

## **Mechanical Specifications for Final Units (How your Curriculum Unit should look)**

Pages 29-31 of this Fellows Handbook contain mechanical specifications and examples for formatting your CTI Curriculum Unit.

CTI requires a formatted cover sheet at the beginning of each CTI curriculum unit. Examples of completed cover sheets attached to units can be viewed in CTI Curriculum Units posted online at <http://charlotteteachers.org/curriculum-units-page/>. (Note: Units prior to 2013 do not have the attached cover sheet, so be sure to view the 2013 units.)

The blank Cover Sheet form is located on p. 58 of this Fellows Handbook. Please complete all parts of the cover sheet and attach it to the front of your completed unit. Required cover sheet items include:

- ☐ ***Title of Curriculum Unit*** (bolded and italicized)
- ☐ Author's Name, 2015 CTI Fellow (plain text, include your name and 2015 CTI Fellow)
- ☐ School Name
- ☐ Keywords (important words that may be used as search terms for your unit)
- ☐ Teaching Standards (include a hyperlink to your Appendix 1 – *see instructions below*)
- ☐ Synopsis (a 200-word abstract briefly describing your unit)
- ☐ Statement of your intention to teach your unit, including number of students and the name of the course in which you will teach it
- ☐ Statement of permission for the Institute to publish your unit, crediting you as the author

### *How to Insert a Hyperlink to Appendix 1 from your Cover Sheet:*

1. Go to the “Appendix 1: Implementing Teaching Standards” section WITHIN your curriculum unit (not the one you created as a separate document).
2. Place your cursor before the word Appendix.
3. Go to the INSERT tab on your Word menu and click BOOKMARK (next to Hyperlink).
4. Name your Bookmark: Appendix1. (Do NOT leave any spaces in the name you create.)
5. Click “Add.”
6. *Next comes the hyperlinking...*
7. Go back to your Cover Sheet and highlight the words “Appendix 1” on your Cover Sheet (below Keywords, next to “Teaching Standards”).
8. Return to the INSERT tab on the Word menu and click HYPERLINK.
9. This brings up the “INSERT HYPERLINK” box.
10. See the “Link To” options on the left side, and Click “PLACE IN THIS DOCUMENT.”
11. Find “Appendix1” which should appear in the available list.
12. Click on “Appendix1” and then click “OK” and you’re linked!

The next two pages (pp. 30-31) describe and display the mechanical specifications for formatting your final curriculum unit which you will attach to your completed Cover Sheet. By following these specifications you will help the Institute maintain a consistent appearance of the curriculum units, both in print and online.

(Allow 1.5" at top of page)

(1.25" left  
and right  
margins)

(Use 12 pt.  
Times New  
Roman font  
throughout)

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

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

## Curriculum Unit Title

*Author's Name*

This document describes and displays the mechanical 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 of your unit (following your cover page), as shown above, using **bold** type. Your name should appear centered and in ***bold italics*** two lines below the title (double space). Triple space between your name and 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.

### 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. The completed unit should be **at least 15 (16 counting the Cover Page) but not more than 25** single-spaced pages in length.

### 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.

(Allow 1.25" at bottom of each page)

(Title is bold,  
first words  
capitalized,  
not italic.  
Double space  
between Title  
and Author.  
Italicize  
Author. Triple  
space after  
Author.)

(1.25"  
margin)

## 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,<sup>1</sup> 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.

## Illustrations, Images, Special Characters and Math/Science Formulas

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. Number your illustrations or images sequentially and refer to this number within a parenthetical remark, e.g. "(See Figure 1.)".

See "Microsoft Equations" under "Insert Object" in Word, for special characters used in math and science formulas. Instruction can be provided for seminars in which math notations will be used heavily. For special characters such as alpha ( $\alpha$ ), beta ( $\beta$ ), etc., Fellows should use "Insert Symbol" to generate the characters in Microsoft Word.

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### Notes<sup>1</sup>

1. Example of how notes should appear at the end of your unit. See the *Chicago Manual of Style* for proper formatting. A book reference typically looks like the entry below.
2. William Strunk Jr. and E. B. White, *The Elements of Style*, 4<sup>th</sup> ed. (New York: Allyn and Bacon, 2000), 3.