

Guidelines for Written Course Materials

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.

1. Materials Should Be Substantive and Practical.

- Please submit an article that is pragmatic in nature and constitutes a resource for further reference.
- Your materials should include relevant statutory and case law citations.
- If you use an outline style for your materials, it is important that the outline be a full-text discussion and not simply a “word” outline.
- 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.
- “Practice tips” within written materials are especially appreciated.
- We do not accept PowerPoint slides in place of written course materials.

2. Formatting Should Enhance Usability.

- Please include a table of contents as the first page of your materials.
- Please limit the total number of pages you submit (including any appendix materials) to 30 pages.
- Page size should be 8 ½ by 11 inches. Please, no legal size pages.

3. Submitting Materials Written By Someone Other Than Yourself May Require Your First Obtaining Permission.

If you include, as part of your submission, material from another author, you are responsible for obtaining copyright clearance (if necessary) before submitting the materials to us.

4. Please E-Mail Your Materials To Us.

Please e-mail your written materials to us as a Word or Word Perfect document to expedite our printing process and so that we may publish these materials electronically and sell them via our articles library. If we receive documents in PDF format we must return them and ask for a Word or WordPerfect format. When emailing your materials, please include your name and the course name in the subject line.

Thank you!

