

# **ACC Quick Overview Editorial Guidelines**

## **INTRODUCTION**

A Quick Overview is a nutshell-style summary of a topic that focuses on issues affecting in-house counsel. Quick Overviews allow the reader to get an overview of a topic that they may be unfamiliar with and directed to further, more in-depth information located on ACC.com and/or elsewhere. Both ACC members and non-members will have access to your Quick Overview; more exposure for you and your team!

Quick Overviews are NOT “how to” guides or updates on current legal or regulatory events. Quick Overviews should present a topic, issues, problem, or new idea to the in-house audience, succinctly explain the situation and offer practical, relevant and time-saving tips to further educate the readership.

Quick Overviews must be relevant to the in-house counsel profession, explain key practical implications; they can help instruct in-house counsel on what they need to know about a prevailing situation and offer practical takeaways and solutions.

## **SAMPLE QUICK OVERVIEWS**

[Protecting Your Trade Secrets: Best Practices for Securing Information With New and Departing Employees](#)

[One Step Closer to Regulate Crowdfunding in Colombia](#)

## **GENERAL INFORMATION**

An ACC Quick Overview is generally 4 pages of single-spaced text (approximately 1,500 words), in a word document with limited formatting (please refrain from using different color fonts and complex formatting)

The resource should connect with in-house counsel who are not laymen, but probably not experts on the particular topic

Please keep the tone casual for our user. Please do not include footnotes or endnotes.

Please include hyperlinks throughout your Quick Overview to provide your reader (with additional information and sources. If necessary, the hyperlink may be of a webpage in a language different than English (e.g. if the Quick Overview is about a regulation from a different country – see below)

Each ACC Quick Overview should contain pertinent information about the specific content; with relevant and practical takeaways for our readership

Any time you mention a law, regulation, or government entity, try to include a link to its website.

Charts, graphs or hyperlinks to resources that the author believes would be helpful to the reader are welcome. If necessary, the hyperlink may be a webpage in a language other than English

Please spell out all acronyms at least once in your Quick Overview. They can be abbreviated after the initial definition.

In the introduction, please explain which country/jurisdiction this resource applies to. For example, you can explain that the situation describes impacts the European Union or it's more of a global matter.

Keep in mind that your resource is addressing a global audience; please refrain from using United States-centric phrases or terminology like "hit a homerun," "call in the SWAT team." If you are referring to a United States Government body, please use the following format: United State Department of Justice. NOT "DOJ"

## **NECESSARY CONTENT**

Each Quick Overview **MUST** contain the following sections:

- A title that accurately describes the content of your argument
- Brief Description
- Top Two or Three Takeaways (Bullet Points)
- Substantive Content (as many relevant sections/sub-sections as you'd like)
- Conclusion
- Additional Resources (links to Web resources such as articles, government regulatory sites, etc.)
- Author's name
- Author's email address or hyperlink to the author's bio (on firm website, LinkedIn, Martindale, etc.)
- Firm's logo (preferably in .gif or .jpg format; disregard if you are an individual member author). (All of these will be posted prominently at the top of your Quick Overview unless you request otherwise.)

## **QUESTIONS?**

Legal Resources Department ([legalresources@acc.com](mailto:legalresources@acc.com) +1  
202-293-4103 ext. 456