

Advocate Article Submission Guidelines

(January 2018)

1. General Info

Submit articles to the *Advocate* Managing Editor Cindy Cantu by email to cindy@caala.org, or directly to Associate Editors. For a list of associate editors and issue themes, view the editorial calendar with submission deadlines at www.caala.org.

2. Required Length

Feature articles should be between 2,500 and 4,000 words in length.

3. Software

Articles should be submitted as either Word or WordPerfect files. Please do not send PDF files unless that is the only format available.

4. Page Setup and Formatting

Font & Type: Use only one type font and one type size. Select any font but do not change fonts within the article. Times New Roman, Helvetica or Arial, 12 point is preferred.

Alignment & Spacing: Keep all text flush left, no centering. Use single line spacing.

Underlines & Italics: Do not underline any text. Use *italics* for case names and emphasis. Avoid the use of all capital letters in a word. Instead, use *italics* for emphasis.

Titles: Keep titles flush left, **bold** face. Capitalize the first word, use lowercase for the rest unless one of the words is a proper noun.

Subheads: Make subheads as short as possible, **bold** face. Please avoid more than two levels of indentation. Use subheads for transitions and to break up the article into more manageable sections. Keep the organization simple.

Paragraphs: Use a tab to indent the first line of each paragraph one half inch. Do not double space between paragraphs.

Lists: Use round dark bullet points.

Footnotes & Endnotes: Do not use footnotes or endnotes. All citations must be included in the body of the article. In rare cases, endnotes can be posted on the *Advocate* website.

Headers & Footers: Do not insert headers or footers.

Page Numbering: Do not insert page numbers.

5. Case Citation Style

Articles should follow the *California Style Manual*, Fourth Edition (West Group, 2000).

6. Author's Biography

The author's biography of up to 100 words should be placed at the end of the article. The bios for authors who publish articles in the *Advocate* may contain the following information: The author's name, law firm, affiliation with that firm (such as partner, associate, owner, etc.) and the city where the firm is located; a very brief description of the author's principal area of practice (such as personal-injury law, medical-malpractice, employment law, civil rights litigation, insurance bad-faith litigation, etc.); the law school from which the author graduated and any law-school honors (such as cum laude, magna cum laude, etc.); any State Bar legal-specialist certifications; any awards conferred by trial lawyer organizations (such as Trial Lawyer of the Year, Streetfighter of the Year; Rising Star, Ted Horn Award. etc.); and the preferred means of contact for the author, including website, email address, or telephone number. Current or former presidents of Consumer Attorneys Association of Los Angeles, Consumer Attorneys of California, American Association for Justice, or other trial bar organizations may include that information as well. Authors who are not practicing attorneys, such as Judges or experts, may include similar relevant information.

Bios need not contain all information allowed by this guideline; authors may omit information they do not wish to include. Bios cannot, however, include information other than what is specified in the guideline, such as the size of recent jury verdicts, nominations for awards, the author's hobbies, or credentials or honors not conferred by trial lawyer organizations. The *Advocate* editorial staff reserves the right to edit bios as necessary to conform to this guideline.

7. Author's Photo

The author's photo is published with their article. Please send a digital, high resolution, color headshot of the author (minimum 300 dpi). Small photos from web pages do not print well.

8. Article Summary for Table of Contents

Write a 50-75 word summary of your article for use on the Table of Contents page. Place it after the biography at the end of the article.

9. Photos and Illustrations

We welcome photos and illustrations. Graphics can draw the reader into your article and make it more interesting. Be certain to provide the name of the photographer or illustrator. You must have permission to use the artwork. Send us a digital file of the photo or illustration separately from the article. Do not embed them in the document. If the artwork belongs at a certain place in the article, indicate it by using arrows: <illustration/figure #1 goes here>

10. Author's Release

All authors must complete, sign and return the release below to:

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c/o Neubauer & Associates, Inc.
P.O. Box 2239
Oceanside, CA 92051
Fax: (866) 838-2353

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Date: _____