

IBA COMMITTEE CONTENT

GUIDELINES FOR PUBLISHING ARTICLES

These guidelines have been produced to supplement the IBA Terms and Conditions for publishing committee content – [click here](#) to download the full T&Cs.

Your contact in the IBA Content team for queries regarding editing and producing content will depend on the section your committee is a part of. IBA in-house editors should introduce themselves as your point of contact. If you are unsure, email editor@int-bar.org

Publishing articles

The IBA in-house editor will send a call for articles, by email, to all members of the committee, providing your details as your committee's Newsletter, Publications or Communications Officer, to which submissions should be sent.

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.)

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

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.

When you receive submissions from members, you should review the material for suitability, accuracy and quality.

Reviewed submissions should then be sent to your allocated IBA in-house editor, who will format/edit them to IBA house style.

Shortly thereafter, the IBA in-house editor will upload the article(s) to the committee's online publications page.

At intervals throughout the year, dependent on how much material has been published online, the IBA in-house editor will send an e-bulletin to your committee members, notifying them of recently uploaded content, and inviting them to submit more.

The aim should be to have a regular flow of articles being submitted, produced and published online.

Printed newsletters for specialist conferences

As of 2010, the IBA Content team no longer prints hard copy newsletters as standard.

Where there is felt to be a need for a hard copy newsletter for a conference, this can be reviewed on a case-by-case basis, but should be the exception rather than the norm.

If produced, a hard copy newsletter can feature a selection of articles already published online, plus new submissions received by the newsletter editor.

The IBA in-house editor requires **as much notice as possible** to produce a hard copy newsletter. Timing depends on the IBA in-house editor's schedule. A period of at least 6–8 weeks should be allowed between copy delivery to the IBA Content team and the date the newsletter is finally distributed.

Agreeing a date for submission of articles is particularly important in the run-up to IBA conferences, when the IBA Content team is especially busy.

YOUR COMMITTEE WOULD LIKE TO PUBLISH COMMITTEE ARTICLES ONLINE. WHAT IS THE PROCESS?

1. Liaise with the IBA in-house editor for your committee

- Contact your IBA in-house editor (if you are unsure who your contact is, email editor@int-bar.org).
- If you're looking to publish articles in advance of a conference, please let the IBA in-house editor know at the earliest opportunity, giving at least 6–8 weeks' notice.

2. Send a 'call for articles' to committee members

- Ask the in-house editor to send a call for articles to members via email (these are sent as official IBA mailings from the IBA directly).
- The IBA in-house editor will give a submission deadline of about one month from the date of the call for articles being sent to committee members.

3. When articles are submitted

- When you receive articles, please look through them carefully and select those that you would like to include (as an expert in your particular field of law and as the editor of content provided for your committee, you are best placed to decide what to publish).

All articles should

- be the original work of the author/s;
- be written by a member of your committee/forum (see p1 for exceptions) – authors should confirm membership status upon submission and officers should [check against the member database](#);
- be written in English;

- 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;
- include a short abstract of no more than 100 words, and up to ten keywords; and
- acknowledge sources but keep endnotes to an absolute minimum.

4. Send reviewed articles to the IBA in-house editor

- Please supply articles by email to the IBA in-house editor in **MS Word document format along with the author's name, email address, firm and city**
- The IBA in-house editor will arrange for the article/s to be copy-edited and uploaded online.
- Once an article is submitted, the only permitted changes will be to clarity of language, spelling and grammar, and IBA style and tone.
- You may receive queries from the in-house editor regarding content, requests for sense-checks and clarifications, and to complete any missing author information. You may need to go back to the authors with these issues.

5. Articles are published online

- In around 10–14 days from receipt of the article/s (depending on how much material is received/time taken to resolve queries, etc), the IBA in-house editor will upload the article/s to the committees publications page.

6. E-bulletins notifying members

- When a sufficient number of articles have published online, the IBA in-house editor can put together an e-bulletin containing summaries and links to new online articles. The in-house editor can send you a draft of the e-bulletin to check before it is distributed.
- The e-bulletin can include a short introductory message from either the Newsletter Editor or the Committee Chair(s) – so be prepared to include this, if you wish.

7. Maintaining a regular flow of articles

- The aim should be to have a regular flow of articles being submitted, produced and published online – so speak to your IBA in-house editor about sending out another call for articles soon.

Images and illustrations

It is IBA policy not to include photographs of committee officers and authors in articles and printed newsletters.

It may be possible to include images and illustrations (graphs, charts, diagrams, etc), if the appropriate file sizes are provided. Use of images and illustrations is at the discretion of the IBA in-house editor. All copyright terms and conditions apply.

Sponsorship and advertising

The IBA has entered into sponsorship agreements relating to some committees' publications. These sponsorship deals may carry obligations to include a sponsor's logo and an advertisement in an e-bulletin. Committee officers are not authorised to enter into advertising and sponsorship agreements on behalf of the IBA.

YOUR COMMITTEE WOULD LIKE TO PRODUCE A PRINTED NEWSLETTER FOR A SPECIALIST CONFERENCE. WHAT IS THE PROCESS?

1. Liaise with the IBA in-house editor for your committee

- Let the IBA in-house editor know the dates of the specialist conference or event you would like the newsletter to be available at, giving sufficient time to put out a call for articles if new submissions are needed (one month) and to prepare, publish, print and distribute the newsletter (at least 6-8 weeks).
- Hard copy newsletters must include at least 10 substantive articles, plus an introductory message from the Committee Chair(s). A message from the Newsletter Editor is optional.
- Provide a running order of articles to feature, choosing from the inventory of articles already published online or new material that has been sent to you via a call for articles (see above steps 1-5).
- Agree dates and deadlines with the IBA in-house editor.
- The in-house editor will then begin the production process. Once articles have been copy-edited, they will be typeset, proofread and corrected.

2. Review the draft of the newsletter

- In around 4-6 weeks from copy delivery, the IBA in-house editor will provide you with a proof of the newsletter in PDF form.
- Please read through and mark up any amends on the PDF.

- Email these amends to the IBA in-house editor for changes to be taken in.
- The IBA in-house editor, having made these changes, will then approve the newsletter with IBA Divisions, and arrange printing and distribution.

3. Publishing the newsletter

- The printed newsletter will then be despatched to the conference it is intended for.