



Consumer Attorneys Of California **FORUM — Article Guidelines**

Consumer Attorneys Of California encourages members to submit articles to the FORUM magazine. All letters and materials sent to FORUM will be considered CAOC property. CAOC reserves the right to edit or reject the author's Work (letters, manuscripts, disks, photographs, drawings or charts) and assumes no responsibility for returning the Work or for loss or damage to the Work. Any editorial or article copy accepted is subject to such revision as is deemed proper in the discretion of the editor.

When submitting an article please send:

1. Article as Word or Word Perfect file
2. Memorandum of Agreement (attached)
3. Short biography of author(s) – 30 words or less, stating firm, city, areas of specialty.
4. A professional photograph of the author(s) – email high-resolution JPG file or send photo by mail
5. Any available artwork or charts

Send to:

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Phone: 916-442-6902
FAX: 916-442-7734
E-mail: forum@caoc.org

Length

Articles should be 2000-3000 words (approximately 8-10 double-spaced pages).

Headings

Articles should include a suggested headline. Short, succinct headlines have the most impact. Short sub-headings divide the article into easily defined sections.

Author Information

Byline should include all authors

Author biographical information (limit 30 words) should include firm, city, CAOC office held, areas of specialty.

Gender Bias

Articles should avoid gender bias. Examples should alternate between male and female when appropriate.

Citations

Authorities should be in the body of the text. Footnotes should comprise comments, not authorities.

Authorities should be in compliance with the California Style Manual.

Case citation examples:

(Smith v. Johnson Manufacturing (1981) 123 Cal.App.3d 456 [234 Cal.Rptr. 567].)

(Smith v. Johnson Manufacturing, supra, 123 Cal.App.3d at p. 457.)

(Id., at p. 458.)

Code citations should be spelled out in normal text and abbreviated when in parentheses:

Quotations

Indent left margin of any quotation over 25 words long.

Quotations containing underlining, italics or bold must state: [Emphasis in original.] or [Emphasis added.]

All quotations must have a complete source citation immediately following.

Abbreviations and Contractions

Spell out all words completely in the body of the text; abbreviations are allowed within parentheses.

Illustrations

Illustrations, charts, photos and sidebar articles are welcome.

