Winter 2017

Southeastern Law Librarian Winter 2017

SEAALL

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Presidential Ponderings

…from Michelle Cosby

As I write the final Presidential Ponderings of my term, the annual meeting is days away. SEAALL has made much progress this past year, and I am very proud of us as an organization. We created a reusable banner that can be displayed at the AALL annual meeting, we continue to publish a vibrant newsletter, we awarded several scholarships to students and librarians, and we began a substantive review of our website, just to name a few. We also have a site for our 2018 conference: Nashville, Tennessee!

In addition to our traditional committee work, SEAALL took a stance against discrimination. In addition to creating a diversity and inclusion committee -- Hat tip to Shamika Dalton! -- the placement committee worked to ensure that we did not post any discriminatory job postings. Similarly, the local arrangements and program committees worked to create an inclusive experience at this year’s annual meeting, and the community service committee found a great service partner in the LGBT Center of Raleigh.

Please find the resolution on SEAALL’s non-discrimination policy on the next page of this newsletter. This resolution was accepted by the SEAALL executive board in February and will be presented to the membership at the business meeting at the conference. However, this is not the end of the discussion, but just the beginning. The diversity and inclusion committee will continue the work we began this year.

SEAALL is such a great organization to be a part of. I have had a wonderful time getting to know all of you better and it is has truly been an honor to serve as your president.
Resolution on SEAALL’s Non-Discrimination Policy

WHEREAS, the Southeastern Chapter of the American Association of Law Libraries (SEAALL) is an organization composed of court, law firm, corporate, government, and academic law librarians committed to legal information services;

WHEREAS, SEAALL as an organization does not condone discrimination in any form as stated in Article IV of the SEAALL Bylaws which states "Membership in SEAALL or participation in any activity of SEAALL shall not be denied or abridged to any individual on account of race, color, religion, gender, age, national origin, disability, sexual orientation, or gender identity;"

WHEREAS, SEAALL as an organization does not support North Carolina’s House Bill 2 or any law in the SEAALL region or nationally that discriminates against any individual;

WHEREAS, SEAALL as an organization values and promotes diversity and equality, and has created a Diversity and Inclusion committee at the request of the membership to further these values;

WHEREAS, SEAALL as an organization supports the membership and appreciates the efforts of the Raleigh Local Arrangements Committee, the Program Committee, the Community Service Committee, and all members who support SEAALL by attending this Annual Meeting held in Raleigh, NC; and

WHEREAS, the community service partner for the 2017 SEAALL Annual Meeting is the LGBT Center of Raleigh to show SEAALL’s support for equality;

NOW, THEREFORE, BE IT RESOLVED, that SEAALL as an organization stands fast in its promotion and acceptance of SEAALL’s more than 500 members and every individual; and be it further

RESOLVED, that SEAALL’s core values include a strong belief in non-discriminatory practices or behavior.

RESOLUTION submitted electronically to the SEAALL Executive Board on the 8th of February 2017.

RESOLUTION accepted by the SEAALL President on the 8th of February 2017.

RESOLUTION presented to the SEAALL Membership on the 1st of April 2017.
All of our personal libraries are deeply ... well ... personal. We decide how and where to organize the books we love, so as to suit our individual needs. This Closed Stacks column is devoted to a librarian whose home collection shifts, based not only on her own needs, but on those of her houseguests. Deborah Schander has been a librarian at the Vanderbilt Law Library for a touch over a year now. Her stylish, individualistic, personal taste in clothing and office décor told me that she would have a home library worthy of this article. Intuition served well once more. Deborah’s collection is tailor made for herself, in some ways, and for the enjoyment of her associates, in others.

Deborah has about 1,000 unique titles, which are catalogued using the LibraryThing app, and organized on the shelf first by genre, then by author, and finally by binding and size. Esthetics is quite important in this collection. Deborah is willing to share her books -- after all, she says, sharing them is part of the joy of her collection. But beware -- Deborah is also a stickler for unbroken binding and no dog-eared pages.

Despite the dangers of broken bindings, she shares from her collection willingly.

