



ORANGE COUNTY BAR ASSOCIATION

2026-2027 *the Briefs* SUBMISSION GUIDELINES

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Number of Issues Annually: 9

Required Submissions:

- **Each committee is asked to submit one (1) article annually.** Committees may submit more than one (1) article if they wish.
- **All committee articles and columns must be authored by an OCBA Regular, Government, Honorary, Judicial, Emeritus, Affiliate or Student member.** *The Briefs* is an opportunity for our members to be recognized for their contribution. (Exceptions may apply: co-authored articles with one (1) member and one (1) nonmember; reprints; and nonmember under special circumstances. Please contact publication services in advance.)

Article Deadlines:

- **Substantive articles, feature articles, and monthly columns are due the 10th of the month, six (6) weeks prior to the month of publication. No exceptions.** (See deadlines below.) Articles and columns received after the 10th will be held for future publication, pending editorial review and space availability. Monthly reminders regarding upcoming submission dates will be sent to columnists, committee chairs, and co-chairs, and committee liaisons.
- ***Please inform publications services (email above and below) at least two (2) months in advance of your assigned deadline if you/your committee will be unable to meet the due date.***
- ***Please also inform publication services if your article contains a time-sensitive topic that could change if not published by a certain time.***

Format:

- Microsoft Word, double spaced. PDFs are not accepted. Blue Book citation format. Endnotes preferred. ***Please include on the document the committee name; article title; author's(s') name and firm name; and a two- to three-sentence description of author's(s') practice areas.***

Length – Substantive Committee Articles:

- 950-1200 words, maximum. (see story formats examples in index)
- ***We find that including a short introduction and conclusion on committee articles helps***

contextualize articles for readers, and we highly recommend that you add one (1) or two (2) sentences each to open and close your piece.

Length – Monthly Columns:

- 450-850 words (see story formats examples in index)

Editorial Process:

- All articles and columns are subject to editorial approval; there is no guarantee of publication.
- All articles are subject to editorial modification. 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.
- Approved articles may be held for future publication based on space availability.

Photos:

- Digital (.jpg), with minimum pixel size of 640 x 489. Please **ID all persons** and provide the **name and date of the event**. Some photographs are subject to publishing restrictions (e.g., we cannot publish photographs of children in the state's care; we need photo release for children under the age of 18.). ***NOTE: Some photos taken with iPhone/android are not print quality, but please send for consideration. Photos "clipped" from Facebook or a website are almost always too small for print reproduction. Please send original .jpg.***

Advertising:

Camera-ready artwork due 10th day of the month, four (4) weeks prior to the month of publication. No exceptions. See OCBA website for additional advertising information, or contact Ursula Gallagher at urslag@ocbanet.org.

2026 - 2027 Submission Deadlines (note earlier deadline*):**

<u>DEADLINE</u>	<u>ISSUE</u>	<u>DEADLINE</u>	<u>ISSUE</u>
April 1, 2026	June 2026	NO ISSUE	December 2026
May 1, 2026	July 2026	November 1, 2026	January 2027
June 1, 2026	August 2026	November 24, 2026*	February 2027
NO ISSUE	September 2026	January 2, 2027*	March 2027
August 1, 2026	October 2026	NO ISSUE	April 2027
September 1, 2026	November 2026	March 1, 2027	May 2027

Submit articles via the link in the reminder emails or by [clicking here](#). For all other inquiries contact: Reatha Cruz-Johnson, Publication Manager, at ReathaJ@ocbanet.org

SPECS - MAXIMUM WORD COUNT

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