

# Plaintiff Magazine

## Guidelines for submission of articles

Rev. 2 - October 2007

**In general:** Feature articles should be between 2,500 and 4,000 words in length. Columns are 1,000 - 1,500 words. Articles for *Plaintiff* are submitted as either Word or WordPerfect files. The more generic Rich Text Format (RTF) is also acceptable. Please do not send .pdf files unless that is the only format available.

### **The basics:**

Use only one type font and one type size. Keep your text flush left, no centering. Do not underline anything (use italics for case names) and avoid the use of all capital letters in a word – use italics for emphasis. Articles should follow the California Style Manual, Fourth Edition (West Group, 2000). Send us the document together with photos and artwork as an attachment to an e-mail. **Send them to editor@plaintiffmagazine.com.**

### **1. Page Setup and Formatting**

**Headers and Footers, Page numbering:** Keep your format simple. No centering and no headers or footers. No page numbering.

**Font:** Select any font you like and do not change fonts within the article.

**Titles:** Keep your titles flush left, boldface. Capitalize the first word, lowercase other words.

**Outlining and Subheads:** Please avoid more than two levels of indentation. Keep the organization simple. Use subheads for transitions, to break up the article into more manageable sections and to make the page less “grey.” Make subheads as short as possible.

**Paragraphs:** Tab in (instead of indenting) the first line of each paragraph. Don’t double space between paragraphs.

**Bold, Italic and Underline:** No underlining. Make titles bold. Use italics for emphasis.

**Uppercase for Emphasis:** Avoid this; it screams at the reader. Instead, use italics.

**Lists:** Use round dark bullet points.

**Footnotes and Endnotes:** Please limit your notations, particularly for cites. Include cites in the body of the article whenever possible. If you must use notes, do not place them at the bottom of each page (footnotes). Instead, place them at the end of the article (endnotes). For convenience, use the automatic endnote features of the word processing program.

### **2. Biography & Photo**

The author’s biography of up to 100 words is placed at the end of the article. Send a digital color photograph of the author, head and shoulders. Please send us as high a resolution photo as you have available. Small photos from web pages do not print well. If you don’t have a digital photo, mail us a print to be scanned. We will return it to you if you send a self-addressed envelope.

**3. Article Summary for table of Contents:** Write a 25-50 word summary of your article for use on the Table of Contents page and on the Web. Place it after the biography at the end of the article.

**4. Photos and Illustrations:** Graphics can draw the reader into your article and make it more interesting. We welcome photos and illustrations. Be certain to provide us with the name of the photographer or illustrator. Needless to say, you must have permission to use that artwork. Send us a digital file of the photo or illustration separately from the article: *Do not embed them in the Word document.* If the artwork belongs at a certain place in the article, indicate it by using arrows:

<Illustration of car wreck goes here>

Small, low-resolution images as used on web sites will not work. We can scan (and return to you) original photographs and illustrations.

**5. Style:** Articles should follow the California Style Manual, Fourth Edition (West Group, 2000). We do not, however, require parallel citations to California law. Please double-check your cites for accuracy.

**Plaintiff Magazine Author's Release**

**Please copy and paste this release into a document. Sign the release and fax or mail it to us:**

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