Her books are held in four-and-a-half locations which morph, based on who is visiting with her. Deborah chose to keep her books in several strategically placed areas to not only avoid the overwhelming “Wall-of-Books” that can befall any bibliophile, but to also offer as a display and showcase. For example, her permanent, framed, comic-book collection showcases her personal flare, and fits very nicely in her living room, but the collection on the shelf next to it is subject to change. When her father visits, Deborah carefully selects titles that he has not yet read, placing them in easy-to-locate areas for his personal pleasure. Is that not the definition of Southern hospitality?
At the very beginning of *The New Librarianship Field Guide*, R. David Lankes cited two recent flashpoints in history where civil unrest led to looting, rioting, and even the toppling of governments: Alexandria, Egypt, during the Arab Spring, and Ferguson, Missouri, after a white officer shot the unarmed Michael Brown. In Ferguson, the staff of two different public libraries acted heroically and continued to serve their embattled communities as safe public spaces, even providing food for hungry kids while schools were closed. And in Alexandria, as looters ravaged the streets, protesters surrounded the library and protected it from the violent elements in their midst, realizing it was too important and valuable to be harmed.

This sets the tone for Lankes’ book, which sets out “to prepare librarians to be agents for radical positive change and to directly engage their communities . . . to use knowledge to achieve their dreams and aspirations.” I love this. It speaks to me on every level, as a kid who grew up reading superhero comics and listening to punk rock and hip hop, who sometimes gets called a “social justice warrior” on the Internet and takes it as a compliment. One of the proudest parts of my career was being on the committee that drafted our library’s official mission statement, which is close to my heart and captures Lankes’ vision of “radical” librarians.
seeking action and change. That first sentence of the mission statement is one of my favorite things I ever wrote: “The Barry Law Library educates, enlightens, and empowers students, scholars, and citizens.” I liked that Lankes begins each chapter with clearly stated Core Chapter Concepts, like, “The mission of librarians is to improve society through facilitating knowledge creation in their communities,” and, “A library should be a participatory platform that allows a community to share passions, expertise, and resources.” He discusses the skills that make a librarian – not just the obvious ones like engaging and evolving with technology, communication, and promotion of information literacy, but also the very modern, relevant, and necessary skills of activism, advocacy, social responsibility, and conflict management. With the changing role of libraries as community centers and places to find education and aid, he encourages librarians to rise up, step out of their quiet comfort zones, and be proactive agents of change in their communities and in the world.

Lankes also maintains the website http://www.NewLibrarianship.org, with expanded materials that go along with this book, new articles, videos, and additional resources to enhance the book and provide more help for socially conscious librarians. If you’re still curious about The New Librarianship Field Guide after my review, check out his website, but I would strongly recommend the book for any law, academic, or public library collections. It is a quick, easy, exhilarating read, and it’s full of inspiring suggestions and practical tips for serving our communities (be they students, faculty, attorneys, or public patrons) and improving society as best we can. Especially in this new age of political turmoil and fear, no matter which party you support, librarians have more responsibility to our communities than ever before, educating, enlightening, and empowering people who need us, whether they realize it or not.
Readers’ Advisory

ISBN: 978-1-4548-4152-4

I still remember the nervousness of entering my first year of law school! A family friend and longtime real estate attorney recommended a book he read before he started law school. It was the famous One L: The Turbulent True Story of a First Year at Harvard Law School, the short autobiographical narrative by Scott Turow, recounting his experiences as a first-year law student at Harvard Law. Although I could relate to the anxiety, exhaustion, and desire to succeed felt by Turow, I was constantly aware of how dated the book was. One L was first published in 1977! I’m really glad I had the opportunity to find the book, What Every Law Student Really Needs to Know. Now I have a solid recommendation for any entering 1L.

Written by Tracey E. George and Suzanna Sherry, two Vanderbilt University faculty members, What Every Law Student Really Needs to Know offers advice and gives clarity to the anxious incoming 1L. George and Sherry, with more than fifty years of teaching first years between them, bring a perspective rich with experience and an aim to ease the minds of intimidated first years. As they state, “This book helps beginning law students become productive and effective as quickly as possible.” Many students walk in the first day with little knowledge of what to expect. This short book will lay out in plain terms what classes a first year will be taking, the basics of what will be covered in those classes, what will be expected from reading assignments, and how the Socratic teaching method of the class will proceed. There are warnings that professors might vary in their approaches, even giving descriptions of different “calling” procedures (i.e. cold-calling, “on-call” for specified days, etc.) Further advice includes preparing for class and the dreaded unknown of 1L fall semester exams. All of this in the first chapter!

