

Report Submission Guidelines



The CBA Report is a membership publication for the legal community, by the legal community. We welcome article and content submissions from current CBA members.

Focus

The CBA Report focuses on current events in the law and topics of general interest to the Greater Cincinnati legal community. Articles should focus on practice issues or concerns, not theoretical or esoteric points. Preference is given to previously unpublished articles. The editor reviews all submissions and reserves the right to edit for clarity and/or reject any content.

Style

Clear and concise. Avoid the style of law reviews, academic journals, legal briefs or scholarly articles.

Length

Columns: 600 words maximum *Columns are typically printed every other issue and include Personal Professional, Tech Tip, as well as flex space for applicable submissions. Feature articles with citations: 1,800 words maximum

Shorter columns and anecdotes are welcome. If you have an idea for something outside these parameters, reach out to the editor to discuss options.

Deadlines

The CBA Report is a bi-monthly publication. Articles for consideration must be submitted at least four weeks prior to publication date. Due to volume, time and budget constraints, there are no exceptions to this deadline. Please see attached schedule.

Editing

All articles will be copyedited to conform to house style and for clarity.

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Format

Please submit articles in a Microsoft Word document (.DOC), Word Perfect file (.WPD) or Rich Text File (.RTF). Do not format into columns, boxes or use color.

Please include a 2-3 sentence bio, including the year you joined the CBA.

Please submit articles as attachments via email to Erica Monttinen at emonttinen@cincybar.org.

Graphics/Photos

Please include a high-resolution color headshot of the author. The CBA Report will obtain appropriate artwork or photos to accompany an article. Suggestions are welcome. Any artwork submitted will be used at staff discretion. Any photos submitted for consideration must include a cutline identifying individuals. Graphic designer reserves right to change artwork as necessary.

Schedule

All submissions to the CBA Report must be received no later than the first of the month prior to publication, or four weeks in advance. Preferred submission time range is five to six weeks in advance for any necessary material edits. The editor will be in touch regarding your submission's potential publication.

Issue	Due Date	Publication Date
January/February	Dec. 1, 2023	Jan. 1, 2024
March/April	Feb. 1, 2024	March 1, 2024
May/June	April 1, 2024	May 1, 2024
July/August	June 1, 2024	July 1, 2024
September/October	Aug. 1, 2024	Sept. 1, 2024
November/December	Oct. 1, 2024	Nov. 1, 2024