

Young Lawyers Journal Submission Guidelines Winter 2019 Edition

Content

The *Young Lawyers Journal* (YLJ) is published three times a year and circulated to more than 8,500 members.

The YLJ supports members by including articles that reflect issues of significance to law students, law graduates and young lawyers.

For this edition, the YL Editorial Committee will be publishing a themed edition, titled: **Your Innovative Career** that will assist members to utilise new ideas, technology and fresh strategies for creating new connections in the law. This edition is focused on demonstrating how members can leverage resources to propel their career into the conventional pathways of law, but also to discuss how the practice of law has changed in innovative ways. The Young Lawyers want to support the pioneering efforts of those embracing technology to advance their careers, and guide members on how to create their best legal identify, in employment and in creating new employment opportunities.

The Committee welcomes submissions addressing the following **suggested topics**:

- What is innovative in the law?
- Does being innovative mean I have to be a technology whiz?
- Is technology scary for young lawyers?
- Can I really work remotely, and will I lose a sense of community? A guide for young lawyers embracing new working structures
- How can I leverage a successful career in Victoria if I did not study in this jurisdiction?
- Embodying traditional legal techniques in your progressive practice – how the law has supported [me] to be innovative.
- The final frontier for lawyers – will we go where no practitioner has gone before?
- Interviews with any lawyers, legal professionals or judges/judicial officers who have developed their own successful career in the law in an innovative way
- Consideration of how to develop resilience in the law when practicing in rural, regional or remote areas.
- Lawyers who.... a look into lawyers who do more than just lawyering, with a focus on technology skills, software development, app creation or podcasts.
- Any other submissions relating to these themes are also welcomed.

Final contributions/articles must be sent to younglaw@liv.asn.au by **no later than Friday 3 May 2019**.

- Where possible, seek the views of an expert on the topic by conducting an interview. Also, use practical, real-world examples to illustrate points.
- Authors interested in interviewing previous contributors to the Young Lawyers “Careers in Law” Blog are encouraged to reach out to previous interviewees and conduct a follow-up interview on where they are now, their career decisions and learn more about the kind of work they do now.
- An option available to members who wish to contribute a profile piece is to use the prepared a list of suggested questions for you to use on the **final page** of these Guidelines.

Style

All articles must:

- include a brief title and precede - the title must reflect the content of the article and be catchy;
- include an introduction and conclusion;
- adhere to the **word limit**;
- use spellings only from the *Macquarie Dictionary*;
- be clear and concise and use plain English in place of legal jargon - remember 'less is more';
- include appropriate, concise sub-headings that are interspersed throughout the text. Use dot points to break up a long sentence or a paragraph containing numerous facts or concepts;
- If you are using an acronym, put it in capitals, e.g. Migration Review Tribunal (MRT)
- Check the accuracy of all statistics, numerical data, text citations and references;
- be proofread;
- if the article relates to or refers to a substantive legal issue, it must be reviewed by a colleague from your organisation or legal academic (or other person) with at least 5 years' experience as a barrister or solicitor, who has expertise in the subject area. An article would be considered to be on a substantive legal issue if it refers to cases, covers proposed law reform or provides a legal update;
- keep footnoting to a minimum. Footnoting should be used only where necessary and where possible, references should be made as endnotes.

The following information **must** be inserted at the beginning of your contribution:

ARTICLE FOR THE March 2019 Young Lawyers Journal

HEADING: *insert heading for article*

PRECEDE: *insert precede for article*

WITH PIX: *insert ideas (see www.istockphoto.com) or provide supplied high resolution photos*

WORD COUNT: *insert word count including heading and precede*

ATTRIBUTION: *to be published with your article (i.e. John Smith, Lawyer at ABC Law Firm).*

Heading and precedes will be treated as suggestions only. The LIV Publishing Department will have final approval rights regarding the heading and precedes.

Author profile photos

Please ensure you provide Young Lawyers with your profile photo as part of your submission. The LIV will consider utilising author profile photos received as part of its publications, and will inform you if we will be utilising author photos provided for this upcoming edition at a later time.

Please provide a professional quality head and shoulders colour photograph of the author(s) should be supplied with your submission. Passport photographs are not suitable.

Digital photos must be:

- scanned at a minimum of 300 dpi
- saved as a *.jpeg, *.eps, or *.tif file
- no less than 60 mm wide by 60 mm in length
- scanned as true original sizes as possible so that no resolution is lost.
- emailed to younglaw@liv.asn.au

If a suitable photograph is not available, Young Lawyers can arrange for a photographer to meet with the authors at a mutually convenient time.

