



***Bar News* Contribution Guidelines**

Purpose

The *Bar News* exists to inform LCBA members about timely topics of interest to their practices, local legal issues, and other issues relevant to the practice of law. The publication does not purport to offer legal advice.

Deadlines

The *Bar News* is published 12 times annually, on a monthly basis. The **deadline for all copy is the 19th of the month** preceding publication. Submissions may be held until a later month.

Style

- Articles may be submitted via email and in MS Word or RTF format (not PDF).
- If your submission includes a photo, please provide a color, high resolution, digital photo and identify the individual(s) in the photo (and credit the photographer, as needed).
- All submissions are reviewed for clarity, length, grammar, spelling and style. The LCBA Board reserves the right to make changes for length and/or to ensure consistent editorial policy and style. The LCBA Board will attempt to notify the author of any style and length edits made.
- Submissions may be held for later issues if space and topic constraints dictate. Unsolicited submissions are published at the discretion of the editor.

Types of Submissions-Specific Directions

- **Letters** should generally relate to issues or opinions germane to the practice of law in Lane County.
- **Articles** should include the author's byline. Topics should be timely and as specific to the Lane County legal community as is possible. Please also provide a photo.
- **Around the Bar** materials should report on LCBA members' awards, honors, moves and transitions. Listings from other publications (e.g. *Superlawyers*®, *Best Lawyers*®, etc...) will not be included.
- **Profiles** of lawyers and judges are welcome. Please propose the intended profile to the editor before submitting an article.
- **Calendar items and Announcements** should include upcoming events or information of note for LCBA members.

When authors submit materials to the LCBA, they automatically grant the LCBA all rights in any form of media without limitation; print and electronic.