

# Author's Checklist

When preparing your chapter, please keep in mind that the course book in which your materials will be published will also be sold to those who have not attended the program. Therefore, it is important that your chapter be a complete representation of your topic.

In addition to the excellent information contained in the enclosed "PBI Authors' Guidelines," please see the list below for answers to frequently asked questions. This information will help you to achieve your goal of providing a first-rate chapter for the PBI course book.

## What Should Be Included in My Chapter?

- Your text should be an accurate, substantive, well-annotated chapter, 20–25 pages in length.
- Appendices can include original material such as checklists, charts, graphs, bibliographies, and forms not available elsewhere. If your appendix is more than 25 pages, please contact the staff attorney or program manager administering your CLE program.
- Your PowerPoint slides will be added as an appendix to your substantive chapter. PowerPoint slides are NOT an acceptable substitute for your chapter.
- If you submitted copyrighted material by another publisher, it should be of good quality (no faxes) and include the title of the publication in which it appears and the name and address of the publisher.

## What Should *Not* Be Included in My Chapter?

- Copies of material that is readily available elsewhere such as cases, statutes or regulations.
- Any material that has color as a component, because PBI books are printed in black and white.
- Newspaper articles from major newspapers because reprint permission costs are generally prohibitive.

## What Software Should I Use to Prepare My Chapter?

- Microsoft Word is preferred; WordPerfect is acceptable.

## How Do I Format My Chapter?

- An extended outline format is preferred. Please refer to the enclosed PBI Authors' Guidelines for instructions (see page 10 of this booklet).

## How Do I Submit My Chapter to PBI?

- Please e-mail your chapter to the staff attorney or program manager administering your CLE program. If you cannot email, please mail a hard copy of your chapter and include a floppy disk or CD with your materials on it.

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