What I find most useful, beyond the usual setting expectations and study tips, is that the book is full of very basic foundational knowledge that a law student should learn throughout their 1L year. These include topics that we review heavily in our 1L legal research course: the structure of the government and structure of law, the structure of the American legal system, and fundamental legal concepts. I can say with certainty that an entering student with a
thorough comprehension of how laws are created, which branch creates what types of law, and who interprets laws will already be leagues ahead of other students still trying to build that knowledge base during the first year. This book is great for providing the wide-ranging groundwork in the area of law. For example: well-understood legal terms such as objectivity vs. subjectivity, burden of proof, intent, and standards of review are developed slowly through different classes. However, this book offers quick, concise descriptions to ensure students have a base understanding before they dive into the complexities of legal concepts. Additionally, it gives the 1L a taste of the kind of material a law student will be studying. I recommend for anyone interested in law school!
Library Profiles

North Carolina Central University School of Law Library

The six years since the NCCU Law Library was last profiled in this column have been packed with activity. So much activity, in fact, that we changed the library’s logo to include the phrase “Evolving to Meet Your Needs,” in reference to these ongoing upgrades. This rebranding effort reflects the library’s shift in focus towards more study and collaboration space and new digital services.

The first leg of our renovation efforts began on the library’s first floor, with a massive overhaul of our collection of state and regional reporters. Our goal was to consolidate, recycle, or relocate over 30,000 individual items, in order to free up space for additional tables, soft seating, and electrified furniture. All in all, we were able to remove 11 ranges of shelving and add 76 pieces of furniture to the library during this phase, including moveable whiteboards.

The next big project to enhance library spaces involved a complete overhaul of our collection of serials. In the end, we culled all but 30 titles (in print), recycling well over 75,000 pounds of bound and unbound journals, from both compact storage and the library’s second-floor serials shelving. Up on the second floor, we weeded and shifted the general collection to create adequate shelf space to relocate the updating serial titles. At last, we removed the old

Before/After image taken from the law library's first-floor study area, showing the old stacks configuration and the new collaborative study area, made modular with moveable whiteboards.

In-Progress/After view from the library's conference room. Eleven shelving ranges were removed from the first floor to make way for the new study spaces.
The slow progression of space-building on the library’s second floor.

Journal shelving units and filled the space with additional furniture and, later, brand-new study carrels.

With the materials relocated or recycled, and the new furniture in place, the last big hurdle was to retrofit the library with more electrical outlets, so that all of our beautiful new furniture can connect to power. This final step was taken at the beginning of 2017 with the help of ConnecTrac, a system for running new electrical without having to make permanent infrastructure changes. Altogether, the changes more than doubled the library's capacity to seat researchers and students, and we have noted a similar increase in the library's headcounts.

Aside from all the physical changes to the library's space, we also migrated our website from the main law school page to a new website we created using LibGuides. This move gives us greater control over how the library page functions, and allows us to make instant changes when necessary. Additionally, we added ILLiad interlibrary loan services, began using LibCal for scheduling our study rooms and posting library hours, and will be bringing online our bePress-powered institutional repository (History and Scholarship Digital Archives) within the next week.

It's been a busy several years, but we here at NCCU School of Law Library are always looking for ways to improve our spaces and services.
Meet & Three

Meet . . .

I was born in Sault Ste. Marie, Ontario, Canada, and spent much of my younger years there. When I was about 12 or 13, my family moved to London, Ontario. I went to college at the University of Western Ontario and completed my law degree in Fort Lauderdale at Nova Southeastern University. Most recently, I finished my M.L.I.S. degree through the University of Alabama. Like many Canadians, I enjoy many stereotypical Canadian things. I enjoy quality maple syrup, hockey, poutine, good manners, and am proud of my Canadian accent. I always look forward to spending time back home, especially around the holidays, when I get to spoil my two beautiful nieces, Chloe and Kailyne.

If someone had asked me, when I was younger, what I wanted to be when I grew up, I would not likely have said “a research and reference librarian at Nova Southeastern University.” The younger me wanted to be an orthodontist at one point (I know . . . very specific) and an astronaut at another point. It wasn’t until later in life (high school) that I became fascinated with the study of law. My point is that it’s important to keep an open mind to new possibilities. That advice has always served me well.

