ActionLine Writing Guidelines

Query (Optional):

Queries welcomed: As an author, if an article is not yet written, you may send an email query (article proposal) to one of the co-chairs or the Publication Manager, Laurie Rowland, for *ActionLine* (see contact information of the co-chairs located on the *ActionLine* webpage, under the heading "Want to be included in *Actionline* as an author, photographer or advertiser?"). If any article is being submitted on behalf of a RPPTL Section committee, that the author should specify it in his or her submission.

Query Contents: Include in the query, the title, author, summary of the article, approximate length of article (i.e. usually between 1,000-3,000 words) and timing of submission. If your topic is relevant or on newly enacted legislation that may be of interest to *ActionLine's* readers, you may request a rush on your article at the time of submission. Please note that, while the co-chairs will make every effort to accommodate such requests, the final decision regarding timing of publication remains at their discretion. Also include your contact information. If necessary, either the Publication Manager or the assigned editor will contact you upon receipt to discuss the article.

Article Submission:

Purpose. Articles are submitted by Section members to educate and inform readers on recent laws, cases, and regulations of interest to Section members. Also, articles may be submitted by Section members that relate to professional activities and events involving the Section and its members.

Quality: The editorial board has discretion to approve or disapprove articles submitted. Analysis and opinions as to the current state of the law or regulations should be clear and concise. Practical considerations and solutions to assist Section members in their practice are encouraged. Articles are judged and edited for structure, grammar, syntax, clarity, and thoroughness, as well as significance of topic and practical advice. Articles that have been previously published or are being submitted elsewhere with the same or similar content must include a disclosure statement to that effect with your submission. While such articles may not be eligible for publication, they may be considered for re-work if the topic is of significant important to our readers. Please refer to the Blue Book of Grammar and Punctuation for aid in writing your article: http://www.grammarbook.com/.

Submission Requirements: When submitting an article (whether or not a query was previously sent), note the following:

- A completed *ActionLine* Magazine Article Cover Sheet must be included (available for download in the *ActionLine* Committee website).
- **Articles are to be submitted in Word format along with the Cover Sheet to one of the co-chairs or the Publication Manager, Laurie Rowland, for *ActionLine,* via email. Do not submit in PDF format.**
- Articles should be clean and without comments or redline edits made in track changes.
- Any photos to accompany submission must be in JPG form and must be submitted as a separate attachment.

Article Format:

- Use Calibri font. Title – 14-point font; Text of article – 12-point font; Endnotes – 10-point font.
- Print title at the top of the article. Please keep the title as short as possible. Titles should be in all initial caps (the first letter in each word is capitalized), for example: "In 2016 A New Ruling Came Out And Changed Florida Law"
- Titles may be in bold and should be in initial caps, including articles and prepositions. The title, byline, and text should *not* be underlined (Exception is any in-text links).
- The "by line" should appear with the author(s) name, the law firm, and city and state (spelled out).
- Byline should be in regular 12-point font – no bold, italics, or underline.
- Articles should be fully justified, so the text is even between the margins.
- **Paragraphs should *not* be indented. An extra space may be inserted between paragraphs (This makes the layout process more efficient).**
- **Citations should be endnotes, not footnotes. Endnote numbers should be Arabic, not Roman Numerals.**

Mechanics:

- Write the phrase "Attorney's Fees" as singular possessive, as shown.
- Avoid contractions in formal articles, Roundtables, and Case Summaries.
- The "c" in "court" is only capitalized when referring to the Supreme Court.
- Always capitalize "w" in "Ward"
- Always capitalize "S" in "Section" when referring to the RPPTL Section.
- Periods always go inside quotes and inside endnote marks. When a quote ends with an endnote, the period belongs inside the end quotation mark. The end quotation mark is inside the endnote. Ex: "Periods belong inside the quotation mark."[i]
- If an endnote must appear within a sentence, which is abnormal, the comma should go *inside* the endnote. Ex: Commas belong inside the endnotes,[1]

Emphasized Words and Phrases. Please show emphasis to words and phrases sparingly. Too many emphasized words detract from the emphasis and is redundant. *Please only use italics when placing emphasis on a word*. Do *not* underline the word, and do *not* show the word in all caps or bold type within the text. Subheadings may be in bold type.

