

## Article Submissions

**#1. Length.** There are no minimum or maximum length requirements. Five hundred words to 1500 words is a preferred length. (500 words = two typewritten sheets.) More is OK. Less is OK.

**IMPORTANT — #2. Send us your article by email attachment, in Word or WordPerfect.**

We do not take typewritten submissions. (We only take articles submitted to us in an electronic format we can edit.) We do not take submissions contained within email text. We only take articles submitted as an attachment to an email.

If you do not follow this guideline # 2, then we will not consider your article for publication.

**# 3. Send us what we need to tell readers about you personally.**

**A - Send us a photo of yourself.** The internet world is visual. Please send us (as an email attachment) a photo of yourself that we could publish with your contribution. Send it as a JPEG format, preferably 100 pixels wide.

**B - Send us a biographical note of 50 to 200 words about yourself or your company.** Send whatever you want, but we will probably edit it down to 50 to 100 words.

**C - Tell us the URL for your website.** We give you credit and a link to your website. If you have a website (and a particular page on the website that you would like us to publish, send us the URL of your website. Ordinarily we add the link in your bio material that we publish.

**#4. Where to send it.** Send your proposed article to us as an attachment to an email addressed to – [Author.Bucklin@gmail.com](mailto:Author.Bucklin@gmail.com)

Send a separate email to the same [Author.Bucklin@gmail.com](mailto:Author.Bucklin@gmail.com) with your biographical material (again by Word or WordPerfect) as an attachment to the email. Tell us any website URL link you want us to use. (Otherwise, by default, we will use a page of your company's website as the link.) Attach your photo as an email attachment.

**#5. No requirement that you must have source references.** Our website is news and information for busy people. This is not a law review or a doctoral thesis. People read our web pages because they want fast information and assume the author knows what he/she is talking about. On the other hand, if you have some endnotes of sources, or end the article with a list of suggested further reading, you gain some additional credibility with our attorney readers.

If you do have source references, *and* you do *not* have them in the body of the text, then use endnotes, not footnotes.

**#6. Use single spacing and block paragraphs.** Single space the article. Do not double space lines. Use block paragraphs (do not indent the first line of a paragraph). Double space between paragraphs.

**#7. Do not use bullets in your lists.** You can use an indented list; just do use bullets. Your computer's bullets and ours may not mesh. Symbols you use for bullets cause problems in publishing your text electronically.

**#8. General Style.** During our editing, we refer to the Chicago Style Manual. However, no particular style book is a requirement for you. All you need to do is see that the article is internally consistent in its style.

**#9. IMPLIED REPRESENTATION/AGREEMENT BY YOU .** You do not need to send us any formal written statement of the sort common in law school journal article publishing, that you are the real owner of the words. If you send an article to us, you represent to us:

- A. The copyright is owned by you;
- B. You are able to grant us a license for publication.
- C. You do authorize us to edit as we think fit
- D. You grant Leonard Bucklin a non-exclusive unlimited license to publish on our website; and you agree he has the right to grant others reproduction rights of all or part of the article as we publish it on the website, provided they give credit to either our website or to you as the source.

You retain the original copyright to the original material you submit to us. You can do with the original material what you wish, including publication elsewhere.

**#10. WE MAY MAKE VISUAL AND EDITORIAL CHANGES.** The internet ezine world is a fast track world. It is also a visual world. In electronic publishing it is normal to add headlines with impact, maybe add a photo or art, pull some words out of the article for placement in separate color boxes, and make other visual changes. If you are worried that editorial

changes for e-zine publishing may make a difference to you, we will submit it back to you for your approval but only (1) if we eliminate or change more than ten words – **and (2) if** you tell us when you submit it: "Resubmit to me at [your email address] if you change more than 10 words".

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**Questions?** Send them to [Author.Bucklin@gmail.com](mailto:Author.Bucklin@gmail.com)