



THE ORANGE COUNTY BAR ASSOCIATION
Publication Submission Guidelines
2011-2012

The Briefs
OCBA Website
Discovery E-mail

Co-editors

Allison McMillen: allison@mcMillenlawfirm.com
Suzanne Meehle: suzanne@meehle.com

Associate Editors

Diana Serrano: diana@bodifordlawgroup.com
Nicholas Dancaescu: ndancaescu@gray-robinson.com

Communications Manager

Peggy Storch: peggys@ocbanet.org

THE BRIEFS

Deadline: The deadline for submissions is the **15th day** of each month for publication six weeks later (*e.g.*, August 15th for October issue). If the 15th falls on a weekend or holiday, the deadline will be the following business day. There are no exceptions to this deadline. Any material received after the 15th will be held for future publication, pending editorial review (below) and space availability. If possible, please submit articles well in advance of deadline to allow sufficient time for editing and layout. Committees are asked to submit at least two articles per year. You will be asked to submit articles through the August 15th deadline to accommodate the annual transition of committee chairs.

Format: Microsoft Word. Substantive articles must use Blue Book citation format. For all articles, include a title; double space; do not indent paragraphs; include the author(s) name and firm name on the document.

Length: In most cases, articles should be a maximum of 1,800 words. If the topic requires additional space, you may be asked to submit the article in two parts. Monthly columns are limited to approximately 900 words.

Editorial Process: All articles and columns are subject to editorial approval. There is no guarantee of publication. Occasionally, approved articles may be held for future publication based on space availability. All articles are subject to editorial modification. The author(s) generally will not be notified of revisions prior to publication unless substantive or significant changes are suggested. The editors reserve the right to postpone publication of an article pending the author's(s') completion of suggested revisions, clarifications, etc.

The Briefs Articles: Microsoft Word only

The Briefs Photos: Digital (jpg), with minimum pixel size of 640 x 480; 1024 x 768 or higher is preferred for publication. We appreciate any photos you wish to send that might accompany an article or column that were taken at a particular event. If you submit photos, please provide a complete description and identify all persons, the name of the event or its relevance to an article, etc. Do not embed photos in a Word document. Some photographs are subject to certain publishing restrictions (*e.g.*, we cannot publish photographs of children in the State's care). If in doubt, please submit the photograph for consideration.

WEBSITE

All committees have an OCBA website page (www.orangecountybar.org). It is the committee's responsibility to keep information current by submitting updates regularly to Peggy Storch, Communications Manager, at peggys@ocbanet.org.

Website Deadline: Submit at any time; allow up to five (5) days for information to be posted.

Website Text: Microsoft Word only or typed in the body of an e-mail; do not use all caps.

DISCOVERY E-MAIL

Discovery Deadline: Submit at any time; allow no less than three (3) weeks for publication/promotion of events and seminar information. Discovery E-mail content may be subject to Executive Council approval.

Discovery Text: Microsoft Word only or typed in the body of an e-mail; do not use all caps.

Discovery Photos: Digital (jpg), with minimum pixel size of 640 x 480; 1024 x 768 or higher is preferred for publication. If you submit photos or other graphics please identify all persons, the name of the event or its relevance, etc.

2011-2012 Briefs Deadlines

Issue	Deadline
July 2011	May 15, 2011
August 2011	June 15, 2011
September 2011	July 15, 2011
October 2011	August 15, 2011
November 2011	September 15, 2011
January 2011	October 15, 2011
February 2012	December 15, 2011
March 2012	January 15, 2012
April 2012	February 15, 2012
May 2012	March 15, 2012
June 2012	April 15, 2012
July 2012	May 15, 2012
August 12	June 15, 2012

Please send articles, article ideas, and inquiries to:
Peggy Storch, Communications Manager, peggys@ocbanet.org