



NORTH CAROLINA
ASSOCIATION OF
DEFENSE ATTORNEYS

THE RESOURCE

Guidelines for Contributions

The Resource, the 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

• **Appellate Cases of Note.** This section includes a partial synopsis of notable cases, highlighting NCADA members as applicable either involved or commenting on the case. Contributor(s) will provide short descriptive paragraph with link to appellate case decisions. Format:

- Draft synopsis in Microsoft Word format;
- Single space, with one space between paragraphs;
- Limit synopsis to approximately 100-150 words with links to relevant opinion;
- Include heading for opinion synopsis;
- Contributors are responsible for the accuracy and completeness of citations and quoted material.

• **Verdicts & Rulings of Note.** This section shares our members successful verdicts providing a partial synopsis of the verdict/ruling, highlighting NCADA member. 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 approximately 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.

• **Featured Article.** Members are invited to submit articles along with regular features from NCADA Practice Groups.

- Draft synopsis in Microsoft Word format;
- Single space, with one space between paragraphs;
- Feature articles are limited to approximately 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, links embedded within text;
- No footnotes, endnotes only;
- Contributors are responsible for the accuracy and completeness of citations and quoted material.

• **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 opinion;
- Include heading for opinion synopsis;
- Contributors are responsible for the accuracy and completeness of citations and quoted material.

• **Members and Firms of Note.** This section will provide a monthly highlight of a randomly selected member and/or firm.

• **NCADA Events and Meetings.**

How to Submit Content for The Resource.

Submit articles and synopsis electronically, by email to Lynette Pitt at lynettepitt@ncada.org. Contribution deadlines are the 4th Tuesday of each month &/or as scheduled monthly below.

All content is posted to the NCADA’s website (www.ncada.org) under *The Resource* blog.

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

2024 Monthly Contribution Deadlines

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|-----------|-----------------------|
| January | Tuesday, January 23 |
| February | Tuesday, February 20 |
| March | Tuesday, March 26 |
| April | Tuesday, April 23 |
| May | Tuesday, May 21 |
| June | Tuesday, June 18 |
| July | Tuesday, July 25 |
| August | Tuesday, August 20 |
| September | Tuesday, September 24 |
| October | Tuesday, October 22 |
| November | Tuesday, November 19 |
| December | Tuesday, December 17 |