

## **ABA YLD PRACTICE SERIES IMPLEMENTATION TIPS**

The Practice series provides new lawyers with **basic training** in both **substantive** and **practical** aspects of a law practice. Each article or checklist should be approximately 15-25 points. This implementation process can be completed in about 90 days.

**Prepare an introductory handout for potential authors.** Prepare a brief flyer indicating the aim of the project as well as a sample list of potential topics. Your introductory flyer should also contain "ABA YLD Electronic Content Guidelines." These are specific formatting directions which will make editing the submitted pieces much easier. Ideally, this flyer should be a single page, which can be emailed to interested authors.

**Send a call for authors.** Use the committee listserv to ask members who are interested in the project to submit a proposed title by a specific deadline, usually within two or three weeks of sending the call. Attach the introductory flyer and ABA YLD Electronic Content Guidelines to this email. The email may also note that preparing a checklist is a way to become published without devoting the level of effort required to prepare an article.

**Prepare a chart of authors and assigned titles.** Track the names and contact information, especially email addresses, of the authors in a chart along with the topic which is assigned to them and the due date for the submission of their piece. The due date for submission of pieces may be approximately one month after submission of the topic.

**Obtain an ABA Single Title Author Agreement from each author.** This is a form required by the ABA in order to publish an author's work. As soon as the author's topic is assigned, email the author this form to fill out and return to the checklist editor for the committee. Retain the forms until the checklists have been edited and then send the article/checklist along with the agreement to the ABA.

**Send a due date reminder to authors.** About one week prior to the due date of the submission from the authors, send an email reminding them that their drafts are due and specify the due date. This reminder may also make reference to the ABA YLD Electronic Content Guidelines on the initial flyer and request compliance.

**Review and edit the submissions.** Let each author know that his or her piece has been received and is in the editing process.

**Send any revised pieces back to authors for their review and approval.** This is to assure that the author agrees with any editorial revisions made to the piece. Ask the authors to contact the editor with any questions and indicate a specific date, approximately within a week, to do so.

10/15/2008

**Submit the completed Article/Checklist and Author Release forms to Marty Raulli at the ABA, [raullim@staff.abanet.org](mailto:raullim@staff.abanet.org).** The editor should also retain a copy for the committee's records.

**Link to the article from your committee's website.** Once the article has been posted to [www.abanet.org/yld/101/](http://www.abanet.org/yld/101/) you can link from your committee website to the article.

**Notify authors of publication.** Send a congratulatory email to the authors to inform them that their pieces have been published along with the website where they may see the pieces.

**Announce the publication to the committee members.** Send an email to the committee's listserv indicating that a new installment of checklists has been published to assist members. This email should also indicate that anyone interested in publishing a checklist on another topic or anyone who has a topic to suggest should contact the editor.