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ACHIEVING EXCELLENCE IN EDUCATION AWARD

STYLE GUIDE

PARTS I - IV

The document is to be word processed according to the following guidelines:

- 8.5" x 11" white paper
- Double-spaced lines
- Times New Roman 12 pt. font; black ink
- One-half inch (1/2") margins on all sides (left, right, top, bottom)
- Number all pages sequentially in the header. Each number should appear in the upper right hand corner of each page.
- Begin Part III and Part IV on a new page.
 - Indicate paragraphs using a 5-space indentation.
 - Each of these essays may not exceed one double-spaced page.
- DO NOT INCLUDE your name or students' names on any page.
- Place Parts I - IV on a CD.

PART V

The 3-5 minute movie is to be created according to the following guidelines:

- The video may be edited.
- either CD or DVD format
- make five (5) copies
- use a black sharpie to clearly print your first and last name on the front of each copy
- submit each movie in a plastic case

PART VI

The artifacts in the teaching portfolio may be submitted as hard copies or placed on

- The artifacts may be submitted as hard copies or placed on a CD.
- Your name should be visible on all documents
- Students' names should NOT be visible
- If you create a CD, clearly print your first and last name with a black sharpie on the front of the disc.
- If you create a CD, submit it in a plastic case.

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