Word limits

2-page feature	1100 words
1 page article	620 words
Half page report	300 words

Referencing

Article submissions must be your original work. Submission of an article to the YLJ represents a certification on the part of the author(s) that it is an original work.

When using quotations:

- reproduce quotations exactly;
- ensure spelling and punctuation is used exactly as in the original quote;
- use [*sic*] to indicate that unusual spellings have been quoted correctly.

When citing ACTS OF PARLIAMENT:

- italicise the title, but not the year (*Administrative Law Act 1978 (Cth)*);
- abbreviate the jurisdiction in brackets to distinguish:
 - a) jurisdictions other than Victoria; and
 - b) another Act with a similar title e.g. *Freedom of Information Act 1992 (Vic)*.

When the same ACT or BILL is referred to frequently throughout an article:

- quote the first reference in full and abbreviate subsequent references; and
 - incorporate references to specific sections/clauses in the text, rather than as endnotes.
- Please do not submit your article with any embedded hyperlinks footnotes or endnotes.
 - If you must intersperse references throughout your article, keep them brief.
 - **Endnotes must be manually inserted** to appear as **ordinary text** at the end of the document. Type the number in regular type at the point where the endnote reference is to appear in the text, and type the corresponding note and reference at the end of the document. Please double check that reference numbers within the text correspond with references in the endnotes.

Interviews

Contributors are encouraged to seek interviews where the interviewees can provide commentary on a topical issue. It is important to remember, however, that before an article involving contribution from an interviewee can be submitted, it must be proof-read by that interviewee and the interviewee must sign the submission form.

Currency

If there are any appeals, possible appeals, draft legislation, or other factors which may affect the currency of your article, make sure that you provide details. Authors are encouraged to refer readers to further materials and references on the Web via the provision of URLs (website addresses).

Artwork

- Any material that is not textual is considered artwork. This includes **images, photographs, tables, figures, diagrams, charts, graphs, illustrations and screen captures**. Your article may benefit from an inclusion of any or some of these. If you have visual elements to go with your words, provide us with design instructions and we will consider this in layout.

The review process

- Your contribution will be initially reviewed by the Chair or co-Chairs of the Editorial Committee. They will assess the article's appropriateness for the YLJ, its legal merit, where relevant, and adherence to the *Submission Guidelines*. We will contact you to advise whether your article is chosen for publication or not. If your article is chosen for inclusion we will notify you. Your article will then be peer reviewed by a member of the Editorial Committee prior to being returned to you for editing and final submission.
- The final article may be edited for spelling and grammar and to conform with the LIV's house style regarding punctuation, grammar, numbers, and terminology. We will consult with you where substantive changes are required, and remind you to ensure you adhere to the word limits to ensure that this is less likely to be required.

Your submission checklist

- ✓ Complete and sign the Article Submission Form.
- ✓ Ensure your article adheres to the requirements of these *Submission Guidelines*.
- ✓ Ensure your article adheres to the word limit.
- ✓ If appropriate, ensure your article is reviewed for accuracy by a senior practitioner.
- ✓ If your article has an interview, have the interviewee proof read it and sign the submission form.
- ✓ Submit *Article Submission Form* and your article as a **word attachment** via email to younglaw@liv.asn.au.
- The YL greatly appreciates the time and effort involved in drafting articles for publication.
- If you have any queries on the directions given in the *Submission Guidelines*, or on the drafting of articles in general, please contact the 2019 YL Editorial Committee Chair, Alice Cooney by emailing younglaw@liv.asn.au

Young Lawyers Journal Autumn 2019 Edition

Profile interview opportunities

In addition to any article submissions or contributions you prepare, the YL Editorial Committee of the *Young Lawyers Journal* (YLJ) would be pleased to receive a **short profile of interviewees** relevant to the **Resilience in the law** themed edition, as outlined on the first page of these guidelines.

Interview questions

If you wish to profile someone in addition to your written article, we ask that you use the following questions to assist you to frame your short profile piece.

Please also ensure that all responses are prepared in the *first person* of the interviewee:

1. **Can you tell us a bit about yourself and how you got to where you are now as [insert position title and organisation name]?**
2. **What does being 'resilient' in the law mean to you as a [insert position and practice area]?**
3. **Does being a resilient lawyer come easily to you, or is it something that you have had to work on and develop throughout your career?**
4. **What proactive interventions do you activate when your resilience is challenged in [area] of law you work in?**
5. **What advice would you give to your younger self that could have helped you better at the time?**

Submitting your interview piece

We ask that you, as the lead author of this profile piece, also complete a **Submission Form** as well as a **Profile Photo** of their interviewee by no later than **Friday, 1 February 2019** and return it to younglaw@liv.asn.au.

Thank you for supporting the *Young Lawyers Journal*.