ActionLine Editorial Guidelines

General Publication Information:

Time Frame. The submission deadlines are shown below. Authors should strive to submit their articles prior to the submission deadline to allow time for the editors to edit the articles prior to being forwarded for layout in the magazine at the end of the following month. Articles are published online approximately 45 days after the submission deadline and in hardcopy three weeks thereafter. There are only 30 days to edit articles after the submission deadline and before the magazine layout deadline, so promptness is requested and expected - adherence to these timelines best serves the publication and Section. These timelines at present may be subject to change by the Co-Editors-in-Chief depending on external factors.

Procedure and Approvals. All article submissions should be sent to the Publication Manager and Co-Editors-in-Chief (see pertinent email addresses on the Actionline Committee website at RPPTL.org.) If the topic is approved, the Publication Manager will assign the article to a substantive editor for review of content accuracy and then submitted for general editing and/or proofreading. Editors should contact the author with any major edits/rewrites at both the substantive level and the readability, syntax, and mechanical level. The editor will make edits to the article using Track Changes in Microsoft Word. (Further direction, below).

All articles are subject to approval by editorial staff as to content and placement even after it has gone through some of the editing process. The author will be contacted if the article cannot be placed in an upcoming issue despite previous approval.

Submission/Closing Dates.

Spring 1/15

Summer 4/15

Fall 7/15

Winter 10/15

Post Publication. An author who submits an article to *ActionLine* keeps his/her copyright, but upon submission, grants a license to *ActionLine* for exclusive original publication and may re-publish his/her article but only after the Section members have received the hardcopy issue containing the article and such re-publication must include a statement as follows:

> ***This article was originally published in the …[state season], 20….., issue of ActionLine, a Florida Bar Real Property and Trust Law Section publication.***

ActionLine staff does not provide individual copies of articles to authors.

Editor's Guidelines:

General Guidelines

- **Proofreading**: This is a lighter review, checking for: format, grammar, spelling, punctuation, diction, syntax, and proper use of endnotes. Instead of crowding an article with citations, e.g. if you see a "See Sec. 734.01, F.S." within the article, that information probably belongs in an endnote. To enhance clarity of meaning and avoid wordiness, be sure you do not change the intent of the author's meaning if you edit the content more heavily. Please work with the author if any major rewording in needed.
- **Do not change words or abbreviations within quotes**. When citing a quotation, the language must be replicated exactly as it is in the text. This cannot be altered if it is a quoted item. Any missing or misspelled words should be added in brackets. If the author has added bold font to several words to emphasize, make sure that is either how the language appears on the original quote or add at the end "[bold added for emphasis]."
- Quotes that are indented due to their length do not require quotation marks.
- Quotes that are longer than 40 words or so (use judgment) should be indented as a block quotation.
- Whenever an author just says "Supreme Court" – please add "Florida" if applicable
- "Court" is only capitalized when referring to the Supreme Court. Otherwise, it is lowercase.
- **Use "Find" in Word of PDF cautiously for repeated words.** If a word is repeated several times throughout the article, make sure it is standard or correctly spelled, as applicable, throughout the article.
    - Examples: subcommittee OR sub-committee - Sec. OR § - Committee OR committee -
    - Court of Appeal OR Court of Appeals
    - Use "find" in Word or PDF to locate the word throughout the article. However, for example, be careful as the same word may be capitalized or not, depending on usage.
- **Verify the citations of all statutes and cases.**
- **Change all footnotes to endnotes** in numerical order and make sure the **endnotes appear in Arabic numbering, not Roman numerals**. You may also contact the author to have him or her complete this task if you prefer.
- Verify that the endnotes correspond to the referenced text.
- Do a final spell check and grammar check in Word but do not rely on either one.
- If the author has **underlined** a line, sentence or paragraph for emphasis, **unless within a quote**, **remove the underline and italicize it**. Emphasis should be used minimally.
- Refer to The Florida State University's Florida Style Manual for supplemental assistance to legal citations. See the quick reference chart below, and confirm that statutes and case law is formatted. **The content should be edited using Scholarly Articles rules.**

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).

Chart courtesy of *The Florida Style Manual*, Florida State University Law Review, which is located at https://www.floridastylemanual.com/

Editing Stages

Editing Articles *before Layout*.

