnote. Include 300 dpi, high-resolution photo of authors.

### Photographs/Illustrations

Discuss potential visuals with editor at query.

Send accompanying, publishable photos or illustrations as high-resolution JPG files. Provide artist/photographer names and permissions, if applicable.

Identify all people in photos.

Submitted visuals will not be returned unless special arrangements are made ahead of time.

### Proofreading

Authors will receive a page proof of the article. Corrections and changes must be submitted by email or fax within five business days.

### 2012 Journal Deadlines

#### First Issue

Query by Jan. 16  
Submit by Feb. 13  
Proofs by March 26  
To members: May 1

#### Second Issue

Query by April 13  
Submit by May 11  
Proofs by July 23  
To members Sept. 1

#### Third Issue

Query by Aug. 3  
Submit by Sept. 1

Proofs by Nov. 13  
To members Jan. 1

For additional information, contact Marilyn Shaw at (804) 644-0041 or [marilynshaw@vba.org](mailto:marilynshaw@vba.org)