

The Cincinnati Bar Association is a nonprofit organization serving the legal needs of the Cincinnati community. As one of the oldest and largest local legal associations in the United States, the Cincinnati Bar Association is committed to providing information relating to the legal community and legal education.

Report Submission Guidelines

The CBA Report is a membership publication designed to inform readers about current topics and events in the local legal community. When submitting an article for publication, please consider the following guidelines:

Type of Article

The Report focuses on current events in the law, as well topics of general interest to the Greater Cincinnati legal community. Articles should focus on practical issues, not theoretical or esoteric points. The editor will consider running articles previously published, but as a general rule prefers articles that have not been previously published. The CBA gives preference to CBA members submitting articles for publication, but will also consider articles written by non-members as long as the article is of general interest to the local legal community. The editor will review all documents submitted and reserves the right to edit content for clarity and/or reject any submissions. Any major revisions necessary will be discussed with the author.

Writing Style

Please write concisely and clearly. Avoid copying the style of law reviews, academic journals or legal briefs. Only under special circumstances will the Report publish scholarly articles.

Length

Departmental columns, such as the President's Brief, and other regular columns, should be no longer than approximately 600 words. Feature articles, including citations, should be no longer than 1,800 words (approximately 7 double-spaced, typed pages). Shorter columns and anecdotes are also welcome. Please include a two or three sentence biography to run at the end of the article.

Editing

All articles will be copyedited to conform to house style.

Benefits of Being Published

Given the CBA's nonprofit status, writing for the CBA Report is done on a volunteer basis. Benefits of being published include writer attribution, marketing exposure to members of the Greater Cincinnati legal community, and the opportunity to earn CLE credit from the Ohio Continuing Legal Education Commission. Additionally, an electronic copy of your published article (PDF format) can be provided for your marketing/distribution use.

Copyright

In submitting an article to the Report, authors grant to the Cincinnati Bar Association First North American serial rights together with non-exclusive print and digital republication and reprint rights. The author warrants that the article is her/his original work and that its publication by the CBA will not infringe upon the copyrights or other rights of any other person or entity.

Format

When submitting an article, the preferred format is electronic, either on disk or by email to amyowell@cincybar.org, in a Microsoft Word document (.DOC), Word Perfect file (.WPD) or Rich Text File (.RTF). Do not format into columns, boxes or use color. When submitting a hard copy, either by mail or fax, the manuscript needs to be:

Double-spaced; 1" margin on all 4 sides; Standard typeface

A cover letter with the author's name, address, phone number, brief bio of no more than 45 words, and where appropriate, disclosure of interest, should accompany the submission.

Graphics/Photos

Please include a high-resolution color photo of the author.

The CBA Report will obtain appropriate artwork or photos, where necessary, to illustrate an article. Suggestions are welcome. Any artwork or photos submitted to the Report will be used at the discretion of the editor and graphic artist.

All photos submitted must include a cutline identifying the people included in the picture. The graphic artist reserves the right to make whatever layout changes that are necessary to enhance the visual appearance of the publication.

Deadlines

The CBA Report is a monthly publication. It is distributed on the first of each month. Articles to be considered for publication must be submitted to the editor at least four weeks prior to the publication date, i.e., an article for the March publication should be submitted at the very latest by Feb. 1. Due to the amount of material received, time, and budget constraints, there will be no exceptions to this deadline. Please see attached schedule. Please send submissions to: amyowell@cincybar.org

Or: Aris Yowell, CBA Report,

Cincinnati Bar Association

225 E. Sixth Street, 2nd Floor, Cincinnati, OH 45202-3209

Phone: (513) 699-1391; Fax: (513) 381-0528

2016 Schedule

The CBA Report runs on a six-week time frame. All requests for information to be included in the publication must be given in writing to the editor and graphic artist six weeks prior to the publication date. This is the request date. All articles must then be submitted to the editor two weeks later, which is four weeks prior to the publication date. The current CBA Report schedule is listed below.

Request Date	Submission Date	Publication Date
November 17, 2015	December 1, 2015	January 1, 2016
December 17, 2015	December 31, 2016	February 1, 2016
January 18, 2016	February 1, 2016	March 1, 2016
February 16, 2016	March 1, 2016	April 1, 2016
March 18, 2016	April 1, 2016	May 1, 2016
April 18, 2016	May 2, 2016	June 1, 2016
May 18, 2016	June 1, 2016	July 1, 2016
June 17, 2016	July 1, 2016	August 1, 2016
July 18, 2016	August 1, 2016	September 1, 2016
August 18, 2016	September 1, 2016	October 1, 2016
September 16, 2016	September 30, 2016	November 1, 2016
October 17, 2016	November 1, 2016	December 1, 2016