A 10-point checklist to help you create helpful materials.

1. Materials should be substantive and practical.
   Please submit an article that is pragmatic in nature and constitutes a resource for further reference.

2. Please use a “full text” outline format.
   It is important that the outline be a full text discussion and not simply a “word” outline.

3. Practical instruction is greatly valued.
   Practice tips, warnings or common mistakes are always appreciated in materials.

4. Include legal authorities and please check your citations.

5. Consider including special “helps.”
   Consider creating and including some of the following types of highly valued teaching aids: checklists, sample documents, annotated documents, charts, timelines, comparison charts, flow charts, sample pleadings, and mini-hypotheticals with answers.

6. Generally do not attach copies of cases or statutes.
   Unless, for example, there is a short statute necessary to the discussion.

7. We do not print PowerPoint slides in place of written course materials.

8. Formatting should enhance usability.
   Please include a table of contents as the first page of your materials. Abide by the page limit given. Page size should be 8.5 by 11 inches (no legal size pages). Please single space your materials and leave adequate margins for note-taking.

9. Submitting copyrighted materials requires first obtaining permission.
   If you include, as part of your submission, material from another author or publication, you are responsible for obtaining copyright clearance before submitting the materials to us.

10. Please e-mail your materials to us.
    Please e-mail your written materials to us as a Word document to expedite our printing process and so that we may publish these materials electronically and sell them via our articles library.

We greatly appreciate your willingness to contribute your time and expertise to this continuing legal education program. Thank you for your commitment to provide us with written materials by the deadline set by the program coordinator.