

**ARKANSAS BAR ASSOCIATION**  
**GUIDELINES REGARDING SUBMISSIONS FOR LEGISLATIVE CHANGES**

1. All proposed legislation shall be drafted using Microsoft Word software.
2. Members submitting legislation for consideration in the Association's legislative package shall include a copy of the proposed legislation in PDF format and the electronic file in Microsoft Word format.
3. Members should not try to duplicate the appearance of an official bill. Almost all formatting added must be removed by the Bureau of Legislative Research ("Bureau") in the preparation of the bill for filing.
  - **Do not** change fonts or the size of fonts in the document. Use one font throughout the draft – preferably the "Courier New" font.
  - **Do not** use italics or bold font attributes.
  - **Do not** use "indent". Instead, use "tabs".
  - Use "left alignment". **Do not** use "justify", "center alignment", or "right alignment."
  - **Do not** use features such as headers, footers, footnotes, margin changes, tab changes, or other word processing features that will have to be removed when the bill is processed.
  - **Do not** use "styles" to alter the appearance of the document. Use of "styles" will prevent the Bureau from using the electronic document. If a "symbol" must be inserted into the document, use only those listed in Microsoft Word under Symbols – Font (normal text).
4. If the bill amends existing law, the bill must show changes to the law as it existed before the current session of the General Assembly as shown in the latest official hard copy of the Arkansas Code.
  - Submissions should use the font attribute "underline" to indicate new language to the present law.
  - Submissions should use the font attribute "~~striketrough~~" to show language that will be deleted from present law.
  - **Do not** use the "track changes" or "highlight changes" function in Microsoft Word as a way of showing additions and deletions to the law. A markup document cannot be used by Bureau staff.
  - Do not use "styles" function in Microsoft Word as a way of showing additions and deletions to the law. A document using "styles" cannot be used by Bureau staff.