

Guidelines for *The Resource* Contributions

The Resource, a monthly NCADA e-newsletter, showcases resources, information and topical articles of interest to the members of the NCADA. To achieve these ends, as a service to you, and to help us present information to your fellow members, in a professional, well-organized, easy to digest format, we have developed these brief guidelines.

The Resource topical areas – Overview and Guidelines for Submission

•For the Books: Appellate Cases of Note. *This section will include a partial synopsis of notable cases, highlighting NCADA members as applicable, with links to "See More."* Contributor will provide short descriptive paragraph with link to appellate case decisions.

- Draft synopsis in Microsoft Word format.
- Single space, with one space between paragraphs
- Limit synopsis to no more than 100 words with links to relevant opinion
- Include heading for opinion synopsis
- Contributors are responsible for the accuracy and completeness of citations and quoted material.

•From the Trenches: Verdicts & Rulings of Note. *This section will provide a partial synopsis of the most notable verdict/ruling, highlighting NCADA member with link to "See More."* Contributor will provide short descriptive paragraph with relevant links.

- Draft synopsis in Microsoft Word format.
- Single space, with one space between paragraphs
- Limit synopsis to no more than 100 words with links to relevant verdict or ruling
- Include heading for case synopsis
- Contributors are responsible for the accuracy and completeness of citations and quoted material.

•Sausage Making: Legislative & Regulatory News. *This section will provide partial synopsis of important legislative and regulatory changes, news and rules impacting members practices.* Contributor will provide short descriptive paragraph with relevant links.

- Draft synopsis in Microsoft Word format.
- Single space, with one space between paragraphs
- Limit synopsis to no more than 100 words with links to relevant legislation
- Include heading for synopsis
- Contributors are responsible for the accuracy and completeness of citations and quoted material.

•Shaking It Up: Members and Firms of Note. *Each month a member and/or firm will be featured highlighting their practice. (Random selection.)*

•NCADA Events and Meetings.

•Featured Article. An article submitted by practice groups and/or members monthly. These articles may be reprinted in the quarterly issue of *The Defender*.

- Draft articles in Microsoft Word format.
- Single space, with one space between paragraphs.
- Feature articles are limited to 1,000 to 1,500 words.

- Use underline for e-mail and website links only. Use Italics to emphasize.
- Check and verify names before submission.
- Keep citations to a minimum, embedded within text.
- Contributors are responsible for the accuracy and completeness of citations and quoted material.

Submit articles and synopsis electronically, by email to Lynette Pitt at lpitt@ncada.org monthly as scheduled below.

2012 Content Deadlines:	January 23	Delivery Date:	January 26
	February 20		February 23
	March 26		March 29
	April 23		April 26
	May 21		May 25
	June 25		June 28
	July 20		July 26
	August 20		August 23
	September 24		September 27
	October 22		October 25
	November 16		November 21
	December 21		December 27

**Please note that the editors reserve the right to edit, sometimes heavily, for length, clarity, organization, style, consistency, timeliness and to ensure professional presentation.

For questions, contact Lynette Pitt (lpitt@ncada.org) or 919-239-4463.