

Communiqué Editorial Calendar & Policy

This document contains information related to the editorial calendar and policy for *Communiqué*, the official publication of the Clark County Bar Association (CCBA).

Editorial Calendar			
Cover Date	Topic of Articles	Space Reservations	Closing Date
December 2020	Pro Bono	10/1/2020	11/1/2020
January 2021	Five Things	11/1/2020	11/29/2020
February 2021	Racial Justice	12/2/2020	1/2/2021
March 2021	Health Care Law	1/2/2021	2/3/2021
April 2021	Bankruptcy Law	2/3/2021	3/2/2021
May 2021	Law Practice Management	3/2/2021	4/1/2021
June/July 2021	Ethics	4/1/2021	5/1/2021
August 2021	Torts	6/1/2021	7/1/2021
September 2021	Real Estate Law	7/1/2021	8/3/2021
October 2021	Family Law	8/3/2021	9/1/2021
November 2021	Estate Planning Law	9/1/2021	10/1/2021
December 2021	Pro Bono	10/1/2021	11/2/2021

*The combined June/July issue will be released in June. The editorial calendars, schedules, editorial policies, and writer's guidelines for the *Communiqué* are subject to change without notice.

Editorial Policy

Space reservations are required

The editorial calendar includes the deadline for submission of final versions of articles, columns, features, ads (and final artwork) for publication in *Communiqué*, the official publication of the CCBA. All content in the publication is subject to approval and editing for style, grammar, and length.

Space is limited with placement only guaranteed to paid advertisements. Advertising rates and policies are available on the publisher's website at www.clarkcountybar.org. Inquiries about rates, policies, space reservations, content proposals, artwork specifications, and deadlines can be directed to the CCBA's office at (702) 387-6011, StephanieAbbott@clarkcountybar.org.

Purpose and scope

The *Communiqué* magazine is published 11 times each year with one issue published each month except for July by the CCBA, 717 S. Eighth Street, Las Vegas, NV 89101. It is mailed to every member of the CCBA and paid subscribers in Reno, the southwest, and several states across the country. Articles on various legal subjects relevant to southern Nevada practitioners are welcome. Formatted and paid space are available for businesses to showcase their services or products through the use of boxed or "display" ads and classified ads.

The articles and advertisements appearing in *Communiqué* magazine do not necessarily reflect the opinion of the CCBA, the CCBA Publications Committee, the editorial board, or the other columnists. All legal and other issues discussed are not for the purpose of answering specific legal questions. Attorneys and others are strongly advised to independently research all issues.

Effective November 3, 2020

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Copyright

Articles are not purchased, and those submitted become the property of the CCBA. At its discretion, the editorial board may reprint the articles in any medium or form of communication, including but not limited to the official CCBA website, unless the copyright is expressly reserved by the author. Copyright must be reserved in writing prior to first publication. Requests for permission to reprint the articles may be granted by the publisher for educational, nonexclusive use.

Letters

Letters from readers are welcome. *Communiqué* reserves the right to determine whether to publish such letters, as well as to edit letters for style, length, and continuity. All letters must include the author's name; however, the name may be withheld from publication at the sole discretion of the editorial board. In the case of a highly controversial letter, the author will be contacted to verify that he/she wrote the letter.

Advertising content

Communiqué accepts paid advertising from a wide variety of vendors. The publisher reserves the right to reject any content it deems inappropriate for the publication for any reason. Publication of any advertisement should not be deemed an endorsement of the product advertised.

Editorial content

Each issue maintains an editorial focus with practical legal articles and features for Nevada attorneys, judges, and their staff.

All articles submitted will be considered for publication. However, *Communiqué* will not publish self-serving articles promoting a specific named product or services of an individual or firm.

The Editor-In-Chief, in conjunction with the CCBA Publications Committee and the editorial board, reserves the right to edit or to reject articles submitted, and to decide when or if they will publish the article. The editorial board reserves the right to edit for style, content, continuity, and length. The CCBA Publications Committee and the editorial board will not consider for publication unsolicited articles from merchants who are not members or supporters of CCBA through sponsorship or advertising. If a specific need arises for a merchant-authored article or feature, the CCBA Publications Committee shall attempt to secure an author from the list of CCBA merchant members and/or those companies who currently support the CCBA through sponsorship and/or advertising. The CCBA Publications Committee gives priority to articles and content submitted by active CCBA members.

Proposal of content

Attorney members of the CCBA are encouraged to contribute articles for publication.

Articles must be on topic and original, unpublished works written by the attorney(s) listed in the byline and specifically for publication in the *Communiqué*. Proposals should be submitted to the Editor-in-Chief c/o CCBA staff Steph Abbott to stephabbott@clarkcountybar.org. The staff will forward all items for review and

consideration to the editorial board. As space is limited, the editors review all proposals for articles several months in advance.

