



# GUIDELINES FOR WRITTEN COURSE MATERIALS

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

**1. Materials should be practical.**

Please submit a brief article, outline or checklist that is pragmatic in nature and constitutes a resource for further reference.

**2. Practical instruction is greatly valued.**

Practice tips, warnings or common mistakes are always appreciated in materials.

**3. 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.

**4. Include legal authorities and please check your citations.**

**5. Generally do not attach copies of cases or statutes.**

Unless, for example, there is a short statute necessary for the discussion.

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

**7. Include a [table of contents](#) (1- or 2-level) as the first page of your materials.**

**8. Formatting should enhance usability.**

- Abide by the page limit given.
- Page size should be 8.5 x 11 inches (no legal size pages).
- Single space your materials.
- Leave adequate margins for note-taking.
- Do not include a cover page, since Minnesota CLE will create one to give all submissions a consistent look.

**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 (unprotected) 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.*