

## ACC Top Ten Editorial Guidelines

### OVERVIEW

An ACC Top Ten resource is formatted as a list of 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. The article should place substantial focus on informative, practical guidance for in-house counsel. 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

- [10 Steps to Unlock Your Legal Leadership Potential](#)
- [Top 10 Patent and Regulatory Things You Need to Know when Bringing an Biopharma Product to Canada](#)

### GENERAL INFORMATION

An ACC Top Ten is generally 4 pages of single-spaced text (approximately 1,500 words). Please submit the draft to ACC in a Word document with limited formatting (please refrain from using different color fonts and complex formatting - for publication, ACC converts such articles into html format.)

The resource should be drafted for an audience of in-house counsel who are not laypersons, but are probably not experts on the particular topic.

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

Each ACC Top Ten should contain pertinent information about the topic, with relevant and **practical takeaways** for our readership of in-house counsel.

As long as the majority of article focuses on the main topic, inserting key definitions, or limited excerpts from 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, hyperlinks may lead to webpages in a language other than English.

Please **spell out all acronyms the first time** they are used in the resource. After the first instance, the author may simply use 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 States Department of Justice. NOT JUST “DOJ” the first time you mention it.

Please state to what jurisdiction/country/region the resource applies (in the title and the body of the resource). For example: [Top Tips for Investigating and Defending Harassment, Discrimination, and Retaliation Claims In the COVID-19 Era \(United States\)](#). Note how the jurisdiction is mentioned in the title of the resource. For clarity, the jurisdiction can also be mentioned in the introduction and/or throughout 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: A short list of additional articles (with hyperlinks), including other ACC resources or third-party publications

### **We will also need you to provide:**

- Author’s name (and title if you wish it to appear in the byline)
- 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) (This will be posted prominently near the top of your Top Ten, unless you request otherwise).

### **QUESTIONS?**

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