

*ABA Section of Litigation*  
*Insurance Coverage Litigation Committee*  
AUTHOR GUIDELINES

**To submit an article for publication in *Coverage*, please follow these guidelines:**

1. Length: Articles should be a minimum of ten (10) pages and a maximum of twenty-five (25) pages in length, double spaced. Longer articles may be accepted and will run in consecutive issues at the editorial board's discretion.
2. Citations:
  - a. All case citations must be placed in endnotes and not in the body of the article. We do not accept footnote format.
  - b. Do not use Id. or Westlaw citations. These formats will not link to the full text of the case on lexis.com.
  - c. Full case citations are required. At least one party's name, the volume number, reporter and point page must be included each time a case is cited.
3. Each article submission shall also include:
  - a. A brief biographical statement (2-3 sentences);
  - b. A summary of the article (2-3 sentences maximum) for use in the table of contents box.
  - c. Four "jump quotes" for use in the article. Jump quotes will be highlighted in larger text in special blocks in the article. Each jump quote submitted should be one or two sentences in length. They should contain key points of the article.
  - d. A 500-700 word summary of the article to be posted on the ICLC website.
4. Revisions: Authors may not submit revisions to their article after the due date unless there has been a substantial change in the law.
5. Originality:
  - a. Coverage only publishes original articles that have not been previously published. Exceptions are made for articles that have previously been used in connection with an oral presentation. The information regarding the articles previous use should be noted in a footnote. All references to "this paper" or "this discussion" should be replaced with "this article."
  - b. Articles published in Coverage should not be submitted for publication elsewhere. Authors may seek an exception to this rule by contacting the Manager of Copyrights and Licensing for the ABA at [copyright@abanet.org](mailto:copyright@abanet.org). All such requests need to be in writing and it takes approximately ten days to obtain a response.
6. Compliance: Articles that do not meet the above guidelines will be returned for compliance.

**To submit an article for publication on the ICLC Website, please follow the following guidelines:**

1. Length:
  - a. Articles should be a minimum of three (3) pages and a maximum of five (5) pages in length, double spaced (1,000 to 3,000 words maximum). Longer articles may see a delay in publication.
  - b. Case notes should be two to five paragraphs maximum.
2. Citations:
  - a. Articles: All case citations must be placed in endnotes and not in the body of the article. We do not accept footnote format.
  - b. Case notes: Citations, if any, should be in the text.
  - c. Use official citations; do not use *Id.* or Westlaw citations. These formats will not link to the full text of the case on lexis.com.
  - d. Full case citations are required. At least one party's name, the volume number, reporter and point page must be included each time a case is cited.
  - e. Use complete case names if referencing a case authority in text (e.g., *Montrose Chemical Corp. v. Admiral Insurance Co.*, **not** *Montrose Chem. Corp. v. Adm. Ins. Co.*)
3. Case Note Style guidelines:
  - a. A case note is a brief description of a court case that succinctly conveys the main issues and importance of the case for a practitioner in a particular field of law. A case note should outline the arguments and the decision and end with a short paragraph indicating other items of interest, such as what to watch for regarding that case. The following may serve as a general guide:
  - b. b. Style recommendations:
  - c. First paragraph: "The court decided x." Make sure that "x" is more important in that sentence than the court, the name of the case, or the date of the decision.
  - d. Next paragraphs: "One side argued . . .;" "The other side argued . . ."; "The court decided . . . because of . . . and . . ."
  - e. Last paragraph: Import/future implications of case (e.g., "It will be interesting to see how this will play out in future litigation/legislative responses/rulings by other courts.").
4. Author biographies.
  - a. Each article submission should include a brief biographical statement of 1-2 short sentences at most, indicating author name, firm name, city, and typical representation (e.g., *Mary Craig Calkins* is a partner in the Los Angeles, California office of Howrey LLP. Her practice currently focuses on the representation of corporate policyholders and insured officers and directors in cases against their liability insurers. The views in this article are the author's alone, and not the view of the firm or any of its clients.)
  - b. Each case note submission should include the author's name, firm name and city at the end of the discussion.

5. Each case note submission should also include a brief case citation and summary, to identify the nature of the holding (e.g., *LA Sound USA, Inc. v. St. Paul Fire & Marine Ins. Co.*, \_\_\_ Cal. App 4th \_\_\_, 2007 Cal. App. LEXIS 1853 (Nov. 14, 2007) – Insurer seeking reimbursement of defense and settlement costs paid on insureds' behalf under a rescinded policy must allocate such costs between insureds.).
6. Originality:
  - a. The ICLC Website only publishes original articles that have not been previously published, although the Website showcases all articles in current *Coverage* publications;
  - b. Exceptions are made for articles that have previously been used in connection with an oral presentation. The information regarding the articles previous use should be noted in a footnote. All references to "this paper" or "this discussion" should be replaced with "this article."
  - c. Articles published for the ICLC Website should not be submitted for publication elsewhere. Authors may seek an exception to this rule by contacting the Manager of Copyrights and Licensing for the ABA at [copyright@abanet.org](mailto:copyright@abanet.org). All such requests need to be in writing and it takes approximately ten days to obtain a response.
7. All articles must be accompanied by an author's release form, which can be obtained at: [www.abanet.org/litigation/nosearch/leadership/webeditor/docs/agree\\_collective.pdf](http://www.abanet.org/litigation/nosearch/leadership/webeditor/docs/agree_collective.pdf).
8. Compliance: Articles that do not meet the above guidelines will be returned for compliance.