Editorial Calendar and Policy

This document contains information related to the editorial calendar and policy for COMMUNIQUÉ, the official publication of the Clark County Bar Association (CCBA).

Editorial calendar

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<th>Topic of Articles</th>
<th>Content Deadline (articles, columns, calendars, ads)</th>
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*The combined June/July issue will be released in June.

Calendars are subject to change without notice

The editorial calendars, schedules, editorial policies, and writer’s guidelines for the Communique are subject to change without notice.

Space reservations are required

The editorial calendar includes the deadline for submission of final versions of articles, columns, features, ads (and final artwork) for publication in Communique, the official publication of the Clark County Bar Association. All content in the publication is subject to approval and editing for style, grammar, and length.

Space is limited with placement only guaranteed to paid advertisements. Advertising rates and editorial policies are available on the CCBA Web site at http://www.clarkcountybar.org/ or by contacting the Clark County Bar Association at (702) 387-6011. Space reservations and questions about content, policies, rates, artwork specifications, and deadlines can be directed to CCBA’s Communications Coordinator Steph Abbott at (702) 387-6011 or stephabbott@clarkcountybar.org.

Purpose and Scope

The Communique magazine is published 11 times per year with an issue published monthly except for July by the Clark County Bar Association, 717 S. Eighth Street, Las Vegas, NV 89101. It 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. Formatted and paid space is available for businesses to showcase their services or products through the use of boxed or “display” ads and classified ads.

The articles and advertisements appearing in Communique magazine do not necessarily reflect the opinion of the Clark County Bar Association, the CCBA Publications Committee, 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.

Effective February 5, 2019
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 determine whether to publish it, as well as 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 advertising rates, policies, artwork specifications and deadlines, contact Steph Abbott at stephabbott@clarkcountybar.org or (702) 387-6011.

Articles and content

Each issue maintains an editorial focus with practical legal articles and features for Nevada attorneys, judges, and their staff. The content of each issue is planned several months in advance.

All articles submitted will be considered for publication in the Communiqué. However, Communiqué will not publish self-serving articles promoting a specific named product or services of an individual or firm.

The Editor-In-Chief, in conjunction with the CCBA Publications Committee and the editorial board, reserves the right to edit or to reject articles submitted, and to decide when or if they will publish the article. The editorial board reserves the right to edit for style, content, continuity and length. The CCBA Publications Committee and the editorial board will not consider for publication unsolicited articles from merchants who are not members or supporters of CCBA through sponsorship or advertising. If a specific need arises for a merchant-authored article or feature, the Publications Committee shall attempt to secure an author from the list of CCBA merchant members and/or those companies who currently support CCBA through sponsorship and/or advertising. The Publications Committee gives priority to articles and content submitted by active CCBA members.

Guidelines for submission of legal articles

Attorney members of the CCBA are encouraged to contribute articles for publication. Articles must be on topic and original, unpublished works written by the attorney(s) listed in the byline and for publication in the Communiqué. As space is limited, the editors review all proposals for articles several months in advance.

Original submission of ideas for articles, or themes for future editions, should be submitted to the Editor-in-Chief c/o CCBA staff Steph Abbott to stephabbott@clarkcountybar.org. The staff will forward all items for review and consideration to the editorial board.

Proposals should include the following information:

- Author(s) name(s) and Nevada bar #(#s) and a short biographical statement
- Summary paragraph providing the focus and scope for the article (include relevant rules/statues/procedures, etc.)
- Proposed issue for placement/publication (see editorial calendar above)
When submitting ideas, other story ideas, interviews, or features that would supplement and expand upon the theme will also be considered.

Upon submission, the author may request permission to review any substantive changes, subject to the publishing deadline. All content in the publication is subject to approval and editing for style, grammar, and length.

All authors must follow the author’s guidelines and editor’s manual as noted below.

Tips for submission of legal articles

• Approved and completed articles, stories, or features must be submitted by the stated deadline. Unless otherwise announced or informed, the deadline for all submissions is the first day of the month preceding publication. (Example: to appear in the May issue, an article must be submitted April 1.)
• Articles are subject to editing for style and content. The official stylebook for the Communiqué is the most recent edition of the Chicago Manual of Style.
• It is the author’s responsibility to include valid citations of authority. It is the author’s responsibility to include valid citations of authority. Citations of authority should be set forth in the body of the article. When citing NV cases, authors should include the Pacific Reporter case. No pin cites are necessary. When citing web addresses, cite the page and date last visited. 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.
• Articles should include a title and include section breaks with subheadings (as necessary).
• Articles should include a short biographical paragraph (two or three sentences).
• Authors should send a photo (head & shoulders image) of themselves in color and high-resolution at 300+ dpi. Acceptable file formats are .jpg and .tif.
• Authors must submit a signed author consent form, see “Permission of Author for Publication” (page 5)
• Send all items by the deadline to Steph Abbott at stephabbott@clarkcountybar.org or via USB drive to her attention at Clark County Bar Association, 717 S. 8th Street, Las Vegas, NV 89101. Phone: (702) 387-6011.

