

Guidelines for Submitting Articles to the INTA Bulletin

The INTA Bulletin primarily relies on members of the INTA Bulletins Committee and INTA staff for content, but it does accept submissions from others. Before writing or submitting an article for publication, authors must confirm that their subject is available and appropriate for the INTA Bulletin. To do so, INTA Bulletins Committee members should contact the chairs of the subcommittee to which they are assigned; all others should contact the INTA Bulletin team at bulletin@inta.org.

General Writing Guidelines

Format: Prepare articles in Microsoft Word, 11 point Times New Roman, and with minimal formatting. Articles that are not prepared in this format will be returned to the author.

Style: Write clearly and succinctly. INTA Bulletin articles should use language that a worldwide audience can easily understand. Avoid legal jargon and colloquial language.

Objectivity: Write objectively—provide facts, not opinions or judgments. Articles discussing disputes should present a balanced view and provide counterarguments where applicable. Contributors are not permitted to write or verify articles about a topic or case in which they or their firm is directly involved. However, under extraordinary circumstances when an appropriate author or verifier cannot be identified, exceptions to this rule will be considered. Please contact your Subcommittee Co-Chair with a request for the exception to be applied. The Co-Chair will then liaise with the INTA Bulletins Committee Leadership (Chair, Vice Chair, and Managing Editor) to seek approval of the exception.

Timeliness: Reporting in a timely fashion is of critical importance. Articles covering past events and activities should be written and submitted within one week of the event or activity so that the article can be published within a month of the event / activity.

Length: Word counts are related to the type of article, allowing for some flexibility depending on the particular subject. In general, authors should abide by the following word counts: Features, 1000-2000 words; Law & Practice, 300-400 words; Event Reports, 500 words; Committee Spotlights, 400-500 words; and Volunteer Spotlights, 400 words.

Verification: All Law & Practice articles (about new cases, laws, or regulations) must be factually verified by someone from a firm or company other than the author's firm. The author may find a verifier or may ask the INTA Bulletin editorial team for help (bulletin@inta.org). The verifier's name will be published along with the contributing author's name.

Photographs and Illustrations: Authors are encouraged to include relevant photographs or illustrations with their submissions. Images should be in high resolution JPEG, TIFF, EPS, or PDF format. Do not embed images in the Microsoft Word document: instead, attach them to the email as separate files and simply indicate in the word document where the image(s) should appear. Indicate the source of the image; copyright permission can be obtained, if necessary. For photos of people, provide identification (name, title, name of firm / organization (country)) of the people in the photo, from left to right.

Bylines and Attributions: Submit articles with the author's full name, company, city, state/province, and country included in the text of the Microsoft Word submission.

Citations: Citations should be to public services whenever possible (e.g., use the court's docket number, not LEXIS or Westlaw, if an official reporter cite is not available).

Footnotes: Articles may not contain footnotes.

Editorial Process: All articles are subject to the editorial discretion of the INTA Bulletin editorial board. Editors are not required to show the article to the author before publishing. If there is concern that the substance of the item may have changed during the editorial process, the editorial board may consult with the author. If only stylistic changes are made, the author may not be consulted. Articles needing substantial revision may be returned to the author.

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