

Instructions for Submitting Letters and Articles to the Grand Jurors' Journal

The Grand Jurors' Journal is one of our major outreach tools to members, grand juries and anyone interested in the California Grand Jury System. We welcome articles and letters from all sources. Below are the guidelines for submitting articles. We are especially interested in articles on Grand Jury issues or solutions to improving public education of the grand jury system in California.

Articles should be e-mailed to Jerry Lewi, Editor, editor@cgja.org.

Articles submitted by e-mail should be saved in Rich Text Format and transmitted as an attachment to the e-mail message. If e-mail is not available, please contact Jerry at 805-532-1321 for instructions.

Please identify in your file name your organization and date.

Letters to the editor are limited to 200 words. (One hundred words for "Kudos" thank-you letters).

The Journal will highlight opinion articles written by readers, experts, and issues advocates. They may be 500 to 600 words in length.

The normal deadline is the fourth Monday of odd-numbered months. A reminder is sent to the Board, all Chapters and other interested parties.

The Editor is the final authority of what to print.

Journal Format Guidelines

Preferred: Prepare in Microsoft Word, save as Rich Text Format (rtf)

Single space

Insert page numbers

Font doesn't matter other than at least 11 points (Headings should be bold to highlight)

Do not format the document, for example:

- Use Left Alignment of text (do not justify right and left margins)
- No indent on first line of paragraph
- One line between paragraphs
- Minimize use of tabs, bullets and numbered items

Tables in Word (Exception: Financial statements may be in Excel)

Do not provide any input in Adobe Acrobat (pdf)

Digital Photos preferred in jpeg, tiff, or bitmap file type. Do not embed photos in text article. Submit them as a separate attachment. Please provide identification of all individuals in the photo (except large group shots).

Absent digital photo capability, glossy prints acceptable. Please advise so we can provide mailing address.

If input is submitted as email, follow as many of above guidelines as possible.

For questions or comments, contact editor@cgja.org