

Docket Call

Writer's Guidelines

What type of article should I write?

The Docket Call covers an array of topics including activities of the Young Lawyers Conference of the Virginia State Bar, activities and achievements of Conference members, and information that will assist new and young lawyers in the practice of law. Article topics include features on an interesting area of law practice, professional profiles of outstanding young lawyers, judges, or other active young attorneys in Virginia's legal community. You are more than welcome to suggest a topic to the Editor-in-Chief. Columns are also available to authors interested in a particular area of law and who can commit to contributing to each quarterly issue.

How should I write my article?

Write in an informal, journalistic style. Avoid the style of law reviews, academic journals and legal briefs. Short quotations and specific examples will improve an article. Open your article with a catchy, attention-getting lead, followed by a thesis paragraph that concisely states the gist of the article. Follow this with the facts and details of the topic, then conclude with a summary. Use gender-neutral language whenever possible, in accordance with Virginia State Bar policy. (Use "chair" instead of "chairman," "worker's compensation" instead of "workman's compensation," etc.)

How long should my article be?

Docket Call articles should be between 500 to 1,250 words (use your word processing software's word count function). Please use endnotes instead of footnotes, and keep them to a minimum. Articles should be submitted by e-mail, in Microsoft Word.

What about photographs?

Photographs submitted for use in Docket Call should be clear, high resolution digital images 300 dpi or higher at the size they will be printed. The best photos are taken within six feet of their subject, in natural light or with a flash. All attempts to identify everyone in the photograph should be made when it is taken.

Will my article be edited?

All articles will be edited to conform to the Docket Call style. When you submit an article, you should review it carefully to ensure that it is correct and that all necessary material has been included.

May I proofread my article before it goes to press?

Editorial review by authors is a privilege, not an automatic right. If an author wishes and the schedule permits, the staff will allow one proofreading of the article at the page proof stage. The article must be returned on time or it will be run without the author's notes or corrections.

Contact the current editor at the following address:

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Docket Call Deadlines for 2018–2019

Fall 2018 issue	Oct. 1
(Special Membership Issue)	
Winter 2019 issue	Jan. 6
Spring 2019 issue:	April 1
Summer 2019 issue:	July 1