

# SC LAWYER

*The Official Magazine of the South Carolina Bar*

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950 Taylor Street, Columbia, South Carolina 29201 | Phone: (803) 799-6653 | [scbar-info@scbar.org](mailto:scbar-info@scbar.org)

## ***SC Lawyer Article Submission Checklist***

### ***Submission Requirements***

- Manuscript—MS Word format; an original work of the author(s)
- Word count—does not exceed 3,000 words (including endnotes) or 500 words for Viewpoints
- Author criteria—written by a South Carolina Bar member, a current law professor or co-authored by a South Carolina Bar member; only one submission per author will be published per year. Include position and name of employer for all authors.
- Copyright—signed Article Submission Form if selected for publication

### ***Deadlines and Editorial Process***

- Article was submitted to SC Bar staff according to the deadlines published in the production schedule
- Article has been proofed and approved by the designated editorial board member
- Author understands that all articles are edited by the South Carolina Bar’s Communications Division according to the AP Stylebook

### ***Article Content***

- Topic is of interest to a broad range of South Carolina Bar members, and scope of the article is narrow for a clear focus
- The article is not poetry or fiction, cartoons, humorous without a substantive focus or focused on pending legislation

### ***Article Format***

Where possible, the article:

- is written in a straightforward manner, and language is non-technical
- uses short paragraphs and sentences
- uses short subheads to break the copy
- language is gender neutral and written in the third person
- includes tables, charts and forms outside the body of the text
- uses citations that are included in the endnotes and fit into the 3,000 maximum word count

Articles, signed submission forms and article checklists may be submitted to Emily Stone, South Carolina Bar, P.O. Box 608, Columbia, SC 29202-0608, [estone@scbar.org](mailto:estone@scbar.org) or to any of the editors listed in the magazine.