



Orange County Bar Association

The Briefs Submission Guidelines 2009-2010

Co-Editors: Kim Healy and LaShawnda Jackson

Associate Editors: Sarah Reiner and Vivian Cocotas

Communications Manager: Peggy Storch

The Briefs, the OCBA's flagship publication, is a member benefit designed to provide you with informative, substantive articles as well as items of general interest. We publish 11 issues a year.

As a committee chair, we rely upon you or someone on your committee to provide two substantive articles in your committee's practice area per year. The deadline for submissions is the **15th of the month** (except October) six weeks prior to the month of publication (e.g., February 15th for April's issue), **without exception**. Requests for submission will be emailed to committee chairs approximately 10 weeks prior to submission deadline.

Committee articles are limited to **1,850 words**. We also welcome photographs, as appropriate, to accompany your article or as an independent item (e.g., a function held by your committee).

All articles should be double spaced, submitted in Microsoft Word and include the author's or authors' name, firm name and firm title/position (e.g., associate, partner, shareholder, etc.). Email articles to Peggy Storch, Communications Manager, at peggys@ocbanet.org. Please feel free to Peggy at 407-422-4551, ext. 227, or the editors, at any time.

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Additional Details

Citations: Blue Book citations for substantive articles; endnotes.

Length: If your topic requires additional space, you may be asked to submit the article in two parts.

Editorial Process: All articles subject to editorial review and modification unless copyrighted. Author(s) generally will not be notified of revisions unless substantive or significant changes are suggested. Editors reserve the right to postpone publication of an article pending completion of suggested revisions.

Photos: Digital (jpg); minimum pixel size of 640 x 480; 1024 x 768 or higher. Please provide description or indicate relevance of photo (including name of event, etc.), and identify all persons in the photo. Some photographs are subject to publishing restrictions (e.g., we cannot publish photographs of children in the state's care). If in doubt, please submit the photograph for our consideration.

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