

# ***BarTalk*** **Style Guide**

*BarTalk* follows the Canadian Press style guidelines. All submissions are subject to approval and are edited for grammar, style, and consistency. Submitted work may receive editorial suggestions. If rewrites are needed, the editor reserves the right to return to the author, if time permits. A strict timeline will be given to the author within which to return their revised article.

Contact [bartalk@cbabc.org](mailto:bartalk@cbabc.org) with any questions.

- **FORMAT:** Word Document
- **WORD COUNT:** 500-1000 words
- **WRITING STYLE:** Write in plain language. Use single space between sentences.
- **HEADLINE:** Must include a max. 40-character headline (*do not include the spaces in the character count*). If possible, more than one headline should be provided for consideration.
- **BYLINE:** Must include a short (20-words or fewer) author bio(s). Writers can use this opportunity to tell *BarTalk* readers about themselves, their firm, work, or personality. Avoid including links to other work. Writers are encouraged to write bios that will remain relevant after five years. Additional bio details that are relevant to the specific article being written can be included within the body of the article or sent to the editor for inclusion in promotional content.
- **SOCIAL MEDIA HANDLES:** Include individual and business social media handles within the Word Document for tagging on social media. Including: Instagram and LinkedIn.
- **PHOTO:** Must include a good quality headshot photo of author(s). The headshot will be cropped to fit the *BarTalk* website format.
- **ACRONYMS:** Define acronyms on first use— *e.g.*, Alternative Dispute Resolution (“ADR”).
- **CITATIONS:** Use hyperlinks to cite sources and/or describe it in the text. - *e.g.* “John Smith, in his book *My Memoir*, wrote that...”
  - For legal texts, consider abbreviated references (*e.g.* “the *Citizenship Act*”). If there is a need to reference specific versions and paragraphs, consider using hyperlinks to the specific section—or use footnotes with longer citations (*Citizenship Act*, R.S.C., 1985, c. C-29) if necessary for clarity.

**NOTE: Articles cannot be used as a marketing tool for firms or individuals.**

**Claim up to six hours of CPD credit for writing this article for BarTalk.** For more information, go to the Law Society of BC’s [website](#).

Authors will receive email reminders three weeks and one week before the deadline.