NALP Bulletin
Authors’ Editorial Guidelines

The NALP Bulletin, a monthly magazine, presents news and issues of professional interest to NALP’s membership of over 2,500 legal career professionals who advise law students, lawyers, law offices, and law schools in the U.S., Canada, and beyond. The NALP Bulletin invites articles from members and other interested professionals and suggests the following guidelines to potential authors.

- Articles should not exceed 1,500 words in length. There is no minimum word count, and articles of 750 or fewer words are encouraged. NALP will review articles of greater length, but has only limited potential for publication of lengthier articles. Authors who find the word limit problematic are encouraged to contact Janet Smith at the NALP office to discuss such options as narrowing the focus of an article.

- NALP encourages authors to submit ideas or outlines prior to beginning writing. This helps ensure that authors are not duplicating other articles already under consideration and allows NALP to offer suggestions that may improve the chances of the final manuscript being accepted. Acceptance of a proposal does not, however, guarantee acceptance of the final manuscript.

- NALP will also review unsolicited completed manuscripts for possible inclusion in the NALP Bulletin.

- Submission in Word or rich text format is preferred. Contact Janet Smith if you have questions.

- A brief biographic credit line should accompany the article. This should consist of the author’s name as it should appear in the byline and credit plus title and affiliation. A brief additional sentence about experience relevant to the article may be included, but this added biographical data will be published at NALP’s discretion.

- Photographs, charts, or other graphics may be submitted with the article. Reproduction of any graphics will depend upon space and upon a determination of their reprint quality. If the graphics an author submits are not original, the author is responsible for ensuring that he or she has the legal right to have them reproduced in the NALP Bulletin as part of the article. In the case of original photographs, the author assumes responsibility for acquiring permissions from anyone who is pictured.

- A journalistic style is most appropriate for NALP Bulletin articles. In other words, a magazine-like or newspaper-like style is more appropriate than an academic, footnote-heavy style. NALP will be happy to provide comments on drafts, or to furnish additional advice to help ensure that articles have a lively, interesting tone that will communicate to readers.

- Remember that NALP’s membership includes both law school and employer members as well as affiliate members. Your article may address issues of concern primarily to one of these membership segments, but remember that you are writing for NALP’s membership and not directly addressing their constituencies of lawyers and law students.

- Although writing for the NALP Bulletin may provide good visibility for an author and for the organization with which he or she is affiliated, an article should not seem to exist primarily to promote a specific organization, product, or person.

- NALP reserves the right to edit articles for style, grammar, accuracy, and space requirements. The responsibility for accuracy rests with the author; NALP is not staffed to research or check for accuracy.

- The NALP Bulletin is copyrighted and articles published in it become the property of NALP unless other prior arrangements have been made. Authors must request permission from NALP if they wish to reprint or resubmit to another publication. In submitting an article, the author assumes responsibility for ensuring he or she has the legal right to offer the article for publication — that is, NALP must be informed if the article has been previously published.

Articles should be submitted to:

Allison Beard
NALP Director of Communications
and Member Engagement
abeard@nalp.org
202-835-1001
1220 19th Street, NW, Suite 401
Washington, DC 20036-2405