

# **BRIEFS Author Guidelines & Policies**

## **IN GENERAL**

### **Publication Schedule**

BRIEFS is published by the Ingham County Bar Association six times a year (September, November, January, February, April and July).

### **Copy Deadline**

Content submissions are due the 15th of the month for the following month's issue (e.g., deadline is March 15th for the April issue). Late submissions are accepted at the discretion of the editor.

### **BRIEFS Committee Meetings**

A minimum of four committee meetings are held each fiscal year. Additional meetings are held, as necessary. To be added to the mailing list for meeting notices, email the editor at [briefs@inghambar.org](mailto:briefs@inghambar.org).

### **Author and Article Pictures**

The preferred picture format is full-color .jpg (JPEG) files, 72 dpi or better. For head shots, the resolution should be high enough to be viewed clearly when approximating a 2" x 3" photo online. Please do not send thumbnail photos, as they will not be published.

### **Article Length and Format**

Article length varies, so the following is only a guideline. Articles may be edited to fit a specific amount of space.

- Raising the Bar announcements:100-200 words
- Local legal events notices:100-150 words
- Columns: 300-500 words
- Articles: 700-1,000 words
- Submit articles in a Word .doc/.docx

### **Article Ideas**

Writing an article for BRIEFS is an excellent way to publicize your expertise, and we encourage your submissions. Please send ideas for articles or completed articles to the editor, at [briefs@inghambar.org](mailto:briefs@inghambar.org). Within 24 hours, you will receive an email confirmation that your article was received.

### **Opinion Articles**

Opinion articles selected for publication will be printed with a disclaimer noting that the viewpoints are that of the author and not of the Ingham County Bar Association. BRIEFS reserves the right to reject, edit or modify content submitted for publication.

### **Author Information**

Along with your article, please include your full name, e-mail address and a short biography (2-3 sentences). Please also send a photo of yourself, preferably in .jpg (JPEG) format and in color, if possible.

## **MEMBER ANNOUNCEMENTS**

News of career moves, presentations, honors, recognitions, etc. is published in the “Raising the Bar” section. We accept and publish announcements only for ICBA members.

BRIEFS does not accept or publish announcements based on peer recognition and review sites, such as Super Lawyers, Best Lawyers, Best Law Firms, etc.

BRIEFS does publish honors and awards given by legal publications such as Michigan Lawyers Weekly (i.e., Leaders in the Law) under the following conditions:

1. BRIEFS will only publish such announcements for ICBA members.
2. Announcements will appear only in Raising the Bar and are limited to 50-75 words.
3. Announcements must comply with any applicable copyright/trademark requirements of the publication.
4. ICBA takes no responsibility for the published announcement.

*Updated: 7/8/20*