



DRI Webinar Course Material Manuscript Guidelines

I. Introduction and Deadline

Thank you for presenting a DRI webinar. We appreciate your contribution to DRI programming. An original manuscript should be prepared to complement your webinar presentation. Please provide a manuscript presenting your topic, in conformance with the following guidelines.

Manuscripts must be submitted by email to the DRI CLE Department at (cle@dri.org), **one week before the broadcast of your webinar**. When submitting the manuscripts, please use the title of the webinar as the subject line. *Manuscripts submitted after the deadline may not be included in the webinar course materials link.* We must have written materials to receive CLE accreditation for most states. Note that your manuscript should be submitted in what you consider to be print-ready form. Substantive editing is not performed by DRI staff and only in uncommon circumstances will papers be returned to speaker/authors for review or additional treatment.

II. Grant of Non-Exclusive Rights

Previously published material by the speaker may be an acceptable submission for inclusion in course materials. If you wish to submit previously published material, you are responsible for securing, from any original publisher, previous publisher, or copyright holder, any permissions necessary for DRI to reprint the material, as well as providing documentation of permissions to DRI.

III. Electronic Format Requirement

All materials must be submitted in electronic, editable-text format for inclusion in the course materials. **Manuscripts should be submitted in Word 2007 or higher** (Microsoft Windows-compatible preferred) by email to cle@dri.org.

Exhibits and attachments that are not provided electronically cannot be included. *DRI highly recommends that writers provide citations to long court-related exhibits and attachments, such as court decisions or filings, in an addendum rather than full electronic versions; DRI may not include disproportionately long exhibits or attachments submitted by faculty in the course materials at its discretion.*

IV. Manuscript Format

A. Page Set-Up

Margins should be set at 1" from the top and bottom of the page, and 1½" from the left and right sides. Text should be in the Times New Roman font, in 12-point size. Paragraphs should be single-spaced, with double spacing reserved for separating paragraphs and sections (as demonstrated herein).

B. Cover Page

A table of contents is not needed. However, the paper should begin with a cover sheet with the following information: *paper* title; *author or authors'* names; and contact information for *all authors*.

Please include author biographical information on the cover sheet. Keep the biographical information neutral and approximately 75– 80 words in length.

C. Organization of Textual Material—Generally

Each paper should contain a title (approximately seven or eight words in length, and it may be the same as the presentation title).

Each paper should begin with a one to three paragraph introduction. It should end with a one to three paragraph “wrap up” conclusion.

The bulk of the paper should be organized into sections (and perhaps subsections), each with a subhead that describes the subject matter of the text that immediately follows. There is no set length for each section, but it should probably be anywhere between two paragraphs and three manuscript pages (double line space).

The point of having sections is to help the reader, who may weary of reading page after pages of solid text with no break. Sections also alert the reader to a shift in textual subject matter.

D. Citations

Footnotes and endnotes should be avoided if possible; citations to case law, statutes, law reviews, etc., should be placed within the text. Legal citations should generally follow the standard Bluebook form, with case names *italicized*, rather than underlined.

Statutory and case law cited and discussed should be from a variety of jurisdictions to give the manuscript a national focus. Do not concentrate on the law of only one or two states.

E. Type Handling

Use *italics* for case names and emphasized text. Use underline only for hyperlinks (*i.e.*, <http://www.dri.org> and email@firm.com). Never use UPPERCASE or SMALLCAPS text, including in heads and subheads.

F. Length

The manuscript length for DRI webinar course material papers is **typically anywhere from 1,000 to 3,000 words**. These parameters are not set in concrete—the quality of written materials, including the breadth of scholarship, is of paramount importance—and substantially longer manuscripts are regularly and easily accommodated.

V. Content

- The manuscript should include full sentences and paragraphs rather than mere topic words under each heading and subheading. Written materials distributed in conjunction with an accredited CLE activity are eligible for CLE credit only if such written material is sufficient in substance and citation to stand by itself as an instructional tool, in contrast to an outline that is merely an adjunct or visual aid (e.g., PowerPoint slides) to the speaker’s presentation. **PowerPoint presentations are, generally, not acceptable as seminar course materials.**
- Remember the audience for your writing. It is overwhelmingly lawyers with a civil defense-oriented practice, as well as in-house counsel. What these readers want to see is practical information that will help them in their next lawsuit or as they counsel clients.
- An ideal paper should be a mixture of two fundamental elements: (1) an analysis of legal developments (court decisions, legislation, etc.) directly relevant to your topic; and (2) practical advice based on that analysis that is aimed at assisting the defense lawyer should he or she encounter this subject matter in litigation. The mixture could be 90 percent law and 10 percent practical advice, or the reverse, or any proportion in between.
- Remember that the conference audience is national—*i.e.*, lawyers in every state (and a few foreign countries). Thus, the treatment of your topic *should take a national approach*, and not rely on the law of only one or two jurisdictions.
- If possible, avoid basing your entire paper on only one legal development (*i.e.*, a court decision or a single piece of legislation), no matter how important you deem it to be. Certainly, one could devote two or three pages to that recent U.S. Supreme Court decision, or to a recent amendment to a fundamental piece of legislation, but that discussion should be preceded and/or followed by sections analyzing related developments and the effect they will have on the typical defense lawyer’s practice.
- Similarly, avoid “case notes.” These are the paragraph-by-paragraph bare reviews of the facts and holdings of a string of recent decisions, with minimal analysis of how they relate to each other and other legal developments.

In closing, the key bit of guidance that should always be foremost in your mind as you prepare your manuscript is ***educate the reader***. You are sharing your knowledge and experience with DRI members, corporate counsel, and other webinar attendees. They will view you as the authority on the subject matter and are looking for practical information to use as a reference when handling their next claim/dispute/trial. We appreciate you sharing your expertise with DRI!