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 Associated Press Stylebook and spaded using Bluebook style rules.

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 should:

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

Do Not forget to include the following in your final draft:

☐ Title of your article
☐ Byline (full name or how you would like your name printed. Please include all co-authors. If you have a contributing author, please include that at the end of your article).
☐ Citations in endnotes with numbers (not footnotes and not Roman numerals)
☐ A two to three sentence bio line for each author at the end of your article.

Example: Judge Joe Anderson has been a federal trial judge for 33 years. He also teaches Evidence and Federal Courts at the University of South Carolina School of Law.

Articles, signed submission forms and article checklists may be submitted to Brook Mixson, South Carolina Bar, P.O. Box 608, Columbia, SC 29202-0608, bmixon@scbar.org or to any of the editors listed in the magazine.