

*Trial Advocate Quarterly*

**ARTICLE GUIDELINES (Revised February 2008)**

1. Articles should be approximately 15 to 20 pages in length, double-spaced. This assumes the use of a standard font, such as a font you would use in a court submission. For planning purposes, please discuss your article with the *TAQ* Editor if you expect it to deviate significantly from this suggested range. Shorter or longer articles are often appropriate, depending on the topic and scope of the article.
2. The *Trial Advocate Quarterly* Editorial Board prefers articles that have not been published elsewhere, although exceptions will be considered on a case-by-case basis. **We request that authors notify us if an article, or any version of the article, has ever been published or submitted for consideration to another publication or periodical.**
3. The format of the magazine calls for endnotes rather than footnotes. Unless an authority is named in a textual sentence, it should appear in an endnote. When citing cases, only the party names appear in the textual sentence, and the rest of the citation should appear in an endnote. If you prefer to draft your text using footnotes, you should convert them to endnotes when you have finished (an easy conversion in either Word or WordPerfect).
4. Citation style should follow Florida Rule of Appellate Procedure 9.800, and should resemble that used in a court submission, with the exception that citations appear in endnotes rather than in the text. For citations not given in Rule 9.800, use the 18th edition of *The Bluebook: A Uniform System of Citation* (“the *Bluebook*”). Additional specific examples of citations, along with some reminders about common citation errors, appear below.
5. Articles should be submitted to the *TAQ* Editor, Barbara Busharis, at 2033 Atascadero Court, Tallahassee, FL 32317, or by e-mail to [bbusharis@hotmail.com](mailto:bbusharis@hotmail.com). Ms. Busharis can be reached by phone at 850-877-6291; authors are encouraged to contact her with questions about formation, citation, or style. Articles can be submitted in Word or WordPerfect. E-mail submission is encouraged. If a document is mailed, an electronic copy on CD should be included.
6. Deadlines for publication are as follows:

Winter issue	November 1st
Spring issue	February 1st
Summer issue	May 1st
Fall issue	August 1st
7. At the time of submitting your article, please submit brief biographical information to be included at the end of the article. Do not use an endnote for the biographical

information; simply include it in a separate paragraph at the end of the article. If you have a co-author, please be sure that information is included about both authors. If you have a professional photograph available, please submit that as well. You may e-mail a professional photograph if it has been scanned at high resolution.

8. All articles are reviewed by Ms. Busharis and a member of the *TAQ* Editorial Board. If the initial review reveals any substantive areas of the article that need further development or clarification, you will be asked to respond to those concerns before the article proceeds to copy editing. It is essential that articles arrive by the scheduled deadline to give the Editorial Board members time to conduct this review. If articles arrive in advance of the deadline, even by a few days, they are typically reviewed immediately.
9. You will see one proof of your article before it is published. Ms. Busharis will coordinate the proofreading. Please note that this proof is for the purposes of correcting errors only, not for making revisions to the text. Any text editing you plan to do should be complete when the article is submitted. Normally you will receive this proof by fax or by e-mail (in the form of a PDF attachment), and will have five business days to return it to the printer with any necessary corrections. This will give you an opportunity to check and update any citations, particularly citations to *Florida Law Weekly* that may have been published in the *Southern Reporter* since your article was drafted.
10. The following reminders may help you avoid some of the most common citation errors we see in manuscripts:
  - a. Under Florida Rule of Appellate Procedure 9.800, citations in textual sentence differ from those in endnotes: “*Except for citations to case reporters, all citation forms should be spelled out in full if used as an integral part of a sentence either in the text or in footnotes. Abbreviated forms as shown in this rule should be used if the citation is intended to stand alone either in the text or in footnotes.*” For example:

[In text:] Attorney’s fees were awarded under section 57.105, Florida Statutes.  
[In endnote:] <sup>1</sup> § 57.105, Fla. Stat. (1995).

[In text:] The court reversed summary judgment in *Keybank National Association v. International Finance Bank*.  
[In endnote:] <sup>1</sup> *Keybank Nat’l Ass’n v. Int’l Fin. Bank*, 874 So. 2d 664 (Fla. 3d DCA 2004).
  - b. Case names should always be italicized under Rule 9.800(o), whether in the text or an endnote. This differs from *Bluebook* style for endnotes.
  - c. The *Trial Advocate Quarterly* and other law reviews and journals should be italicized and spelled out fully when used in a textual sentence. However, when a

periodical is cited in an endnote, it should be abbreviated according to the abbreviations in Table 13 of the *Bluebook*. Thus, in an endnote, *Trial Advocate Quarterly* is cited as: Trial Advoc. Q.

- d. For a fast source of common citation formats in endnotes, refer to the inside cover of the *Bluebook* for the table titled “Quick Reference: Court Documents and Legal Memoranda.”
  - e. Signals such as *see* and *e.g.* should be typed in italics in both text and endnotes, unless they are an integral part of a text sentence. Only *e.g.* is followed by a comma. If you are using the 16th edition of the *Bluebook*, please note that the definitions of certain signals in that edition are no longer current; in particular, *see* is not used when a citation directly supports an assertion in text.
  - f. Do not use *supra* for citing to cases, statutes, or constitutions. *Supra* can appropriately be used for citing books, periodicals, and looseleaf services.
  - g. Both Rule 9.800 and the *Bluebook* call for a space between So. and 2d when citing the *Southern Reporter (Second)*.
  - h. Please remember that Rule 9.800 citation form for Florida cases, statutes, and rules differs from *Bluebook* form. Follow the formats in Rule 9.800.
  - i. For citing non-Florida cases, statutes, and rules, refer to Table 1 of the *Bluebook*.
  - j. Turn off the “superscripts” default in your word processor so that ordinal numbers can be typed without automatically being converted to superscript (e.g., 1st, 2d, 3d).
11. All authors should apply for CLE credit from the Florida Bar. There is a form in the Florida Bar Journal Directory for this purpose. The FDLA is not permitted to make the application for you, but we encourage you to do so.
  12. Upon selection of your article for publication in the *Trial Advocate Quarterly*, you will receive a copyright release form that will acknowledge that FDLA holds the copyright to the article. This form is essential, among other things, for including the article in the *Trial Advocate Quarterly* database on Westlaw. Please return that form to the FDLA office as quickly as possible.
  13. Contributors will receive three or four courtesy copies of the *Trial Advocate Quarterly* from the FDLA office, and can often receive additional copies on request. These copies will come directly from the FDLA office.

Thank you for your contribution to the *Trial Advocate Quarterly*. We appreciate your time, and we look forward to working with you!