

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 |
| January 2022 | Five Things | 11/2/2021 | 12/1/2021 |
| February 2022 | Employment Law | 12/1/2021 | 1/7/2022 |
| March 2022 | Educational Law | 1/7/2022 | 2/1/2022 |
| April 2022 | Environmental Law | 2/1/2022 | 3/1/2022 |
| May 2022 | Discovery | 3/1/2022 | 4/1/2022 |
| June/July 2022 | Ethics | 4/1/2022 | 5/3/2022 |
| August 2022 | Post-COVID Legalities | 6/1/2022 | 7/1/2022 |
| September 2022 | Election Law | 7/1/2022 | 8/1/2022 |
| October 2022 | Cyber Law | 8/1/2022 | 9/1/2022 |
| November 2022 | Family Law | 9/1/2022 | 9/23/2022 |
| December 2022 | Pro Bono | 10/4/2022 | 11/1/2022 |

*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

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 reservations are required. 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.

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.

Content must be on topic and original, unpublished works written by the attorney(s) listed in the byline and specifically for publication in the *Communiqué*.

All editorial content 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.

Types of editorial content

The following are typical types of editorial content considered for publication in *Communiqué*:

- **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 are 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.

Proposal of content

Attorney members of the CCBA are encouraged to contribute original content for publication. Proposals should include the following information:

1. Topic and summary paragraph providing the focus and scope for content (including relevant rules/statutes/procedures, etc.)
2. Author(s) name(s), Nevada bar number(s), short biographical statement; and
3. Proposed issue for publication—See editorial calendar.

Proposals should be submitted several months in advance of the desired issue for publication. Proposals should be submitted to the Editor-in-Chief c/o StephanieAbbott@clarkcountybar.org. Proposals will be forwarded to members of the editorial board for review. All proposals submitted will be considered for publication. However, *Communiqué* will not publish self-serving content promoting a specific named product or services of an individual or firm. All authors must follow the guidelines for composition and submission of content as noted in the *Communiqué* Editorial Calendar and Policy.

Guidelines for the composition and submission 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 the guidelines for format and delivery of items to be submitted for publication in *Communiqué*:

- Content must be on topic and original, unpublished works written by the attorney(s) listed in the byline and specifically for publication in the *Communiqué*.
- Content should be submitted electronically with editorial items attached in an electronic file formatted as Word doc (.docx or .doc) or text
- Editorial items should include a title and include section breaks with subheadings (as necessary).
- Citations to authority should be set forth in the body of the main content. 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. References to website or webpage should include the name of the website, the URL (web address for site or page cited), and the date of visit to the site. All such information must be included in the body of the copy. The format of the magazine does not support the use of footnotes or endnotes. It is the author's responsibility to include valid citations to authority.
- Editorial content should include a short biographical paragraph about the author that is limited in length from 20 to 50 words.
- Authors should send a photo (head & shoulders image) of themselves in color and high-resolution at 300+ dpi. Photos should be 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 5).
- Send all items by the deadline to StephanieAbbott@clarkcountybar.org 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.

All authors must follow the guidelines for composition and submission of content as noted in the *Communiqué* Editorial Calendar and Policy.

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.