

# Your Living Curriculum©

General Guide-Lines and Instructions for Submission (GGL&I)

## Submission No:

Below are your general guidelines for the genre you have chosen. This outline has some ideas on what good instructional material should contain. It's our hope that you will have the best chance of getting your work accepted. Keep writing!

<b>Genre:</b>	<b>Essay, Historical, Non-fiction, Informational Text, Expository</b>	
<b>Page Format</b>	<b>Length:</b> 200 to 300 words <b>Font:</b> Ariel, size: 12 <b>Paragraph:</b> spacing exactly 17pt-----> <b>Margins:</b> 1.25 left and right <b>Doc Name Type:</b> Use a .DOCX file extension for your attachment. In all emails, have your alpha-numerical ID prominently placed <u>at the beginning</u> of the subject bar.	Blank header & footer Indent Paragraphs Right Click>paragraph, spacing> <i>drop down menu select&gt;</i> exactly, input: 17 pt Indent paragraphs Send passage as an attachment in your email.
<b>Composition</b>	<b>Literary Elements</b> Introduction: Establish the setting and include at least three (3) main ideas for additional details in the body. You can be somewhat subjective by adding figurative language and adjectives. Body: Have a paragraph for each of the three (3) main idea followed by supporting details (factual information). Conclusion: Summarize the information and its historical importance. Here, you can once more be somewhat subjective by adding figurative language and adjectives.  A) Cause & Effect (signal words) B) Problem/Solution C) Compare & Contrast D) Dialogue/Quotations E) Main Idea w/Supporting Details (a must) F) Perspective (third person) G) Chronological Order (a must) H) References: Bibliography (a must)	<b>Paragraphs: 5+ (5 paragraph essay)</b> Include dates of events and establish a clear setting of who (or the event), did what, when, and where. In the body, explain how characters or events unfolded using anyone or a combination of text structures (A-G) and factual information. Content is dependent on the reader having a clear understanding of well organized facts and events with each paragraph having a clear main idea (explicit and/or inferred) supported by details. Cause & Effect sentences to include "signal" words like: because, therefore, consequently, thus, as, etc. The conclusion summarizes the information collectively and its historical significance.  Site sources in a simple bibliography (title, name, date, page numbers, website's URL).
<b>Complexity</b>	Increase sentence length and use domain-specific vocabulary relevant to the topic and time period.	The Lexile® can be very broad. Anywhere from L350 to L1500 would be acceptable. For new difficult vocabulary, follow up with a phrase, synonym, or simple restatement to further define and assist the reader's understanding.
<b>Suggestions</b>	Information needs to be accurate whether collected on the Internet, text, or by other reference materials. It's best to choose a topic that interest you.	Cut and paste the genre into your web browser for more information and topics.
<b>Comments</b>		