



THE ORANGE COUNTY BAR ASSOCIATION
Publication Submission Guidelines
2018-2019

The Briefs

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THE BRIEFS

Number of Issues Annually:

- 9

Required Submissions:

- **Each committee is asked to submit 1 article per year.** Committees may submit more than 1 article if they wish.

Article Deadlines:

- **Substantive articles, feature articles, and monthly columns due 15th day of the month, six weeks prior to the month of publication.** (See below.) Articles and columns received after the 15th will be held for future publication, pending editorial review and space availability. Monthly reminders regarding upcoming submission dates will be sent to committee chairs and co-chairs.
- *Please inform the publications manager at least 2 months in advance of your assigned publication deadline if your committee will be unable to meet its due date.*

Format:

- Microsoft Word, double spaced. Please do not submit a PDF. Blue Book citation format. We prefer endnotes rather than in-text citations. *Please include – on the article document – the article title, author's(s') name, firm name, and a two- to three-sentence description of author's(s') practice areas.*

Length – Substantive Articles:

- 1,800 words, maximum. If the topic requires additional space, we may ask you to submit the article in two or more parts.
- *We find that including a short introduction and conclusion helps contextualize articles for readers, and we highly recommend that you add one or two sentences each to open and close your piece.*

Length – Monthly Columns:

- 700 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.

Photos:

- Digital (jpg), with minimum pixel size of 640 x 480. Please **ID all persons** and provide the name and date of the event. You may write a short caption if you wish. 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 photo for consideration. ***NOTE: Many photos taken with iPhone/android are not print quality unless there is sufficient lighting. You may send photos for our consideration, but we’d prefer you have someone take photos of your event with a professional camera.***

Social or Special Event Announcements:

- **Social Committee, YLS, Paralegal Section announcements/ads due 12 weeks before the event for maximum publicity.** Allow additional time if OCBA will be designing the ad.

Advertising:

Camera-ready artwork due 10th day of the month, three weeks prior to the month of publication. No exceptions. See OCBA website for additional advertising information.

2018-2019 Briefs Deadlines/Editorial Calendar

ISSUE	THEME	DEADLINE
Aug. 2018	Access to Justice	June 15, 2018
Sept. 2018		NO ISSUE
Oct. 2018	The Judiciary / Professionalism	Aug. 15, 2018
Nov. 2018	Committee Reports	Sept. 15, 2018
Dec. 2018		NO ISSUE
Jan. 2018	Pro Bono/Legal Aid	Nov 6, 2018
Feb. 2019	Diversity	Dec. 1, 2018
Mar. 2019	Members’ community service	Jan. 15, 2019
April 2019		NO ISSUE
May 2019		Mar. 15, 2019
June 2019		Apr. 15, 2019
July 2019		May 15, 2019
Aug. 2019		June 15, 2019

Please send articles, article ideas, and inquiries to: Peggy Storch, Publication Services, TheBriefs@ocbanet.org