

## Information and Guidelines for ABA YLD Program Materials

### Purpose of Program Materials

- To serve as a guide to each speaker's presentation
- To supplement and elaborate on the oral program
- To be a permanent resource tool that can be used by the program participant or other attorneys who did not attend the meeting
- If applicable, necessary for participants to receive CLE credit

### Copyright

Each speaker is required to sign a standard ABA copyright agreement for his/her original submission, granting permission to print the article and to audiotape the presentation.

The agreement can be found at

<http://www.abanet.org/yld/nosearch/policies/SpeakerReleaseForm.doc>.

Reprint permission will need to be requested by the speaker and approved for previously published material which includes articles to be reprinted in their entirety, substantial quotes, illustrations, and photocopies of material offered as part of "clearinghouse" services. Permission to reprint must be documented (with copies sent to Division staff in Chicago) well in advance of the programming. Reprint guidelines and information can be found at:

<http://www.abanet.org/yld/nosearch/policies/ReprintPermissionGuidelines.pdf>.

### Distribution

Material will be posted to [www.abanet.org/yld](http://www.abanet.org/yld) for participant download prior to and after the session. Material will only be distributed during a session if due to copyrights it can not be distributed electronically or participants will be using the material during the session rather than as reference.

### Submission

Please submit your program materials via email to Megan Sheets at

[sheetsm@staff.abanet.org](mailto:sheetsm@staff.abanet.org).

### Guidelines

#### Title and Title Page

Ensure that the course title accurately reflects the written material content.

Include a title page with the title of article, author name, affiliation, city, state and any reprint or copyright information if necessary.

#### Content

1. Keep in mind the general level of expertise of your target audience. If you are focusing on the basics, define all terms and thoroughly break down all essential steps involved in handling a particular legal matter. Provide detailed explanations of certain practice strategies that may be instinctive to more experienced practitioners. For a more advanced presentation, your audience will probably appreciate subtle legal developments and more sophisticated approaches.

2. Organize your presentation by laying an adequate foundation. Begin by having a strong organizational theme that structures your writing within the framework of a general outline. First list key topics, then order them by priority. Check for a clear sequencing of information. Your text should support the various points you wish to make with respect to your topic, with the points corresponding to outline subdivisions. Assign each subdivision a brief, descriptive heading. These headings also help readers to quickly reference needed information. Make sure you use enough subheadings to break up solid text; each subtopic can be treated adequately with a concise paragraph or two.
3. Provide substantive analysis. Materials should not be a brief listing of topics. They should contain pertinent citations to statutory and case law and other appropriate supplemental material. Watch for unnecessary repetition among its sections. Because course materials are available to those not attending the program, your written materials must “stand on their own.” They should provide broad coverage of your topic that is comprehensive enough to guide a nonparticipant in understanding the information, insights and techniques presented. PowerPoint presentations are acceptable if highly detailed.
4. Emphasize practical content and include practical do’s and don’ts. Readers often appreciate your conveying the benefits of “hands-on” practical experience. Try to provide “how-to” guidance by including practice pointers on: how to effectively achieve legal and procedural requirements; practice pitfalls and how to avoid them; techniques for handling specific common problems; and organizational approaches.
5. Keep background material brief. Stay in the present; emphasize current practice. Try to limit the scope of historical perspectives, critiques and legal theory. Consider that other sources may better present such information; highlight those resources by including them in an “Additional References” bibliography. Also, refrain from using footnotes that disrupt the reader’s flow; if such information is important enough to be included, it is probably possible to integrate it into the main text.
6. Provide a plain English overview and summarize where possible. Write with a direct conversational approach, avoiding the formal style used in briefs or journals, and cumbersome legal terminology. Translate legal authority into strategies, procedural steps and practical tips. When a particular case, statute or article has valuable information, distill its key points and your interpretation of their significance.
7. Use citations sparingly. Unless your text focuses on substantive law (e.g. recent legislative and judicial developments) avoid citation overkill. Allow your cites to support not dominate your text. Citations should target key or recent decisions and statutes. Append at the back of your materials a Table of Authorities. Add references to secondary authority as an Exhibit to your text.

8. Supplement your text with exhibits. Consider appending actual forms, especially hypothetically completed or annotated ones; sample pleadings; checklists; bibliographies (a list of the reference books you rely on most often); sample trial dialogue; sample letters; sample clauses; charts; listing of pertinent legal agencies; and other documents used in conducting your practice. Append primary source information (original texts of case decisions, statutes or articles) only where such material is hard to access or central to your presentation approach. Try to incorporate appropriate cross-references to these materials your text.
9. Consider enclosing on a separate page at the front of your materials a brief paragraph "About the Author" so that course participants and readers may contact you for more information.

### **Page Limit**

Please be reasonable. Papers should be no more than 25-35 pages, although longer articles may be necessary and accepted.

### **Formatting**

1. Make the subheadings hierarchy evident. Headings and text should be flush left (avoiding unnecessary indentation). Be sure to use a consistent format for all headings and fonts
2. If your article contains more than one item please include a table of contents or a list of labeled exhibits indicating the suggested sequence.
3. Case names should be in italics (vs. underlined).
4. Use "he or she" rather than the masculine or feminine pronoun only. Try to avoid gender references by using a neutral term, such as client, attorney or spouse.
5. Observe the following style guidelines:
  - For emphasis use italics (vs. underline or all capitals)
  - Use the preferred first dictionary spelling (acknowledgment vs. judgment)
  - Spell out numbers under 10; use numerals for 10 and over
  - Avoid combined singular/plural references, e.g., client(s), and "and/or"; select one form as appropriate to usage and context
  - Capitalize as little as possible (e.g., New York state, federal government, but U.S. Constitution)
  - Prepositions, articles and conjunctions do not take an initial capital in headings unless they are the first or last words or are long (5+ letters)
  - Consistently hyphenate (full time vs. part-time)
  - Use proper punctuation (e.g., commas go inside quote marks).

### **Samples**

<http://www.abanet.org/yld/midyear07/docs/ip.pdf>

<http://www.abanet.org/yld/midyear07/docs/lpm.pdf>