

1. Files should be submitted in PDF file format. Pages should have one inch margins on all sides. The preferred font is Arial, 12 point. Hyperlinks should be active since most students will be receiving their course materials in digital format.
2. File names should reflect the Course Number, Day and Time of the Session and Session Presenter. For example:

Where:

1M1400_PSayre.pdf

1 = Course 1

M = Monday (using M, T, W, R, F as the days of the week)

1400 = 2:00 pm session (using military time - <http://www.militarytimechart.com>)

PSayre = Pamela Boyer Sayre

3. Please submit one file per session, if at all possible. We know that there will be circumstances where this just isn't possible. In those cases, for each of the files include a number in the file name to indicate the order in which you would like them to appear in the course syllabus. For example:

1M0800_PSayre_1.pdf

1M0800_PSayre_2.pdf

1M0800_PSayre_3.pdf

4. The syllabus will generally be provided to students in digital format on a USB drive so that color and page size variation would be acceptable. However, we will provide print copies if requested for an additional cost. For that reason, our preference is for items that are to be printed on 8 ½ x 11 paper; however, we can do selected pages in legal and 11 x 17 when necessary. In order to have pages printed on larger paper, please specify size in the file name. For example:

1M0800_PSayre_1_Legal.pdf

1M0800_PSayre_1_11x17.pdf

Pages with color sections will simply be printed in black and white for printed syllabi.

5. We ask that you include a footer at the bottom of each page of your handout that includes the same information as in the file name, e.g. 1M1400_PSayre. Also, please include page numbering in this format: "page 1 of 8." This will assist us in organizing your syllabus correctly for print copies.

6. Materials may be submitted in one of three ways:
 - a. Email files as attachments to IGHR Syllabus Committee Chair, ighrsyllabus@gagensociety.org.
 - b. Upload files to the designated folder in the IGHR Google Drive account. For 2017, the designated folder is "Syllabus Materials for USB Drive." Instructions, username and password will be provided each year.
7. **The deadline for us to receive materials in order that they be included in the course syllabus is June 1, 2017.** We cannot guarantee that any materials received after this date will be included. If you send materials in after the deadline, we will let you know within 24 hours if they will be included in the course syllabus.

Late materials that we are unable to include in the syllabus will be your responsibility to copy for your class at your own expense.