

Section VII: ENERGY LAW JOURNAL

ENERGY LAW JOURNAL 2019--2020 EBA COMMITTEE REPORTS REQUIREMENTS AND GUIDANCE

There are two different deadlines for committee reports each year, to reflect the fact that the Journal is published twice each year. **Committees as constituted for the June 2019-May 2020 period are responsible for submitting reports due by August 1, 2019 or January 10, 2020. All references to committees in these Guidelines also are applicable to the subcommittees of the Electricity Committee. If you are an incoming committee (or subcommittee) chair, please coordinate, as necessary, with your committee's (or subcommittee's) outgoing chairs to ensure that reports will be prepared and submitted covering the relevant time periods, as set forth below.**

The following committee reports are due on or before August 1, 2019, and, unless noted otherwise, should cover developments occurring from July 1, 2018 through the end of June 2019, with outlines of the reports due on or before June 19, 2019:

- Demand-Side Resources & Smart Grid (Subcommittee)
- Environmental Regulation
- FERC Practice Natural Gas
- Nuclear Regulation (Subcommittee)
- Oil & Liquids
- Power Generation & Marketing (Subcommittee)
- State Commission Practice
- System Reliability, Planning & Security

The following committee reports are due on or before January 10, 2020, and should cover developments occurring in 2019 (through the end of December 2019), with outlines of the reports due on or before November 27, 2019:

- Alternative Dispute Resolution & Consensus-Building
- Compliance & Enforcement
- Electricity
- Finance & Transactions
- International Energy Law & Transactions
- Legislative Practice
- Renewable Energy (Subcommittee)

If your Committee is not listed above, then it does not currently have an ELJ Report obligation.

The outline of the topics and major cases, orders etc. that will be included in your committee's report should be provided to the Senior Reports Editor, Lois Henry (lois.m.henry@dominionenergy.com) by the applicable deadline specified above.

The outlines will assist us in avoiding duplication among the reports, planning for the Journal's timely publication and avoiding the need to defer publication of your committee report to a later issue of the Journal.

Draft committee reports will be reviewed and edited by the Senior Reports Editor and Reports Editors, as well as by the student editors at the University of Tulsa College of Law. Your Committee will have the opportunity to review all changes prior to publication.

Please note that committee reports are published as part of the online version of the Journal but are no longer included in the printed Journal. This change was made to help to contain the Journal's costs and to benefit the environment.

When preparing your reports, please adhere to the following requirements.

I. SUBSTANTIVE CONTENT

- **The EBA does not take a position in any committee reports on substantive issues that are the subject of pending litigation or are in (or capable of) dispute; nor does it make predictions. Therefore, you must provide straight-forward descriptions of the matters contained in the report and not editorial comments on any matter (or on the merits or expected outcome of any pending matter.)** A "report" is just that, a recitation of developments without editorial comment and with no viewpoint expressed. This is what distinguishes the reports from articles, notes, and book reviews published in the Journal. Reports should identify key cases, orders, statutes, proceedings, proposals, and other pertinent matters for the relevant time-period.
- In the opening paragraph of the report, identify the time-period covered.
- The Journal is primarily for practitioners, so you need not provide extensive background information on every matter.
- Minimize the reporting of material from a prior period. For example, discussion of a regulatory proceeding or court case should avoid a detailed discussion of orders or rulings issued in prior years.
- A report should not address committee activities but rather the subject matter that the committee covers (such as renewable energy, natural gas etc.).
- If you are concerned that your report may duplicate matters to be contained in another report, consult with the chair of the committee(s) whose report concerns you and with the Senior Reports Editor.

- Please give all committee members an opportunity to participate in preparation of the report and recognize that all committee members will be listed at the end of the report. However, when certain committee members have contributed significantly to the report, identify such members in a footnote on the first page of the report so appropriate credit can be given.

II. PROPER CITATIONS

- **Provide accurate citations throughout the report to facilitate the editing process and to enable those who read the report to easily access your cited sources.**
- All quotations from cases, orders, statutes and other sources must be identified as quotations and must include proper citations. Computers have made it very easy to copy text and insert it in a report. **We will not publish reports that do not include proper citations for quotations and for other references to the content of materials referred to in the report.**
- Citations must conform to the most recent edition of The Bluebook - A Uniform System of Citation. In addition, the Journal has its own style manual posted on the EBA website with a link from the ELJ page: the link is at <http://www.eba-net.org/journal.php?PHPSESSID=a777f5c5cf4eb3bd557ac09fc5bd1d36> and the manual itself is at http://www.eba-net.org/ELJ_styleManual.php.
- All citations must appear in footnotes at the bottom of a page, rather than in the text.
- When referring to discussions infra or supra, reference the subsection of the report rather than the page number.

III. FORM

- Reports vary in length, but **we will not publish reports of more than 50 pages absent extenuating circumstances**. The best reports are concise, yet informative.
 - Reports must be double-spaced in Microsoft Word and use the same type size and font in both the footnotes and body of the report (12 pt., Times New Roman).
- Organize the report so that the headings and subtitles are consistent in all sections, even though parts of the report may be prepared by different committee members.

- As noted above, indicate the period covered by the report at the beginning of the report.
 - *E.g.*, “This report summarizes antitrust and competition developments of particular interest to energy law practitioners that occurred from July 1, 2018 to June 30, 2019.”
- Include a Table of Contents at the beginning of the report after the opening paragraph; do not include case or order cites in the Table of Contents and do not include a Table of Authorities.
- As noted above, include a footnote at the beginning of the report identifying individuals who significantly contributed to the report.
- Include a list of all committee members at the end. Please double check the list for accuracy as EBA may have revised the list since you received it.

Thank you in advance for your cooperation. Your efforts to prepare comprehensive and accurate committee reports contribute significantly to the Journal’s value and are much appreciated. If you have any questions, please do not hesitate to contact us.

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