

## State Bar of New Mexico Editorial Policy

### Communications Staff

The Editor from the Communications department of the State Bar of the State Bar of New Mexico (“State Bar”) is responsible for coordinating assigned content of State Bar publications and ensuring that editorial policy is followed. The Marketing Communications Manager will supervise the work of publication staff, including the Editor and independent contractors.

### Communications Advisory Committee

There is an established Communications Advisory Committee (“CAC”) in the State Bar of New Mexico. The Communications Advisory Committee ensures that articles sourced for and published in any State Bar of New Mexico publication are accurate, informative, insightful and educational perspectives for the legal community in New Mexico.

1. The Communications Advisory Committee shall be a standing committee of the State Bar and is subject to the State Bar bylaws and policies pertaining to committees and shall exercise its editorial responsibility.
2. The CAC shall be the publications staff’s primary point of contact for issues and concerns pertaining to articles and materials submitted by authors to be published in the State Bar of New Mexico’s publications.
3. The Editor and Managing Editor will both be responsible for ensuring grammatical accuracy, adherence to AP style, correct usage, and similar standards of high-quality writing.
4. The CAC shall be responsible for reviewing articles for:
  - a. Accuracy
  - b. Relevancy to the State Bar of New Mexico and its mission
  - c. Correct legal citation
  - d. Practicality and informational structure
5. For each article submission, the Editor and Managing Editor shall select from the CAC one member whose background and area of practice most closely align with the content of the submission.
6. If the selected committee member lacks clarity regarding an article submission’s quality, the committee member may confer with the Chair of the Communications Advisory Committee or other members of the committee to make a final judgment.
7. If an article covers a specialized legal topic that is outside the purview of the Committee members, the Editor and Managing Editor may confer with leaders of the Sections, Committees, and Divisions for feedback on articles.
8. **If an article is rejected:**
  - a. The rejecting committee member must provide thorough comments on how the article’s author may fix the article for resubmission.
  - b. If after resubmission, the article is rejected again, the original assignee of the article must confer in a panel of three committee members, facilitated by the Editor and Managing Editor, to review the article.
  - c. If the article continues to be rejected by the three committee members, the issue(s) will be submitted to the Board of Bar Commissioners for final resolution.

9. The Communications Advisory Committee will also be charged with sourcing articles for the State Bar of New Mexico's publications.

### Bar Bulletin

The State Bar of New Mexico's *Bar Bulletin* shall be the official publication of the State Bar. The *Bar Bulletin* shall be provided to active members of the State Bar as a member benefit. The *Bar Bulletin* is also available on a paid subscription basis.

The purpose of the *Bar Bulletin* shall be to provide an educational resource for all members of the State Bar on matters related to the justice system, the regulation of the legal profession and the improvement of the quality of legal services. As the communications vehicle for the members of the State Bar, the *Bar Bulletin* shall, among other things:

- Present practical and informative articles on law, legal history and people;
- Advise members of recent court decisions, rule changes and legislation;
- Apprise of matters relating to the State Bar; and
- Provide a forum for the exchange of opinions and discussion of views directly related to the administration of justice.

(DISCLAIMER) Articles shall not be used as a vehicle for the advocacy of political or politically ideological matters.

The *Bar Bulletin* will consist of a variety of legal content:

- **Notices:** The "Notices" section, unpaid, of the *Bar Bulletin* **WILL** consist of brief news and announcements from the State Bar of New Mexico, the New Mexico State Bar Foundation, New Mexico Supreme Court, the New Mexico Court of Appeals, the Lower Courts of New Mexico, the University of New Mexico School of Law (official notices only), voluntary bar associations, pro bono legal services and organizations. The "Notices" section **WILL NOT** consist of content soliciting donations, content with political intonations and content that includes personal or ideological attacks.
- **Legal Education Calendar:** All MCLE-approved courses can be placed in the *Bar Bulletin*'s Legal Education Calendar. Send the following information to [notices@sbnm.org](mailto:notices@sbnm.org): 1) program date; 2) course title; 3) credits available (General, Ethics/Professional or Equity in Justice); 4) course type (live, webcast, telecast, etc.); 5) course location; 6) course provider; and 7) registration instructions.
- **Opportunities for Pro Bono Service Calendar and Resources for the Public Calendar:** The Opportunities for Pro Bono Service Calendar list upcoming events that are seeking attorney and/or paralegal volunteers to provide legal services to the public for pro bono or volunteer hours. The Resources for the Public Calendar lists upcoming free legal service events for the public in New Mexico.
- **Clerk's Certificates:** Clerk's Certificates are certificates issued by the Clerk of the Supreme Court and provide notice to members of the most recent statuses of members of the State Bar.
- **Hearsay & In Memoriam:** The Hearsay & In Memoriam section of the *Bar Bulletin* consists of blurbs from press releases, obituaries from newspapers and other announcements from external legal entities.



