

# **BAR BULLETIN STYLE SHEET**

**General Style** – For most articles, a newspaper writing style is best. Tell who, what, when, where, why and how in the first paragraph. Paragraphs should be short—rarely more than four sentences. Put the most important information at the beginning of the article. It is acceptable (and occasionally preferable) to not use this style. However, be aware that not using this style may mean that fewer people get to the information you are trying to provide.

**Editing** – We reserve the right to edit any part of your article without notice. Because of strict publication timelines it is rarely possible to clear edits with authors. Only when a proposed edit changes the basic meaning of an article will you be contacted. You will likely see fewer changes if you have someone read your article before submitting it and in this way you can retain more control over what is published.

**Headlines and Headings** – Do write your own headline. It might not be what we use, but it very well could be. Headings and subheadings are often helpful unless the article is quite short.

**Numbers and Numbering** – Write out one through nine; use numerals for 10 and above. Do not number headings and subheadings unless there are many, and there probably shouldn't be that many.

**Length** – We strive for a limit of 800 to 1,000 words per article, although we do make exceptions as arranged in advance with the editor. For example, the monthly Profile article is not subject to this limit. If you are having trouble paring a 1,200-word article down to the 1,000 words, don't worry about it. I won't have that problem. Editors are not emotionally attached to their contributors' efforts.

**Spacing** – Please use two spaces after a period and one after any other punctuation marks. A space between paragraphs is also nice.

**Spelling** – always confirm the spelling of any names of persons, firms, other proper names or any fancy words you might want to use. It is rarely possible to catch these errors, as they do not show up in a spell check. And please, run a spell check before submitting your article.

**Harvard Blue Book** – this style is certainly acceptable, although more formal than most articles we publish. Please follow rules for publications, rather than for briefs. For example, always italicize rather than underline. Endnotes: If you are writing a piece with legal citations, please include all citations in endnotes.

**Photos and Other Illustrations** – Anything that adds to your article is very much encouraged. However, never submit anything that is copyrighted unless you have obtained written permission to reprint it. Digital photos should be sent at their maximum quality as a .jpg file.

**Deadlines and Delivery** – The general deadline is the 10<sup>th</sup> of the month preceding the issue date. E-mail your article as a MS Word attachment to [geneb@karrtuttle.com](mailto:geneb@karrtuttle.com). Illustrations should also be e-mailed if possible, but we can also scan in hard copies (like a printed photo).

**Biography** – Authors are entitled to a brief biography at the end of their articles. Please write this bio and submit it with each new article you write. It is acceptable, but not required, to make the bio relate to the article in some way. The bio should not exceed three to four sentences and should be in italics at the end of the article.

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