

## PARALEGAL TODAY – PUBLISHING GUIDELINES

| ISSUE                | THEME  | ARTICLES   | DEADLINE<br>Advertising                     | DEADLINE<br>Articles / Columns | DEADLINE<br>Assoc. Notes*                                     | DEADLINE<br>to Designer | DEADLINE<br>Distribution                                       |
|----------------------|--|--|---|--------------------------------|---|-------------------------|--|
| <b>Q1</b><br>Jan-Mar | <b>Paralegal Education and Legal Trends</b>    | > Feature: 3,000 wds<br>> Other: 5-6 articles @ 1500 wds<br>> Columns: 1,000 wds or less | > Reserve space: Oct 1<br>> Artwork: Oct 30 | Oct 30 or earlier              | Nov 15 or earlier (for events taking place in April or later) | Nov 30                  | <b>No later than Jan 31</b><br><i>(No earlier than Dec 31)</i> |
| <b>Q2</b><br>Apr-Jun | <b>Salary Survey Results / Careers</b>         | > Feature: 3,000 wds<br>> Other: 5-6 articles @ 1500 wds<br>> Columns: 1,000 wds or less | > Reserve space: Jan 1<br>> Artwork: Jan 31 | Jan 31 or earlier              | Feb 15 or earlier (for events taking place in July or later)  | Feb 28                  | <b>No later than Apr 30</b><br><i>(No earlier than Mar 31)</i> |
| <b>Q3</b><br>Jul-Sep | <b>Litigation and/or Corporate Specialties</b> | > Feature: 3,000 wds<br>> Other: 5-6 articles @ 1500 wds<br>> Columns: 1,000 wds or less | > Reserve space: Apr 1<br>> Artwork: Apr 30 | Apr 30 or earlier              | May 15 or earlier for events taking place in Oct or later     | May 30                  | <b>No later than Jul 31</b><br><i>(No earlier than Jun 30)</i> |
| <b>Q4</b><br>Oct-Dec | <b>Technology</b>                              | > Feature: 3,000 wds<br>Other: 5-6 articles @ 1500 wds<br>> Columns: 1,000 wds or less   | > Reserve space: Jul 1<br>> Artwork: Jul 31 | Jul 31 or earlier              | Aug 15 or earlier for events taking place in January or later | Aug 30                  | <b>No later than Oct 31</b><br><i>(No earlier than Sep 30)</i> |

\* Legal professional associations may submit advance notices of upcoming conferences and special events as soon as they are able to confirm all required event information (such as name of organization; name of event; date(s) of event; location of event; cost of event; registration deadline(s), if any; number of CLEs offered/available for attending event; name/contact information for person(s) organizing/coordinating the event; organization e-mail address; any other pertinent information). **At the latest**, notices should be submitted, by the deadline for the issue that precedes the calendar quarter of the event date. (For example, notice of an event scheduled during April, May or June (**Q2**) is due by the deadline for the **Q1** issue.) Submit the information as a Word paragraph to Managing Editor Patricia E. Infanti, PP, PLS, at [pinfanti@conexionmedia.com](mailto:pinfanti@conexionmedia.com).