

Statement of Purpose

The *Paraclete* is the official publication of the St. Petersburg Bar Association. It is published six times per year. It is generally distributed to members during the first week of the month on a bimonthly basis. The purpose of the *Paraclete* is to contribute to lawyers' professional growth; inform members on significant court decisions, legislative changes, and other issues arising in the legal profession; keep members apprised of bar activities; and help members improve their law practices overall.

The *Paraclete* strives to publish articles that provide the most interest and benefit to members. To that end, the *Paraclete* accepts articles by bar members, including attorneys, judges, and other legal professionals that are designed to increase the knowledge of members. We discourage submissions that promote an author's business interests, such as commercial writings and clear advocacy pieces, but we welcome balanced, thought-provoking articles on controversial topics related to Florida law. We also accept letters to the editor, law-related book reviews, and local restaurant reviews.

Editorial Approval

All printed articles are subject to approval by the *Paraclete* Editorial Committee and the St. Petersburg Bar Association. The committee has regular editorial meetings whereby article proposals and upcoming publication themes are reviewed and discussed prior to acceptance. All submitted articles are edited for accuracy, grammar and usage, conciseness, and style.

Deadlines

The deadline for article submission is the 1st of the month on a bimonthly schedule.

July/August – deadline June 1st

September/October - deadline August 1st

November/December – deadline October 1st

January/February – deadline December 1st

March/April – deadline February 1st

May/June – deadline April 1st

General Format for Articles Submitted

The *Paraclete* is published in a standard magazine format, 8 ½ x 11 inches, averaging 36 pages per issue. Generally, each issue contains 4-5 feature articles as well as regular columns and departments, including the President's Message, St. Petersburg Bar Foundation, Community Law Program, *Paraclete Parent*, Stetson Review, PFAWL, and Young Lawyers' Corner.

Feature articles are generally subject to the following requirements:

- (1) Articles accepted for publication should be previously unpublished.
- (2) Feature articles should generally be limited to 750-1,000 words in length. Regular columns should be 500-750 words.
- (3) Citations should be set forth in endnotes. Commentary endnotes should be limited in length. Any opinions and conclusions set forth in articles should be clearly supported by sufficient authority set forth in endnotes.
- (4) **To submit an article, email the following as two separate files to Editor Jennifer Kennedy at JKennedy@abbeyadams.com and Executive Director Melissa Byers at mbyers@stpetebar.com : (1) the article in Word format, double-spaced, 12-point Arial or Times New Roman font, 1-inch margins on all sides, no formatting or redlining; INCLUDE a two to three-line author bio in a separate paragraph at end of article; include title and author at top of page; and (2) a high-resolution headshot.**
- (5) Printed articles become the property of the St. Petersburg Bar Association and may be reprinted with permission of the bar.

There may be exceptions to these guidelines in certain situations, such as human-interest articles about individuals in the legal community, historic pieces, and anecdotal or creative works.

Stylistic Considerations for Text and Citations

Subject to variations indicated below and exceptional circumstances, the *Paraclete* generally follows the Fla. R. App. P. 9.800 as well as the legal citation rules for law reviews set forth in *The Bluebook: A Uniform System of Citation* (18th ed. 2005) (*Bluebook*). For style and usage issues not addressed in the *Bluebook*, we mainly follow Strunk & White's *The Elements of Style* (3rd ed.) and the *Chicago Manual of Style* (15th ed. 2003).

Cases

While the Bluebook italicizes case names when used in text only (and not in endnotes or footnotes), the *Paraclete* italicizes them throughout for greater consistency. Examples for Florida opinions are:

Florida Supreme Court:

Allen v. Martinez, 573 So. 2d (Fla. 1991).

Florida District Court of Appeal, Second District:

Don Mott Agency v. Byrd Pullum, 352 So. 2d 107 (Fla. 2d DCA 1977).

Florida Circuit Court:

Fenty v. State, 45 Fla. Supp. 2d 74 (Fla. 11th Cir. Ct. 1991).

Florida County Court:

Swezy v. Ramos, 45 Fla. Supp. 2d 181 (Fla. Dade County Ct. 1990).

Slip Opinion:

Myers v. State, No. 90-1092 (Fla. 4th DCA June 5, 1991). Slip opinion

Case names used or cited in the text should be italicized (e.g., "*In Loving v. Virginia*, . . .").

