

DINÉ Mechanical Specifications for Final Curriculum Units *(Title not in all caps)*

Author's Name

[Skip one line.]

This document describes and displays the specifications for formatting your final curriculum unit. By following these specifications, you will help the DINÉ maintain a consistent appearance of the curriculum units.

Unit Title and Author's Name

Give the unit a clear, concise, and descriptive title. Do not include a title page. Skip one line after the unit title and type your name. Skip one line after your name before beginning the body of your unit.

Margins and Font

To create a uniform appearance of the published text, you should use Times Roman font in 12-point size. Throughout the unit, use italics for emphasis instead of underlining text.

Spacing the Unit Length

The entire curriculum unit should be single spaced, and it should be left-justified. When formatting your unit, skip one line between paragraphs. Paragraphs are not indented but should start flush with the left margin. We cannot accept units that do not meet the minimum length. At least two-thirds of the unit (that is, 5,000 - 9,000 words) must be in prose.

Headings

If you decide to use headings for different sections and subsection within your unit, which the DINÉ recommends, use the following convention so that the sections of the unit can be displayed and navigated properly online. Skip one line before and after all headings.

Level-one headings identify the main section of your unit, e.g. content objectives, teaching 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.

Level-Two Headings

Level-two headings identify subsections within the main section 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 your sources or directing readers to further information, do not use footnotes at the bottom of the page. Instead, place notes at the end of your unit and title them “Notes.” Refer to individual notes within the body of your text by using a number in parentheses (1), if possible, a “superscript”¹ number. Use Arabic rather than Roman numerals. In cases where you think it necessary to refer to another part of your Curriculum Unit, say “above” or “below.”

Because of the brevity of units, avoid lengthy quotations. Set off any block quotation by using tabs or indentation in Word. From the View tab, check “Ruler” to adjust indentation to .5”. Use of material copyright by others must be properly acknowledged.¹

Illustrations and Images

Do not include photographs, illustrations, student worksheets, or any other material from works copyrighted by others, unless you have obtained written permission from the copyright owner and have attached that permission to the cover sheet for your complete Curriculum Unit. Since 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.).” You may embed in the curriculum unit no more than five images, illustrations, graph, charts, or tables.

Special Characters and Math Formulas

Fellows who write curriculum units that obtain math formulas should consult with their seminar leader.

Notes

1. This and example of how your endnotes should appear if you have them in your Curriculum Unit.

Cover>Title Page

Please refer to the next page for a template of what your cover/title should look like.

Seminar Title – you fill this in

Curriculum Unit Title – you fill this in

Fellow Name – you fill this in

Diné Institute for Navajo Nation Educators (DINÉ)

Year – you fill this in

Author Note:

You fill this in; this is an example of how it should look: Jolene Smith is a fifth-grade teacher at Kayenta Middle School. Correspondence about this curriculum unit can be addressed to Jolene Smith, P.O. Box 4882, Kayenta, AZ, 85003. Email contact: dineteachersinstitute@nau.edu