

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 distribution.
- Late submissions may not be printed.
- The editors may choose not to include articles, and articles may be edited for content, grammar, etc.
- *LSN* does not print opinion pieces.
- Due to time and space constraints, *LSN* will not run unsolicited materials more than twice and will not investigate unclear announcements.
- Submissions should be concise and of publishable quality and style (pre-edited for spelling and grammar).
- Events or announcements missing a confirmed date, time, and location will not be published or listed in the Events Calendar.
- Please reserve the room for your event **before** submitting the posting to *LSN*.
- If resubmitting the same article for reprint in consecutive weeks, submit the title of the article with the words “pick up” written underneath them.
- All postings should be sent via email to lawschoolnews@ggu.edu.
- Questions regarding *LSN* should be directed to lawschoolnews@ggu.edu.

LSN Style Guidelines

- A page is roughly 750 words, including titles. Departments given pages (LCS, LSS and LAFO) must limit their entries to 750 words.
- Event announcements should be clear and concise and should include the following information in the format provided: title; brief description (1 to 2 sentences); who is invited to the event; and date, time and place. For example:

Meet the Recruiters Interview Panel

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 on **Wednesday, August 30**, from noon to 1 pm in room 3214.

- A full column is roughly 275 words including titles. All articles should be brief and not exceed one column.
- Dates should be written as follows: Monday, August 21. Do not add “rd, th, st or nd” to dates.
- For hours, do not add the additional minutes. Times should be as follows: 7 pm or 7:30 pm.
- Time spans should be written as follows: 9 am to 3:30 pm or 5:15 to 6 pm (Do not use 10 – 11 am).
- Add one space between the end of the hour and the am or pm (e.g., 7 pm).
- Do not add periods into am or pm.
- JD, LLM and US do not have periods.
- Add only one space after a period before starting a new sentence.
- Order events chronologically.
- All submissions must be written in paragraph form with full sentences. No fliers will be accepted.
- Do not indent paragraphs.
- To highlight a word or event, **bold** or underline it. **DO NOT CAPITALIZE.**
- For on campus phone numbers, do not include the area code: 442-XXXX. All other phone numbers should be written as follows: 415-555-1212.
- One exclamation point is enough!
- In accordance with GGU’s Alcohol Policy you may not advertise the presence of Alcohol at any event.
- When written within a sentence the word ‘room’ does not need to be capitalized (see example above).

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