

Comprehensive Guide to Journal Article Submissions

Our goal is to clarify several common inquiries we receive regarding article submissions for the Journal of Texas Insurance Law. This guide aims to assist you in navigating the submission process smoothly. Should you have further questions or require additional clarification, we warmly invite you to contact us.

1. Submission Deadlines

Our Journal releases three to four editions annually. To facilitate a smooth publication process, we recommend adhering to the following submission deadlines:

- **Spring Edition:** Submit articles by February 1st.
- **Summer Edition:** Submit articles by May 1st.
- **Fall Edition:** Submit articles by August 1st.
- **Winter Edition:** Submit articles by November 1st.

These deadlines are designed to ensure that your work can be thoroughly reviewed and prepared for publication in your desired edition. However, we understand that exceptional circumstances may arise. If you require additional time, please communicate with us in advance. Our team is committed to supporting authors throughout the submission process.

2. Article Length and Content

We seek to publish scholarly articles that significantly contribute to our field. Ideal submissions are typically between 8 to 20 single-spaced pages, including endnotes. In some cases, articles are shorter or longer than this range based upon the topic addressed. It's essential that articles go beyond mere summarizations or bullet point lists; they should offer in-depth analysis, fresh insights, and a well-structured discussion.

3. Preferred Formatting

To streamline the editing and publication process, we have established the following formatting guidelines:

- **Document Format:** Articles should be submitted in Microsoft Word format, utilizing single spacing to ensure consistency across our publication.
- **Font and Size:** Please use Times New Roman, font size 12, as this font is preferred for its readability and transferability to the publisher.

- **Citations:** Please use endnotes rather than footnotes for any citations, following the Bluebook's comprehensive citation guidelines to facilitate accuracy and uniformity.
- **Visuals:** If your article includes photos or illustrations, we prefer original formats. High-quality visuals not only enhance the reader's experience but also simplify the editing process.

4. Ensuring Originality

Understanding whether your proposed topic has previously been covered is crucial for maintaining the Journal's originality and relevance. To assist in this endeavor:

- **Past Editions:** Our previous editions are accessible via Westlaw, or the Section website offering a rich archive for potential authors to explore.
- **Electronic Access:** Electronic versions of past articles are already available on the Section Website, broadening accessibility to our archives and making it easier for authors to review existing literature.
- **Editorial Guidance:** We encourage prospective authors to engage with our editorial team. Our editors can provide valuable insights, feedback on potential topics, and guidance on ensuring your submission adds unique value to our readership.

5. Collaborative Revision Process

We expect authors to actively participate in the revision process with our editorial team. Timely and responsive communication during this phase is essential for ensuring the accuracy, clarity, and impact of your article. Our editors are dedicated to working closely with you to refine your work, and we appreciate your commitment to timely revisions and approvals.

6. Policies on Reusing Content

While our primary aim is to feature original content, we recognize the value of revising and updating previously published work. If you wish to submit an article that has appeared elsewhere, please observe the following:

- **Disclosure:** Clearly indicate the article's publication history upon submission.
- **Permissions:** Include any restrictions or conditions set forth by the initial publication venue regarding the reuse of your article.

This approach ensures transparency and respect for the intellectual property rights of all parties involved.

7. Author Release/Consent Form

To publish your article, we require an author release/consent form to be completed. This form ensures that we have the necessary permissions to publish your work and that all legal considerations are addressed. The form is attached to this document for your convenience. Please fill out and return the form as part of your submission process.

We hope this enhanced guide provides you with a clearer understanding of the Journal's submission process and requirements. Our mission is to facilitate a supportive and transparent platform for scholars to share their work. Should you have any questions or wish to discuss your submission further, please do not hesitate to reach out to our editorial team.

**State Bar of Texas Insurance Law Section
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