

Los Angeles Lawyer Magazine Style Guide
(rev. 7/20/17)

RIGHTS AND PERMISSIONS

1. *Los Angeles Lawyer* does not accept previously published articles.
2. As a condition of publication, all authors must sign a Release Form (attached).

FORMAT OF ARTICLE

1. Length:
 - a. Feature articles (CLEs): 3,000 to 5,000 words, including endnotes.
 - b. Departments: 2,500 to 3,500 words, including endnotes.
2. All citations should be placed in sequentially numbered automated endnotes, not in the text. Quoted sources should be cited; pin cites are needed for quotations from cases.
3. Include a brief (one- or two-sentence) professional identification.

PROSE STYLE

1. Articles are in the form of a unified, flowing narrative, not an outline.
2. Subheads should be brief and used very sparingly. They are not a replacement for well-crafted transitions and are subject to deletion and editing.
3. Write in the third person and avoid the first (“I” and “we”) and second person (“you”).
4. *LAL* staff will edit out all references to “the author,” “the author’s firm,” and “this article.”
5. *LAL* staff will edit out self-promotion.
6. Avoid advocacy in *LAL* departments and features.

CITATIONS

1. The endnotes should not exceed 30 percent of the length of the article. Commentary in endnotes may be deleted or shortened.
2. *LAL* generally follows *The Bluebook*. Please cite to the official reports using the full case name. With out-of-state cases, citation of West is acceptable. Indicate the state in parentheses with the year.

FORMATTING THE COMPUTER FILE

The editors delete nearly all text formatting before editing, so it is not necessary to apply complex formatting. However, please use Word’s automated endnotes, and please use one tab to mark the beginning of each paragraph. The editors ignore redlining and comment features.

SUBMISSION OF COMPLETED MANUSCRIPTS

1. Submit articles via e-mail as attachments to the editorial staff in Microsoft Word.
2. Please provide the names, addresses, phone numbers, and e-mail addresses of all authors of the article submitted.

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