

# WASHINGTON LAWYER EDITORIAL GUIDELINES

## Mission Statement

*Washington Lawyer* provides D.C. Bar members accurate, timely, and useful information relevant to the practice of law; communicates how the D.C. Bar serves its members; and supports the Bar's core purpose to enhance access to justice, improve the legal system, and empower lawyers to achieve excellence.

## About the Publication

Launched in 1976 and currently published six times a year as a member benefit, *Washington Lawyer* reaches more than 101,000 Bar members and other legal professionals in Washington, D.C., and beyond. The magazine covers current issues in law and practice, providing insight into local and international legal developments, in-depth analysis of substantive law, practical tools and resources, and deep dives into issues of interest to the broader readership. The magazine is available in print and electronic format at [www.dcbbar.org/washington-lawyer](http://www.dcbbar.org/washington-lawyer).

*Washington Lawyer* does not pay for unsolicited submissions.

## Submission Guidelines

*Washington Lawyer* welcomes submissions from D.C. Bar members, journalists, and others in the legal profession who wish to share their expertise on law-related topics. Articles must be original, previously unpublished, and exclusive to the D.C. Bar.

The Bar will not publish articles that resort to personal attacks against members of the bar or the judiciary; are overly self-promotional or one-sided; are written for the purpose of airing personal issues or grievances about a particular person, office, or organization; or run counter to the Bar's stated mission, purpose, or values.

The Bar reserves the right to edit all materials for accuracy, length, clarity, organization, and style. Acceptance of submissions is at the discretion of the editors and/or the *Washington Lawyer* Advisory Board.

Contributors should email content pitches and article submissions to [editorial@dcbbar.org](mailto:editorial@dcbbar.org). All submissions must be in Microsoft Word, single spaced.

Contributors should use the following guidelines for submitting content for consideration in one of the following four sections of *Washington Lawyer*:

### I. Features

Feature articles are longform pieces that provide in-depth discussion of a particular topic, person, or event. Feature articles often include multiple interviews with subject matter experts, background research, and other supporting data.

*Washington Lawyer* feature articles run from 1,500 to 2,500 words and come in different forms and styles such as:

- Informative articles
- Q&As
- Profile stories
- Personal essays
- Practice how-tos

Feature articles should demonstrate originality of topic or angle, significance of the subject matter, thorough analysis, clarity of discussion, practicality, and logical organization. Authors writing about a case or matter in which they are involved must disclose that information in the article.

*Washington Lawyer* strongly discourages the use of endnotes in feature articles. Cases, studies, reports, surveys, and other background materials should be referenced in the body of the article.

Contributors to the Features section need not be lawyers or members of the D.C. Bar, although preference is given to authors who are Bar members or legal professionals.

Freelance writers are subject to vetting by the D.C. Bar editors. When hiring freelancers, the editors look at contributors' overall credentials, body of published work, social media presence, and consistency with the Bar's mission and reputation. Editors may interview potential freelancers to learn more about their writing and sourcing process, as well as to assess their ability to manage deadlines.

## **II. Taking the Stand**

Taking the Stand — *Washington Lawyer's* opinion section — is a forum for D.C. Bar members in good standing to address issues that are important to them and that would interest others. Typically between 900 to 2,000 words, Taking the Stand submissions must meet the following editorial criteria for acceptance:

- Accuracy
- Originality and clarity
- Well-articulated argument drawn from the author's own expertise or experience
- Relevance of the topic to the membership and to the wider legal community
- Verifiable supporting facts

Endnotes, while allowed, should be used sparingly and carefully to provide additional context. Endnotes should be concise and relevant.

If a contributor is an inactive member of the Bar, that information will be disclosed in the author's biography at the end of the article.

## **III. Your Voice**

This section contains letters to the editor of *Washington Lawyer*. Your Voice is open to D.C. Bar members in good standing. Letters should be fewer than 300 words and include the writer's name, affiliation, city/state, and contact information. Priority is given to letters written in response to material previously published in *Washington Lawyer*.

*Washington Lawyer* encourages a robust and respectful discussion of issues from diverse voices. *Washington Lawyer* will not publish articles or letters that resort to personal attacks or use abusive or impolite language. All contents of *Washington Lawyer* are subject to fact checking and editing for accuracy, clarity, and space.

## **IV. Worth Reading**

This section comprises reviews of recently published books relevant to the law. A typical review is 1,150 words long, provides readers an overall sense of the subject matter of the book, and offers a fair critique of the work.

Contributors to the Worth Reading section need not be lawyers or members of the D.C. Bar, although preference is given to authors who are Bar members or legal professionals. Book reviews must include a brief biography of the author at the end of the article.

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*Updated as of April 2, 2024*