Like many of us in this profession, my interest in law libraries did not surface until later in life, specifically, in my last semester of law school. I started seriously thinking about working in a law library when I began as a temporary reference librarian, as I awaited my bar results. Surrounded by some of the most intelligent and caring individuals I have ever met, and getting to help people on a daily basis inspired me to consider pursuing librarianship as a career.

Here I am, almost six years later, and I am truly enjoying this decision. My official title at NSU is “Research and Reference Services Librarian and Adjunct Professor of Law.” In this position, I provide typical reference services to faculty, students, and community patrons. I also have the privilege of teaching an advanced legal research course. Recently, I returned from New Orleans where I travelled with our team to the southern regionals of the Jessup International Law Moot Court Competition, as one of their team advisors. Outside of my work duties, I try to stay actively involved in professional organizations (SEAALL and AALL). I have met some of the most wonderful colleagues by participating on various committees and groups and would encourage anyone who is new to the profession to become involved.
And Three . . .

Whenever I need to unwind after a long day or if I just want to make something special for someone, I turn to cooking. (I cannot draw to save my life.) I have always enjoyed cooking and I thought I would share some tried-and-tested recipes with you (that don’t require a degree in culinary arts to make).

1. **Homemade Bread.** Whenever I have friends or family visit from far away or when I go to a dinner party, I enjoy making a loaf of homemade bread. I have tried many bread recipes over the years but this particular one is my favorite: [http://www.marthastewart.com/344202/honey-whole-wheat-bread](http://www.marthastewart.com/344202/honey-whole-wheat-bread). This bread is delicious. As it cooks, it will make your entire house smell incredible. The recipe makes two loaves but I usually just cut everything by half to make one loaf. If you prefer white bread, simply replace the wheat germ and whole wheat flour with bread flour. I recommend lining your bread pan with parchment paper. (This makes the bread easy to remove and the pan easy to clean up.) I cut a few slits on the top of the loaf and brush it with olive oil before it goes in the oven.

2. **Homemade Butter (for the above bread).** You’ve already gone through the trouble of making homemade bread. Why not add on to the delight and amazement of your guests by offering them homemade butter, as well? A good recipe can be found here: [http://www.food.com/recipe/homemade-butter-182268](http://www.food.com/recipe/homemade-butter-182268). Basically, you take liquid whipping cream, put it into a jar, put the lid on tight, and, as Bob Ross says, “beat the devil out of it.” (Shake it until it becomes whipped cream. Then keep shaking it until the buttermilk separates from the butter.) I won’t lie, this will be your arm workout for the week, but the results are worth it. You can add any number of things to the butter to fancy it up. You should definitely add a pinch or two of salt to taste. Think about adding maple syrup or honey for a sweet butter or fresh herbs for a savory butter.

3. **Chocolate Chip Cookies.** There is almost no problem that can’t be solved by a warm chocolate chip cookie, fresh from the oven. This recipe (also courtesy of Her Excellency Martha Stewart) is by far the best recipe I have ever tried - crisp outside, chewy inside. Each time I make these to bring into work, they disappear almost immediately. [http://www.marthastewart.com/346831/crisp-and-chewy-chocolate-chip-cookies](http://www.marthastewart.com/346831/crisp-and-chewy-chocolate-chip-cookies)
Recent Acquisitions

The SEAALL annual meeting is just around the corner! I might be a bit biased, but I think that AALL and its regional and state chapters host some of the best conferences around. What’s not to love about exploring new cities, sharing new ideas, and meeting like-minded librarians? With that in mind, this article highlights a few multi-platform conference and meeting networking apps. These apps supplement rather than supplant the meeting event apps often provided to attendees.

Namerick

Namerick is a must-have networking app for people who struggle to remember names. Namerick uses repetition and mnemonics to help you keep track of the names of fellow conference attendees. I’ve even used this handy tool to remember student names!