You will be assigned articles to edit by the Production Manager, and you will be requested to complete edits within a week and over a weekend, about 8 calendar days. (**Please communicate with the Publication Manager if you have issues with the assigned editorial timeframe as soon as possible**. We would also appreciate you turning on your out of office if you intend to be unavailable for assignments.) If there are any issues with the article, please contact the author directly and work through the edits. Make your suggestions in track changes, using underlines to show new language, and strikethrough to show deleted language, in Word. You may use the comment feature, also, and have the author work on the article revision. Arrange a day and date the author can have their work back to you. Please do this within the timeframe you and the Publication Manager agree to, and if there are any problems, communicate those to the Publication Manager. Please send a red-line copy and clean copy version to the Publication Manager.

First Edit: Substantive

- This edit is to check the substantive nature of the article to be sure that the information discussed is accurate. Please review the article from a technical perspective, checking for both egregious and subtle missteps that should be reworked by the author. Please communicate any of your findings directly to the author and arrange a time for him or her to get the edits back to you in a timely manner, creating a deadline with the author, specifying the day and date the document should be returned; please aid the author as you see fit and as your schedule allows.

Second Edit: Readability

- This edit is to check the readability, style, syntax, mechanics of the article, including proper use of citations (see quick reference chart.)

Editing Articles *after Layout*.

You will receive a PDF layout draft with specific pages to edit from the Publications Manager; you will return your layout edits to the Publications Manager. Please either print and mark with a red pen, scan and email or electronically mark your assigned layout pages. You may or may not receive the same content that you edited in the first and second edit. Please also write the edits in bullet point format. See instructions below. If reviewing digitally, zoom in to view words and punctuation marks clearly. If reviewing on hard copy, use a ruler or other method to focus on one line at a time.

Editing assigned pages of layout draft:

- Review the pages assigned to you in the magazine for:
  - Header
  - Author name & firm & on behalf of a committee (if applicable)
  - Number of and size of paragraphs
  - Font size and appearance – text should match within the article
  - Format of subtitles

- Any words in bold
- Paragraph indents
- Photos and bio of author (the bios are provided by separate chart – photos are in the directory or usually online in case you don't know the author)
- Typos
- Small mechanical/grammatical errors (At this point we shouldn't be making major editorial changes as it greatly affects layout. Major edits should have already been addressed in the previous editing stage. Edits should be minor.)
- Page references

- **Visual mark-up.** Please show your edits in a visual mark-up, either by printing, marking by hand using recommended proof marks from the Chicago Manual of Style or APA Style, then scanning and emailing. If you have the ability to clearly mark electronically in Adobe, you may use that method to mark the text. A visual reference along with the bullet list further helps with accuracy in the copyediting and layout stage.

- **Bullet Point Format & Shortest Route**. Please provide your edited pages in bullet point fashion and use the shortest route:

    - For example:
        - *Use*: Page 10, left column, 2nd full paragraph from bottom, **2nd line** from bottom, change "were" to "where"

        - *Not*: Page 10, left column, 4th paragraph, **18th line**, change "were" to "where"

    - When writing the bulleted list, please indicate what you are adding or deleting, not just a strikeout/new language so that it is clear to the design/layout person what he/she is required to strikeout and/or add. For example:
        - Do *not* state: Page 10, left column, 4th paragraph, 2nd line from bottom
        - Instead please do state: Page 10, left column, 4th paragraph, 2nd line from bottom, change "were" to "where"
        - Another example: Page 10, left column, 4th paragraph, 3rd line, add commas on either side of "however" as follows: "….decided, however, the following…."
        - (In the 3rd example, I've shown the design/layout person not just where to add the commas but also where to add the spaces in between.)

    Use your best judgment to make it as clear as possible. Both the visual and bulleted list serve as a double-check for editorial staff, as well.

    - **Be confident in your editing.** Edit the text in bullet point fashion as indicated. Do not ask EIC questions on whether the edit is right or wrong. Use The Blue Book of Grammar and Punctuation if you have a question on grammar, syntax, etc. You can find the free online version at http://www.grammarbook.com/. If EIC disagrees, the edit will be changed or

deleted. A request for advice within an edit indicates you are passing the research to the EIC and gives the EIC additional work to delete the question and change the wording in order to send to design/layout. If you want to clarify or express an opinion because there are alternatives or the correction is not self-explanatory do so after the standard edit in bracket fashion which is easier to delete before sending to design/layout.

  - e.g. Page 10, left column, 2nd full paragraph, 3rd line, change "suspects" to "knows" [The case reviewed specifically stated that the plaintiff knew not that he suspected.]

