

## ***Professional Liability Defense Survey of Law Author Requirements***

The *Professional Liability Defense Survey of Law* is a yearly publication drawing on the collective knowledge and expertise of the members of the organization to provide brief summaries of the most important cases in the jurisdictions in which they practice. Coordinated through the committees, it will provide not only the opportunity for the greatest number of members to participate, but also provide great value to all members to identify trends in the law on a national scale.

As we begin the *Survey of Law* it has become necessary to identify cases which will be summarized and to standardize the stylistic requirements. These steps will cut down the editing time and allow a quality publication.

The *Survey of Law* will be just that: a survey. It is not intended to collect every case in an area of law, but is designed to identify the most important cases from across the country, in both state and federal courts, including trial and district courts, in a given year. The members of the committees will be tasked with identifying the relevant cases and drafting brief, 300-500 word, summaries.

Summaries will be in the following areas designated by committee:

- D&O/Trustee E&O
- Employment Liability
- Financial Professionals, including accountants
- Healthcare
- Insurance Agents
- Lawyers Professional Liability
- Miscellaneous and Cyber
- Real Estate and Design Professionals

If there is a case that touches on multiple areas, then the summary of the case will be divided into each area in which it relates.

### **Calendar**

It is imperative that deadlines set for the cases to be written on and the submission of the summaries be met so that there is no overlap in cases and to ensure the timely publication of *The Survey*. Cases to be summarized should have been handed down in 2019. The cases to be summarized are due January 15, 2020 and the summaries will be due January 30, 2020.

### **Stylistic Requirements**

1. Each summary should be submitted as a Microsoft Word document.
2. Use 11-point Times New Roman font.
3. Fully justify the body of your submission.
4. Do not put any extra lines between paragraphs but do put a line above and below the title and any headings.
5. Indent each paragraph using a single .5" tab.
6. No page numbers, headers or footers of any type.
7. The main title should be in bold Title Case (not all caps) and centered. Each summary should have a title of some sort, beyond just "Legal Column," or the like.

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8. Include the author names and firm/company affiliation in the byline.
9. Use one space after periods. It is very easy to use the “Find and Replace” feature in the Microsoft Word program to find all instances of the two spaces and eliminate them. Please do so.
10. Do not use footnotes or endnotes.
11. Use “smart quotes,” not straight quotes. “Smart quotes” are the curly quotes and apostrophes, just like the quotation marks and apostrophes appearing in this document. “Straight quotes” are the apostrophes using the one or two straight lines form. If you cut and paste a quotation from a court opinion, statute, etc., after pasting the text into your document, please be sure to check all apostrophes and quotation marks to be sure they are smart quotes and not straight quotes.
12. Include the citation to the case at the end of the summary. As this is a national publication, use the regional reporter when available, as opposed to the state reporter.

### **Additional Items Needed**

Each author must submit a 1 paragraph bio, high resolution photo (1MG or higher, in JPG, TIF or EPS format) when submitting the content to the Editor in Chief and PLDF staff.