

## DCBA BRIEF

### WRITER'S GUIDELINES 2008-2009

#### TYPE OF PUBLICATION

The DCBA *Brief* is the journal of the DuPage County Bar Association (DCBA). The DCBA *Brief* is a three-column format magazine that publishes legal articles, news, announcements, advertisements and other information of interest to members of the DuPage County legal community.

#### REQUESTED MATERIALS

The focus of the DCBA *Brief* is substantive; however, special feature articles, op-ed articles and letters to the editor are encouraged. All submitted materials must state the author's full name and be signed by the author to be considered for publication.

#### FORMAT

The font style for all articles will be **Times New Roman, 11 point**. Articles should be in either Microsoft Word or WordPerfect format and emailed to the editor or lead articles editor, as appropriate, or saved on a cd and mailed. Please retain a copy of the article; the *Brief* assumes no responsibility for the loss of an article. **Authors must supply biographical information at the end of each article submitted.** This information will include the following:

Author's name.

Current professional position.

Name of University/College and year undergraduate degree earned.

Name of University/College and the year law degree earned.

**Authors should also provide or pose for a photograph to be used with their article.**

#### LENGTH

Lead articles should be no longer than 8-10 pages double-spaced, including endnotes. This equates to approximately four pages, without ads, in a three-column magazine format. Special feature articles should be no longer than four pages double-spaced. If you anticipate your article will be longer, please contact the editor.

#### WRITING STYLE

Articles should be written in a professional, interesting, and informative manner. They should have a clearly defined introduction, body, and conclusion. Headings should be inserted at appropriate places. Citations to cases and other materials must be placed as endnotes. For Illinois cases, both state reporter and regional reporter (N.E.2d) citations should be used, such as *Turnbull v. Porter*, 55 Ill. App. 2d 374, 206 N.E.2d 97 (3<sup>rd</sup> Dist. 1964). For cases from other jurisdictions, only the regional reporter may be cited, with

the name of the court inserted before the date, such as *State v. Smith*, 832 P.2d 435 (Ariz. 1989). **Shepardizing and cite-checking are the responsibility of the author.**

Authors should submit a suggested title that succinctly summarizes their article.

**IMPORTANT FORMATTING NOTE:** Due to formatting issues in the desktop publishing program, **all endnotes must be formatted as footnotes in Word or WordPerfect** (not endnotes) to properly transfer to that program.

### COPYRIGHT

The DCBA *Brief* requests first publication rights from its authors; please do not submit articles that have previously been published in other publications. DCBA also requests that the author grant to DCBA any and all rights in the article under the copyright laws of the United States as well as under international copyright laws. **Authors must sign an Author Agreement in the form attached herewith. Please include with your article submission.**

### EDITING

All articles are subject to acceptance and editing by the Publications Board of the DCBA *Brief* to conform to editorial style, available space, or any other editorial standards or discretion. It is not the intent of the DCBA *Brief* editors to re-write an author's article. If an article requires extensive changes because of style or space constraints, the author will be asked to make the changes. If an article title needs to be changed, the author will be advised beforehand. The DCBA *Brief* may insert headings or captions where deemed appropriate.

### PHOTO

Please include a head shot for publication with the article. If you do not have a current photo, one can be taken at the bar center office. Photos should be sent directly to the DCBA office or may be emailed to [bar@dcba.org](mailto:bar@dcba.org) in a bmp, jpg or tif format.

### SUBMISSION

All articles, editorial comments, and/or suggestions should be submitted in the stated format directly to the lead article editor, if known, or to:

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Warrenville, IL 60555  
Phone: 630.904.3033 Fax: 630.604.3033  
[abearlaw@aol.com](mailto:abearlaw@aol.com)

All articles should also be sent to the lead articles editor for the issue in which the article will be published. Please contact the editor if you do not know who the lead articles editor is for a particular issue.

# DuPage County Bar Association

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## DuPAGE COUNTY BAR ASSOCIATION

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Author's Signature: \_\_\_\_\_

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