

## **Authors' & Editors' Guidelines for Submitting Copy** ***San Antonio Lawyer* April 2009**

Essentially, we want to pass on copy that is very plain text -- no fancy stuff coded into the articles. Here are some things we need to catch early in our collaboration between authors and editors:

1. We primarily edit to format the articles for publication and to ensure clarity, fluency, and correctness. As much as possible, we try to preserve the author's writing and stylistic choices.
2. Type only one space after punctuation ending a sentence. Use tabs for paragraph indents. Use full justification. Do not put the article in columns. Kim will take care of that part.
3. Do not use any special initial style codes in the document, such as outline format. Please remove all font and other codes from the article's title. Be sure 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.
4. All case names and case styles should be in italics and follow *Blue Book* format (law journal).
5. We use endnotes, not footnotes. We do not encourage the use of endnotes, either.
6. Bold and italic font styles may be used as appropriate. Avoid underlines. Avoid bullet points and double indents because column-space is tight.
7. Save and/or convert the text to **Microsoft Word** format. Please use 12-point Times New Roman font. **PLEASE DISABLE THE "TRACK CHANGES" TOOL, AND DO NOT USE IT FOR ANY REASON.**
8. All submissions must include a very short bio – one or two sentences that identify the author/firm/area of practice. The bio should be in italics.
9. Check with the author to determine whether a bar directory photo or some other photo of the author is preferred.
10. Questions? Refer to past issues for other format answers. Anticipate what the publisher will need.
11. Do not let copy sit on your desk for more than one day! Quick turnaround time at the editing stage is critical to our success. E-mail edited copy to the articles editor or departments editor.
12. When first proofs arrive, immediately fax or email a copy to each author for review. Request the author's immediate attention. Incorporate the author's changes; proof copy for any over-looked typos; and fax or email corrected proofs to the articles editor or departments editor, as appropriate.