

## 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 with which they may be unfamiliar. With hyperlinks added, readers are directed to 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!

Quick Overviews are NOT “how to” guides or updates on current legal or regulatory events. Quick Overviews should present a topic, issue, 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 in-house counsel reader.

Quick Overviews must be relevant to the in-house counsel profession, **explain key practical implications**; these articles are meant to help inform in-house counsel on what they need to know about the issue or topic, and offer practical takeaways and solutions.

### SAMPLE QUICK OVERVIEWS

- [ACC Quick Overview: Plea Bargaining and Deferred Prosecution Agreements in France](#)
- [What does the California Consumer Privacy Act \(CCPA\) Mean for Your Business?](#)
- [One Size Does Not Fit All: Tailoring IP Due Diligence to the Transaction](#)

## **GENERAL INFORMATION**

An ACC Quick Overview 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 that particular topic.

Please keep the **tone casual** for our users. 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). You can also include charts and graphs.

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

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

Please **spell out all acronyms** at least once in your Quick Overview, when you first use them. For subsequent mentions of the same term in the article you can simply use the acronym.

In the introduction, please explain to which **country/jurisdiction/region** this resource applies. For example, you can explain that the issue described impacts the European Union or if it is a global matter.

Keep in mind that **your resource is addressing a global audience**; please refrain from using United States-centric phrases or terminology, such as “hit a homerun,” “call in the SWAT team.” For example, if you are referring to a United

States government body, please use the following format: "United States Department of Justice (DOJ)". NOT JUST "DOJ" the first time you mention it..

### **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 that will be placed at the top of the article)
- Short introduction
- 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 (and title if you wish it to be included 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 Quick Overview unless you request otherwise.)

### **QUESTIONS?**

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