



## **CONTACT**

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## **COMMITTEE REPORTS STYLE GUIDE**

The City Bar’s Policy Department will aid in reviewing and finalizing all committee reports. While the content and format of committee reports will vary depending on the topic and goal of a report, these guidelines are meant to help establish a consistent and recognizable “look” for all the City Bar’s materials. A strong, consistent and cohesive visual identity is an important basis by which the City Bar can communicate its views and positions.

It will be of great help to us if your committee reports follow these guidelines as closely as possible. For examples of committee reports, please visit the [Committee Reports](#) section of our website or contact the Policy Department.

### **GENERAL GUIDELINES**

- Draft committee reports should be submitted in Word format for review through our online “[Report Intake Form](#)”. This form allows committees to provide some background information on their work and upload a report for consideration. The information provided will help with the review, finalization and distribution of reports.
- The full name of the City Bar (“New York City Bar Association”) should appear at the beginning of the report, along with any relevant authoring committee names. Subsequently, the names can be shortened to “the City Bar” and “the Committee” as needed. When including a description of the City Bar, please keep the following facts in mind – the City Bar was founded in 1870, has over 24,000 members and 160 committees.
- The name of the authoring committee chair(s) should be included on the last page of all reports. If a committee would also like to identify the members of a subcommittee responsible for drafting the report, their names should be listed below the chair. When listing committee members, the committee may chose to indicate with an asterisk those committee members that wrote the report or were members of the subcommittee that authored the report; or members that did not vote and/or participate in the approval of the report.
- The date when the report was issued should be included on all reports. Generally, the month and year of issuance will be noted at the end of the report.

## COMMITTEE REPORTS STYLE GUIDE

- General page format:
  - Justified, single-spaced text alignment
  - Page numbers on the bottom right hand side of the page
  - Times New Roman font, size 12
  - Citations in footnotes in Times New Roman font, size 10. When including a hyperlink in a citation, indicate when the link was last visited. All hyperlinks should be reviewed to ensure they are active and accurate prior to the finalization of a report.
- All conclusions, recommendations or reports of the committee must remain confidential until approved by the President for publication. The President requires that all drafts of reports be clearly marked on the first page with the following language: *“The following is a draft report, not an approved position of the Committee or the New York City Bar, and is not intended for distribution outside the Association.”* Subsequent pages should include a header or watermark indicating that the document is a draft.

### REPORTS ON LEGISLATION AND HEARING TESTIMONY

- Reports commenting on existing legislation should be titled “Report on Legislation by the \_\_\_\_\_ Committee”.
- Legislative reports should identify the bill and its sponsors and include a description of the bill, how it changes the current state of the law, and why the bill is a good (or bad) idea. Reports should indicate the committee’s position on the bill (i.e. support, oppose, support with recommendations, etc.).
- Reports proposing new legislation should describe the proposal, explain why the current law needs to change, and include a redlined text of the law you propose amending.
- Hearing testimony should indicate the basic hearing details (where, when and who is holding the hearing) in the title/heading. If testimony is being presented on behalf of a committee by a specific member, that member should also be identified.