CamCard

Many of us remember the days when leaving contact information (or just entering contests for nifty give-away prizes) at vendor booths meant dropping a physical business card into a basket. Happily, these days a quick QR scan is all that is required. Would you believe that you can now exchange business cards with new colleagues just by snapping a picture of their business card with your smartphone? CamCard (and similar apps) extracts the relevant contact info from business cards and imports it into your device. There are also apps designed to allow the exchange of contact SMS/text!
**Charlie**

Want to know more about a new contact? This modestly priced app combs through social media and online sources and provides a summary of shared contacts, interests, and information like educational background and professional affiliations. *What will they think of next?*

**Invent · Innovate · Inspire!** See you in Raleigh!
Seven Keys to Grant Writing

Over lunch at Olde Mecklenburg Brewery, recently, Metrolina Library Association members learned how to effectively write grants from Raye Oldham, federal programs consultant with the State Library of North Carolina. In fact, she gave us seven keys to successfully unlock the doors to being awarded a grant. The State Library of North Carolina awards Library Services and Technology Act (LSTA) grants to eligible North Carolina libraries. These grants are federal funds from the Institute of Museum and Library Services, however, her “keys” are applicable to anyone applying for a grant.

1. Be on the Same Page as Your Funder

- The state library wants to say “yes.” They have to distribute all of their funds each year so they want applicants to be successful and get those funds.
- Oldham pointed out that the focus of the grant proposal should be on the needs of the users and future users, not on what the library needs. That focus should be clear in the writing of the application. For example, state that “our users need” rather than “we need” or “our library needs.” The grant is not about the library. How will that new technology help your users?
- In addition, the state library wants to evenly distribute the money. For example, if Charlotte Mecklenburg Library submits three applications and two other county library systems submit one application each, Charlotte Mecklenburg Library may have only one application approved so that the other library systems can also get some funding. They also look to distribute funding across different types of libraries: public, academic, community college, etc.
2. Know Where to Find Information

Become familiar with the funder’s webpages by digging into the links, understanding the different programs, checking for current information, and looking for timelines.

For example, the 2017-2018 LSTA Grant Programs timeline starts with the application deadline on Feb. 24, 2017. Libraries will find out if they are funded in May or early June, and projects start July 1.

3. Review Previous Awards

Most funders post what they have awarded in the past. Applicants should look for this information for three reasons:

- Check to see if what you want to do aligns with what they want to fund. Funders might want new ideas but looking at these awards will still give you a sense of heading in the right direction.

- If you see what someone else has done, you can contact them to find out additional information and get ideas.

- If your library is interested in doing something new, you can see other projects and get ideas.

In 2016-2017, the state library funded seven projects about literacy: information literacy, adult literacy, and children’s literacy. A lot of projects included partnerships. For example, college libraries partnered with an early college academy, a career center, or a disability advocacy group to further integrate with the community.

4. Data is Your Friend

Funders are usually not looking for intensive, analytical data but adding numbers to your application will help you be more successful. Statements like the following, “frequently students will ask for x,” cause the reviewer to wonder what that “frequently” might mean -- three times a day or three times a month? A better statement would be, “Three out of 10 times, there are not enough laptops for students to do their own work.” Specifics in context will be helpful in getting your application approved.

5. Make it Easy

You want reviewers to easily understand your proposal and clearly see the obstacles facing your users. Sometimes the reviewers see applications with a goal statement, a target audience, a budget, and an evaluation but none of the pieces go together. Your application has to be clear and understandable.

Many funding applications include questions with identifiers under each question, like parts (a), (b), and (c). Use these to organize your application or response.
Addressing each part specifically will help the reviewer see that you have responded to each of those items. If something does not apply, just indicate N/A but be sure to use the identifier.

6. Schedule Time

A lot of people think the real work starts with completing the application but actually the real work starts when you get funded. Blocking off time on your calendar, like an appointment, will help with the review process, with keeping implementation deadlines from passing, and with completing the final report. In a similar way, many applications require signatures in different sections. Plan ahead and leave yourself some cushion in case someone is unavailable.

7. Ask!

The state library is happy to help answer questions or brainstorm ideas. Asking questions makes you look like a stronger applicant. Asking questions shows you are making an effort to have the best application possible. The state library also will review a draft if submitted at least two weeks before the due date.

SUCCESS!


Any questions? Please contact:
Raye Oldham
Federal Programs Consultant
State Library of North Carolina
North Carolina Department of Natural and Cultural Resources
919-807-7423
raye.oldham@ncdcr.gov

Thanks to Raye Oldham for an excellent program!
Invent ♦ Innovate ♦ Inspire in Raleigh, NC

The SEAALL annual meeting in Raleigh is just around the corner, and the local arrangements committee would like to introduce you to some of the fun things you can experience on your visit. The downtown area is divided into districts. Download the conference website map to locate each district highlighted below.

