



## *Trial News* Guidelines for Contributors

### Deadlines

All original copy is due on the first Friday of each month preceding the issue date, i.e., copy for the September issue is due on the first Friday of August.

### Editorial

All articles are subject to editing and approval by the *Trial News* editorial board and WSAJ staff.

### Article specifications

All submissions must be typewritten and submitted electronically in Word/Text format. Articles may be e-mailed to [raphaela@washingtonjustice.org](mailto:raphaela@washingtonjustice.org) and should be around three to five pages (or 2,500 words max) on 8-1/2 x 11-inch paper. Longer pieces will be considered, run on a space-available basis, and may be edited. Don't forget a headline and brief bio (directions below). **Please hand-type any foot/endnotes, rather than link them together through the "Insert footnote" option in Word.** Do not include page numbers.

### Headlines

A headline should be brief (2 lines maximum) and is intended to grab a reader's attention without stating too much of what will be discussed in the article. Headlines may be edited by the *Trial News* editorial board, or edited to fit properly in the newspaper's layout. *TN* ed board may also supply headlines for articles submitted without one.

### Verdicts & settlements

Articles may contain headnotes at the beginning of the article summarizing key issues and points discussed in the report. Dollar amounts should not be mentioned in either the headline or the first paragraph of the article.

### Book reviews

Those who have not reviewed a title within 2 years have priority. Same as for "deadlines," plus, directly under title of your review: state bibliographic information for the title being reviewed (author name; book/media title; publisher's name; publication date; number of pages; paperback, hardcover media or E-book format; publisher's URL for this title; price; any *Trial Guides'* or other discount code information; ISBN optional). Please email an image of the book/media jacket as a .pdf, .jpg, or .png file as well.

### Photos

Please send any pictures for the article *separately* – not embedded in the article. Please identify the person(s) and write a brief caption. Photos of authors may be submitted to run with the article. Pictures will be run on a space-available basis.

### Bios

Biographies should accompany columns and articles and include only the exact spelling of the author's name, city of practice, firm name, emphasis of practice, and offices and/or positions held in WSAJ, or an identifying title relevant to the article. They should not exceed 50 words. Please note if the author is an EAGLE member. Example: **Jane Smith** is an EAGLE member, practicing employment law at ABC Firm in Seattle. She is the chair of the Employment Law Section.

### Unsolicited articles

Unsolicited articles will be run on a space-available basis.

### Client permission

Contributors are solely responsible for obtaining client permission for any copy submitted which may disclose personal or private information.