

ACC Top Ten Editorial Guidelines

OVERVIEW

An ACC Top Ten resource should be formatted in the following way: ten considerations, points, tips, or precautions about a legal topic or issue, or an action-oriented ten steps to take when dealing with a particular issue. Our members and non-member users will have access to this resource in our [ACC Resource Library](#) which will maximize your exposure!

SAMPLE TOP TEN

[Top Ten Tips for Managing the “Bring Your Own Device to the Workplace” Environment](#)

[Top Ten Trial Technology Traps \(United States\)](#)

GENERAL INFORMANTION

An ACC Top Ten 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.

Each ACC Top Ten should contain pertinent information about the specific content; with relevant and practical

takeaways for our readership

As long as the majority of article focuses on the main topic, inserting definitions, statutes or court rulings on seminal cases relating to the topic is acceptable

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 the first time they're used in the resource. After the first instance, the author may abbreviate the acronym

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”

Please state what jurisdiction/country/region the resource applies to. For example: [Competition Law in India: Top Ten Things to Know About Merger Control in India](#). Note how the jurisdiction is mentioned in the title of the resource.

NECESSARY CONTENT

Each ACC Top Ten should contain:

A title that accurately describes the content of your article and the jurisdiction

An introduction summarizing the relevant topic

Ten “points,” “tips,” or “dos/don’ts” for each numbered heading (numbered 1 – 10)

A conclusion

Suggested but not mandatory: Additional articles including other ACC resources or third-party links/publications

We will also need you to provide:

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 Top Ten, unless you request otherwise.)

QUESTIONS?

Please contact ACC Legal Resources Department at legalresources@acc.com, +1 202-293-4103 ext. 456