

# ***The Advocate: Looking Ahead — 2019-20***

EAB meets the third Wednesday of every month at noon at the Law Center except during February, October & May. Section Chairs or liaison are welcome to attend the EAB submission critique.

<b>Issue and Sponsor</b>	<b>Deadline for article submissions</b>	<b>EAB Meetings</b>	<b>Editorial team</b>	<b>Final Revisions Deadline</b>
January, 2019 Environment & Nat Resources	Nov. 14	Nov. 21		Dec. 1
February, 2019 Idaho Women Lawyers	Dec. 12	Dec. 19		Jan. 1
March/April, 2019 Employment & Labor Law	Jan. 9	Jan. 16		Feb. 1
May, 2019 Real Property	Mar. 13	Mar. 20		Apr. 1
June/July, 2019 Diversity	Apr. 10	Apr. 17		May 1
August, 2019 Litigation Section	Jun. 12	Jun. 19		Jul. 1
September, 2019 Intellectual Property Law	Jul. 10	Jul. 17		Aug. 1
October, 2019 Business & Corporate Law	Aug. 14	Aug. 21		Sept. 1
November/December, 2019 Commercial & Bankruptcy	Sept. 11	Sept. 18		Oct. 1
January, 2020 Lawyer Assistance Program	Nov. 13	Nov. 20		Dec. 1
February, 2020 Workers Comp	Dec. 11	Dec. 18		Jan. 1
March/April, 2020 Health Law	Jan. 8	Jan. 15		Feb. 1

# Author Guidelines

Thank you for your interest in writing for *The Advocate*, the magazine published by the Idaho State Bar. *The Advocate* provides useful information about the practice of law, trends and developments, and a forum for the expression of ideas, concerns and opinions important to the legal profession.

## Review Process

**Deadlines and the editing process** - Please send articles and a completed Publication Agreement to the Section Chair eight weeks prior to publication. This allows enough time for a general review by the Editorial Advisory Board, which meets on the third Wednesday of each month. A volunteer editor from the Board will contact each author to discuss suggested revisions. This collaboration is meant to produce the best possible article and address outstanding questions about the material.

**Publication** - Our goal is to have *The Advocate* published and mailed within the first week of the month. Each author is mailed two extra copies of their published issue.

## Tips for authors

- 1) A headline that identifies the topic and suggests the conclusion.
- 2) An introduction that draws the reader in and serves as a road map for where the article goes.
- 3) Sub-headings to signal a new portion of the article and break up gray text.
- 4) Try to avoid using multiple indentations, large block quotes and all-caps.
- 5) Humor, sidebars, graphics or photos are welcome.
- 6) Define acronyms on first reference, but try to avoid less common ones.
- 7) Use citation style from: *The Bluebook: A Uniform System of Citation*.
- 8) Use endnotes, rather than footnotes.
- 9) Include a short biography not longer than 55 words.
- 10) Article length should be between 1,600 and 2,400 words.
- 11) Articles should be submitted in either Times New Roman or Arial fonts.
- 11) A digital photo of the author, preferably with a resolution of 80K or larger.
- 12) Please send in Microsoft Word format.

## Topics for articles

- Create awareness of important trends and developments
- Help build sound, profitable practices
- Improve service to clients and community
- Encourage involvement in public affairs
- Encourage civility, ethical behavior, and professionalism

## THANK YOU!

We understand the amount of time and effort it takes to write an article and we greatly appreciate your work pro bono. If you have questions please call the Bar's communications staff (208) 334-4500 and ask for Lindsey Welfley, *The Advocate* Manager.

## AUTHOR GUIDELINES WITH CITATIONS

*The Advocate* uses *The Bluebook: A Uniform System of Citation* (18th ed. 2000) as its citation manual, with the following modifications. References to rules are the rule numbers of the Bluebook.

### CASES

1. Idaho cases should be cited in accord with practitioner's note P.3 as follows:

Examples:

Idaho Supreme Court

*Fitzgerald v. Walker*, 113 Idaho 730, 747 P.2d 752 (1987)

Idaho Court of Appeals

*Murr v. Odmark*, 112 Idaho 606, 733 P.2d 827 (Ct. App. 1987)

2. All other cases should be cited to a West Reporter if possible, and no parallel citation need be given.

Example:

*United States v. Halper*, 490 U.S. 435, 437, 109 S.Ct. 1892, 1895 (1989) is not required; *United States v. Halper*, 490 U.S. 435, 437 (1989) is sufficient.

3. However, pinpoint citations to the page on which cited material appears are still required.

Example:

In the foregoing citation "437" is a pinpoint citation to quoted or referenced material and must be given. See Rule 3.3(a).

4. Where the case name is given in the text, it need not be repeated in the note.

Example:

The doctrines are succinctly discussed in *Fitzgerald v. Walker* 1

1113 Idaho 730, 747 P.2d 752 (1987)

5. Omissions of citations or footnotes need not be indicated by ellipses or parenthetically.

6. A citation need not be given every time a case name is used in a sentence. A citation should only be given when quoting from the case, or to show that a case supports a certain proposition.

**Rule 4.1. Excessive citation interrupts the readability of the article, provides no new information, and should be avoided. Rule of Thumb: If a pinpoint cite is not required, then a citation is probably unnecessary.**

### STATUTES AND REGULATIONS

1. Idaho Official Code

Example: Idaho Code § xxx

2. United States Code

Example: U.S.C. § xxx

### COURT RULES

Idaho Rules of Civil Procedure, Criminal Procedure, and Appellate Procedure should all be cited to as provided in Rule 12.8.3 when referred to for the first time:

Example: Idaho R. Civ. P. 12(b)(6)

Example: Idaho R. Crim. P. 46

Example: Idaho R. Evid. 404(b)

Subsequent references to the rule are to be made as follows: Rule xxx

Example: Rule 12(b)(6) Page 3 of 4 Updated 1-18-2012

Example: Rule 46

Example: Rule 404(b)

### **GENERALLY**

1. The word *supra* is not to be used.

It is not to be used with a case name, *see* Bluebook Rule 4.2

Instead use a short citation form, Rule 4.1.

Wrong: *Spudich, supra*, at 681.

Right: *Spudich*, 745 S.W.2d at 681.

To short-cite books or periodicals or to cross-reference textual material, simply give the note number. *Supra* has been eliminated as unnecessary.

Examples:

*Reich*, note 12 at 4.

*See* notes 12-15 accompanying text.

2. The abbreviation "n." is to be used only when citing to a footnote in the opinion being cited. It is not to be used to cross-reference to a preceding footnote in the instant article.

### **CHECKLIST**

#### CASES

1. Is there a book and page number?

2. Is the citation to a West reporter?

3. Are there pinpoint page cites?

4. Is there the name of one party as needed? Exceptions: *Id.* or name stated in text.

#### STATUTES

1. Citation to Idaho Code?

2. Citation to U.S.C.?

3. Citation for another state to recognizable code?

#### RULES & REGULATIONS

1. Idaho rules cited correctly?

### **GENERALLY**

1. Is a citation needed?

2. Is use of *Id.* unambiguous?

3. Are clear short forms used where possible?

4. Abbreviation "n." used only for footnotes in cited material and not for cross-references?

5. No use of *supra*.

**PUBLICATION AGREEMENT: CONTRIBUTION TO A COLLECTIVE WORK -- SINGLE TITLE**

**FROM: Idaho State Bar, (ISB)**

525 W. Jefferson, P.O. Box 895 Boise, ID

Attn: Lindsey Welfley

(Communications Coordinator / *The Advocate* Manager)

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**Address:** \_\_\_\_\_

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