

San Diego Chapter, Association of Legal Administrators
Business Partner Article Guidelines
Submitting Articles to “The Mandate” Newsletter



Thank you for your interest in contributing to The Mandate, the bi-monthly newsletter of the San Diego Chapter of the Association of Legal Administrators.

We truly appreciate your expertise and insights and welcome content that provides meaningful value to our members. Please review the following guidelines before submitting your article.

Article Guidelines

Focus on Industry-Relevant Topics

Articles should address topics relevant to the legal industry, including trends, best practices, and emerging issues in legal management. We encourage educational and informative content that supports our members' professional growth.

Provide Thoughtful Insights

Your article should include practical insights, analysis, or actionable advice that benefits legal administrators and legal management professionals. Sharing real-world experience and perspective is highly encouraged.

Avoid Direct Sales Pitches

Articles should not be promotional or sales-driven. While we value your business, The Mandate is intended to provide educational content, not advertising. Focus on delivering value and thought leadership.

Keep it Concise

Recommended length is 500 to 800 words to maintain readability and engagement. If you feel a longer article is necessary, please reach out in advance to discuss.

Provide Proper Attribution

If referencing statistics, studies, or third-party content, please include appropriate citations or links. This helps support your content and allows readers to explore further.

Submission Guidelines

Please submit your article as a Word document to: businesspartner@sandiegoala.org; jennifer@greyapc.com (Mandate Editor)

Include the following, if applicable:

- Author and/or company bio (50 to 100 words)
- High-resolution headshot and company logo

All submissions will be reviewed by the editorial team, and you will be notified regarding publication status.

Questions or Support

If you have any questions or would like to discuss a topic idea before submitting, please contact the Business Partner Relations Team .