

Guidelines for Final Manuscript Preparation

Following the guidelines below will assist in the editing and publication process. Manuscripts that do not follow these guidelines may be returned to the author. Failure to follow these guidelines may result in a delay in publication.

1. Electronic copies are preferred. The manuscript must be in Microsoft Word (PC compatible) format.
2. Follow the *Bluebook*. Citations should be in footnotes, not included within the text. Authors should check a recent edition of *West's Education Law Reporter* to see proper citation format. One exception to *Bluebook* style is that case names in footnotes should be in italics.
3. Please provide parallel citations to *West's Education Law Reporter* if possible using the following format:

Palmer v. Waxahachie Indep. Sch. Dist. 579 F.3d 502 [248 Ed.Law Rep. [579]].

Also, please cite recent relevant articles from *West's Education Law Reporter* when possible.

3. Use the footnote (not endnote) function of the word processor. Footnotes should be at the bottom of the page. Footnotes should be single spaced with 12 pts. between footnotes.
4. Headings should be as follows:

LEVEL	POSITION	CASE	TYPEFACE
Article Title	Centered	All Caps	Regular Bold
Level 1	Centered	All Caps	Regular Bold
Level 2	Centered	Upper/Lower	Regular Bold
Level 3	Centered	Upper/Lower	Italics
Level 4	Left Margin	Upper/Lower	Italics
Level 5	Beginning of Paragraph	Upper/Lower	Italics

If there are fewer than 5 levels of headings, begin with Level 2. If there are only 2 levels, use Levels 2 and 3.

5. Use Times New Roman 12 point font for everything, including headings and footnotes. Double space everything, including bulleted material, quotations, and footnotes.
6. Carefully edit the text for typos. Pay special attention to typos in the endnotes.
7. Information on the author(s) should be provided on a separate page in the following format: Name, position, institutional affiliation, city, state. If you hold a position within

ELA or formerly held a position in ELA, please include that information.

Example: Dr. Osborne is Retired Principal, Snug Harbor Community School, Quincy, MA. He is a past president of the Education Law Association.

8. A brief abstract should be provided on a separate sheet. Please consult the *Future Commentary* section of the advance sheets of *West's Education Law Reporter* for an example.
9. A West Publication Agreement form must be signed by all authors. It is the responsibility of the senior author to obtain the signatures of all other authors. This form will be provided by the ELIP editor and must be returned to the ELIP editor promptly.

Updates: 1/6/11