

KCMBA Editorial Guidelines

Statement of Purpose

The *KC Counselor* is published by the Kansas City Metropolitan Bar Association (KCMBA) for the benefit of its members. It exists to inform and stimulate interest among KCMBA Association members. It focuses on items related to their practice, member services, board issues, local legal issues, and individual lawyer profiles.

The *KC Counselor* is not a law journal, but a magazine which focuses on timeliness, a non-academic tone and brevity of articles. The *KC Counselor's* implicit purpose is to maintain a sense of community among our members.

The *Sidebar E-Newsletter* is an electronic newsletter published bi-monthly in an effort to keep you better informed of events at KCMBA. The E-Newsletter is sent the first and third Thursday of each month and focuses on KCMBA information and events occurring in the upcoming weeks. Typically outside articles are not accepted for the *Sidebar*.

Deadlines

The *KC Counselor* is published eleven times annually, monthly except for a combined July/August issue and is typically delivered by the fifth of the month. **Deadline for copy is generally 6 weeks in advance of the desired publication date.** Decisions as to the placement of an article and when to publish will be made by the editor. Accepted submissions may be held until a later month. The *KC Counselor* generally is planned two to three months in advance.

- **Calendar items and Announcements:** The Calendar of Events in the *KC Counselor* and *Sidebar E-Newsletter* is for KCMBA events or sponsored events of KCMBA only. Any submissions for other areas of the *KC Counselor* such as Metro Voices, Keeping up with the Bar or Court News should be brief and include the time, date, place and a contact person for the event or announcement. Typically one to two paragraphs maximum will be run on one article in each of these sections. If you want to place a registration form or more extensive information than the one to two paragraphs allowed—advertising space must then be purchased to accommodate your request. Plan well in advance; events in the first half of the month should be in the previous issue.

Subject Matter

The *KC Counselor* strives to publish articles that are topical, thought provoking, and that address issues and topics of interest to significant segments of the bar. Articles designed to promote an author's business interests will not be published. Personal references to the author or the author's clients should be minimized. To preserve professional objectivity, it is assumed that, absent appropriate disclosure: (a) authors are not involved in litigation or similar matters that would impair objective treatment of the subject, and (b) authors have not received compensation of any kind for the article.

All articles submitted to the *KC Counselor* may be subject to the approval of the *KC Counselor* Editorial Advisory Board and will be edited for accuracy, grammar and usage, concision, length and style. The following guidelines will be applied to articles submitted for publication, whether unsolicited or solicited, and the author should edit his or her own work with these questions in mind:

1. Does the content of the article directly affect the practice of law in the Kansas City Metropolitan area?
2. Will the information in the article help KCMBA members in their daily business activities?
3. Is the topic timely?
4. Is there broad interest among Kansas and Missouri lawyers in the topic addressed in the article?
5. Does the author of the article have the necessary expertise to write about the subject in question, or has she or he conducted sufficient research to do so?
6. Is the subject matter adequately covered in the article?
7. Does the author present ideas in a balanced manner rather than presenting one side of an issue?
8. Does the article contain information not already covered in another publication?

Documentation

Any opinions and conclusions stated in articles should be clearly supported by sufficient authority, set forth in endnotes.

General Style Format

The *KC Counselor* is published in a standard magazine format, 8 1/2 x 11 inches, with approximately 24 to 28 pages per issue. Unless other arrangements have been made with the editor, articles should meet the following requirements:

1. Articles should be approximately 1,000 to 2,500 words. Editor can make adjustments depending on number of pages available for the article.
2. Endnotes should appear triple-spaced on a separate page at the end of the article.
3. Articles must be submitted by e-mail to kmchwhorter@kcmba.org or on a CD Rom disk in an IBM-compatible word-processing software program, preferably Microsoft Word. **The disk should be accompanied by a typewritten, double-spaced copy of the article.**
4. Articles should be accompanied by a brief (one paragraph) biography of the author(s) and photo.
5. The *KC Counselor* follows *The Associated Press Stylebook* in matters of format and style.
6. Black and white or color photographs are encouraged to be submitted with your article. They need to be a high resolution (at least 220 to 300 dpi) or printed 4x6 or larger for scanning. Identify all individuals, credit the photographer and attach this information to the article. Please send only jpeg, tif or eps photo files for use in KCMBA publications.
7. All articles are subject to editing by KCMBA. Articles will be edited to conform to the magazine's editorial style, and the editor reserves the right to make necessary changes for length and/or to ensure consistent editorial policy and style.

Ethical Constraints

The *KC Counselor* and *Sidebar E-Newsletter* will not publish articles that violate ethical standards. Criticism of the judicial system or the legal profession should be presented with restraint and good taste. No client confidences should be revealed.

Multiple Submissions and Reprints

The KCMBA reserves the right to grant permission to reprint any articles or parts thereof appearing in the *KC Counselor* or *Sidebar E-Newsletter*.

Payment and Copyrights

Authors will receive no compensation for articles published in the *KC Counselor* or *Sidebar*. All published articles become the property of the Kansas City Metropolitan Bar Association. The *KC Counselor* does not return manuscripts or disks.

Author's Agreement

By submitting an article to the *KC Counselor* or *Sidebar*, the author agrees to all the terms, provisions and policies of the *KC Counselor/Sidebar* stated in these Editorial Guidelines for Authors. As an author you also agree that you have all intellectual property rights necessary to grant unrestricted ownership and publications rights to KCMBA.

Questions? Please contact **Kelli McWhorter**, Managing Editor, Kansas City Metropolitan Bar Association, Two Pershing Square, 2300 Main Street, Suite 100, Kansas City, Missouri 64108. Prospective authors may call for further information to (816) 474-4322 or e-mail kmchwhorter@kcmba.org.