

## **NCBA CLE Manuscript Style Guide**

Congratulations and thank you for agreeing to speak at an upcoming NCBA CLE program!

The guidelines below are designed to: (1) **showcase your valuable written contribution and expertise**; and (2) **provide a polished, high-quality resource** that continues to be beneficial long after the CLE program has passed. When preparing your manuscript, please keep in mind that it will be available in our catalog for approximately two to three years after the live program; since many fellow practitioners may not have the additional context of your presentation, the manuscript should be independently useful.

**alignment** | Justify all body text (see also “paragraph indentation” below).

**complete sentences** | Explain substantive law in full-prose paragraphs, with the exception of a list (e.g., elements to assert a claim or potential remedies).

**emphasis** | Underlining is the preferred method of emphasizing a word or small group of words in textual material, but should be used sparingly.

**file format** | (1) *manuscript* – MS Word (.docx, unprotected); (2) *supplementary reference materials* (e.g., forms, checklists, reproduced articles with permission from copyright holder) – MS Word (.docx, unprotected) or PDF; (3) *PowerPoint slides* – .pptx (“widescreen” layout)

*To maintain quality and preserve text-based search capabilities, please avoid submitting scanned documents.*

**footnotes** | Whenever possible, avoid using footnotes, and cite cases and statutes within the text.

**formatting** | Built-in MS Word heading styles and body text should be applied rather than direct formatting. Word’s styles enable efficient table of contents creation and generate navigational bookmarks.

**line spacing** | 1.2 lines

**outline** | Organize your manuscript with a topic outline using alphanumeric prefixes in the following order: A. 1. a. (1). First-level headings should be in all upper-case letters. All outline headings (main ideas) should be in bold type. ([See outline sample.](#))

**page margins** | 1” on all sides

**paragraph indentation** | 0.5” first-line indent for standard body paragraphs; 1” first-line indent for paragraphs that immediately follow a third-tier outline heading (i.e., heading 3) ([See outline sample.](#))

**paragraph spacing** | 12 pts. after each paragraph

**sentence spacing** | Use only one space after a period.

### **Content-Related Guidelines**

**case names** | Italicize case names both within body text and in footnotes/endnotes.

**manuscript/chapter title** | The title of your manuscript/chapter should be the same as the session title reflected in the program agenda.

**numbers** | Spell out numbers nine and below; use numerals for 10 and above.

**percents** | Spell out the word “percent” with figures (e.g., 5 percent).

**Citations** should follow the rules laid out in *The Bluebook*. However, for matters of **style, punctuation, and capitalization** in written text, the NCBA generally follows the *Chicago Manual of Style*.

**Custom cover/title pages, footers, page numbers, and TOCs** will be applied to the compilation of program materials by your CLE team to aid the reader in quickly and easily navigating through the document.