

Law School News Style and Submission Guidelines

Submission Guidelines

- *LSN* is published on Mondays during the fall and spring semesters, or Tuesday when Monday is a holiday.
- The copy deadline for each edition of *LSN* is 2 pm on the **Tuesday** prior to publication.
- Late submissions may not be printed.
- We may choose not to include submissions, and/or may edit for content, grammar, etc.
- We reserve the right to return items that do not follow the submission and style guidelines to the sender to be redone and resubmitted.
- **We are not obligated to investigate unclear submissions or check dates, text or links for accuracy.**
- *LSN* does not print unsolicited opinion pieces or non-GGU-sponsored commercial submissions.
- Due to time and space constraints, *LSN* will not run unsolicited materials more than twice. We recommend submission for the two weeks closest to the event date or deadline. However, if you wish to run the submission with more advanced notice, you must indicate the two desired *LSN* edition dates upon submitting.
- Subsequent submissions about activities previously advertised, must use different headlines and text.
- Submissions should indicate the section of *LSN* in which it is intended to be printed. We may choose to place it in a different section, where appropriate. (Standard sections include Official Notifications, School of Law Events, Announcements and Reminders, Professional Development Opportunities, Student Organization Events, Scholarship Announcements, and Writing Competitions.)
- The “Official Notifications” section is limited to GGU Law administrative content such as *Student Handbook* or other policy changes; registration, academic calendar, or exam-related announcements; financial aid or bar exam-related information, etc. as determined by the editors.
- Submissions about GGU sponsored events will be added to the Google Events calendar when appropriate.
- Submissions missing a date, time, or location may not be published or listed in the Google calendar.
- Reserve the room for your event **before** submitting the posting to *LSN*.
- All postings should be sent via email to lawschoolnews@ggu.edu.
- Questions regarding *LSN* should be directed to lawschoolnews@ggu.edu.
- No attachments will be accepted.

Style Guidelines

- Submissions should be of publishable quality and style (pre-edited for spelling and grammar) and concise (100 word length preferred, 250 words maximum); lengthy submissions will be edited.
- All submissions must be written in paragraph form with full sentences; **no bulleted or numbered lists.**
- Submissions for the “School of Law Events” or “Student Organization Events” sections should include the following information in the format provided: title; day, date, time, & place; brief description (1 to 2 sentences); and include who is invited to the event. For example:

Meet the Recruiters Interview Panel

Wednesday, August 30, noon to 1 pm, room 3214

Hear what legal employers have to say about resumes, cover letters, interviews and what they are really looking for in applicants! All students who are planning to interview for jobs this semester are encouraged to attend.

- Dates should be written as: Monday, August 21; do not add “rd, th, st or nd” to dates.
- Time should be written as: 7 pm or 7:30 pm.
- Time spans should be written as: 9 am to 3:30 pm or 5:15 to 6 pm; do not use hyphens.
- Add one space between the end of the time and the am or pm (e.g., 7 pm or 10:15 am).
- Do not add periods into am or pm.
- When written within a sentence, the word “room” does not need to be capitalized.
- JD, LLM, SJD, US and other acronyms do not have periods.
- To highlight a word or event, **bold** it. DO NOT CAPITALIZE or underline for emphasis.
- All phone numbers should include the area code and be written as follows: 415-555-1212.
- In accordance with GGU’s Alcohol Policy you may not advertise the presence of alcohol at any event.

Thank you for adhering to these guidelines when submitting to *Law School News*!