

## Guidelines for Preparing Committee Newsletters

Committee newsletters have become a very important asset to the IADC and its members. Our members look forward to reading the latest case rulings, analyses of developments in case and statutory law, and other items of interest to practitioners in a given field of law. Recent decisions are particularly popular. The guidelines listed below should be followed to keep the newsletters uniform.

- All materials should be sent by e-mail to **Melisa Maisel**, IADC CLE Coordinator, at [mmaisel@iadclaw.org](mailto:mmaisel@iadclaw.org).
- **All materials should be sent in Word format.** Please do not send newsletters in PDF, Text, or WordPerfect format.
- Graphics, illustrations, charts, etc. cannot be used.
- Adhere to Blue Book formatting and include footnotes (rather than endnotes).
- Articles should be between 2-6 pages in length, single-spaced.
- State the name of the Committee for which the newsletter has been prepared.
- Include the name of author(s) and law firm(s). One of the authors must be an IADC member.
- Include a two or three sentence paragraph that contains biographical information about the author(s).
- Include photographs by electronic file of the author(s).
- Provide a one or two line description of the article or articles included in the newsletter. This will be used on the newsletter front page and included in our emails of the newsletters with links to the articles on the IADC Web site.  
  
*Example: Kenneth M. Porter and Michael S. Savett report on an interesting New Jersey case in which the parents of a robber who killed a victim during an attempt to steal marijuana, tried to obtain coverage against a wrongful death action under their homeowner's insurance policy.*
- All submissions are due on or before the **1<sup>st</sup> of the month for which they are prepared**. Early submissions are encouraged. Requests for immediate publication of time-sensitive articles will be considered. Please include this request in your email submission.
- If you would like a committee newsletter to be considered for publication in the *Defense Counsel Journal* (either for inclusion in "Conning the IADC News" or to be re-worked into a full article), please include a sentence in your e-mail so indicating.

After we receive the e-mailed text, we will format the newsletter and e-mail it to the members of your committee and the IADC Executive Committee according to our monthly publication schedule for the various committees.

Inquiries concerning these guidelines should be made to:

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