

# Writing *Education Law Reporter* materials

## ELIP (Education Law Into Practice)

*Education Law Into Practice (ELIP)* is a special section of *West's Education Law Reporter (WELR)* sponsored by the Education Law Association. The purpose of this special section is to publish short, practical pieces on topics in education law that are important to practitioners, scholars, and attorneys. The intent of this special section is to publish useful checklists, charts, sample forms, model policies, sample memoranda, sample documents, procedural guidelines, and short articles that are thoroughly supported by citations to statutes and case law. All manuscripts are subject to a peer review process.

Following publication in *West's Education Law Reporter*, ELIP articles are slightly edited according to ELA style and are published in ELA periodicals (electronic and/or print). That formatted pdf of the ELIP article is archived on the ELA website.

## Education Law Reporter Commentaries

In a new agreement between Education Law Association and West's *Education Law Reporter (WELR)*, ELA has taken responsibility for the review process for ELR commentaries. Commentaries are in-depth articles of approximately 20-35 pages on a court opinion or topic of special interest in education law, empirical studies, public policy essays, or scholarly essays on a legal standard. All commentaries are subject to a peer review process. Following publication in ELR, commentaries will be available on the ELA website.

## ELR Commentary and ELIP Article Guidelines for Final Manuscript Preparation

1. Electronic copies are required. The manuscript must be in Microsoft Word docx (PC compatible) format.
2. Follow the latest edition of the *Bluebook*. Citations should be in footnotes, not included within the text. Examples of Bluebook citations are in the ELA Quick Style Guide.
3. Parallel citations to *WELR* are required using the following format:  
*Palmer v. Waxahachie Indep. Sch. Dist.*, 79 F.3d 502, 248 Ed.Law Rep. 579 (2009).  
Also, please cite recent relevant articles from *WELR* and *Education Law Into Practice (ELIP)* when applicable, using the following format:  
Perry A. Zirkel, *Mediated Settlement Agreements under the IDEA*, 317 EDUC. L. REP. 1 (2015).
4. 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 10 points separating each footnote from the previous footnote, using the spacing function in Word's paragraph tab (i.e., not adding a line space by hitting Enter). Within the text, footnote numbers should be placed after all punctuation marks except for a long dash.

5. Headings should be as follows:

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

6. Use Times New Roman 12-point font for all text, including headings, and 10-point font for footnotes. Double space text, including bulleted material.

7. Quotations over 50 words should be blocked, single spaced and indented 5 spaces from the left and right margins. As indicated above, single space footnotes.
8. Carefully edit the text for typos. Pay special attention to typos in the footnotes.
9. 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 Principal (Retired), Snug Harbor Community School, Quincy, MA. He is a Past President of the Education Law Association.
10. A West Publication License Agreement form must be signed by all authors. The senior author is responsible to obtain the signatures of all other authors. This form will be provided by the editor and must be returned to the editor promptly. Accepted manuscripts cannot be sent to West for publication until agreement forms have been received from all authors.

## Submitting Manuscripts

Submit ELR commentary and ELIP article manuscripts electronically to: Dr. Allan Osborne, [allan\\_osborne@verizon.net](mailto:allan_osborne@verizon.net)

1. The manuscript should be sent via email, accompanied by a cover sheet that includes all authors' names, professional titles, affiliations, address, email, and telephone numbers.
2. The manuscript may not be under consideration by any other publication.
3. It is the authors' responsibility to make sure that all citations are correct and in the proper format.
4. The length of an ELIP manuscript, including citations, should be approximately 8-20 pages (2000-500 words). Longer manuscripts may be accepted for review on a limited basis if brevity would seriously and inescapably compromise the overall quality of the manuscript.
5. The length of a Commentary manuscript, including citations, should be approximately 20-35 pages (5000-8750 words). Longer manuscripts may be accepted for review on a limited basis if brevity would seriously and inescapably compromise the overall quality of the manuscript.
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