

## Submitting a Proposal or Article for Publication

Authors interested in submitting a proposal or an article for publication in the *Boston Bar Journal* should submit it by e-mail to the Associate Editor, Aaron J. K. Ostrow, at [aostrow@bostonbar.org](mailto:aostrow@bostonbar.org). 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 applicable to the department of the *BBJ* for which the proposal is submitted. The Board of Editors, at its sole discretion, may change or modify these guidelines at any time.

### Articles should be arranged in the following order:

1. Title
2. Author's name
3. Acknowledgment of assistance, if applicable or desired
4. Text of article

### ENDNOTES (only permitted for **Legal Analysis** articles)

Cases cited should be kept in the text of the article rather than placed in the endnotes. All names of cases should be italicized, not underlined. Endnotes must be a separate file and submitted as an e-mail attachment, not at the end of the article. All endnotes must conform to *The Bluebook: A Uniform System of Citation*.

### BIOGRAPHICAL STATEMENT

A short biographical statement (approx. 25 words) must be provided at the time the proposal is submitted. The statement should include the current position(s) or the author(s) and any affiliations with the BBA. Interest in any litigation or other matters discussed in the article should be disclosed. The statement should be created **as a separate file** and submitted as an e-mail attachment.

### ADDITIONAL MATERIALS REQUIRED UPON ACCEPTANCE OF PROPOSAL OR ARTICLE

- **Photograph:** A head and shoulders photograph of the author(s) in black and white or color must be submitted. **E-mail attachments are preferred**, provided that the resolution of the photograph(s) submitted is at least 300 dpi and the file type is either .jpg or .tif. 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.

### EDITING

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