

## Article Submissions Guidelines

We have only 10 guidelines for article submissions. If you do not follow the guideline # 2 below, and guideline # 3 below, then your article will not be considered for publication.

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**#1. Length.** There are no minimum or maximum length requirements. Five hundred words (500 words = two typewritten sheets) to 1500 words is a preferred length. More is ok. Less is ok.

**IMPORTANT — #2. How to send it.** Send your proposed article to us by email attachment in Word or WordPerfect. We prefer WordPerfect.

We do not take typewritten submissions. We do not take submissions contained within email text. We only take articles submitted to us by email attachment.

**IMPORTANT — # 3. Send us what we need to tell readers about you personally.**

**A - Send us a photo of yourself.** The internet world is visual. Please send us (as an email attachment) a photo of yourself that we could publish with your contribution. Send it as a JPEG format, preferably 100 pixels wide.

**B - Send us a biographical note about yourself or your company.** Send whatever you want, but we prefer that submit not more than about 200 words. We will probably edit it down further ourselves to 50 to 100 words.

**C - Tell us the URL for your website.** We give you credit and a link to your website. If you have a website (and a particular page on the website that you would like us to publish, send us the URL of your website. Ordinarily we add the link in your bio material that we publish.

**#4. Where to send it.** Send your proposed article to us as an attachment to an email addressed to – [Leonard@Bucklin.org](mailto:Leonard@Bucklin.org).

Then send a separate email to the same [Leonard@Bucklin.org](mailto:Leonard@Bucklin.org) with your biographical material, website URL, and attach your photo as an email attachment.

**#5. If you want to get source references out of the text, use endnotes please, not footnotes.**

There is **no** requirement that you must have endnotes, or source references. Our website is news and information for busy people. This is not a law review or a doctoral thesis. On the other hand, if you have some endnotes of sources, or end the article with a list of suggested further reading, you gain some credibility with our attorney readers. Just put those references into endnotes, not footnotes.

Remember, we publish electronically, so you can include hyperlinks, within your text, to internet resources.

**#6. USE SINGLE SPACING AND BLOCK PARAGRAPHS** . Single space the article; do not double space lines. Use block paragraphs (do not indent the first line of a paragraph), like this. Double space between paragraphs).

**#7. NO BULLETED LISTS.** Do not use bullets in an indented list. You can use an indented list; just do not bullets on them. Your formatting and ours may not mesh, so your bullets cause problems in getting the text ready for our publishing. (We probably will put our own bullets in — see # 9 below.)

**#8. GENERAL STYLE.** For other style questions, refer to the Chicago Style Manual (any edition). However, that is not a hard requirement. The only real requirement is that the article is internally consistent in its general style.

**#9. IMPLIED REPRESENTATION** . You do not need to send us any formal written statement of the sort common in law school journal article publishing, that you are the real owner of the words. Your sending the article to us is enough for us that it is a representation by you that

A. The copyright is owned by you;

B. You are able to grant us a license for publication.

C. You do authorize us to edit as we think fit and an unlimited license to publish as we desire; and you agree we have an unlimited license to grant others reproduction rights of the article as we publish it on the website, as long as they give credit to you as the source.

You retain the original copyright to the original material you submitted, and can do with the original material what you wish, including publication elsewhere.

**#10. WE MAY MAKE VISUAL AND EDITORIAL CHANGES.** The internet ezine world is a fast track world. It is also a visual world. In electronic publishing it is normal to add headlines with impact, maybe add a photo or art, pull some words out of the article for placement in separate color boxes, and make other visual changes. If you are worried that editorial changes for e-zine publishing may make a difference to you, we will submit it back to you for your approval but only (1) if we eliminate or change more than ten words – **and (2) if** you tell us when you submit it: "Resubmit to me at [your email address] if you change more than 10 words".

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**Questions?** Send them to [Leonard@Bucklin.org](mailto:Leonard@Bucklin.org)