Fayetteville Street - Our conference hotel is located in the Fayetteville Street district, named for the street that was a pedestrian mall between 1977 and 2006.

- **Briggs Hardware Building** (220 Fayetteville St.) – Built in 1874, this was, at four stories, Raleigh's first "skyscraper." It now houses the City of Raleigh Museum. You can also visit the recently reopened family-run hardware store in its new location at 111 East Hargett St.

- **Stitch** - Holly Aiken creates unique bags and accessories. Each bag is hand-cut in their retail workshop and made in North Carolina.

Capital District – Directly north of the hotel, you will find many of North Carolina’s government offices in this district.

- **State Capitol** - Completed in 1840, the capitol is a National Historic Landmark. Admission is free but donations are appreciated. Guided tours are available on Saturdays at 11 a.m. and 2 p.m. Self-guided tours are allowed Monday through Friday.

- **Electric Bicycle City** – Take a test ride on an electric bike, a hybrid bicycle that has an electric motor. They also have rental bikes that can be rented for extended rides on the greenways and around downtown.

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Moore Square – This district east of the hotel is named for one of the two remaining open town squares in Raleigh. (There were five originally.)

- **Raleigh Denim Workshop** - Started in 2007 by a local husband and wife team. Pick up a pair of hand-crafted jeans or just take a peek into the workshop to see how they’re made.

- **Oak City Coffee Roasters** - Freshly roasting memorable coffees, sourced directly from farmers in Central America and Africa. Open Saturdays from 2 – 6 p.m.

If you would like to support LGBT-friendly businesses while you’re in town, the Greater Raleigh Convention and Visitor’s Bureau has a great LGBT section on its [Visit Raleigh](https://www.VisitRaleigh.com) website. (Three of our dine-around locations are included: bu•ku, Caffe Luna, and Calavera.)

One of our local “celebrity” chefs has been particularly vocal regarding House Bill 2. Ashley Christensen, who received the James Beard Award for “Best Chef: Southeast,” in 2014, operates [six downtown restaurants](https://www.ashleychristensen.com). After the passage of HB2, she gave all of the restrooms in her restaurants a new gender-neutral name -- the “People Room.”

The local arrangements committee is looking forward to showing off the diversity of our beautiful, inclusive, welcoming city!
SEAALLSUCKER Dress Rehearsal in Raleigh, NC

seer·suck·er /ˈsirˌsəkər/
noun
noun: seersucker
1. A printed cotton or synthetic fabric that has a surface consisting of puckered and flat sections, typically in a striped pattern.
2. Basically, a blueish-grayish striped piece of clothing, y’all.

SEAALL·suck·er /sē(ə)lˌsəkər/
noun
noun: SEAALLsucker
1. A sophisticatedly well-dressed member of SEAALL wearing striped stuff.

As SEAALLsuckers, we take pride in flaunting our Southern hospitality in the form of seersucker-themed attire. The SEAALL annual meeting acts as our dress rehearsal to the grand opening of the official SEAALLSUCKER event at AALL. (Invitation to follow in the next issue.) Therefore, please consider adorning yourself in seersucker for the SEAALL Breakfast & Business Meeting in Raleigh on Saturday, April 1, or even for the entirety of the conference. We’ve got to coordinate our outfits in preparation for AALL in Austin! Here are some dashing examples from SEAALLSUCKERS past.
SEAALL election results:

Please join us in congratulating our newly elected officers:

Vice President/President-Elect: Kris Niedringhaus
Treasurer: Amy O’Connor
Member-at-Large: Avery Le

Our thanks go to the other candidates for their willingness to run and their service to SEAALL:

Sally Irvin
Liz Johnson
Kat Klepfer

Want to know the secret to success?

Become an author in the Southeastern Law Librarian!

Share your articles, notes, photos, comments, ideas, rejected blog entries, or anything else that will fit into a Word document in the SEAALL Newsletter! Guaranteed to be your first step to conquering the librarianship world or your money back!

Please submit your work or refund requests to blaineb@flcourts.org.
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Submission Guidelines

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Billie Blaine
Supreme Court Librarian
Florida Supreme Court Library
blaineb@flcourts.org

MS Word is the preferred format for electronic submissions.

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