

San Antonio Lawyer

Authors' & Editors' Guidelines for Submitting Copy (Updated as of November 11, 2013)

For layout and publication purposes, we need to provide copy that is in very plain text — with no fancy stuff coded into the articles. Here are some things we need to catch early in our collaboration between authors and editors:

1. Editors will primarily edit to format the articles for publication and to ensure clarity, fluency, and correctness. As much as possible, editors should try to preserve the author's writing and stylistic choices. Unless otherwise instructed to do so, editors should not rewrite articles.
2. Articles must be submitted in Microsoft Word. Whenever possible, authors should write their articles in Word to begin with, rather than converting them to Word from some other word-processing program. If conversion is necessary, authors should try to correct any formatting issues created by the conversion before submitting the article. If doing that is not possible, please notify the articles editor (Sara Murray) or the departments editor (Leslie Hyman), as appropriate.
3. **AUTHORS AND EDITORS MUST DISABLE THE “TRACK CHANGES” TOOL AND SHOULD NOT USE IT FOR ANY REASON DURING ANY PART OF THE WRITING OR EDITING PROCESS.**
4. Authors should not use any special initial style codes in the document, such as outline formatting.
5. Authors and editors should not put the article in columns. Kim Palmer will take care of that during layout.
6. Authors and editors should use 12-point Times New Roman font.
7. Authors and editors should use tabs for paragraph indents. Editors should ensure that there are not any spaces between paragraphs in any edited copy.
8. Authors and editors should use full justification.

9. Editors should check to be sure that there is only one space — not two — after punctuation ending a sentence.
10. Authors and editors should ensure that all font and other codes have been removed from the article's title — including but not limited to the use of italics, bold, underscoring, fancy fonts, or all caps.
11. Authors and editors should ensure that the author's name is in a byline immediately under the article's title, and that both title and byline are moved to the left margin — not centered.
12. *San Antonio Lawyer* uses endnotes — not footnotes — but the use of endnotes is not encouraged. That being said, when endnotes are needed or appropriate, authors and editors should ensure that all case names and case styles are in italics and follow *Blue Book* format (law journal). Copy editors should cite-check the form and correctness of all legal citations in the article. If copy editors are unable to do the cite-checking, they should notify Sara or Leslie of that fact when they submit the article.
13. Authors and editors may use bold and italic font styles and large and small caps as appropriate, but authors and editors should not use underlines. Website URLs should be bolded.
14. Unless asked to do otherwise, authors should avoid bullet points and double indents because column space is tight, particularly when the article is laid out in three-column format. Editors should edit articles to eliminate use of bullet points and double indents. If authors or editors have any questions about how to avoid or eliminate bullet points and double indents, they should contact Sara or Leslie.
15. Authors should include with their articles a very short bio – one or two sentences that identify the author/firm/area of practice. The bio should be in italics. Before submitting edited copy to Sara or Leslie, editors should confirm that the bio has been included, and that it appears in italics.
16. *San Antonio Lawyer* uses color head-shot photos of all authors. Authors should either submit such a photo in digital format with their articles or should confirm that use of their bar directory photo is permissible. Editors should ensure that the author's photo has been submitted or that use of the author's bar

directory photo has been approved before sending the edited copy on to Sara or Leslie.

17. Editors should feel free to confer with authors during the editing process, and may need to do so if a bio or photo is missing, if the article is highly technical, or if — due to some unusual circumstance — the article has had to undergo extensive editing. Authors of profiles should confer with the person who is the subject of the profile to be sure that he or she is comfortable with the content and tone of the profile. As much as possible, please try to arrange conferences so that they do not delay the editing and publication process, and please remember that the authors and subjects of profiles will have an opportunity to review and make changes to first proofs. If you need the author's or profile subject's contact information, please contact Sara or Leslie.
18. Questions? Call Sara or Leslie. Alternatively, refer to past issues for other formatting answers. Past issues are archived on the SABA website. *San Antonio Lawyer* formats book reviews in a particular way, so please refer to past book reviews to see how they were formatted. Also note that *San Antonio Lawyer* does not publish judicial profiles in Q and A format. Anticipate what Kim and the publisher will need.
19. Quick turnaround time at the editing stage is critical to our success. Editors should meet the deadlines set by the articles editor (Sara) or the departments editor (Leslie). Edited copy should be emailed to Sara or Leslie, as appropriate.
20. When first proofs arrive, Sara and Leslie will immediately fax or email them to each author and editor who contributed to the issue, for their review and input. The authors' and editors' immediate attention to the first proofs is essential. Sara and Leslie will compile the authors' and editors' feedback and will recommend changes to the proofs as appropriate. Sara and Leslie will also independently review the proofs, recommend any other appropriate changes, and fax or email corrected proofs to Judge Nellerroe as soon as possible. Everyone's cooperation in this process is essential.
21. Thanks for your contribution to our award-winning bar magazine! This is — and has always been — very much a team effort.