

GUIDELINES FOR SUBMISSION OF ARTICLES TO *THE LEGAL SECRETARY*

Guest Writer Guidelines

COMPUTER INPUT GUIDELINES

- a. Articles must be submitted by email as an attached document using word processing programs such as Microsoft Word or WordPerfect and saved as "doc", "txt", "wpd" or "ASCII" file. When sending email, include in subject line: "Smith - Article, Bio and Photo" [Last Name of Author] and [contents].
- b. All articles submitted must be accompanied by the name and email address of person submitting the article, and name of submitting Association. If article has been previously printed in another publication, permission to reprint is needed. Articles that do not have this information cannot be considered for publication.
- c. Articles submitted must be *at least 550 words* and *no more than 2800 words*.
- d. Articles sent in PDF format are **not** acceptable.
- e. Articles submitted *must include a brief biography, digital photograph of author, and the name, email address, and contact information of person submitting the article. The bio should appear at the top of the article*. Please do not send two separate documents.
- f. Type all copy in Times New Roman 12 point type to fit across an 8-1/2" x 11" page, **single spaced. Avoid using style attributes such as bold, italic, centering, columns or tabs.**

PHOTOGRAPHS

- g. A digital photograph of the author(s) must be submitted as described in paragraph e. above.
- h. Digital photography is required and must be a resolution high enough to guarantee at least 300 dpi at 100% scale.
- i. Centered, straight-on photographs similar to passport photos or portraits are preferred. If you use a flash, direct it away from the subject to avoid glare or move a few inches left or right of center to eliminate glare.
- j. If you submit photographs for publication other than your own, please indicate the source and include any letters of permission for publication in the magazine.

MISCELLANEOUS

- k. Articles are subject to approval and/or editing. Editor cannot guarantee publication in any given issue, although every effort will be made to publish as soon as possible after acceptance.
- l. Articles submitted and published in *The Legal Secretary* become the property of LSI unless prior agreement is obtained by the authors. There is no objection to reproducing articles previously published in *The Legal Secretary*, provided the original source is acknowledged.

If you have questions regarding these guidelines, please contact the Editor.

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