



PDQ* Author Guidelines for *Bulletin+

***PDQ* invites article proposals from interested authors.**

Editorial Mission and Publication History: *PDQ* offers thoughtful, in-depth explorations of lawyer professional development topics by PD people for PD people. In each issue articles from leading experts in lawyer professional development, career development, and talent management present advanced-level content in core areas of lawyer PD — sharing best practices, lessons learned, and new developments in the field. Published as the standalone journal *PD Quarterly* from 1999-2021, *PDQ* is a continuation of the *PD Quarterly* brand within NALP's *Bulletin+* digital monthly magazine that launched in May 2021.

- Articles submitted to *PDQ* should not have been previously published elsewhere without permission of *PDQ* staff. They should provide information on subjects related to law office professional/career development and talent management useful to persons who have primary responsibility in those areas for private law firms, corporate legal divisions, government agencies, law-related organizations, law schools, and consulting firms.
- Articles should treat their topics in appropriate depth. As warranted by the subject matter, length can be from 1,800 to 2,500 words.
- We encourage authors to submit article outlines prior to beginning writing. This helps ensure that authors are not spending their time duplicating other articles already under consideration and allows us to offer suggestions that may improve the chances of the final manuscript being accepted. Acceptance of a proposal or outline does not, however, guarantee acceptance of the final manuscript.
- *PDQ* will also review unsolicited completed manuscripts.
- When formulating an idea or writing an article keep in mind that *PDQ* seeks advanced-level content for readers who are knowledgeable professionals in their field.
- While *PDQ* offers advanced-level content within its field, it is not an academic journal. An author's tone should rather be one of addressing colleagues within the PD field. Authors should use subheads to help organize and facilitate transitions within the copy, and sidebars may be used to include pertinent information that is supplemental rather than central to the main content.
- Articles should be non-promotional in tone — that is, an article should not primarily promote a specific organization, product, or service. This does not preclude informative articles that share in-depth information about how particular initiatives or programs were implemented within specific organizations; it simply means the focus should be on informative, in-depth content.
- Once an article proposal or manuscript has been accepted, the author will be informed of the proposed publication schedule for the article. Completed articles should then be submitted. Any

charts or other visuals should be sent with the final article as separate .jpg, .png, .tiff, or .eps files rather than being embedded in a Word document.

- Authors will be asked to submit with their final manuscript: (1) a current color head-and-shoulders photo (which should be at least 300 dpi when approximately 1.5 inches tall); (2) contact information (email address); and (3) a brief bio of 2-4 sentences. Degrees and other honorifics (Esq., J.D., Dr., etc.) will be omitted from bylines but may be included in the bio.
- An article must be an author's original work with the exception of brief quotations, which must be clearly attributed. If an attribution is to a source that readers may want to consult, URLs should be included where relevant. In submitting an article, the author assumes responsibility for ensuring that he or she has the legal right to offer the article and all of its elements — including any graphics — for publication. It may occasionally be acceptable to use an illustration or extended quotation from another source, but only if the author has acquired permission to do so.
- *Citations*: While it is important to make sources clear to the reader, *PDQ* follows professional book editing guidelines rather than a law review format. Excessive footnoting beyond what is needed for clarity is discouraged and will be subject to editing if included.
- *PDQ* reserves the right to edit articles for style, grammar, accuracy, and space requirements. The responsibility for accuracy, however, rests with the author; *PDQ* is not staffed to research or check all information included in an article for accuracy.
- *PDQ* reserves the right to refuse any article that does not meet our readers' needs or fit within our editorial mission.
- No payment is offered to *PDQ* authors, and *PDQ* does not normally commission freelance writing.
- In submitting your article for publication, an author is granting NALP, publisher of *PDQ* articles within *Bulletin+*, permission to reproduce, circulate, and/or republish the article without limitation, with credit to the author.
- Once an article has been published, the author will be sent a low-resolution PDF file of the article. This PDF may be posted on the author's website or shared with a colleague by email. Authors interested in sharing their article more widely, either through additional publication or through such publicly accessible sites as LinkedIn, should contact NALP Editor-in-Chief Cindy Stevens (cstevens@nalp.org) to inquire about possible permission.

Article proposals, potential articles, and questions about these guidelines should be directed to:

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