

Bench & Bar is an official publication of the Minnesota State Bar Association (MSBA). It is published 11 times a year. *Bench & Bar* is distributed to 17,500 subscribers, most of whom are members of the Association resident within Minnesota. Its content is designed to appeal to the Association's diverse membership, with some emphasis on practical aids to lawyers in private practice.

1. Types of Articles Sought. *Bench & Bar* seeks to publish original articles that advance the education, competence, ethical practice, and public responsibility of Minnesota lawyers and that promote a sense of community among members of the legal profession. Its focus is on current developments and trends in the law and on ideas that are of professional interest to lawyers. Articles should emphasize practical issues of broad, current interest rather than theoretical or esoteric material.

2. Queries. Authors wishing to query interest in a subject before preparing a manuscript may submit a 150-word abstract or outline of the proposed article for review and comment by *Bench & Bar*. A final publishing decision will not be made until after a completed manuscript and licensing agreement are received.

3. Readership. As you write, keep your audience in mind. The typical reader of *Bench & Bar* is a lawyer whose age is 48, who is in private practice in a law firm of 5 to 10 lawyers in Minnesota. Most readers practice in multiple areas of the law; many are in government, business, the nonprofit sector, or other nontraditional settings.

4. Writing Style. *Bench & Bar* is a magazine that examines ideas and issues involving lawyers and developments in the law. Its focus is to analyze and interpret, rather than simply to report or to suggest what should be. Please avoid the style of law reviews, CLE materials, research memos, or legal briefs. An informal, journalistic style is preferred.

5. Structure. Open your article with an interesting, "catchy" lead, followed by a "thesis paragraph" that tersely states the gist of the article. The exposition of the topic should then follow with a summary as the conclusion. Don't overwrite. If it only takes 8 pages to cover your subject, don't write a 12-page article.

6. Length. Articles should be no longer than 3,500 words (about 19,000 characters or 12 pages, double-spaced in 12 point type) unless a shorter length is specified. If an article exceeds the specified length, it will be shortened to conform to available space.

7. Title. Develop a working title for your article to keep it focused. The working title may be accepted as is or altered by the editors as they deem appropriate.

8. Editing. All articles are subject to editing by *Bench & Bar*. Articles will be edited to conform to the magazine's editorial style, which generally follows the Associated Press Stylebook. The editors will insert subheads, captions, and readouts as needed.

9. Copyright. Authors submitting an article to *Bench & Bar* retain copyright but will be asked to execute and submit with their manuscript a licensing agreement granting to the Minnesota State Bar Association (MSBA) the exclusive right of first publication of the article worldwide as part of *Bench & Bar* and the nonexclusive worldwide right to publish the article and to license or syndicate use of the article, in any medium or form of electronic communication now existing or hereafter developed, to others. If the article is not accepted for publication this license will be returned to the author(s) with the manuscript. *Manuscripts that have previously been published or that are simultaneously under review by other publications will generally not be considered for publication.*

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13. Deadlines. Manuscripts generally should be submitted at least two months in advance of the desired publication date. Decisions as to the placement of an accepted article and when to publish will be made by the Editor.

14. Graphics. *Bench & Bar* will obtain appropriate artwork or photographs, if any, to illustrate articles accepted for publication.

15. Contact. For further information visit www.mnbenchbar.com. Manuscripts and queries should be sent to Editor, *Bench & Bar of Minnesota*, Minnesota State Bar Association, 600 Nicollet Mall, Ste. 380, Minneapolis, MN 55402 or by email to jhaverkamp@mnbar.org