



Multnomah Lawyer Contribution Guidelines

Purpose

The *Multnomah Lawyer (ML)* has been published since 1954 and exists to inform MBA members about timely topics of interest to their practice, local legal issues, and individual lawyer and judge profiles. The publication does not purport to offer legal advice.

Deadlines

The *ML* is published 11 times annually; on a monthly basis, with a combined July/August issue. It is scheduled to be delivered by the 5th of the month.

Deadline for all copy is the 10th of the month preceding publication, or the prior Friday, if the 10th falls on a weekend. Submissions may be held until a later month.

Style

- Articles should range between 500-750 words.* "Legalese" should be avoided. Copy may be submitted via email and in MS Word or RTF format (not PDF).
- Please plan to provide a color, high-resolution, digital photo of the author or subject of the article (300 dpi, 1mb, jpg or tif format). Please identify the individuals in the photo and credit the photographer, as needed.
- All submissions are reviewed for clarity, length, grammar, spelling and style. The editor reserves the right to make changes for length and/or to ensure consistent editorial policy and style, and will attempt to notify the author of style and length edits made.
- Submissions may be held for later issues if space and topic constraints dictate. Unsolicited submissions are published at the discretion of the editor.

Types of Submissions – Specific Directions

- **Articles** should carry the author's byline, and when possible, include subheads and bullet items to break up the text. The topic should be timely and as specific to the local legal community as is possible. Please also provide a photo.
- **Around the Bar** items report on MBA members' awards, honors, moves and transitions. All submissions are edited for style and format and are used on a space-available basis in the order in which they were received. Listings from other publications (e.g. *Best Lawyers*®, etc.) are not accepted.
- **Letters** must be signed and may be edited for spelling, grammar or length.
- **Profiles** of lawyers and judges are welcome; please propose the intended profile to the editor before submitting an article.
- **Calendar** items and **Announcements** – these columns include upcoming events or information of note. Announcements are timed to appear in the previous issue if they occur before the 15th of the month; e.g., a February 13th event would appear in the January issue and should be submitted by December 10th.

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 the MBA at 503.222.3275
or email mba@mbabar.org.

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*Exceptions are allowed