

THE SEDONA CONFERENCE JOURNAL SUBMISSION REQUIREMENTS

- The lead author, drafter, or editor-in-chief should confirm the manuscript is logically organized, internally consistent, and fully proofed prior to submission.
- Submit manuscripts in Microsoft Word format only, free of redlines and inserted comments.
- Use clear and consistent headings, and subheadings where needed, using the below structure. Make sure that headings at the same level have parallel structure—meaning, they must follow the same grammatical pattern.

I. Heading

- A. First subheading
 - 1. Second subheading
 - a) Third Subheading

Items in vertical lists should:

- begin with bullets, or be in proper alphanumeric order using this style: (1) or (a); and
 - be grammatically parallel in structure (e.g., I enjoy the following: running, biking, and golf playing golf.).
- Terms of art, abbreviations, and acronyms should be properly introduced and applied consistently.
 - If a “term of art” is introduced in quotation marks, the quotation marks are unnecessary in subsequent usage.
 - Acronyms and abbreviations are unnecessary if they are not referred to subsequently in the paper, unless they are terms that are commonly understood on first reference and add to general understanding. Such examples might be HIPAA and HTML.
 - Try to avoid overuse of unnecessary abbreviations, as they can often add to confusion while trying to remember what they stand for and have been known to raise the ire of many on the bench. In many cases, a shortened version of the full name—i.e., use “response team” instead of “IRT” for second reference to Incident Response Team—can be

substituted and be readily understood; in other cases, using the full term is better than a paragraph filled with alphabet soup. The following paper provides some excellent guidance: <http://ssrn.com/abstract=2560029>.

- Given the technical sophistication of our audience, some commonly used technical abbreviations such as USB, URL, HTML, JPEG, PDF, and the like can be used on first reference, but they should be accompanied by a footnote on first reference with the full term.
- The serial or “Oxford” comma should be consistently applied before the “and” in any series (e.g., A, B, and C).
- Avoid unnecessary wordiness and excessive redundancy. Below are some examples:
 - Configuration reviews may include review ~~of the configuration~~ of servers, firewalls, routers, and user accounts, and ~~a review~~ of certain related policies, such as how user groups are configured for permissions and access to the network.
 - For documents and communications to be privileged, a lawyer must be involved in the circumstances surrounding the generation of the communication. ~~If an attorney is not involved, under the general legal principles governing attorney-client privilege, the CI will not be considered privileged.~~
 - Predominantly for ~~the purpose of~~ assisting
- Triple-check for consistency in the usage of:
 - capitalization of words, and
 - hyphenation of compound nouns and modifiers
- Avoid use of first- and second-person pronouns (I, you, we, us).

- Gender neutral pronouns: Defer to the Chicago Manual of Style. For specific individuals, defer to a person’s personal choice of pronoun, even if it is a gender-neutral term such as “they.” For generic usage, avoid using “they” as a singular pronoun. Instead, “whenever possible, try rephrasing the sentence” using the guidance listed under CMOS heading 5.255 to achieve gender neutrality. Most importantly, attempt to be consistent within an individual paper, as opposed to blanket consistency across all papers.
- Place quotations of 50 words or more in block format, except where the quote is found in a parenthetical.
- Use only one space after periods and question marks.
- All citations should be in footnotes, not in text, and all cases should be properly shepardized. Avoid citations to Wikipedia or similar sources.
- Footnotes should be continuously numbered throughout the document, from the beginning through any appendices, with accurate *supra/infra* references where appropriate.

All footnotes should conform to the “Whitepages” (academic citations) of the 20th edition of *The Bluebook*, which includes following the typeface conventions for academic documents. Pay particular attention to the following common issues:

- Full case names are not italicized.
- Short case names are italicized, but used only if the case is cited in one of the preceding five footnotes.
- Journal and other periodical names appear in SMALL CAPS, while the article name appears in italics. *E.g.*, Hon. Xavier Rodriguez & Hon. David L. Horan, *Meta-Discovery: Allegations of an Incomplete Document Production*, 19 SEDONA CONF. J. 745 (2018).
- Citation to Federal Rules of Evidence and Procedure appear in small caps. *E.g.*, FED. R. CIV. P. 12(b)(6).
- When citing multiple subsequent pages, sections, or notes, use an en-dash (not a hyphen) to separate the numbers. *E.g.*, *The Sedona Principles, Third Edition: Best Practices, Recommendations & Principles for Addressing Electronic Document Production*, 19 SEDONA CONF. J. 1, 123–30 (2018).
- Citations to websites should follow R18 of the Bluebook. Double-check before submission that all URLs are currently accessible; do not remove the hyperlink

and do not change the traditional hyperlink style (blue and underlined). *E.g.*, Joe McKendrick, *20 Most Popular Cloud-Based Apps Downloaded into Enterprises*, FORBES (Mar. 27, 2013 1:46 PM), <https://www.forbes.com/sites/joemckendrick/2013/03/27/20-most-popular-cloud-based-apps-downloaded-into-enterprises/#2c00ed613fc8>.

The Sedona Conference does not have the resources to serve as primary editor for the above for all manuscripts. Therefore, we will need to return manuscripts that do not adhere to the above requirements for further editing, which may result in the delay or inability (due to printing deadlines) of publication. Please take the necessary steps—including securing the necessary resources—to ensure your manuscripts conforms to the above requirements.