- **Table of Contents as assigned page.** If you are assigned the Table of Contents, you must make sure that ALL the articles & the photo spread are shown on the Table of Contents and ALL the links work to the correct article.
- **Table of Contents from assigned page**. If you are reviewing assigned pages, check the Table of Contents to make sure your article is listed, and the correct page is indicated.
- **Orphans and widows.** Point out orphans or widows so that design/layout can adjust the pages to avoid this problem
- **Hyphens.** Hyphens within a word should not be used where the rest of the word goes to another page or another column.
- **Top and bottom of page.** Make sure the correct article is on the banner on top and the correct "continued..." page # is at the bottom when the article skips a page or two
- **Ads or Announcements –** if an announcement or ad on your assigned pages will be stale by the time the magazine is printed (takes about 3 weeks from online publication), notify the EIC in the bullet points.
- **Links:** Check all the links to internet sites and make sure they are working properly.

Photos:

- **Every Editorial Staff Member:** Please review the pages on the two-page photo spread to make sure all the names and other words are spelled correctly and match the photo. What one person misses, the other may not.
- **Features Editor:** If reporting on an event (other than the Section meeting), please collect the photos from that event to then select for the magazine.

Review other documents in the *ActionLine* Committee website. The *ActionLine* Committee website "Staff Library" contains valuable information to further assist you in preparing a quality article.

<u>Editing Case Law and Roundtable Highlights</u>:

Case Law Editors.

Call both Division fellows (as appointed for the current year) and let them know for what issue they will be expected to prepare the case summaries and the deadlines. Pick one of the fellows to work with from the newly appointed fellows for the upcoming issue.

You and the fellow should both review current DCA or Florida Supreme Court cases of great importance (have the fellow choose them and go over them with him/her to make sure they are good picks & consider others you may have run across to possibly use) and both of you decide on which cases (pick 5-6) will be summarized with sufficient time for the fellow and you as his/her editor to meet the

deadlines. Keep monitoring the work of the fellow until the cases are turned in for you to edit. The case editor then reviews and edits the cases working with the fellow to **correct and clarify any wording, citation** AND **confirming proper format** (see prior *ActionLine* issues). If the case is not yet in So.3d, use the FLW cite. Once the case reviews are finalized, send to EIC.

Keep monitoring the cases (by yourself or with the help of a fellow) until just before the articles are sent to design/layout to make sure none of the cases have been overturned, re-heard, or a So.3d citation added. This has happened on a number of occasions and may require another emergency edit.

If any other staff member comes across an important case, send it to the case law editors for consideration as soon as you discover the case. Additional guidelines can be found in the "Case Law Summaries – Fellows Guidelines"

Roundtable Editing by *ActionLine* Division Vice Chairs.

- **Two Section Members (preferably ALMS) are to take down minutes during the Roundtable.** The two members are to be told that one of them will be also doing the highlights for the magazine – on rotation. They are to first review the magazine Roundtable to view the type of information and format of the highlights so crucial information is not missed. The raw minutes are to be forwarded to the *ActionLine* Division Vice Chair for review.
- **Division Vice Chair to review minutes.** The Division Vice Chair who should also be attending the Roundtable, should review the raw minutes and make any appropriate annotations or deletions for purposes of the highlights.
- **One highlight editor to be picked on rotation.** The Division Vice Chair is to pick one of the minutes reporters and that reporter will prepare the highlights following the guidance from the Division Vice-Chair and the format of the magazine.
- **Review of Highlights for typos and format.** The Division Vice-Chair is to review the highlights before sending it to EIC. Any typo, formatting, or incorrect information should be corrected.

Some tips for the Roundtable highlights:

- **Make sure the name of the committee is correct.** Recheck this with the name online at the Section website.
- **Review the prior issues for format and other standards.** Make sure that you have the standard format, italics, bold font as applicable, and no underlines.
- **Always include the sponsor at the beginning.**
- **Correct speaker.** Sometimes it is not the chair of the committee that speaks at the Roundtable. Make sure you have the correct name of the speaker(s) and whether Chair, Vice-Chair, subcommittee chair, etc.
- **Double check the information.** For example, if the minutes indicate a certain statute or case cite, make sure you quote the correct statute number or case cite.
- **Only highlights.** Do not include a standard committee report.
- **Review by Division Directors.** Once EIC receives the highlights and does a second edit, as or if necessary, the highlights are sent to the Division Directors for any edit they may have.