

ADVOCATE

Advocate Article Submission Guidelines (January 2019)

1. General Info

Submit articles to the *Advocate* Managing Editor by email to editor@advocatemagazine.com, or directly to Associate Editors. For a list of associate editors and issue themes with submission deadlines, view the [editorial calendar](#).

2. Writing Guidelines

- a. Feature articles should be between 2,500 and 4,000 words in length.
- b. Start your article with a strong, interesting paragraph. Avoid "this article will discuss..."
- c. Cite only as necessary and appropriate. The reader wants to know the legal authority for statements that you make but citing in every other sentence makes your article cumbersome and slows down the reader. All citations must be included in the body of the article, either within the sentence or parenthetically at the end of the sentence.
- d. Follow the *California Style Manual*, Fourth Edition (West Group, 2000). *Do not include parallel cites.*
- e. Footnotes & Endnotes: *Do not use footnotes or endnotes.* All citations must be included in the body of the article, either within the sentence or parenthetically at the end of the sentence. If you must use endnotes, we may choose not to include them in the printed article but will include them in the version posted on our Website, with an explanatory note to readers in the printed article.
- f. Use *short* subheads (4-6 words) to organize the article, provide transitions and point the reader to important topics.
- g. Do not use an outline style. If you include a list, use bullet points.

3. Software

Articles should be submitted as either Word or WordPerfect files.

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.

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.

Headers & Footers: Do not insert headers or footers.

Page Numbering: Do not insert page numbers.

5. 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.). Current or former presidents of the Consumer Attorneys Association of Los Angeles, Consumer Attorneys of California, American Association for Justice, or other trial bar organizations may include that information. Authors who are not practicing attorneys, such as judges or expert witnesses, may include similar relevant information. Please include the preferred means of contact for the author, including website and/or email address. We do not publish telephone numbers.

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.

6. Author's Photo

The author's photo is published with their article and posted on the Website. Please send a digital, high-resolution, color headshot of the author (minimum 300 dpi). Small photos from web pages do not print well. Photos shot with your cell phone are fine; send us the highest resolution (largest) photo.

7. Article Summary for Table of Contents

Write a 25-50 word summary of your article for use on the Table of Contents page. Place it after the biography at the end of the article.

8. 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>

9. Author's Release

All authors must complete, sign and return the release on the following page.

ADVOCATE

AUTHOR'S RELEASE – ADVOCATE and PLAINTIFF MAGAZINES

Advocate magazine is in public circulation and is owned by Consumer Attorneys Association of Los Angeles (CAALA). I hereby grant permission to CAALA to publish this article in *Advocate* magazine, and to Neubauer & Associates, Inc. to publish same in *Plaintiff* magazine; to make and distribute reprints of such pages as the article is published on; and to post an electronic copy of the article on the CAALA.org, Advocatemagazine.com and Plaintiffmagazine.com Websites. I understand the article will become indexed by and therefore searchable through Web search engines. I have not been promised any payment or other financial consideration for the article.

THE UNDERSIGNED CERTIFIES THAT THIS IS THEIR ORIGINAL WORK AND IRREVOCABLY AUTHORIZES THE PUBLICATION OF THE WRITTEN WORK IDENTIFIED BELOW AND GRANTS TO CAALA, TOGETHER WITH ITS ASSIGNS, LICENSEES AND SUBLICENSEES, ALL RIGHT, TITLE, AND INTEREST, INCLUDING ANY COPYRIGHTS AND RENEWALS OR EXTENSIONS THERETO, TO THE WRITTEN WORK IDENTIFIED BELOW.

Author's Name: _____

Mailing Address: _____

E-mail: _____

Phone: _____

Signature: _____

Date: _____

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