PAPER FORMAT GUIDELINES

The distribution of written materials is a mandatory condition for CLE (Continuing Legal Education) credit in all states that have mandatory CLE requirements. The Section strives to offer conference attendees quality course materials as a complement to the substantive sessions. Therefore, each speaker is required to submit a paper or comprehensive outline in advance of the conference to be included in the course materials. Moderators can but are not required to submit an overview of the topics to be addressed by the panel. PowerPoint presentations may be submitted only as a complement to original written materials.

Your written submissions should contain citations, background material, perhaps definitions, illustrative charts or tables, and a bibliography of related materials. Duplicates of existing printed materials, including statutes, Federal Register material, U.S. Environmental Protection Agency publications, etc., can be included with written permission. If you are seeking reprint permission, please be aware that the Section does not handle this for you, but will provide you with the necessary release forms to be completed. Please contact Jennifer Idrovo at (312) 988-5625 or Jennifer.Idrovo@americanbar.org to acquire the necessary release.

Publication quality draft papers are due to Moderators by Wednesday, September 13, 2017. Moderators should have access to drafts by this date in order to prepare an overview of the session and to ensure that drafts are consistent with the conference and panel themes. Final papers are due to the ABA Thursday, September 28, 2017. We expect that you will have prepared your paper and be ready to submit by that time.

At the conference, we will present an award for the best paper written for the conference. Papers submitted on time will be candidates for the “Best Paper Award” and evaluated on the following criteria:

- Novelty and originality: presenting new, cutting edge ideas
- On time (to moderators by 9/13/17 and to ABA by 9/28/17)
- Within 4-10 page limit

Format of paper

- Microsoft Word format
- 8 ½ X 11 “portrait” orientation. No company letterhead or logos of reference to your firm/facility may appear in the submission
- Please use the first paragraph of the beginning of the paper as a 200 word “abstract” summarizing the paper’s major point and conclusions.
- Please begin the paper on the title page.
- 4-10 pages in length.
- Single spaced, 11-point Times New Roman typeface or similar font.
- Paragraphs should be written using full justification (even edges on both sides).
- 1.5" left margin, 1" right, top, and bottom margins.
- No references to authors or their firms in the text, except for reference to other publications, presentations, etc.
- Charts of graphs may be typed horizontally or vertically on the page, but must stay within the prescribed page margins. Graphs, drawings, or other displays must be submitted as finished artwork.
- Proofread! Materials submitted will be reproduced exactly as received, except in the case of copyright infringement.
- If you include any previously published materials, other than those in the public domain, you are responsible for and must obtain written permission in order to reprint those materials. After permission has been granted, please forward a copy of the correspondence to the Section office.