



M U L T N O M A H B A R A S S O C I A T I O N

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2005 Requirements for *Multnomah Lawyer* Contributors

Please pay particular attention to bold and underlined requirements.

PURPOSE

The *Multnomah Lawyer* (ML) has been published since 1954. It exists to inform and stimulate interest among Multnomah Bar Association members. It focuses on items related to their practice, member services, board issues, local legal issues, and individual lawyer profiles.

The ML is not a law journal or a magazine, but a newsletter which focuses on timeliness, a non-academic tone and brevity of articles. The ML's implicit purpose is to maintain of a sense of community among our members.

DEADLINES

The *Multnomah Lawyer* is published eleven times annually, monthly except for a combined July/August issue and is delivered by the fifth of the month. **Deadline for copy is the 10th of the month prior to the publication month;** if the 10th falls on a weekend, the Friday before. Accepted submissions may be held until a later month.

STYLE

Articles should be concise and focused **within the range of 250-500 words.** "Legalese" should be avoided. Copy should be double-spaced and **submitted via email in MS Word, RTF file,** or embedded within the email. Please **do not underline Web sites or email** addresses.

Accompanying **black and white photographs are encouraged. They reproduce best if they are a high resolution electronic file or clear, printed, B/W, 4x6 or larger.** Identify all individuals, credit the photographer and attach this information.

All submissions are reviewed for clarity, length, style rules, grammar, and spelling. The editor reserves the right to make necessary changes for length and/or to ensure consistent editorial policy and style. Submissions accepted for publication may be held until later issues if space constraints dictate. Unsolicited submissions are published at the discretion of the editor. All articles should include a short sentence about the writer.

TYPES OF SUBMISSIONS

- **Articles** should carry the author's byline and benefit from sub-heads, captions and/or bullet items versus continuous paragraphs; if writers don't suggest the breaks themselves, the editor may add them. **Please make content as specific to the tri-county area as possible.**
- **Around the Bar** reports only on **members'** awards, honors, moves, transitions, etc.
- **Letters** must be signed and may be edited for spelling, grammar or length.
- **Profiles of individuals** must be proposed to the editor before actual article is submitted. The submitter and editor will discuss what background information should be included as well as angle of the story.
- **Calendar Items and Announcements** should be brief and include the time, date, place and a contact person. Plan well in advance; events in the first half of the month should be in the previous issue.

When authors submit any article to the MBA, they automatically grant the MBA all rights in any form of media without limitation, print and electronic.

Questions? Call Judy Edwards, Executive Director and Editor of the *Multnomah Lawyer*, 503.222.3275.