

NALP Bulletin+

Editorial Guidelines and Author Information



The *NALP Bulletin+*, a monthly digital re-source combines the legacy *NALP Bulletin* and *PD Quarterly* brands and presents news and issues of professional interest to NALP's membership of more than 3,000 legal career professionals who advise law students, lawyers, law offices, and law schools in the U.S., Canada, and beyond. The *NALP Bulletin+* invites articles from members and other interested professionals and suggests the following guidelines to potential authors.

Article Length

Articles of around 500 to 750 words are encouraged. Longer feature articles should not exceed 1,500 words in length. (Note: The word count limits apply only to the body copy; other elements requested below do not count toward the word limits.)

Submission Requirements

Microsoft Word is the preferred method of submission. Please include a suggested headline, an author headshot photo, and a brief biographic credit of 30 words max, including author's title, affiliation, and relevant service on NALP boards, committees, and work groups. Please include a short summary of the article around 30 words max, as well as a short post of around 25 words for potential use in marketing and social media efforts.

Photos, Charts and Graphics

Photographs, charts, or other graphics may be submitted with the article. Reproduction of any graphics will depend upon space and upon a determination of their reprint quality. If the graphics an author submits are not original, the author is

responsible for securing the legal rights to have them reproduced in the *NALP Bulletin+* as part of the article. In the case of original photographs, the author assumes responsibility for acquiring permissions from anyone who is pictured.

Proposals/Outlines

NALP encourages authors to submit ideas or outlines prior to beginning writing, including a working title and short description about the focus of the article. This helps ensure that authors are not duplicating other articles already under consideration and allows NALP to offer suggestions that may improve the chances of the final manuscript being accepted. Acceptance of a proposal does not, however, guarantee acceptance of the final manuscript. NALP will also review unsolicited completed manuscripts for possible inclusion.

Audience

Remember that NALP's membership includes both law school and employer members as well as affiliate members. Your article may address issues of concern primarily to one of these membership segments, but remember that you are writing for NALP's membership and not directly addressing their constituencies of lawyers and law students. Although writing for the *NALP Bulletin+* may provide good visibility for an author and for the organization with which they are affiliated, an article should not seem to exist primarily to promote a specific organization, product, or person. Instead, it should focus on the topic of interest to other NALP members as part of sharing best practices and lessons learned with your colleagues.

Style

A journalistic style is most appropriate for *NALP Bulletin+* articles. In other words, a magazine style is more appropriate than an academic, footnote-heavy style. NALP will be happy to provide comments on drafts, or to furnish additional advice to help ensure that articles have a lively, interesting tone that will communicate to readers. NALP reserves the right to edit articles for style, grammar, accuracy, and space requirements. The responsibility for accuracy rests with the author; NALP is not staffed to research or check for accuracy.

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