



ORANGE COUNTY BAR ASSOCIATION
2020-2021 *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 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 15th of the month, six (6) weeks prior to the month of publication. No exceptions.** (See deadlines 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 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.***

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 Articles:

- 1,800 words, maximum. If the topic requires additional space, we may ask you to submit the article in two (2) parts.

- *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:

- 850 words is one (1) page

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, three (3) weeks prior to the month of publication. No exceptions. See OCBA website for additional advertising information, or contact Ursula Gallagher at urslag@ocbanet.org.

2020-2021 Submission Deadlines (note early deadline for January’s Briefs)

DEADLINE	ISSUE	DEADLINE	ISSUE
Apr. 15, 2020	June 2020	No Issue	Dec. 2020
May 15, 2020	July 2020	Nov. 6, 2020 *	Jan. 2021
June 15, 2020	Aug. 2020	Dec. 15, 2020	Feb. 2021
No Issue	Sept. 2020	Jan. 15, 2021	Mar. 2021
Aug. 15, 2020	Oct. 2020	No Issue	April 2021
Sept. 15, 2020	Nov. 2020	Mar. 15, 2021	May 2021

Send articles, article ideas, and inquiries to: Candice Maull, Publication Manager, at candiced@ocbanet.org