**Formatting Checklist**

Self-Check should be completed prior to the first draft submission and Peer Check should be completed prior to the second draft submission.

Self-Check

Peer Check

**Margins**

*  Left – 1.25 in
*  Right – 1.25 in
*  Bottom – 1.25 in
*  Top – 1.5 in

**Font**

*  Times New Roman throughout
*  12 pt. throughout

**Title**

*  Bold
*  At top
*  Centered
*  Not all caps
*  Descriptive but Clear and Concise

**Authorship**

*  Skip a line between Title and Author
*  Bold
*  Italics
*  Centered

**Spacing**

*  Skip three lines between author and first paragraph
*  Single spaced between lines in a paragraph
*  Double spaced between paragraphs
*  No page breaks
*  Right margin not justified
*  Don’t use tabs – insert 5 spaces to start the second and consecutive paragraphs after

headings

*  Page Layout Tab → Paragraph → Indents and Spacing → Set to “0 pt” after paragraphs
*  Single space after periods (Use find and replace)

**Length**

*  More than 5,000 words in narrative portion
*  Less than 10,000 words in narrative portion

**Headings**

*  Double space before and after each heading
*  Level 1-3 headings – Flush to the Left Margin
*  Level 1-3 headings – Important Words Capitalized
*  Level 1 headings - Bold
*  Level 1 headings – Identify the Main Concepts of the Unit
*  Level 2 headings – Not Bold
*  Level 2 headings – Divide the Main Sections of the Unit
*  Level 3 headings – Italicized, but not Bold
*  Level 3 headings – Further Divide Subsections of the Unit

**Notes**

*  Endnotes, not Footnotes for crediting references and directing readers for further info
*  Title Endnotes “Notes”
*  Arabic Numbers used
*  Numbers in superscript or ( )

**Long Quotes**

*  Used sparingly
*  Credit references
*  Indented ten spaces for each line

**Page Numbers**

*  No page numbers
*  Any reference to other parts of paper – “above” or “below”

**Illustrations and Images**

*  Any copyrighted work from others used include written permission
*  Copyright permission attached to the completed unit (not in the 5,000 - 10,00 words)
*  Hand drawn illustrations in dark ink, not color
*  Sufficient margins (see Margin section above) for binding
*  Referred to Illustrations and Images as Figure 1, Figure 2…
*  Sequentially numbered
*  Maximum five images
*  Embedded in curriculum
*  ALSO provided as a separate electronic file
*  Larger than 1 in x 1 in
*  Smaller than 4 in x 6 in
*  At or above 300 dpi resolution
*  At or smaller than 1 MB
*  Images may be in color or black and white

**Special Characters and Math Formulas**

*  Use Microsoft Equations in Microsoft Word
*  Use Insert Symbols or Insert Formula

**Endnote Citation and Bibliographic References**

*  Chicago Style (See Section 14: Documentation, Notes, and Bibliographies)
*  For Further References see Section 6: Punctuation and Section 13: Quotations
*  For further clarification email Seminar Leader or Coordinator

**Final Draft**

*  All edits accepted (Review tab → Accept Drop Down Menu → Accept All Changes)
*  Remove All comments
*  Submit each of the following in **MS Word** format via email in separate

attachments to Seminar Leader and Seminar Coordinator:

* + Narrative Unit (5-10,000 words)
  + LFS Map
  + Synopsis
  + One Appendix containing annotated relevant standards
  + Optional: Supplemental Resources