

The Pennsylvania Lawyer Writer Guidelines

The Pennsylvania Lawyer is a feature magazine published by the Pennsylvania Bar Association as a service to its members and the legal profession at large.

It appears every other month in January, March, May, July, September and November. It has a circulation of approximately 30,000. It is distributed to the news media and libraries as well as to members of the association.

The magazine is designed to supply useful information about the practice of law; to explore law-related trends and developments; to provide a forum for the expression of ideas, concerns and opinions; and to stimulate debate on professional and public issues that affect lawyers. All articles must relate directly and specifically to the legal profession in Pennsylvania.

Publishing goals in support of Pennsylvania Bar Association goals

We seek to publish articles that:

- Promote pride in the profession
- Encourage civility, ethical behavior and professionalism
- Create awareness of important trends and developments
- Help build sound, profitable practices
- Enhance the quality of legal life
- Improve service to clients and community
- Foster commitment to legal education
- Contribute to positive involvement in public affairs
- Educate and inform the public and the profession

Length and format

Feature articles generally run about 1,200 to 1,500 words, although we will consider articles of 600 words to 2,000 words.

Articles must be written in journalistic style (no footnotes), generally following the guidelines of the Associated Press Stylebook. The source of quotations and information must be clearly attributed within the text. Appropriate documentation of pertinent facts and quotations may be required.

We prefer to receive articles as MS Word files sent via e-mail. Articles should be marked to the attention of the editorial director and sent to either editor@pabar.org or donsarvey@earthlink.net. Hard copy submitted by mail MUST be printed in double-spaced, letter-quality format on white paper, without pen or pencil marks. Hard copy MUST be accompanied by an electronic version, preferably in MS Word on a disk or CD.

Queries and unsolicited manuscripts

The Pennsylvania Lawyer prefers to receive advance queries about proposed articles, although unsolicited manuscripts will be considered. Telephone queries are not accepted. Writers querying *The Pennsylvania Lawyer* for the first time should include clips of previously published

work or other relevant credentials.

Your query should describe the article you have in mind, why the topic would be important or interesting to the readers of *The Pennsylvania Lawyer*, why you're uniquely qualified to write the article and what specific approach or focus you would take. Because our standard feature is only 1,500 words, a tight, well-planned focus is crucial.

Remember that our editorial calendar usually is set four to six months in advance. We sometimes open space to accommodate a late-breaking article, but most of the time our articles are planned many months ahead.

Non-members of the Pennsylvania Bar Association should submit a self-addressed return envelope with appropriate postage with all queries and manuscripts. Such manuscripts not accompanied by a return envelope with postage will be discarded rather than returned. For sample issues, please send \$2 to cover postage and handling.

Tips for writers

- *The Pennsylvania Lawyer* accepts legal humor and cartoons infrequently. The magazine publishes a regular humor column. The magazine also publishes regular columns on legal discipline, legal ethics, people notes, writing and technology. These columns are not open to outside writers.
- Profiles are considered but are given lower priority than articles that focus on the practical, day-to-day aspects of lawyering; the business of law; law-office management; the impact of emerging legal trends; and the legal aspects of public issues.
- Scholarly articles dealing with substantive law are not accepted. Such articles should be submitted to *The Pennsylvania Lawyer's* sister publication, *The PBA Quarterly*. (The association also publishes the *Pennsylvania Bar News*, a biweekly newspaper containing news of association activities.)
- Articles should contribute in a positive way to the profession. For example, the exploration of a problem affecting lawyers should also examine the possible solutions to the problem. Opinion pieces and point-of-view articles are accepted, but political polemics and attacks on individuals are not.

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