

COMMUNIQUE

THE OFFICIAL PUBLICATION OF THE CLARK COUNTY BAR ASSOCIATION

Writer's Guidelines for Legal Articles & Editorial Policy

Writer's Guidelines for Legal Articles

Thank you for your interest in submitting an article for publication in the *Communiqué*, the official publication of the Clark County Bar Association. *Communiqué* is published 11 times per year with an issue published monthly except for July by the Clark County Bar Association, 725 S. Eighth Street, Las Vegas, NV 89101 and is mailed to every member of the Clark County Bar Association and paid subscribers in Reno, the Southwest and several states across the country. Articles on varied subjects pertaining to southern Nevada practitioners and other laws significant to southern Nevada practitioners are welcome.

Every article submitted to *Communiqué* is reviewed by the Editorial Board. The CCBA staff acts as liaison between the authors and the board. All communication concerning legal article submission, review and publication should be directed to the Editor-in-Chief in care of the Clark County Bar Association and to the address listed above. The staff will forward all items for review and consideration to the board.

Submissions must conform to the following guidelines:

1. Substantive articles should be no longer than 1,500 words. If you need more space to adequately cover your subject please contact Stephanie Abbott at (702) 387-6011. Interviews, features and "lifestyle" articles should be 500 - 700 words. Reviews should be 300 - 500 words.
2. Articles should be submitted both as hard copy *and* electronically—either on CD-Rom (3.5" disks are discouraged, but accepted) or via e-mail to stephaniea@clarkcountybar.org. (No Macintosh documents or Mac formatted disks accepted.)
3. All articles submitted will be considered for publication in the *Communiqué*. However, the Editor-In-Chief in conjunction with the Editorial Board reserves the right to edit or to reject articles submitted, and to decide when or if they will publish the article. Committee members should submit their ideas for articles or themes for future editions to the Communications Director, Stephanie Abbott at the address listed above or via e-mail to stephaniea@clarkcountybar.org, who will forward them to the Editorial Board and Editor-in-Chief for review and consideration.
4. Committee members should not submit completed articles, stories or features without complying with this provision. When submitting ideas, committee members should also consider other story ideas, interviews or features that would supplement and expand upon the theme.
5. *Communiqué* will not publish self-serving articles promoting a specific named product or services of an individual or firm.
6. A short biographical paragraph (two or three sentences) should be submitted with each article.
7. Citations of authority should be set forth in the body of the article. The format of the magazine does not support the use of footnotes or endnotes. All such information must be included in the body of the copy. When citing NV cases, also include the Pacific Reporter case. No pin cites necessary.
8. The official stylebook for the *Communiqué* is the most recent edition of the *Chicago Manual of Style*.
9. Unless otherwise announced or informed, the deadline for all submissions is the 1st of the month preceding publication. (Example: to appear in the September issue, an article must be submitted August 1.)

Editorial Policy

Purpose and Scope.

Communiqué magazine is published 11 times per year with an issue published monthly except for July by the Clark County Bar Association, 725 S. Eighth Street, Las Vegas, NV 89101 and is mailed to every member of the Clark County Bar Association and paid subscribers in Reno, the Southwest and several states across the country as a member benefit. *Communiqué* is a forum of expression for the legal community and seeks to publish articles and opinions on relevant legal topics.

The articles appearing in *Communiqué* magazine do not necessarily reflect the opinion of the Clark County Bar Association, the Editorial Board, or the other columnists. All legal and other issues discussed are not for the purpose of answering specific legal questions. Attorneys and others are strongly advised to independently research all issues.

Article Solicitation.

CCBA members are encouraged to submit articles for publication in *Communiqué*. All articles submitted will be considered for publication; however, the Editorial Board reserves the right to reject articles submitted. The Editorial Board reserves the right to edit for style, content, continuity and length. Upon submission the author may request permission to review any substantive changes, subject to the publishing deadline. All authors must follow the Writer's Guidelines as noted above.

Copyright.

Articles are not purchased, and those submitted become the property of the Clark County Bar Association. At its discretion, the Editorial Board may reprint the articles in any medium or form of communication, including but not limited to the official Clark County Bar Association Web site, unless the copyright is expressly reserved by the author. Copyright must be reserved in writing prior to first publication. Requests for permission to reprint the articles may be granted by the publisher for educational, nonexclusive use.

Letters.

Letters from readers are welcome. *Communiqué* reserves the right to edit for style, length and continuity. All letters must include the author's name; however the name may be withheld from publication at the sole discretion of the Editorial Board. In the case of a highly controversial letter, the author will be contacted to verify that he/she wrote the letter.

