

## INSTRUCTIONS FOR PRINTING ABFSE OUTLINES

## I. Page one

A. TITLE, Centered, All CAPS and in **bold**, on line one

**CHEMISTRY**

B. Subject Description: As example below

**Subject Description:** (this line to be bolded)

This outline is a survey of the basic principles of chemistry as they relate to Funeral Service. Especially stressed are the chemical principles. . . .

(Note: Description is to be indented)

C. Objectives: As example below

**Objectives:** (this line to be bolded)

Upon satisfactory completion of a course of study in Chemistry the student should be able to:

(Note: Statement to be worded as above with the appropriate course title inserted. In addition, this statement should be indented.)

1. State . . . . .

**(Double space)**

2. Distinguish . . .

**(Double space)**

3. Identify . . .

**(Double space)**

D. Note: The following statement should be written (exactly as it appears below) at the bottom of the first page, under the last objective.

**Note:** Terms underlined can be found in the glossary. The faculty shall adapt curriculum to the demographic needs of their students and the communities they will serve.

E. Bottom of each page to contain revision date and use statement. Approved date will be added.

F. Line numbers are to be used throughout the outline to facilitate review and reference.

## II. Outline format to begin on separate page (Page 2)

\*\* Only the first letter in all entries is to be capitalized.

- 1           \*\* No double spacing within the outline (All entries should be single spaced).  
2           \*\* All terms in glossary should be underlined in the outline only the first time  
3           mentioned. No terms should be defined in the curriculum outline  
4           \*\* Areas eliminated should be struck-through on the outline.  
5

6           I.     Introductory general chemistry (outline example)

7           A.     Chemistry

8           B.     Divisions of chemistry

9           1.     Inorganic

10          2.     Organic

11          3.     Biochemistry

12          4.     Embalming chemistry

13          C.     Chemical measurements - metric system

14          1.     Length - meter

15          2.     Volume - liter

16          3.     Mass - kilogram

17          4.     Heat - calorie

18          D.     Matter

19          1.     Properties

20           a)     Physical

21           (1)     State of matter

22           (2)     Solubility

23  
24       III.    Glossary

25  
26       A.     Glossary to begin on separate page from outline. Page numbering for glossary is  
27           to be consecutive with outline. For example, if outline ends on page 12, glossary  
28           is to begin on page 13. Each line of glossary is to be numbered.

29  
30       B.     Heading: The word **GLOSSARY** is to be centered at the top of the page, in all  
31           caps and **bold** text. See example below.

32  
33       C.     Terms must be listed in alphabetical order.

34  
35       D.     Definitions of terms are to be cross-referenced with other outlines or glossaries so  
36           that definitions are consistently used in all outlines, or are at least not  
37           contradictory. For example, if a term is used in embalming and chemistry  
38           outlines, and the term has the same meaning, the definition should be the same in  
39           both glossaries.

40  
41       E.     Terms in the glossary are to be in **bold** print with only the first letter capitalized.  
42           When there is a common synonym for the term it should appear in (parenthesis)  
43           and should be in **bold** text. The definition of synonymous term should appear  
44           only one time for the first term which appears alphabetically.  
45

- 1 F. Each definition should be single spaced and there should be a double space  
2 between each term in the glossary.  
3  
4 G. There should be a space between the (-) and a space after the (-) before the  
5 definition is written.  
6

## 7 CHEMISTRY - GLOSSARY

8  
9 **Adipocere (gravewax)** - a wax-like material produced by saponification of body fat in a  
10 body buried in alkaline soil.  
11

- 12 H. For consistency, when a glossary term or definition is changed, the deleted  
13 statement should be struck-through and not deleted.  
14

### 15 IV. Bibliography

- 16  
17 A. To appear at end of glossary, on a separate page from the glossary.  
18 B. Header: The word **REFERENCES BIBLIOGRAPHY** to be in all caps, in **bold**  
19 text, and centered on the page.  
20 C. Each entry should be in proper American Psychological Association (APA)  
21 format, as referenced in the *Publication manual of the American Psychological*  
22 *Association*.  
23 D. When possible, the ISBN number for each reference should be listed at the end of  
24 each entry.  
25

26 Example:

### 27 REFERENCES BIBLIOGRAPHY

28 Author, A. A. (Year of publication). *Title of work: Capitalize the first letter of the*  
29 *first word of the title and any subtitles.* Publisher city, State: Publisher.  
30 ISBN: As required by the ABFSE  
31

32 Chang, R. (1994). *Chemistry* (5th ed.). New York, NY: McGraw-Hill.  
33 ISBN: 0-07-011003-4  
34

### 35 V. Miscellaneous

- 36  
37 A. The effective date of the outline is to appear on the bottom left of each page. This  
38 date should be the month and year the outline was approved by ABFSE.  
39  
40 B. Each line and each page is to be numbered (see Content Area Review Process  
41 document for example).