

# Checklist for Formatting and Submitting Curriculum Units

## Margins and Font

- ☐ 1.5" at top
- ☐ 1.25" at left, right and bottom
- ☐ 12 pt Times New Roman font

## Spacing

- ☐ Double space between unit title and name
- ☐ 3 spaces between name and body of unit
- ☐ Single spacing in body text (for final unit)
- ☐ Double space before and after headings
- ☐ Double space between paragraphs
- ☐ No paragraph indentation immediately after headings and unit title
- ☐ Indentation (5 spaces) for all other paragraphs

## Headings

- ☐ **Level 1 – Main sections: bold**
- ☐ Level 2 – Subsections: not bold
- ☐ *Level 3 – Further subdivisions: italics*
- ☐ Headings flush with left margin

## Notes and Block Quotations

- ☐ Endnotes, not footnotes
- ☐ Notes on separate page using<sup>1</sup> or (1) in text
- ☐ Block quotes indented 10 spaces

## Other

- ☐ Unit length: **at least 15 pages\*\*** (see note below)
- ☐ Copyright permissions
- ☐ No page numbers

## Final Unit includes:

- ☐ Completed Cover Sheet Form
- ☐ Content Objectives\*\*
- ☐ Teaching Strategies\*\*
- ☐ Classroom Activities\*\* (provide outlines, lists & worksheets here or as labeled appendices)
- ☐ Appendix 1: Implementing Teaching Standards – no more than one page briefly annotating (not merely listing) the academic standards your unit implements in a significant way. Please title this: "Appendix 1: Implementing Teaching Standards".
- ☐ Resources – 3 annotated lists (*See sample annotated resource above right for an example.*)
  - o 1. List of Materials for Classroom Use
  - o 2. Reading List for Students
  - o 3. Bibliography for Teachers
- ☐ Email **TWO (2) final documents** to your Seminar Leader
  - ☐ In your email to your seminar leader, copy the CTI office at [info@charlotteteachers.org](mailto:info@charlotteteachers.org)
  - ☐ Include "CU" and your name in the subject line of the email, and attach the following:
    - o 1. Final Unit (15 page minimum PLUS your cover page), labeled: JSmith\_unit\_11-23-15  
Include your formatted Cover Sheet as the first page of your unit (including keywords, link to teaching standards, synopsis, and statements RE: teaching plan and permission to publish)
    - o 2. Separate copy of Appendix 1: Implementing Teaching Standards, labeled: JSmith\_appendix1\_11-23-15

### Sample Annotated Resource:

Schwartzman, Myron. *Romare Bearden, Celebrating the Victory*. New York: Grolier Publishing, 1999. This very easy to read book is a concise history on the life and art of Romare Bearden. Schwartzman was a personal friend of Bearden's and the conversational tone is evident in the text. Color plates and several Bearden drawings are included.

**\*\*NOTE: Content Objectives, Teaching Strategies and Classroom Activities must constitute at least 2/3 of your CU. These three sections should be at least 10 single-spaced pages not including images and worksheets. The over Sheet, Appendices and Resource pages are in addition to the 10 page minimum constituting the body of your unit.**