

NJSBA Newsletters – Submission Tips and Publication Steps

Tips for getting article submissions for newsletters

Ask! Ask at meetings, or via CommunityNET, etc.

Suggest proposed topics.

Ask individuals who might be willing to do it. They're more likely to respond to an individual request than to a request that's sent to everyone.

Ask each section committee to submit an article.

Let potential authors know the benefits of writing an article: It further establishes them as a subject matter expert, it helps fellow attorneys and can help open up strategic partnerships or business opportunities.

Newsletter doesn't have to be long. Five articles is sufficient.

Publication process – a brief, step-by-step list

1. Decide what articles are going to be in your next issue and when you want to publish it. Articles can be updates about new laws in the field; a close look at an issue of concern to other members of the practice; reviews of books or movies that will be meaningful to section or committee members; photos from a recent event; even poetry submitted by members of the section or committee.
2. Collect your submissions and edit them (esp. for legal content and the endnotes – see “newsletter guidelines for writers and editors” for details.)
3. Send them to Mindy Drexel at mdrexel@njsba.com, and she copy edit them.
4. Mindy will send edited articles back to the newsletter editor, and the editor send them to the authors so that they can review the changes and address any questions.
5. Send author-approved articles back to Mindy.
6. Mindy will prepare and submit the articles to the designer. She will work with the designer to produce a final proof of the newsletter, which will be sent to the newsletter editor for final approval and any last-minute revisions.
7. The NJSBA will publish the final proof of the newsletter, circulate it to all section or committee members, share it via the Daily Briefing and include it in our social media schedule.