Advertising.

Communiqué accepts paid advertising from a wide variety of vendors. The publisher reserves the right to reject any advertisement copy it deems inappropriate for the publication for any reason. Publication of any advertisement should not be deemed an endorsement of the product advertised.

For more information on *Communiqué* or the editorial policies and procedures, contact Stephanie Abbott at (702) 387-6011 or stephaniea@clarkcountybar.org.

COMMUNIQUE, the official publication of the Clark County Bar Association

2007 EDITORIAL CALENDAR

This editorial calendar includes the deadline for submission of final versions of articles, columns, press releases including *all ads and final artwork* for publication in *Communique*, the official publication of the Clark County Bar Association. Please mark your calendars appropriately. Send all items by the applicable closing date to Stephanie Abbott at stephaniea@clarkcountybar.org. Thank you.

November 2006: New-to-Nevada Law. Closing date: Friday, September 29, 2006. This will be an interesting issue focusing on the practice of law in Nevada with articles discussing trends in practice as well as recent growth within the Nevada legal community.

December 2006: Pro Bono Service. Closing date: Thursday, October 26, 2006.* A traditional issue focusing on current trends and achievements by attorneys and law firms in representing persons of limited means. Articles will cover the *pro bono publico* service laws and state and local programs geared to access to justice issues in Nevada.

January 2007: Legislative Preview. Closing date: Monday, November 27, 2006.* A biannual issue released right before Nevada's legislative session. Articles and features may cover expected legislation and what may be of concern for practitioners and their clients, including eminent domain, judicial campaigning & selection process, construction law, home owner association issues, criminal law, education and children's issues.

February 2007: Constitutional Law. Closing date: Wednesday, January 3, 2007. This will be an interesting issue focusing on topical issues involving constitutional matters of law. Articles may include coverage the current Supreme Court's work, discussion of the 5th amendment (takings), concerns of separation of powers and discussion of a prisoner's due process and right to face their accusers.

March 2007: Employment Law. Closing date: Friday, January 26, 2007. This practical issue will offer articles germane to the practice of employment law. Articles may cover immigration, employment and/or labor (corporate/management side), remedies available to illegal immigrants, privacy issues in the workplace, anti-discrimination laws and non-compete agreements.

April 2007: Humor and the Law. Closing date: Thursday, March 1, 2007. This humorous issue will look at the lighter side of the important and serious practice of law and the administration of justice. Articles may cover interesting opinions and anecdotes from local practitioners & courts.

May 2007: Non-Traditional Practice. Closing date: Friday, March 30, 2007. This unique issue will highlight those members of the bar that may not be on the traditional partnership track at a large law firm. Articles may cover unique flex-time and telecommuting scenarios and successful solo practice set ups highlighting the increasing concern for an improved quality of life.

June/July 2007: Family Law. Closing date: Tuesday, May 1, 2007. This double issue will focus on the myriad of family law issues that Nevada practitioners regularly face. Articles may include discussion on laws regarding divorce, interstate child support, same-sex parental concerns and paternity issues.

August 2007: Law Office Management. Closing date: Friday, June 29, 2007. This practical issue will highlight concerns for the successful management of the law office. Articles may include discussion on time management, billing concerns for associates and non-attorney staff work and highlight trends and use of office/practice technology.

September 2007: Legislative Update. Closing date: Wednesday, August 1, 2007. A biannual issue released right after Nevada's legislative session. Articles and features will cover resolved legislation and what may be of concern for practitioners and their clients.

October 2007: Healthcare Law. Closing date: Friday, August 31, 2007. This topical issue will highlight the myriad of issues that may affect the patient, hospital or care-provider.

November 2007: (TBA). Closing date: Monday, October 1, 2007. This issue's topic has yet to be determined by the editorial committee.

December 2007: Access to Justice. Closing date: Thursday, October 25, 2007. This annual issue highlights the incredible efforts by local attorneys that have provided free legal representation to the community. Articles will cover homeless and poverty issues, access to justice concerns, and highlight the amazing efforts of the Clark County Pro Bono Project.

Notes: * An early deadline is due to affects that the holidays have on production, printing & mailing of a particular issue. *Communique's* editorial calendar and closing dates may change without notice at any time.

Stephanie Abbott
Communications Director
Clark County Bar Association
725 S. Eighth St.
Las Vegas, NV 89101
702.387.6011 phone, 702.387.7867 fax
stephaniea@clarkcountybar.org
www.clarkcountybar.org