



Submission Guidelines

The Specialist Paralegal is a quarterly journal distributed directly to those who have qualified as Specialist Paralegals through the University of Strathclyde or the University of the West of England. It carries news, features on the work of paralegals within the profession and legal updates of particular significance.

Professional Update pieces are regularly sought from experts in the legal profession on an area of topical significance. Paralegals can use these pieces for independent study as part of CPD recommendations. Writers should be careful to keep this readership in mind when gauging at which level to pitch the content of the article.

Word counts

Articles must usually fit our standard lengths. As a general rule, subject to what we may have discussed with you, our page length is as follows:

- 900 – 1,000 words (one printed page)
- 1,800 – 2,000 words (two printed pages)
- 2,700 – 3,000 words (three printed pages)

Instructions

- Articles should be spell-checked and edited by the writer for grammar and errors.
- Text should be broken up with subheads as needed. Writers are encouraged to supply sample headlines.
- Footnotes are not used – please incorporate these into the text.
- Tables/charts do not need to be produced in table form. Writers may simply type these clearly and provide an explanation (or hard-copy example if appropriate) of what the finished table/chart should look like.
- It is the responsibility of the writer to obtain permission for use of copyrighted material, and to confirm all facts in articles prior to submission.
- All materials offered for publication should be submitted with the understanding that they are complete, original material, and are offered to the Society of Specialist Paralegals for inclusion within *The Specialist Paralegal*, including the web version of the magazine available to Society of Specialist Paralegals members on login at <http://www.specialistparalegals.co.uk>, and for marketing purposes relating to the issue in question. Articles will not be reprinted elsewhere – including in future issues of the magazine – without the express permission of the author.
- Please include your full by-line at the foot of your submission. Include name, firm and position (if appropriate), as well as any other relevant information. This should be in the following style: *Jane Smith is a Partner with Brodies LLP, specialising in Commercial Property.* Author photographs are not

generally used, however please feel free to submit any graphics in support of your article in JPEG format.

- Materials should be submitted either by email (as a Microsoft Word compatible attachment) or by post on a disk for a PC system (not Macintosh). Microsoft Word is preferred. Please mark disks clearly with the name of the author and the name of the article, and include contact details and a clean print-out.

Postal submissions should be directed to:

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In case of query, please contact Lisa-Marie Ferla either by telephone on 0141 225 6709, or via email at lferla@centlaw.com.