

# WLAM JOURNAL

## SUBMISSION CRITERIA AND STYLE GUIDE

This WLAM Journal Submission Criteria and Style Guide is intended to give instruction on how to submit an article for publication in the WLAM Journal and how submissions should be formatted and styled. Specific questions about format, style, and citations can be sent to [journal@womenlawyers.org](mailto:journal@womenlawyers.org).

### *Part I: Submission Criteria*

#### A. Authors

Anyone can submit an article during the call for submissions. Preference will be given to authors wishing to submit an article for publication in the WLAM Journal who are WLAM members.

#### B. Submission Criteria

Articles should be in furtherance of the mission of WLAM, which is to secure the rights of women in society, to advance the interests of women members in the legal profession, to promote improvements in the administration of justice, and to promote equality and social justice for all people.

An article's word count should not exceed 4,500 words. All articles must be submitted in Microsoft Word.

WLAM reserves the right to edit all articles for length, clarity, organization, style, and conformance with these Guidelines. Substantive changes shall be subject to Author approval. WLAM reserves the right to not publish any article.

#### C. Call for Submissions

All Authors must submit their article via the instructions indicated on the WLAM Journal Call for Submissions. By submitting an article in response to the WLAM Journal Call for Submissions, the Author agrees to have their article published in the WLAM Journal.

Upon a complete review of all articles submitted during the Call for Submissions process, the WLAM Journal Editorial Board shall select the articles for publication. The Authors of the articles that have been selected for publication will be notified.

#### D. Copyright License

Upon selection for publication, Authors shall sign the WLAM Journal Copyright License Agreement. All rights to published articles will be held jointly between the Author and WLAM.

#### E. Bio, Photo and Abstract

Upon the selection for publication, Authors shall submit a bio, photo, and abstract regarding their article.

### *Part II: Style Guide*

#### A. Citation Format

With some exceptions, the WLAM Journal generally follows the Twenty-First Edition of *The Bluebook*. Authors should use italics instead of underscoring or large and small caps. Authors should use initial letter abbreviations without periods when citing codes, regulations, or rules. For Michigan cases, Authors should use the official reporter. Please see below for examples on how Michigan-specific items should be cited.

##### Examples:

- *People v. Armour*, 459 Mich. 933 (1999). Short form: *Armour*, 459 Mich. at \_\_.
- MCL § 600.2001.
- MCR 1.101.
- MRE 402.

For U.S. Supreme Court cases, use the United States Reports when available. For state law cases outside Michigan, Authors should use the regional reporter. Authors are not required to list parallel cites or provide the publisher and year of a statute.

##### Examples:

- *Baker v. Carr*, 369 U.S. 186 (1962). Short form: *Baker*, 369 U.S. at \_\_.
- 1 USC § 1.

- *Palsgraf v. Long Island R.R. Co.*, 162 N.E. 99 (N.Y. 1928). Short form: *Palsgraf*, 162 N.E. at \_\_\_\_.
- WRC § 28B.20.020.

It is acceptable for an Author to use “*Id.*” as a short form citation if there is not an intervening cite.

#### B. Additional Citation Information

All citations should appear as endnotes.

Pinpoint citations should be used when appropriate.

#### C. Font, Typeface, and Line Spacing

The WLAM Journal uses Palatino Linotype 12-point font.

The title of an article should be in all caps. Headings in an article should italicized. If material needs to be emphasized, it should be italicized—not bolded or underlined. Titles, bylines, and headings should be centered. All other text should be aligned left.

Text should be single spaced with one space in between sentences. The first line of a new paragraph should be indented by pressing tab once. There should be one blank line after each paragraph.

#### D. Numbers

In most cases, write out numbers one through ten and use numerals for numbers greater than ten. Exceptions to this rule include things like dates, numbers with a decimal, percentages, fractions, numbers listed as numerals in a name (2<sup>nd</sup> Airborne Division), and statutes (3 USC § 1). Avoid starting sentences with a number written in numerals.

#### E. Quotes

Alterations to Quotes: Authors should take special care when altering quotes or omitting text from a quote and must comply with Rules 5.2 and 5.3 of *The Bluebook*.

Long Quotes: Block quotations should be used when the quoted material is fifty words or more. The left and right indentation should each be one inch. Do not put the block quote inside quotation marks.

Example:

In most cases, write out numbers one through ten and use numerals for numbers greater than ten. Exceptions to this rule include things like dates, numbers with a decimal, percentages, fractions, numbers listed as numerals in a name (2<sup>nd</sup> Airborne Division), and statutes (3 USC § 1). Avoid starting sentences with a number written in numerals.

Punctuating Quotes: Commas and periods go inside the quotation marks. All other punctuation goes outside the quotation marks unless they are part of the quote.

F. Marks

The WLAM Journal uses “smart quotes” instead of “straight quotes.”

G. Pronouns

When a subject’s gender is unknown, “they” is preferred to “he or she.”

Example:

- When a driver consumes alcohol shortly before getting behind the wheel, they are more likely to have an accident.

H. Commas

The WLAM Journal prefers Authors to use the Oxford comma. This means that if a sentence contains a list of at least three items, a comma will be placed after the penultimate item.

Example:

- The attorney attended Michigan State University, Wayne State, and the University of Detroit Mercy School of Law.