

Knoxville Bar Association
狄TA
Author Guidelines
(Effective April 20, 2011)

The following guidelines are intended to assist authors in preparing articles for publication in *狄TA*.

Submission of Material

The KBA Publications Committee encourages material for publication from members of the Knoxville Bar Association. While the committee seeks out particular authors for some of the magazine's articles, unsolicited manuscripts are always welcome for consideration. The committee strives to publish articles of interest to the practicing bar, with a slant or focus pertaining specifically to the law or lawyers of East Tennessee. Of particular interest are articles that detail recent changes or proposed changes in the law or that stress practice aids. Articles that have any commercial aspect to them (i.e., if the article advocates using a particular person or company for any services) will not be considered. Please also include any photos and/or graphics to be included with your article.

Query Letters

Authors are encouraged to explore possible editorial interest in a subject before expending significant time and effort preparing a complete article. Potential authors should send a brief description of the article to the KBA Executive Director.

Article Format

Articles should be submitted as text documents (preferably Word format) to mwatson@knoxbar.org. Authors' suggestions for pictures, illustrations, and other sidebar materials are greatly appreciated. Citations and footnotes should be limited in number and should appear at the end of the article. Citations should conform to the Uniform System of Citation.

Feature Story

The feature article that addresses substantive areas of the law should be 1,500 words in length and footnotes should be placed at the end of the article, not on the same page as the text.

All Other Articles

Practice tips or human interest articles should be 750 - 1,000 words. Authors should use section headings, underscoring, and highlighted text where appropriate.

Article Content

Authors are responsible for fact checking the accuracy of the article and are strongly encouraged to have the article peer reviewed prior to submitting it for publication.

Pictures and Bylines

Prospective authors should submit a recent photograph (executive-style head shot) and provide your byline (name and firm/organization).

Deadlines

DICTA deadlines are the 10th of each month (there is no DICTA published in July) except that the deadline for the feature story is the 1st of each month. Production schedules are inflexible and late manuscripts create particular havoc for our publication schedule.

Articles that are not received on time for publication in a particular issue will normally be held for consideration at a later date.

CLE Credit

Attorneys seeking CLE credit for their articles should contact the Tennessee Commission on CLE & Specialization for an Affidavit of Authorship. Credit may be awarded in the amount of 1 hour for every 1,000 words, not including footnotes, endnotes, or citations of authority.

Editorial Review

Articles should be submitted to the Executive Director. Copies will be forwarded to the Executive Editors for their consideration. The editorial review also covers grammar, punctuation, readability, and consistency of style. The managing editors have broad discretion in the editorial process. "Accepted" articles are not guaranteed publication in any particular issue. Space and other limitations occasionally require holding an article until a later issue.

Publication Guidelines

All articles submitted for publication in DICTA are subject to the KBA Publication Guidelines, as amended from time to time. Copies of the guidelines may be found at www.knoxbar.org.

Knoxville Bar Association Publication Guidelines

(Effective April 20, 2011)

I. Editorial Statement

DICTA is the Knoxville Bar Association's official magazine, which is published monthly for the benefit and enjoyment of the KBA's members, as well as others interested in Tennessee law or the Knoxville legal community. *DICTA* seeks to publish original articles of general professional or scholarly interest that will increase its readers' knowledge of the law, improve their respective law practices, and keep them informed of timely issues in the legal profession, while advancing the education, competence, ethical practice and public responsibility of the KBA membership. Likewise, *DICTA* publishes a variety of commentary on the law, updates on Bar Association events and activities, announcements of attorney and firm news, and other items of interest, in an effort to enhance the practice of law for KBA members and promote a sense of community within the organization.

II. Editorial Guidelines

A. The content of *DICTA* is determined by, and all articles and other submissions are subject to approval of, the KBA's Publications Committee and the KBA's Executive Director. The KBA Publications Committee (the "Committee") is composed of a number of KBA member attorneys from varied areas of practice and personal backgrounds. The Committee has regular meetings wherein submissions are reviewed and discussed prior to publication.

B. The Committee welcomes submissions of articles and editorial comments from KBA members and other readers. All submitted articles are subject to approval by the Committee and the KBA Executive Director, which reserve the right to edit or reject any articles, article titles or other content submitted for publication. The Committee and Executive Director retain at all times full discretion and authority regarding the publication of any article or submission, as well as story placement, headlines, and the timing of publication.

