



General guidelines for producing an article for the 'Law Society Gazette'

1) Before submitting an article, authors should first make contact with the editor by email (gazette@lawsociety.ie), giving an outline of the proposed article – a five or six-point summary is sufficient, with conclusion(s). (This is to help authors avoid wasting time and effort in submitting articles that might have been submitted or published already on the same or similar topics; or that might be too long for consideration; or to prevent over-writing.)

2) The *Gazette* Editorial Board has set down the following guidelines:

- **Feature-length articles** should be between **1,500–1,750 WORDS MAX.**
- **'Viewpoint' (op-ed) articles** and **News features** should be **1,100 WORDS MAX.**

Unsolicited articles that are longer than the specified word-count limit will be rejected, due to the significant number of articles received for consideration each month. Articles that are too long should be edited by the author to the correct length and resubmitted. Unsolicited articles should include an outline of the proposed article – a five or six-point summary is sufficient.

3) **All authors must provide specific details about their legal qualifications/ number of years qualified/ and level of expertise in the area of law on which they are writing.** (If you have qualified in the past seven years or less, our guidelines require that before submitting your article, it should first be reviewed by a seasoned practitioner in the specific topic on which you are writing. This is to ensure that the article is accurate in all respects. The author must provide the editor with the contact details of the practitioner or expert who has carried out this review.)

4) **The *Law Society Gazette* does not republish articles already published elsewhere.** Articles already submitted to other publications cannot be considered by the *Gazette* -- unless the author can give the editor his/her categorical assurance that the article will be reserved for sole publication by the *Law Society Gazette*. (In this instance, all other publications to which the article has already been submitted should be contacted by the author and informed of this decision.)

5) **In addition, the *Law Society Gazette* cannot accept articles for publication by authors who themselves have been involved in the specific cases about which they wish to write.** This is to avoid any potential accusations of bias in such articles – and to ensure that the arguments from both sides are fairly represented, regardless of the outcome. (In very exceptional circumstances, this stipulation may be waived – but only with the prior approval of the Chairman of the *Gazette* Editorial Board.)

6) **Submitted articles should be as relevant as possible to members of the legal profession.** We encourage all contributors to avoid being 'overly academic' in their writing style/ tone – in other words, to write in plain English and to make their articles relevant, interesting and readable.

7) **All copy should be provided as a 'Word Document'** (.doc' or '.docx' files are suitable) – and not as a PDF. Copy should be formatted as 'Times New Roman 12' (viewed at 100%), **single-spaced**, in single column, and with a single space after each full-stop. Images should **NOT** be embedded, but attached separately (preferably in high-resolution 'jpeg' format).

8) Authors should include their biographical details at the top of articles (an author photo is NOT required), along the lines of:

[‘Author’s name] is ??[title] at ??[name of firm/ body/ academic institution]’ (amend as appropriate). Add other relevant information, but please keep it short. (The editor reserves the right to edit this information.)

9) Do not include footnotes in the article. As an alternative, such information can be worked into the body text of the article – but only where it is absolutely necessary or relevant. (Please refer to point 10.)

10) Authors should create a ‘Look It Up’ section at the end of their articles, to include (where applicable):

- a) Relevant cases,
- b) Relevant legislation, and/or
- c) Literature and/or web addresses – very useful for those with a genuine interest in delving further into the specific subject.

Given the interactive nature of the online/digital version of the *Gazette* (see www.gazette.ie), hyperlinks to the relevant legislation, case law and literature (including web addresses) should be included where these are referred to in the body text of articles – and particularly in the ‘Look it up’ panel at the end of articles.

11) Due to the significant influx of articles each month, there is no guarantee that your article will be published; or, if approved for publication, when it will be published. On this latter point, most approved articles currently take between two to three months – sometimes longer – to get published. Articles are chosen based on their relevancy to the solicitors’ profession. On this point, the higher the relevancy of a submitted article, the better its chance of being considered for publication – sooner rather than later.

Acceptance of an article is no guarantee that it will be published. Given the fluid nature of publishing, changes to legislation and evolving case law, the *Gazette* Editorial Board and the editor have the right to decide whether an article will be published or not. Correspondence will not necessarily be entered into whenever the board, or the editor, decides not to publish an article. This is due to the limited administrative resources of the *Gazette* office.

12) Authors should contact the editor if they wish to republish elsewhere an article already published in the *Law Society Gazette*.

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Contributors can familiarise themselves with the *Gazette*’s design and house style by viewing recent issues at: www.gazette.ie.