vMechanical Specifications of Writing a Curriculum Unit—How Your Unit Should Look
(Title not in all caps)

Author's Name

[Skip 3 lines]

(no indent after headings) This document describes and displays the specifications for formatting your final curriculum unit. By following these specifications you will help the Institute maintain a consistent appearance of the curriculum units, both in print and online.

Title and Author's Name

Give the unit a clear, concise, and descriptive title, and center the title on the first page, as shown above, using **bold** type. (Do not include a title page.) Your name should appear centered and in ***bold italics*** two lines below the title. Skip an additional three lines after your name before beginning the body of your unit.

Margins and Font

(1.25" margin) Allow 1.5 inches at the top of each page and 1.25 inches on the left, right, and bottom. To c *(1.25" margin)* a uniform appearance of the published text, you should use **12-point type** and Times New F font. The right margin should not be justified.

Spacing and Unit Length

When formatting your unit, **single space** between lines and double space between paragraphs. Indent five spaces to begin all paragraphs - except those that immediately follow a heading. (Do not use tabs.) The completed unit should be **fifteen but not more than twenty-five** single-spaced pages in length. The Institute cannot accept units that do not meet the minimum or that exceed the maximum length.

Headings

(Indent paragraph 5 spaces except after headings) If you decide to use headings for different sections and subsections within your unit, which the Institute recommends, please use the following conventions. As displayed in this document, double space before and after all headings.

Level-one headings identify the main sections of your unit, e.g. objectives, strategies, classroom activities, resources. These headings should be in bold and flush with the left margin. The heading **"Headings"** that appears above is an example of a level-one heading.

Level-Two Headings

Level-two headings identify subsections within the main sections of your unit. These headings should be flush with the left margin but not in bold. The heading "Level-Two Headings" above is an example of a level-two heading.

Level-Three Headings

Level-three headings identify further subdivisions within your unit. These headings should be in *italics.* The heading *"Level-Three Headings"* above is an example of a level-three heading.

Notes and Block Quotations

When crediting your sources or directing readers to further information,do not use footnotes at the bottom of the page. Instead, place notes on a separate page at the end of your unit and title them "Notes." Refer to individual notes within the body of your text by using a superscript number,[1] if possible, or a number in parentheses (1).

> Because of the brevity of units, avoid lengthy quotation. Any block quotations you use should be indented ten spaces. Use of material copyrighted by others must be properly acknowledged.

No Page Numbers

Do not include page numbers in either the printed or electronic version of your unit. To ensure that your unit is kept in the proper order for publication, however, you should number your pages by hand lightly in pencil on the reverse side of each printed page, and in a way that does not show through the page. In cases where you think it necessary to refer to another part of your essay, say "above" or "below."

Illustrations and Images

Do not include photographs, illustrations, student worksheets or similar material from works copyrighted by others, unless you have obtained written permission from the copyright owner and have attached that permission to your completed unit. Any illustrations that you prepare yourself must be drawn in dark black ink, not in color, and must allow sufficient margin for binding. As you cannot refer to illustrations or images by page number, you should number them sequentially and refer to this number within a parenthetical remark, e.g. "(See Figure 1.)". Any illustrations not prepared in this manner will be omitted.

Each illustration or image should be embedded in the curriculum unit and should be provided as a separate electronic file. Image size should not be smaller than l"xl" and

should not exceed 8"xl0." The minimum image resolution is 300 dpi. The total file size should not exceed 1 MB. Images may be in color or in black and white.

Special Characters and Math Formulas

Fellows who write curriculum units that contain math formulas and special characters should use "Microsoft Equations" under "Insert Object" in Word. More detailed instructions will be provided for seminars in which math notations will be used heavily. For special characters such as alpha (a), beta (P), etc., Fellows should use "Insert Symbol" to generate the characters in Microsoft Word.

Printing and Submitting the Unit

When printing your unit, be sure that the printer leaves a clear, dark black impression. Submit the original, not a copy, of your unit on white paper with no smudges or stray marks and no holes punched in it. The unit should not be stapled or bound. You should also submit your unit and guide as e-mail attachments.

You should keep a copy of both the printed and electronic version of the unit.

Notes

[1]This is an example of how your notes should appear. See the attached Institute style sheet on Editorial Matters and the document titled "Copyright Permissions" for more detailed information. The *Chicago Manual of Style* should be your guide in matters of style. See also *Sources: Their Use and Acknowledgement* (Renza, Louis A., et. al. Dartmouth College: 1996, Hanover), which is online at http://www.dartmouth.edu/~sources/; and *Some Matters of Form* (Yale University, Department of English), which is online at http://www.yale.edu/english/some_matters.pdf.