



IBA COMMITTEE CONTENT

PUBLISHING ARTICLES (AND NEWSLETTERS) – TERMS & CONDITIONS

Introduction

IBA committees should aim to publish up-to-date, relevant and interesting articles, in order to support, enhance and share the committee's work.

Articles should typically cover legal and regulatory developments in members' jurisdictions, or broader, thematic law-related topics.

Committees may also publish session reports from their own specialist conferences and the IBA Annual Conference, as well as articles on projects and activities they are undertaking.

Articles and conference reports must be substantive and be relevant to the committee's area of interest.

Newsletter/Publications officers in committees are responsible for gathering and submitting articles from members, and should liaise with the relevant member of staff in the IBA's Content team, who will oversee all aspects of the publication process.

Emphasis on digital

The IBA website is an invaluable resource for the international legal profession. It is the primary platform for publishing committee articles – enabling members to access information straight to their desktop or in forms that can be easily read on hand-held devices and tablets.

Posting articles online is the fastest, most efficient and environmentally-friendly way of publishing this valuable stream of content.

Committees should, therefore, aim to publish articles online, on their designated Publications pages, on a regular basis.

When a sufficient number of articles have been published online, the IBA Content team will send a tailored e-bulletin email to committee members, with links to viewing the new content online. As of mid-2020, articles are freely available to view without the need to log in.

Subcommittees should coordinate their articles with their main committee.

Newsletters for conferences

In recent years, and in line with the section above, IBA committees have been encouraged to move away from printing hard copy newsletters for their members.

Articles must be published online before appearing in a newsletter.

Where there is felt to be a need for hard copies in order to showcase the benefits of committee membership – for example, at a specialist conference – this can be reviewed on a case-by-case basis, but this should become the exception rather than the norm.

If the committee would like the newsletter printed and distributed to members, this will be charged to the committee budget providing there are sufficient funds available.

Hard copy newsletters can only be produced by a committee for a specialist conference once sufficient online articles have been uploaded: at least 10 (circa 24 pages). Newsletters will not be printed if they are under 24 pages long. Forums are not permitted to produce printed newsletters.

If Newsletter/Publications officers do wish to produce a hard copy newsletter ahead of a specialist conference the committee is organising or the IBA Annual Conference, they should discuss this at the outset with the IBA staff editor.

If printed copies are required, the IBA in-house editor will need to carefully set deadlines for producing the newsletter and printing hard copies in time for the conference. These deadlines should be respected and upheld by the Newsletter/Publications officer.

It is worth noting that the production process for newsletters is longer than for online articles. A period of 6–8 weeks should be allowed. This is particularly important in the run-up to conferences and the IBA Annual Conference, when the IBA Content team is particularly busy. A specific deadline may be set for content for the IBA Annual Conference – see section below.

Selected online articles posted by the committee, and any new submissions, can be included in the newsletter, and the (Co-) Chairs and Newsletter/Publications officer can provide introductory messages. The Newsletter/Publication officer will be sent a draft to review prior to publication.

Member-only submissions

Submissions will only be accepted from your committee's members. (In the case of multiple authors, where members may work with associates or trainees from within their firm to write articles, at least one author must be a committee member.)

Exceptions may be made where contributors are regulators, industry experts, government officials or other high-profile individuals – exceptions will not be made for non-members in private practice. Please do not solicit contributions from such non-members.

Contributors should confirm their membership status upon submission and officers should [check details against the IBA member directory](#).

Contact with IBA Content team and Divisions team

The first step for the Newsletter/Publications officer is to liaise with the IBA Content team to discuss the article generation and production process and set a timeframe.

An allocated IBA in-house editor from the IBA Content team will contact newly installed officers at the start of each year, providing further information and guidelines. If you are not contacted, please email editor@int-bar.org or speak to the relevant member of the Divisions team.

Call for articles

To help the committee generate a flow of articles, the IBA Content team will send a 'call for articles' email to committee members. This can be a general call, or can request articles on particular topics/themes. The call will ask for submissions to be sent to the Newsletter/Publications officer within a one-month timeframe.

Newsletter/Publications officers can request that the IBA content team send additional calls for articles through the year, in order to build up a regular flow of contributions from members that are published online.

When the Newsletter/Publications officer receives submissions from committee members, they should review the material for suitability, accuracy and quality. Articles should be of interest to committee members, be the original work of the author, should not have been published previously, be of reasonable length and substance (preferably between 500 and 2,500 words), and written in good English.

Posting articles online and sending e-bulletins

Reviewed submissions should then be sent to the allocated IBA staff editor in the IBA Content team, who will edit it for clarity of language, spelling and grammar, and IBA style and tone. The IBA editor may send queries/clarifications for the Newsletter/Publications officer to resolve with the article authors.

Once articles are finalised and any queries resolved, the aim is that within 10 days from receipt of the articles, the IBA in-house editor will upload the article(s) to the committee Publications page, working with staff in the IBA's Production and Web teams.

When a sufficient number of articles have been posted online, the IBA in-house editor will send an e-bulletin to committee members, with summaries and links to the articles. This can include an introductory message from the (Co-) Chairs or the Newsletter/Publications officer.

Project reports, research projects and apps

If a committee wishes to produce any project or research reports or create an app, then it must be approved by the IBA Divisions department and IBA Content department before any work commences.

The committee Chairs/relevant officers must complete and submit a project proposal form and email it to divisions@int-bar.org

Officers should not contact members of the Content and Production team about commencing work, or provide any copy, before approval has been obtained.

Officers should not commence work on, or engage the services of third parties to work on, a related report, publication or app, before receiving approval from the Divisions department and the Content team.

Once approved, committee reports/publications will undergo the standard IBA production process, which takes 6–8 weeks. The IBA Content team will set a timeline for completion once they have been notified of it.

If any material is required for a certain date, this must be discussed when first seeking permission to undertake the project from the Divisions department and the Content team. The Content team will set deadlines accordingly.

IBA Annual Conference deadline

A specific deadline is set by the IBA Content team for all committee content that is intended to be published in time for the IBA Annual Conference. This applies to online articles, newsletters, project reports, etc, and is the date by which the IBA Content team needs to receive the material.

This deadline is communicated to committees through the first half of each year. If committee content for the Annual Conference is submitted after the given date, the IBA Content team cannot guarantee that it will be published in time for the Conference.

Book proposals

If a committee wishes to produce a book, then it must be approved by the IBA Divisions department and IBA Content department before any work commences.

The committee Chairs/relevant officers must complete and submit a book proposal form and email it to divisions@int-bar.org

The proposal should include as much detail as possible, e.g. a brief description of the book, the rationale, potential structure, potential authors if relevant, the primary market, meeting the costs of the project, etc.

IBA senior staff will assess the proposal and decide how to proceed with the book.

Officers should not commence work before approval has been obtained.