

Get Published in *LAT*!

LAT Editorial Guidelines

Legal Assistant Today is the only independent magazine geared toward the needs of the rapidly expanding paralegal profession. *Legal Assistant Today* offers information pertaining to paralegals on legal practices and developments, practical advice and “how-to” articles to help its readers achieve career goals. It covers national regulation and licensure efforts, news, trends, professional event happenings, colorful and informative pieces on unique areas and persons in the profession, and sound advice for becoming more efficient in the workplace. Writers must keep this readership in mind.

We seek material that offers our readers new insights into the various aspects of the paralegal profession, with an emphasis on providing practical information in an easy-to-read, “how-to” format. All articles should be geared to experienced paralegals — those with more than five years of experience. Stories on paralegals involved with high-profile cases should show us the “what’s-involved, how’s-it-done” angle through interviews with the featured paralegals. Features range in size between approximately 2,500 and 3,000 words, including sidebars.

Copyright

All materials offered for publication should be submitted with the understanding that they are complete, original material and are offered to James Publishing for **first North American rights**, nonexclusive Web or electronic rights, marketing purposes and reprint permission.

LAT Style

All articles should be written in Associated Press (AP) style, spell-checked and edited by the writer for grammar and errors. **A list of cited sources (including source name, title and phone number) is required.** Keep sentences brief and to the point. *Legal Assistant Today* uses the active voice in all articles and quotes are kept in the past tense (*e.g.*, “said”). Please do not use double spaces between sentences. Text should be broken up with subheads as needed. Writers are encouraged to supply sample headlines and respectfully asked to be sure to place their bylines on each article entered. **All submitted materials are subject to editing. Due to time and space considerations, along with editorial discretion, *Legal Assistant Today* reserves the right to determine whether and when submitted material is published.**

Other items of note:

- Footnotes are not used; incorporate these into the text.
- Tables/charts do not need to be produced in table form. Writers may simply type these clearly, with tabs, and provide a hard copy example of what the finished table/chart should look like.
- Writers must obtain written (via fax, mail or e-mail) permission for use of copyrighted material (*i.e.*, charts from surveys, etc.). Graphics are always desirable, and in some cases necessary (*i.e.*, representations of forms, photographs of interview subjects, etc.). Writers should also remember to adhere to the policy of Fair Use when quoting from published materials.
- Writers should confirm all facts in stories prior to submission. Verify questionable quotes, names, facts and figures. However, to maintain *Legal Assistant Today*’s journalistic and editorial integrity, third parties who are not a part of the freelance agreement should not be provided with copies of the stories under assignment. Providing

copies of unpublished articles is a violation of *Legal Assistant Today*'s editorial and freelance policies and significantly complicates the publishing process.

Deadlines and Sending in Manuscripts

- Due to the nature of the material and the need to turn copy around quickly, **DEADLINES ARE STRICTLY ENFORCED.**
- Materials should be sent by e-mail in Microsoft Word in plain-text format.
- Names, telephone numbers, physical addresses and e-mail addresses of all sources quoted in articles must be provided for editorial fact-checking purposes. If information is obtained from written material or Web sites, please include a copy (or e-mail attachment/link) of the material or Web address for proofreading purposes.
- Submit a brief biographical sketch (50 words maximum) with your manuscript. Include your current position (attorney, paralegal, freelance writer), company or other professional organization (if any), field of expertise, etc. (No hobbies, family members, etc., unless they pertain to your subject or your expertise.)