



Keeping Tabs Submission Guidelines

Chair Chat

Word Count: 280-300 words

Content: Chair Chat is the first article that appears in the publication and provides a brief welcome and overview to the issue.

Requirements: Must be written by the current Chair of YASC>

In The News

Word Count: 100-400 words

Content: This section features YASC members who have been highlighted in the media, or whose work has been highlighted in the media.

Requirements: Only current TAS members who are 10 years of call or fewer may be featured in this section.

Small Article

Word Count: 100-400 words

Content: This section may feature topics on different practice areas, a new rule, or a YASC event or program.

Requirements: There should be a maximum of 2 small articles per issue.

Medium Article

Word Count: 401-700 words

Content: This section may feature topics on different practice areas, a new rule, or a YASC event or program.

Requirements: There should only be one medium article per issue.

Large Article

Word Count: 701-1000 words (including footnotes)

Content: This section may feature topics on different practice areas, a new rule, or a YASC event or program.

Requirements: There should only be one large article per issue.

Interview

Word Count: 100-500 words

Content: The interview section highlights the diverse members of TAS, who are 10 years of call or fewer.

Requirements: The interviewee must be a current TAS Member. This section should be used to highlight the diverse membership within TAS and should highlight people from different practice areas, locations, and different diverse backgrounds.

Please submit final articles, photographs and written approval to the Keeping Tabs Editorial team, here:

<https://theadvocatessociety.wufoo.com/forms/keeping-tabs-article-submission/>



Please ensure that your article meets the following guidelines:

File format: We accept submissions only in Microsoft Word format.

Title and Author information: Please ensure your article has a title and your name and firm are placed under the title as you would like them to appear in publication.

Links: Relevant links will be accepted in articles. Please add the link to your document by highlighting the relevant text and adding the link.

Notes: We would prefer articles without notes, but whether to include notes is at the author's discretion. (All direct quotations should be referenced, however, whether in the body of the article or in notes.) If you include notes with your submission, we prefer endnotes to footnotes. When reviewing notes after completing the final draft, double-check that cross-references ("ibid.," "supra") haven't changed because of late additions or deletions of text.

Citation format: We do not insist on a particular citation style. If you include citations, we trust that you will ensure they are accurate, complete, current and internally consistent. In particular, check that citations to Internet sources refer to web addresses that are valid as of the date of the submission. If a cited web address is no longer valid, we expect you to make note of this in the citation.

Approval: Written approval from a partner at your firm, confirming that your article may be published in Keeping Tabs, must be provided at the same time of article submission.

Photograph: Get the credit you deserve! Make sure to provide us with a high quality photograph. Please send your photograph in jpeg format, separate from your article file.

Please submit final articles, photographs and written approval to the Keeping Tabs Editorial team, here:
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