



## PUBLICATIONS AND POLICIES

The Columbus Bar Association has two publications, *Columbus Lawyers Quarterly* (fka *BARbriefs*) and the *Columbus Bar Friday* section of *The Daily Reporter*, which are used as communication vehicles for our membership. The following are the policies and procedures to be followed when utilizing these tools:

### **Editorial Policy for *Columbus Lawyers Quarterly***

The editorial policy of ***Columbus Lawyers Quarterly*** is under the supervision of its Editorial Board and is implemented by the managing editor.

- < The editorial goal of ***Columbus Lawyers Quarterly*** is to provide members with a forum for discussion on a variety of topics.
- < All manuscripts submitted will be reviewed for possible publication. The editors reserve the right to edit all material and reject any manuscript at its discretion.
- < Statements or expressions of opinion appearing in the magazine are those of the authors and do not necessarily reflect those of the Columbus Bar Association, its officers, board, or staff.
- < Articles are judged on topic, analysis, clarity, timeliness, quality of writing, and style.
- < Articles should be written in standard expository style. No briefs, summaries, outlines, or memoranda will be accepted.
- < Endnotes should be used sparingly.
- < No topic may be reserved for an author who indicates either verbally or in writing that he or she intends to submit an article on a particular topic.
- < Articles must represent original work of the author.
- < Articles should be between 800 and 900 words.
- < Articles should be submitted via email to: [esther@cbalaw.org](mailto:esther@cbalaw.org).
- < Authors should submit an electronic photo, black and white headshots are preferable, with their article. Photos will be returned upon request. Columbus Bar may use photos currently on file for the Columbus Bar Directory.

- < By submitting the manuscript, the author agrees to one-time only publishing rights, and the author retains copyrights to the article. No pay is given for manuscripts.
- < ***Lawyers Quarterly*** is published quarterly, and is distributed the first Friday of each quarter (January, April, July, October).
- < Attorneys may receive up to 10 hours of CLE credit per biennial reporting period for the publication of articles or books authored or prepared by the attorney. You would need to complete Form 5, Request for CLE Credit for Publication, and return it to our office with any attachments, within 90 days of publication, or by the end of your reporting period, whichever is later. (Gov. Bar R. X, §4(A)(3) and CCLE Regulation 403)

**Send Manuscripts to:**

Esther Kash  
Managing Editor  
Columbus Bar Association  
175 South Third Street, Suite 1100  
Columbus, OH 43215-5193  
614/340.2055  
FAX 614/221.4850  
E-MAIL [esther@cbalaw.org](mailto:esther@cbalaw.org)

***Columbus Bar Friday***

Published weekly in the Friday edition of *The Daily Reporter* and received by all members of the Columbus Bar Association

Content--News stories, member profiles, committee meetings and actions, upcoming events, CLE listings. Attorneys must be CBA member to write for publication.

Deadline--Noon Monday for the Friday publication. If you have a feature article you would like to submit, please contact Kathy Wiesman at least two weeks in advance. Article length is approximately 250 words. If you have committee meeting information, please contact Kathy Wiesman at least one week in advance.

Contacts

Kathy Wiesman, Director of Publications, 614/340.2063 or [Kathy@cbalaw.org](mailto:Kathy@cbalaw.org)  
Esther Kash, Managing Editor, 614/340.2055 or [esther@cbalaw.org](mailto:esther@cbalaw.org)