BAR BULLETIN STYLE SHEET

General Style – Tell who, what, where, why and how in the first paragraph. Most readers will only read further if your first paragraph is eye-catching and lays out clearly the thrust of your article. Paragraphs should be short – rarely more than four sentences – for readability in print. It is acceptable (and sometimes 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. 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, and try to keep it 8 words or less. It might not be what we use, but it helps. Headings and subheadings are often helpful unless the article is short.

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

Length – Try for 800 – 1400 words, although we do give exceptions as arrange din advance with the editor. If you are struggling cutting your article down to size, the editor will do that for you.

Paragraph Spacing – Bulletin articles have the first word in each paragraph indented, with no space between paragraphs.

Spelling – Always confirm the spelling of any names of persons, firm, and other proper names or any fancy word you might want to use. It is rarely possible to catch these errors, as they do not show up in a spell check. Please use a spell check before submitting your article.

Citations – Harvard blue book is acceptable, but more formal than the typical article we publish. Please follow the rules for publications, rather than briefs. Always italicize rather than underline. If you are relying on legal citations, please include them as footnotes rather than in the text for readability.

Photos and Other Illustrations – Anything that adds to your article is encouraged, but do not submit anything copyrighted without the written permission to reprint it. Digital photos should be submitted at maximum quality as a .jpg file.

Deadlines and Delivery – Articles are due the 10th of each month for publication the following month. Email your article as an MS Word document to jacobk@kcba.org. Illustrations should also be e-mailed.

Biography – Please include a 1-2 sentence bio at the end of your article, and any contact information you would like to include with your article. Please italicize your bio.

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