C. Each submission is subject to editing, and the Committee reserves the right to edit all material, in its sole discretion. Articles will be edited to conform to *DICTA*'s editorial style and space limitations, and the Committee will insert headings, sub-headings, captions and readouts as appropriate, in its discretion. The Committee will make every reasonable effort to inform the author of material changes to the submission prior to publication; however, if the author is unavailable or discussion is not practicable due to time limitations, the Committee reserves the right to make the necessary edits in its sole discretion, without consultation, and/or to hold the article for publication in a later issue, as appropriate. The Committee further reserves the right to require rewriting or editing by the author as a condition to publication.

D. The editorial goal of *DICTA* is to provide KBA members with a forum for the discussion of all viewpoints; however, the Committee reserves the right to reject any written

material or article (or any portion thereof), in its sole discretion. Letters to the editor are generally not published in *DICTA*. However, authors of letters containing information of general interest to the Bar may be invited to write an article in response to previously printed articles. *DICTA* will not publish any article or advertising which, in the Committee's sole discretion, contains inappropriate, objectionable or offensive content, or which constitutes an attack upon any individual, group or organization.

E. An author may request reconsideration of any article or submission which has been declined for publication. The request will be considered by the Committee, the Executive Director, and, where appropriate, the KBA President, and all decisions of the Committee or such individual(s) shall be final.

III. Article Selection Criteria

In reviewing an article or submission for potential publication, the Committee shall consider the following criteria, among others:

- The Committee gives primary preference to original articles, written expressly for first publication in *DICTA*, by members of the KBA.
- Selection for publication is based on the article's relevance to *DICTA*'s readers, as determined by content and timeliness. Articles appealing to the widest range of interests are particularly appreciated, although commentaries dealing with more specific areas of law are given equally serious consideration.
- Factors to be considered by the Committee when reviewing a submission for publication shall include, without limitation, the following:
 - (1) Is the content of the article relevant to the practice of law in the Knoxville area, and will the information help the KBA's members in the practice of law?
 - (2) Is the topic timely?
 - (3) Will the topic be of broad interest to KBA members?
 - (4) Is the subject matter new, and not already covered in *DICTA* (or similar publications) within the last 12 months?
 - (5) Does the author have the necessary expertise to write about the subject?
 - (6) Does the author present ideas in a balanced manner, rather than presenting one side of the issue? If not, would inclusion of an opposing viewpoint be appropriate?
 - (7) Is the article easy to understand? Does it avoid legalese? Does the author assume a level of understanding that may not be shared by the majority of readers?

(8) Does the article go beyond the basic information available from reading the applicable statutes? Does it include helpful analysis, pertinent citations of authority, and examples or hypothetical situations to enhance understanding?

(9) Is the article self-promoting (including promotion of commercial services, products or organizations)?

(10) Is the writing gender neutral?

- The preferred format for each article typically includes a clearly presented statement of purpose and/or thesis in the introduction; supporting evidence or arguments in the body; and a summary conclusion.
- Citations should conform to the *Uniform System of Citation*. Citations and footnotes should be limited in number and should appear at the end of the article.
- Unless otherwise agreed between the author and the Committee, articles on substantive law topics should be limited to approximately 1000 words in length. Feature or human interest articles should generally be limited to approximately 500-1000 words. The feature/cover article should be comparable to a law review article where the author provides thoughtful analysis on a timely topic. The feature/cover article should be generally limited to approximately 1,500 words (not including citations and footnotes).
- Submissions are preferred in a Microsoft Word format, emailed as an attachment or on disc.
- Authors are asked to include with each submission an identification of their current firm/position and a photograph, (headshot) preferably in a jpg file of at least 350 d.p.i.
- Meeting the criteria noted above does not guarantee publication. Articles are selected and published at the discretion of the editors.

IV. Miscellaneous.

A. All material published in *DICTA* is copyrighted. Unless otherwise agreed in writing between the Committee and the author, all materials published become and shall remain the property of the KBA, and may not be reprinted without permission; provided, however that the author shall not be prohibited from reproducing or reprinting the material on the author's or author's firm's website or newsletter. By submission of an article to *DICTA*, the author consents to the KBA's exclusive right of first publication and copyright of the work (unless otherwise agreed in writing between the KBA and the author).

B. All opinions, statements, positions and conclusions expressed in articles or other content appearing in *DICTA* are those of the author(s) and not necessarily those of the KBA, the Publications Committee, the Executive Editors, or any officer, governor, staff member or employee of the KBA. Publication of any article is not to be deemed to be an endorsement of any opinion, statement, position or conclusion expressed therein.