

SC LAWYER

The Official Magazine of the South Carolina Bar

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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 spaced 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, bmixson@sctbar.org or to any of the editors listed in the magazine.