



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 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.

• **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 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.

• **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 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 Jennifer Edwards at jenniferedwards@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.

**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 Jennifer Edwards (jenniferedwards@ncada.org) or Lynette Pitt (lynettepitt@ncada.org) or call 919-239-4463.

2020 Monthly Contribution Deadlines

January	Tuesday, January 21
February	Tuesday, February 25
March	Tuesday, March 24
April	Tuesday, April 28
May	Tuesday, May 26
June	Tuesday, June 23
July	Tuesday, July 28
August	Tuesday, August 25
September	Tuesday, September 22
October	Tuesday, October 27
November	Tuesday, November 17
December	Tuesday, December 15