

International Bar Association newsletters Guidelines for contributors

Most IBA committees publish one or two newsletters each year, featuring relevant and timely contributions from IBA members and other interested parties.

Newsletters are uploaded to the committee homepage on the IBA website and distributed by email to committee members. The IBA prints the committees' most recent publications to showcase members' work the IBA Annual Conference, and some committees may request hard copies for distribution at specialist conferences throughout the year.*

Contributing articles to an IBA newsletter is a great way to get more involved with your committee and to reach fellow practitioners.

How to submit an article

You may receive a 'call for articles' by email from your committee, inviting you to submit material or suggestions, for a forthcoming newsletter. This email may give further committee-specific guidance, including details of where to send submissions.

Alternatively, please send ideas and speculative articles to editor@int-bar.org.

All articles should:

- be the original work of the author/s;
- written in English;
- adopt informal style but be academic in tone;
- on topics of timely relevance to the committee membership (ie, updates, reports, features, opinion);
- be submitted in MS Word format;
- be between 500–2,500 words long (this is negotiable with individual editors but is a good guideline);
- include the name, email address, firm and city of the author/s; and
- acknowledge sources but keep footnotes/endnotes to an absolute minimum (nb, IBA newsletters use endnotes and not footnotes as standard).

Except in special circumstances, we will not consider articles published or to be published elsewhere.

Articles will be published subject to the IBA's standard terms and conditions (see below).

** IBA terms and conditions for newsletter publications **

1. The article must be the original work of the author, should not have been previously published, and should not currently be under consideration by another publication. If it contains material which is someone else's copyright, the unrestricted permission of the copyright owner must be obtained and evidence of this submitted with the article and the material should be clearly identified and acknowledged within the text. The article shall not, to the best of the author's knowledge, contain anything which is libellous, illegal or infringe anyone's copyright or other rights.
2. The submission of an article does **not** guarantee inclusion in the newsletter.
3. Copyright shall be assigned to the IBA and the IBA will have the exclusive right to first publication, both to reproduce and/or distribute an article (including the abstract) ourselves throughout the world in printed, electronic or any other medium, and to authorise others including Reproduction Rights Organisations such as the Copyright Licensing Agency and the Copyright Clearance Center) to do the same. Following first publication, such publishing rights shall be non-exclusive, except that publication in another journal will require permission from and acknowledgment of the IBA. Such permission may be obtained from editor@int-bar.org.
4. The rights of the author will be respected, the name of the author will always be clearly associated with the article and, except for necessary editorial changes, no substantial alteration to the article will be made without consulting the author.