



**We invite you to submit an article for the ABA TIPS section's eZine.**

## **NEOETHICS**

Scroll down the page at [www.edicta.org/NeoethicsBucklin/Neoethics](http://www.edicta.org/NeoethicsBucklin/Neoethics)

and you will see how we handle the articles submitted to us, and how we handle author biographies and photos, to give you credit and a link back to a website of yours if you wish.

Please join in the effort to keep ethics a focus of the legal profession. Consider submitting an article to us.

**Length:** 500 words (a little more than one typewritten single-spaced page) to 1,500 words. More if you want. The busy lawyers in the Tort, Trial, and Insurance Practice Section of the ABA turn to the eZine as a way to get legal news quicker, and in a more condensed version, than a printed magazine or law review.

**Content:** We will consider any article that discusses some aspect of legal or corporate ethics.

There is no requirement that you must have any endnotes, or references, although they do add to the substance of most articles. This is a magazine (not a law review).

### **Article Submissions Guidelines**

We have only 10 guidelines (notice we did not say "requirements") for article submissions. The first five are the most important.

**#1. LENGTH.** There are **no minimum or maximum length requirements.** 500 words to 1,500 words is the preferred length. (500 words is about two double-spaced typewritten sheets.) Less than 500 words is ok. More than 500 words is ok, but not more than 3000.

But – if the article is over about 1000 words (four typewritten pages long) you should break it into portions with appropriate headings. That will do two things: (a) it gives the readers some guideposts, and (b) it makes it easy for us to publish every 1000 words or so on separate web pages (or

serially on successive editions of *Neoethics*.

**#2. HOW TO SEND IT.** Send your proposed article to us by email attachment in Word or WordPerfect. We prefer WordPerfect. We do not take typewritten submissions

**#3. WHERE TO SEND IT.** Send your proposed article to us as an attachment to an email addressed to – [Leonard@Bucklin.org](mailto:Leonard@Bucklin.org)

**#4. USE ENDNOTES if you must use notes outside the text.** This is not a law review. Putting references in the text is acceptable. But if you want to get references out of the text, use endnotes please. Use endnotes, not footnotes. Again - there is no requirement that you must have any endnotes, or any references.

**#5. USE SINGLE SPACING AND BLOCK PARAGRAPHS.** Single space the article; do not double space lines. Use block paragraphs (do not indent the first line of a paragraph), like this. Double space between paragraphs). Please make the editor happy and do this! USE SINGLE SPACING AND BLOCK PARAGRAPHS.

**#6. NO BULLETED LISTS.** Do not use bullets in an indented list. You can use an indented list. Do not put bullets on your list. Your formatting and ours may not mesh, so your bullets can cause problems. (We probably will put our own bullets in — see # 9 below.)

**#7. GENERAL STYLE.** For other citation and wording style, use Blue Book (any edition) or Chicago Style Manual (any edition). However, that is not a hard requirement. The only real requirement is that the article is internally consistent in its general style.

**#8. IMPLIED REPRESENTATION .** You do not need to send us any formal written statement of the sort common in law school journal article publishing, that you are the real owner of the words. Your sending the article to us is enough for us that it is a representation by you that

- A. The copyright is owned by you;
- B. You are able to grant us a license for unlimited reproduction rights;
- C. You do authorize us to edit as we think fit and publish as we desire; and you agree we have an unlimited license to grant others reproduction rights of the article as we publish it, as long as they give credit to the source.

You retain the original copyright to the original material you submitted, and can do with the original material what you wish, including publication elsewhere.

**#9. WE MAY MAKE VISUAL AND EDITORIAL CHANGES.** The ezine world is a fast track world. It is also a visual world. In electronic publishing it is normal to add headlines with impact, maybe add a photo or art, pull some words out of the article for placement in separate color boxes, and make other visual changes. If you are worried that editorial changes for e-zine publishing may make a difference to you, we will submit it back to you for your approval but only (1) if we eliminate or change more than ten words – **and (2) if** you tell us when you submit it: "Resubmit to me at [your email address] if you change more than 10 words".

**#10. SEND US BIOGRAPHICAL MATERIAL.** The e-zine world is visual. Please send us (as an email attachment) a photo of yourself that we could publish with your contribution. Send it as a JPEG format, preferably 100 pixels wide. (If you do not know what that is, or have a different size, do not worry, just send any photo as an email attachment.

Also send us a biographical note about yourself, of about 100 to 200 words.

If you wish, you can include more words, and we will edit it down. You may include mention of your lawfirm or business (and its work or accomplishments) as a part of the biographical note

If you have a website that you would like us to publish as a link to your website from your biographical material that we place on the e-zine, send the URL of the website.

**Questions?** Send them to [Leonard@Bucklin.org](mailto:Leonard@Bucklin.org) (Leonard Bucklin is the general editor of *Neoethics*).