Statutes

For journal and scholarly articles, citations to sections of the Florida Statutes appear as: § 90.803(3), Fla. Stat. (2012). When used in text, they should appear as follows: "Section 90.803(3), Fla. Stat. (2007), provides . . ." or "In § 90.803(3), Fla. Stat. (2007), . . ." The term *et seq.* after a statute should be italicized.

Rules of Procedure

Florida's rules of civil and criminal procedure should be cited according to Rule 9.800 (e.g., Fla. R. Civ. P. 1.010 or Fla. R. Crim. P. 3.81.)

Names of Journals, Periodicals, and Newspapers

When used in a citation, the names of journals, periodicals, and newspapers should be written in small caps with the abbreviations in Rule T.14 in the *Bluebook* (e.g., FLA. L. REV.) Names in text should be italicized (e.g., the *Paraclete*).

Articles in Journals, Periodicals, and Newspapers

Article titles should be in title case, meaning all words except articles (a, an, the), conjunctions (and, or, etc.), and prepositions (of, about) should be capitalized except if they appear at the beginning of the title. For example:

John F. Harkness, Jr., *The Case for More Judges*, FLA. B.J., Apr. 1995, at 10, 11.

In citations as well as in text, titles of short works such as articles, publications, and speeches should be italicized.

Books and Other Complete Works

The Bluebook (Rule 2.2) requires that full citations of books be in small caps, whether as a citation or in text:

DEBORAH L. RHODE, JUSTICE AND GENDER 56 (1989).

However, if the reference does not have any citation information, it may be in italics (*e.g.*, “*The Bleak House* by Charles Dickens offers an illuminating glimpse into the English legal system in the nineteenth century.”).

Internet Sources

Emily Bazelon, *In Defense of the New Judicial Activists*, Slate (Aug. 9, 2010), <http://www.slate.com/id/2263347/>.

Introductory Signals and Id.

Introductory signals are used to indicate support for a proposition and are always italicized (*e.g.*, *See*, *see also*, *see*, *e.g.*). For example:

See John F. Harkness, Jr., *The Case for More Judges*, FLA. B.J., Apr. 1995, at 10, 11.

Note: The *Bluebook* states that when “e.g.” is not used as a signal, it is not italicized, as with other Latin words and abbreviations commonly used in legal writing (such as *mens rea* or *res ipsa loquitur*).

Id. is used as a short citation if the source in the citation immediately preceding it is the same. It is used only when one source is cited, and it may be used up to five times in a row. It is always italicized.

Capitalization

Full proper names such as The Florida Bar, St. Petersburg Bar Association, and St. Petersburg Bar Foundation should be capitalized. Unless one is referring to the U.S. Supreme Court or a Supreme Court Judge, the words “court” and “judge” should be lowercase if used alone, along with other generic names (*e.g.*, bar, supreme court, district court of appeal, circuit court, chief judge, president, foundation, and motion). References to The Florida Bar as “the Bar,” however, should be capitalized.

Lists

If items in a list could stand alone as sentences, begin each with a capital letter and end with a period. Otherwise, begin each with a lowercase letter and separate them with semicolons, inserting “and” or “or” before the last item.

Gender and Subject-Pronoun Agreement

The pronouns “his or her,” “he or she,” or “him or her” should be used to refer to a single subject such as someone or anyone, rather than “their or them.”

Serial Comma

In a series, use a comma before “and” or “or” (*e.g.*, “one, two, and three”).

Numbers in Text

Any number that begins a sentence must be spelled out. While the *Bluebook* requires numbers under 100 to be spelled out, in *Paraclete* articles, only the numbers one through ten are spelled out. The endings “th,” “rd,” and “nd” are only used when followed by the word “of” (“the 15th of December” vs. “December 15”).

Ellipses

An ellipsis is used where language from the middle of a quoted sentence is omitted; type *space, period, space, period, space, period, space* (. . .). Where language at the end of the quoted sentence is omitted, add a period to the series of three (. . .”). Use the four-period structure also where language after the end of a quoted sentence is omitted and followed by a further quotation, which should begin with a capital letter (*e.g.*, “This is an example of such a case To ensure that justice is done . . .”). Where a sentence not in a quotation simply trails off, end the sentence with three periods (*e.g.*, “To be continued . . .”)

Degrees

Include periods after all letters in an academic degree, generally (*e.g.*, J.D., B.S., M.A.). Exceptions include MBA, LL.M., and Ph.D.