Descriptions of the typical types of content considered for publication

• Article: 700-1,250 words (including 20-50 words for author’s bio at the end). Article items are for substantive legal presentations that focus on practice and procedure by and for Nevada attorneys AND that are focused on the “topic” of the issue.
• CLE Article: 1,250-1,500 words (including 20-50 words for author’s bio at the end). CLE article items are for substantive legal presentations that focus on practice and procedure by and for Nevada attorneys AND that are focused on the “topic” of the issue. In addition to the article, the author will need to write the test (500-550 words) and answer key. Due to the review process involved, all CLE article items are due to CCBA at least 45-60 days before publication. As the CCBA is an accredited provider and will vet the article through the Nevada Board of Continuing Legal Education for approval as an alternate format course to be published by the CCBA.
• Feature: 500-750 words (including 20-50 words for author’s bio at the end). Feature items are for practice tips, interviews, court overviews, and program or event highlights. Feature items do not have to focus on the “topic” of the issue.
• Highlight: 200-300 words (including 20-30 words for author’s bio at the end). Highlights are special features to focus on a unique program or volunteer opportunity for attorneys to be made available through the courts, law school, non-profit legal services agency, or a law-related education program.
• Column: 300-450 words (including 20-50 words for author’s bio at the end). Columns are regularly recurring to assigned authors (chief judges, bar president, etc.). Column content does not have to focus on the “topic” of the issue.
• Departments: 200-500 words (each for Bar Briefs, Court Changes, Member Moves, New Members, and The Marketplace). Departments include brief summaries of relevant and timely information compiled by bar staff. Content does not follow the “topic” of the issue.
Guidelines for writers and editors

Please note these matters of style when preparing content for submission to Communiqué:

Grammar (content, context, style, use)
• Numbers 1-10 should be written out.
• The % symbol should be converted to the word “percent.”
• Fix incomplete sentences, statements.
• Fix inconsistencies with compound nouns, irregular plurals, case, subjects, objects, etc.

Spelling (abbreviations, capitalization, acronyms, citations)
• Capitalizations are for proper nouns and people’s names only.
• Use the proper name of the court, e.g. Supreme Court of Nevada (not Nevada Supreme Court).
• If the author refers to a court casually, like “Justice Court,” then the first reference should be fixed to the proper name, “Las Vegas Justice Court” and second reference can simply be “justice court” (no caps). Unless the proper name is needed again.
• The only time that the word “court” gets capitalized is when it is used in a proper noun or when it is referring to the highest court in the land, (e.g., Supreme Court of the United States).
• Acronyms – Letters are NOT separated by periods, (i.e., use NRS and not N.R.S. or MBA and not M.B.A.)

Punctuation (typographer’s quotes, introductory comma, serial comma, dashes)
• We use typographer’s quotes (they should angle in toward the quoted text and not just be straight up and down marks).
• Use the serial comma (aka Oxford comma).
• Use a long dash (—) — not (–) or (—) — to set off an abrupt break or interruption or to announce a long summary. This is also known as an "m dash" and is created with the keystroke Alt+015 1. Note that there is no space around the dash.
• Use a medium dash (–) to connect continuing or inclusive numbers, dates or other thoughts. This is also known as an "n dash" and is exactly half the length of an m dash. Do not confuse with a hyphen (-). The n dash is created with the keystroke Alt+0150. Note that there is no space around the dash.

Style (bylines, headlines, subheads, author bios, citations)
• Our style is to have an article start with a drop-cap. The first word in the article should be a word and not a number, quote mark, or a subheading (i.e., the word “Introduction”).
• Italics are used for case names, terms of art in Latin (e.g., guardian ad litem, in limine, pro bono, etc.).
• Italics are also used to stress importance, so change underlined words to Italicized words.
• Change subheadings from title case to sentence case.
• Use sentence case for subheadings in articles, features, and columns
• The author’s name in the byline should match that listed in the bio and vice versa (e.g., resolve the difference between names like “Joe Author” and “Joseph Phinneas Author, IV.”

Citations (other than case citations)
• Titles of articles should be in quotes with the name of the periodical, book, movie, website listed in italics.
• A URL (web) address should be cited with the name of the website and the date of visit to the site.
Permission of Author for Publication

AUTHOR(S): ________________________________________________

During the life of Author’s copyright in the Article hereof, Clark County Bar Association shall have the non-exclusive license to use, revise, publish, and distribute the copyrighted article entitled

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by Author for publication in the Communiqué, on the Clark County Bar Association’s Web site, reprints and for the purpose of advertising Publisher’s products or services. Clark County Bar Association agrees to provide credit to Author for Author’s composure of the Article on any use by Clark County Bar Association of the Article.

Author’s Signature ________________________________ Date: __________

ADDITIONAL PERMISSIONS OF AUTHOR FOR THIS ARTICLE:

The author agrees to provide credit to Author and the Clark County Bar Association for Author’s composure of the Article on any use by another party. Credit should include the name of the publication, the month and year it was published.

Suggested language is “This article was originally published in the __________________ issue of Communiqué, the official publication of the Clark County Bar Association.”

Author’s Signature ________________________________ Date: __________

Please complete this form and return immediately to:

Clark County Bar Association
717 S. Eighth Street, Las Vegas, NV 89101.
Fax: (702) 387-7867.
E-mail: editor@clarkcountybar.org.

Communiqué is published by the Clark County Bar Association. Phone: (702) 387-6011.