

# INSTRUCTIONS FOR THE 2008-2009 ASSESSMENT & ANNUAL REPORT—DUE JUNE 30, 2009

## 1. FORMATTING

- **Follow the style shown in the attached template for title, section heads, sub-heads, etc. Please check with Mark Sherkow if anything is unclear.**
- Use *Bembo* font, or if not available use *Georgia*. This is now the NEIU standard for publications with an extensive amount of body copy.
- Use 12 inch size except special formatting shown in the attached template.
- Use 1 inch margins top-bottom-left right.
- Single space.
- Do not indent paragraphs.
- Do not use a Hard Right ( i.e. *enter* key) at end of line--allow sentences to wrap.
- Do not “justify” your paragraphs (centering so lines start and end together.)
- You can use bullets after the faculty name to single space a list of accomplishments. Use the same size and kind of bullet that we have in these instructions. Do not use bells, dashes, or other symbols.
- Do not number pages.
- Do not use bullets or other symbols to indicate the end of your report.

## 2. INFORMATION

- Information included is limited to Summer 2008--May 31, 2009 Academic year.
- In the *Accomplishments* section, list only those accomplishments done outside of NEIU, unless they are presentations to an NEIU audience, which should go in the *Service* section, or they are in collaboration with another, external institution. Other work done at NEIU can be listed in the Executive Summary if you wish.
- In the *Funded Grants* section, only external grants should be mentioned.
- If you reference a presentation, you need to indicate *where* and *when*.
- **Information about work in progress, such as publications that have been submitted but not accepted, are not to be included.**
- Do not include narratives such as “I did” except in the executive summary.
- **Do not list student research or presentations (i.e. Symposium) as a faculty product, even if the faculty member was the mentor or thesis director.** This information should be included among **student** accomplishments.
- Student accomplishments should be organized by the names of the student, not the names of the faculty member.

## 3. EDITING

- Please spell check your report.
- Check your report for correct usage, punctuation, etc.
- Proof read your report.

Thanks!