

(Allow 1.5" at top of page)

(1.25" left
and right
margins)

Mechanical Specifications for Final Units — How Your Unit Should Look

(Title not in all cap; first words capitalized)

Author's Name

(Use 12 pt.
Times New
Roman font
throughout)

[Skip 3 lines]

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.

(Do not
indent
headings
or the first
paragraph
after a
heading)

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

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

(1.25"
margin)

Spacing and Unit Length

When formatting your unit, **single space** between lines and double space between paragraphs and headings (as shown here). Indent five spaces to begin all paragraphs - except those that immediately follow a heading. (Do not use tabs.) The completed unit should be **at least 15 but not more than 25** single-spaced pages in length. The Institute cannot accept units that do not meet the minimum or that exceed the maximum length.

Headings

(First
paragraph
after a
heading is
flush left with
no indent.
Each
following
paragraph is
indented 5
spaces.

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.

(Allow 1.25" at bottom of each page)

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 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 quotations. Any block quotations you use should be indented ten spaces (as shown in this paragraph). Use of material copyrighted by others must be properly acknowledged.

No Page Numbers

Do not include page numbers in your unit. 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. 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. Image size should not be smaller than 1" x 1" and should not exceed 8" x 10". 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 (α), beta (β), etc., Fellows should use "Insert Symbol" to generate the characters in Microsoft Word.

Notes

¹This 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://english.yale.edu/sites/default/files/some_matters_0.pdf