

# CALIFORNIA REAL PROPERTY JOURNAL

## ARTICLE STYLE GUIDE

### 1. Format.

- 15–30 pages, double spaced.
- Footnotes, if any, should be printed at the end of the article and identified as “Endnotes”.
- When using headings, the first one should be identified by a Roman numeral e.g., “I”), the next by alphabetical designation (e.g., “A”), and the next by an ordinal number (e.g., “1”), as shown in the following example:

#### **I. FORMAT OF ARTICLES** [bold type, all caps]

##### **A. The Law in California** [indented, bold type, initial caps]

###### 1. *In General* [further indented, italics, initial caps]

###### (a) A Citizen’s View [further indented, regular type, initial caps]

- When cross-referencing discussions within the article, please refer to the specific numbered section rather than saying “as discussed below.” Use cross-references as much as possible, particularly where a topic will be discussed later in the article.

- The Journal uses the Harvard “Blue Book,” the most recent edition, as the citation form style manual, albeit in a somewhat “relaxed” form. We do not require the use of parallel citations; however, if you use only one citation, it should be to the Official Reporter. For non-California cases, the regional reporter citations should be used in conjunction with the official citation in order that California lawyers may locate the cases easily. We do not accept Lawyer’s Edition citations. Whenever you cite new legislation, indicate where it is codified. If you mention any source or publication that is not easily located (e.g., on LEXIS or WESTLAW), please indicate (perhaps in an endnote) where a copy may be obtained.

- **THE JOURNAL’S EDITORIAL STAFF DOES NOT VERIFY THE ACCURACY OR APPLICABILITY OF CITATIONS, QUOTATIONS OR OTHER AUTHORITY. YOU HAVE THE SOLE RESPONSIBILITY FOR THEIR ACCURACY.**

### 2. Biography.

- Send a short biography with your submission (approximately two sentences).
- Please refer to prior issues of the Journal for typical content of bios.

### 3. Copyright.

- The Journal retains the right to republish your article in any form, including, without limitation, abstracts, section of books, or on computer databases, including, without limitation, Westlaw and Lexis.

### 4. Submission of Your Article.

- When your article is ready for editing, please send a copy by electronic mail and a copy by regular mail to the Managing Editor of the Journal. In your transmittal, please provide your facsimile number and the exact street and floor address (as opposed to P.O. Box) for overnight delivery. Some articles editors prefer to obtain a computer disk version of your article, and may contact you directly to obtain one. Please cooperate with such requests.

- Your article will then be assigned to an editor, as discussed below.

- When you and the articles editors have finished the editing process, you will be instructed to send a copy to the Managing Editor of the Journal. The Managing Editor will review the article and undertake additional, final edits. Once the additional, final editing has been completed, you will be instructed to send a diskette to the Managing Editor of the Journal. Your diskette should be labeled with your name and the name of your article. Include a hard copy of your article with your diskette.

### 5. The Editing Process.

- Many of the Journal's readers are new practitioners; therefore, you should make good use of introductions, summaries, transitions, and, where helpful, examples.

- It is not uncommon for articles to undergo several revisions and to undergo one or two additional revisions after it has been finalized by the article editor. The editorial staff will edit for clarity, grammar, organization and logic, typographical errors, readability, and the like. Your article will also be reviewed by an attorney who has experience with the applicable substantive area. The editors might also seek the inclusion of subject matter and issues relevant to the article which you have not covered. Please incorporate editorial revisions and suggestions promptly. The editors do not type your article/revisions for you. You will always be generating the next draft on your word processing system.

- The time necessary to edit your article will vary with the length and complexity of the piece, the time availability of our editors and the number of articles awaiting publication. We try to allow 4-6 weeks for editing of each Journal article.

- You will be notified when your article is assigned to an editor. Once assigned to an editor, all communication on your article should be addressed to the editor.

- Assignment of an article to an editor and comments from the editor on your article are not a commitment on the part of the Journal to publish the article in the next issue of the

Journal or in any subsequent issue. Decisions regarding publication are made solely by the editorial board when an article has completed the editing process.

6. Synopsis.

- You will need to write a two sentence synopsis of your article, which will be included in the index on the cover page of the Journal.

7. Expenses.

- You bear all expenses associated with your transmission of your article to the editorial staff.

- Because time is often short, we use facsimile, email and overnight express delivery whenever possible.