- **Advance Opinions & Opinion Intros:** The *Bar Bulletin* will include the entirety of opinions issued by the New Mexico Supreme Court. The publication will also include opinions from the New Mexico Court of Appeals, featured as the introductions to Court of Appeals opinions with links to the full text.
- The *Bar Bulletin* may also include any articles as pertains to the legal field and legal matters of interest to the State Bar’s membership.
- Any other content submitted for publication will be reviewed and/or considered by the State Bar and its Communications (Editorial) staff.

Articles and other such materials shall be referred to the Communications staff for consideration for publication of editorial content based on the following criteria:

1. All submitted articles should directly relate to the practice of law or the legal community in New Mexico or be a benefit to the New Mexico legal community.
2. Primary preference shall be given to original articles written by members of the State Bar expressly for first publication in State Bar publications.
3. Selection for publication shall be based on the article’s relevance to readers, determined by content and timeliness. Articles appealing to the widest range of interests shall be encouraged. Commentaries dealing with more specific areas of law shall be given equal consideration. The State Bar shall encourage free expression of ideas and shall not reject submissions based on differences of opinion or points of view.
4. Articles should contain more than one source of information and explore more than one perspective.
5. Submissions may be edited for appropriateness, tone, clarity, style, grammar, length and use of AP style.
6. Authors will be notified when a submission has been accepted or rejected. Rejected submissions meeting subject-matter criteria may be reworked and resubmitted.

Routine columns and editorial articles from internal and external sources are not, by default, distributed to the Communications Advisory Committee in advance of publication unless the Editor is concerned about the content or quality of articles. Such columns might include the “Message from the President of the State Bar;” reports from boards and committees of the Supreme Court and Board of Bar Commissioners; regular columns written by sections, divisions, or committees of the State Bar; and stories covering State Bar or other events in the legal community.

### **New Mexico Lawyer**

The New Mexico Lawyer shall be a supplementary publication to the Bar Bulletin and shall focus on a single topic of current interest to a broad segment of the legal community. The New Mexico Lawyer shall be published intermittently in the Bar Bulletin and may be authored by a division, section, or committee of the Bar; by a department within the State Bar; or by another entity. The Communications Advisory Committee shall be consulted for review of articles as needed within their issue of publication based on the criteria above.

Material published in the Bar Bulletin and the New Mexico Lawyer remains the property of the State Bar. The author grants to the State Bar the following rights:

1. the right to publish the article in printed and electronic publications;
2. the right to reprint and sell copies of the article;
3. the right to permit reproduction of the article or portions thereof in non-profit legal publications and in promotional materials;
4. the right to grant permission to abstract the article for indices to periodicals;
5. the right to permit reproduction of the article or abstracts thereof in computer-assisted legal research services (e.g. Westlaw);
6. the right to use the author's name and biographical data in connection with promotion of the article.

The author also agrees to indemnify, defend and hold harmless the State Bar from and against any and all third-party claims, demands, actions, suits, losses, liabilities, damages and all related costs and expenses, including attorneys' fees, due to, arising from or related to, claims that might arise involving ownership of rights in the content I have provided.

### **Letters to the Editor**

Letters to the Editor are designed to encourage constructive dialogue among members of the legal community in New Mexico.

1. The column shall be a mechanism for conducting reasonable discourse based on fact or informed opinion. It shall NOT be a forum for blatant or veiled personal attacks or a venue for venting one's hostility or anger about a person, policy or issue.
2. Letters to the Editor must address State Bar policies and practices or issues directly affecting the practice of law in New Mexico. Letters also must be relevant to a broad segment of the legal community.
3. The Editor and the Communications Advisory Committee shall determine the relevancy and appropriateness of submissions.
4. Letters to the Editor may be edited for appropriateness, tone, clarity, timeliness and length.
5. Authors will be notified when a letter has been rejected. Rejected submissions meeting subject-matter criteria may be reworked and resubmitted. However, the State Bar reserves the right not to publish a submission. Decisions regarding editing and publication are within the discretion of the Editor and the Communications Advisory Committee.

### **Communications Complaint Procedure**

The following Publication Complaint Procedure shall control the means for addressing grievances by persons whose articles, letters or other submissions are rejected for publication, or by persons who object to inclusion of material for publication.

#### **If an article is rejected:**

- The rejecting committee member must provide thorough comments on how the article's author may fix the article for resubmission.



- If after resubmission, the article is rejected again, the original assignee of the article must confer in a panel of three committee members, facilitated by the Editor and Managing Editor, to review the article.
- If the article continues to be rejected by the three committee members, the issue(s) will be submitted to the Board of Bar Commissioners for final resolution.

#### **Paid Advertising Notices**

1. **Paid Advertising:** Submissions that solicit for paid or compensated positions shall be considered advertising, excluding judicial positions. Submissions that solicit support in the electoral process for any position shall be considered advertising, including judicial positions.

**Notices:** Submissions that solicit for nominations of potential judges or lists or reports regarding potential judges and submissions that solicit for volunteer positions will be considered “Notices.”