



Boston Bar Journal

Law Student Author Information

The BBA is pleased to be offering limited opportunities for law students to author or co-author pieces for publication in the **Boston Bar Journal (BBJ)**. The BBJ is an online quarterly publication of the Boston Bar Association that presents timely information, analysis, and opinions to more than 13,000 lawyers in nearly every practice area.

Law Student authors may write a piece independently or serve as co-author alongside a professor or practitioner.

All proposals and articles are subject to review by members of the Board of Editors. All submissions must conform to the guidelines set forth below as well as the specific guidelines established by your assigned coordinator. The Board of Editors, at its sole discretion, may change or modify the submission and article guidelines at any time.

Submission Guidelines:

- The BBJ does not publish articles that have previously appeared in other print or electronic publications.
- The BBJ will not publish articles whose primary purpose is to pitch specific products or services and no articles should be used for fundraising purposes.
- The BBJ does not publish book reviews.
- If an article is likely to read like a brochure for a program, project or initiative, it belongs in a publication other than the BBJ.

Article Types:

Students may submit proposals that fall roughly within one of the below categories. If you aren't sure which category your proposal would fit in, the coordinator assigned to your article, if selected, can help make that determination. *Articles will typically not exceed 1,500 words.*

Case Focus: Offers an overview and summary of a significant, typically recent, decision. A Case Focus is generally limited to a final decision, but the Board may decide on a case-by-case basis to relax this rule if a case involves a question of exceptional importance and appellate review is not imminent.

Heads Up: Focuses on statutory enactments, new case law, regulatory changes, new guidelines and protocols. It is aimed at keeping the practitioner in the know and seeks to help readers stay on top of the ever-changing landscape that is the practice of law.

Viewpoint: This piece seeks to identify and illuminate important aspects of the current law student experience.

Editorial Process:

Each selected article will be assigned a coordinator who will guide authors through the three-draft editing process. The first draft will be reviewed by the coordinator who will offer edits to be addressed in the second draft. The second draft will be further reviewed by an editorial group assigned to the article and edits will be consolidated and shared by the coordinator to be addressed in the third and final draft.



Boston Bar Journal

Style Guidelines

Formatting:

- Times New Roman, 12 point font
- Case names and introductory signals (*i.e. seem cf., see also*) are italicized and not underlined
- Section titles (Introduction, Conclusion, everything in between) appear in bold, not numbered
- Do not indent paragraphs (to conform with Wordpress platform)
- One space after periods

All Articles Must Include:

- Title
- Author's name
- Text of article
- Bio, following the article, in italics

Hyperlinks:

Hyperlinks are helpful but should not distract from the article text. Hyperlinks should be used for the express purpose of directing readers to sites with particularly important content or a direct connection to an issue being discussed in the article. Please note that hyperlinks should never be a substitute for content, thought, or careful editing. Authors are responsible for checking to ensure hyperlinks are valid and do not violate a web site's terms of use.

Biographical Statement:

A short biographical statement (approx. 2-3 sentences) must be provided at the time the final draft is submitted.

Additional Materials Required Upon Acceptance of Proposal or Article:

Photograph: A head and shoulders photograph of the author(s), preferably in color, must be submitted as either a .jpg or .tif attachment. The resolution of the photograph(s) should be least 300 dpi. Portraits taken by professional photographers work best.

Copyright Release: The Authors' Copyright Release form must be completed and submitted by the author(s) once the proposal or article is accepted for publication.

Checking Citations and Shepardizing:

Authors are responsible for checking all citations of any case references and footnotes, and for shepardizing any cases referred to in the article.