- **Length.** Articles should be no longer than 3,000 words (3 magazine pages) or shorter than 1,000 words. Deviation from the policy may be waived by the editorial board, as necessary.

- **Content and Endnotes:**
  - Start with an anecdotal quote or blurb to be used as a header (optional).
  - Include a paragraph towards the beginning that summarizes the essence of the article (optional).
  - **Add endnotes when citing laws, cases, regulations or other references, as necessary**.
  - Any repetition of citations or names should be abbreviated on any subsequent mention within the article. Please do not write out citations within the text of the sentence as a reference. Instead, document any citations with an endnote citation.
  - Articles should be edited in-house and polished before submission.

- *ActionLine* editors recommend that authors refer to The Florida State University Law Review's Style Manual, link here: Florida Style Manual for supplemental assistance to these guidelines. A quick reference chart has been included below for convenience. **NOTE: Citations should be formatted for Scholarly Articles.**

QUICK REFERENCE

Citation Rules for Scholarly Articles vs. Legal Documents

SOURCE	SCHOLARLY ARTICLES		LEGAL DOCUMENTS	
	Textual Reference	**Full Citation**	**Textual Reference**	**Full Citation**
Florida Statutes	section 90.803(3) of the Florida Statutes; OR section 90.803(3), Florida Statutes	FLA. STAT. § 90.803(3) (1995).	section 90.803(3) of the Florida Statutes; OR section 90.803(3), Florida Statutes	§ 90.803(3), Fla. Stat. (1995).
Florida Statutes Annotated		FLA. STAT. ANN. § 159.09 (West 1993).		32 Fla. Stat. Ann. 116 (Supp. 1975).
Florida Constitution	article IV, section 3 of the Florida Constitution	FLA. CONST. art. IV, § 3.	article IV, section 3 of the Florida Constitution	Art. IV, § 3, Fla. Const.
Session Laws	the Yacht and Ship Brokers' Act; OR chapter 88-282, Florida Laws	Yacht and Ship Brokers' Act, ch. 88-282, 1988 Fla. Laws 1506; OR 1988 Fla. Sess. Law Serv. 1506 (West).	the Yacht and Ship Brokers' Act; OR chapter 88-282, Laws of Florida	Ch. 88-282, Laws of Fla.
Florida Attorney General Opinions	Florida Attorney General Opinion 96-51; OR In opinion 96-51, the attorney general ...	Fla. Op. Att'y Gen. 96-51 (1996).	Florida Attorney General Opinion 96-51; OR In opinion 96-51, the attorney general ...	Op. Att'y Gen. Fla. 96-51 (1996).
Florida Cases	... *Ginsberg v. Lennar Florida Holdings, Inc.*[FN] ... The issue in *Ginsberg* was ...	*Ginsberg v. Lennar Fla. Holdings, Inc.*, 645 So. 2d 490 (Fla. 3d DCA 1994).	... *Ginsberg v. Lennar Florida Holdings, Inc.*, 645 So. 2d 490 (Fla. 3d DCA 1994). The issue in *Ginsberg* was ...	*Ginsberg v. Lennar Fla. Holdings, Inc.*, 645 So. 2d 490 (Fla. 3d DCA 1994).

Author Bio and Head Shot:

- Submission of an author bio and/or head shot is optional. If you do not wish to include an author bio and/or head shot, please state this in the submission email. If you intend to submit an author bio and/or head shot, please submit these items along with your article, or as soon as possible prior to the submission deadline. If not received, we will make one follow-up

request with a specified deadline. Should we not receive the bio and/or headshot in time, your article may be published without your bio and/or head shot.

- Please attach headshot photo in jpg format, preferably in color and preferably over 1 MB (1,000 KB), and please keep the bio limited to 100 words.
- For articles of 1500 words or less, authors may elect to include either a headshot or a bio, as preferred by the author. If the article has more than one author, then the authors may choose to include either all head shots or all bios.
- If the article is over 1500 words, both head shots and bios may be included.

- **Special Note: Articles on RPPTL legislative issues:** The *ActionLine* position on articles covering legislative reforms that are working or have worked their way through the RPPTL committees and the Section (but await passage) is to wait until the legislation has passed before publishing, unless there is a compelling reason to publish prior to passage.