


Course Material Specifications Checklist

- ❶ Format your course material using the following guidelines:
 - Single space text
 - 1" margins - all the way around
 - Electronic file is preferred - File size should be under 10 mgs
 - Minimal formatting and page setup (do not use automatic outline function)
 - Consistent font - Times Roman 12
 - Do not send .pdf format text document
 - Do not use letterhead or footers
 - Do not page number

- ❷ Send via email (preferred) or mail computer disk / hard copy (send in original form - Word, PowerPoint, Excel).


EMAIL to _____ 

- ❸ Send a short 100-word biographical sketch with your email (preferred) as a separate document or mail on computer disk. Do not send CVs or resumé.

- ❹ All attachments or photocopies **MUST** be camera-ready quality. **DO NOT** submit photocopies with black lines or edges.

- ❺ Include in email or on disk - any slides or visual aides (PowerPoint presentations) you will use for inclusion in the course book.

- ❻ There is no need to prepare a cover page or table of contents; we will do that.

- ❼ Please do not miss your course material deadline _____ 

If you have any questions, please call 1-800-342-8060 extension 5618.