Content proposals should include the following information:

- Original submission of ideas for articles or themes for future editions
- Author(s) name(s), Nevada bar number(s), and a short biographical statement
- Summary paragraph providing the focus and scope for the article (including relevant rules/statutes/procedures, etc.)
- Proposed issue for publication (based on editorial calendar above).

All authors must follow the guidelines for composition and submission of content as noted below.

Guidelines for the composition of content

The official stylebook for the *Communiqué* is the most recent edition of the Chicago Manual of Style. All content in the publication is subject to approval and editing for style, grammar, and length.

The following are definitions and guidelines based on typical type of editorial content:

- **Articles:** Articles are for substantive legal presentations that focus on practice and procedure by and for Nevada attorneys AND that are focused on the “topic” of the issue. Length for an article is limited to 700-1,000 words with 20-50 words of biography about the author added to the end of the piece.
- **Features:** Features are for practice tips, interviews, court overviews, and program or event highlights. Feature items do not have to focus on the “topic” of the issue. Length for a feature is limited to 500-700 words with 20-50 words of biography about the author added to the end of the piece.
- **CLE Articles:** CLE article articles are for substantive legal presentations that focus on practice and procedure by and for Nevada attorneys AND that are focused on the “topic” of the issue. Length for CLE articles is limited to 1,250-1,500 words (including 20-50 words for the author’s biography at the end of the piece). In addition to the article, the author must prepare the test (500-550 words) and answer key. Due to the review process involved, all CLE article items are due to CCBA at least 45-60 days before publication. The CCBA is an accredited CLE provider and will vet the article through the Nevada Board of Continuing Legal Education for approval as an alternate format course to be published by the CCBA.
- **Highlights:** Highlights are special features that focus on a unique program or volunteer opportunity for attorneys made available through the courts, law school, non-profit legal services agency, or a law-related education program. Length for a highlight is limited to 200-300 words with 20-30 words of biographical information about the author added to the end of the piece.
- **Columns:** Columns are regularly recurring to assigned authors (chief judges, bar president, etc.). Column content is not required to focus on the “topic” of the issue. Length for a highlight is limited to 300-400 words with 20-50 words of biographical information about the author added to the end of the piece.
- **Departments:** Departments include brief summaries of relevant and timely information compiled by bar staff. Content does not follow the “topic” of the issue. Length is limited to 200-350 words per item.

Guidelines for submission of completed content

The following are the guidelines for format and delivery of items to be submitted for publication in *Communiqué*:

- Content should be submitted electronically with editorial items attached in an electronic file formatted as a .doc, .docx, or .rtf file.
- Editorial items should include a title and include section breaks with subheadings (as necessary).
- It is the author's responsibility to include valid citations to authority. Citations to authority should be set forth in the body of the article. When citing Nevada cases, authors should include the Pacific Reporter case. No pin cites are necessary. Titles of articles should be in quotes with the name of the periodical, book, movie, or website listed in italics. A URL (web) address should be cited with the name of the website and the date of visit to the site. The format of the magazine does not support the use of footnotes or endnotes. All such information must be included in the body of the copy.
- Editorial content should include a short biographical paragraph (two or three sentences but limited to 50 words in length).
- Authors should send a photo (head & shoulders image) of themselves in color and high-resolution at 300+ dpi. Acceptable file formats are .jpg and .tif. Photo files should not be embedded in the editorial document.
- Authors must submit a signed author consent form. See "Permission of Author for Publication" (page 6).
- Send all items by the deadline to StephanieAbbott@clarkcountybar.org or via USB drive to Clark County Bar Association, 717 S. 8th Street, Las Vegas, NV 89101. Phone: (702) 387-6011.
- Upon submission, the author may request permission to review any substantive changes subject to the publishing deadline.

COMMUNIQUE

THE OFFICIAL PUBLICATION OF THE CLARK COUNTY BAR ASSOCIATION

Permission of Author for Publication

AUTHOR(S): _____

During the life of Author's copyright in the Article hereof, Clark County Bar Association shall have the non-exclusive license to use, revise, publish, and distribute the copyrighted article entitled

by Author for publication in the *Communiqué*, on the Clark County Bar Association's website, reprints, and for the purpose of advertising Clark County Bar Association's products or services. Clark County Bar Association agrees to provide credit to Author for Author's composure of the Article on any use by Clark County Bar Association of the Article.

Author's Signature

Date:

Additional permissions of author for this article:

The Author agrees to provide credit to Author and the Clark County Bar Association for Author's composure of the Article on any use by another party. Credit should include the name of the publication and the month, and year it was published.

Suggested language is "This article was originally published in the _____ issue of *Communiqué*, the official publication of the Clark County Bar Association."

Author's Signature

Date:

Please complete this form and return immediately to:

Clark County Bar Association, 717 S. Eighth Street, Las Vegas, NV 89101, Fax: (702) 387-7867, or E-mail:
StephanieAbbott@clarkcountybar.org. Phone: (702) 387-6011.