

BRIEFS Author Guidelines/Policies

Publication Schedule

BRIEFS is published 9 times from September to June, with a combined December/January issue.

Copy Deadline

Submissions are due the 15th of the month for the following month's issue, e.g. April 15 for the May issue. Exception: the deadline for the December/January issue is November 30. Late submissions are accepted at the discretion of the editor.

***BRIEFS* Committee Meetings**

Normally held the 2nd Monday at Speaker Law Firm. Sometimes meetings are delayed until the 3rd Monday of the month. To get on the mailing list for meeting notices, contact the editor at ICBABriefs@gmail.com.

Author and Article Pictures

Jpg
Color

For head shots, resolution should be high enough to be viewed clearly when approximating a 2"x3" photo online. (Please do not send tiny thumbnail shots.)

Article Length

Note: The length of *BRIEFS* articles vary widely, so these are only rough guidelines. Articles may be edited to fit a specific space.

In BRIEF notices:	100 to 200 words
Local Legal notices:	100 to 150 words
Columns:	300 to 500 words
Articles:	700-1000 words

Author Specifics:

Writing for *BRIEFS* is an excellent way to publicize your expertise, and we encourage your submissions! Please send ideas for articles or completed articles to the editor, Becky Palmer-Scott, at ICBABriefs@gmail.com.

If you do not receive e-mail confirmation within 24 hours that your article has been received, please call Becky at 517- 290-3158

Byline:

Include your byline, your e-mail address, and a 2-to 3-sentence biography. Please also send a photo of yourself in .jpg or .png format, in color if possible.

Member Announcements:

BRIEFS will accept announcements for Super Lawyers designation (along with other similar awards, like Michigan Lawyers Weekly Leaders in the Law, etc), with the following conditions:

1. BRIEFS will only publish announcements for members of the ICBA.
2. The announcement will appear in the In Brief section of BRIEFS along with other announcements, and will be limited to 50-75 words.
3. The submission for the announcement must comply with the applicable copyright/trademark requirements of the Super Lawyer or other publication and ICBA takes no responsibility for the announcements.

Help wanted content will be published at no charge

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