

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.

F. Bottom of each page to contain revision date and use statement.

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

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

** No double spacing within the outline (All entries should be single spaced).

** All terms in glossary should be underlined in the outline only the first time mentioned. No terms should be defined in the curriculum outline

** Areas eliminated should be struck-through on the outline.

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- I. Introductory general chemistry (outline example)
 - A. Chemistry
 - B. Divisions of chemistry
 - 4. Inorganic
 - 5. Organic
 - 6. Biochemistry
 - 7. Embalming chemistry
 - C. Chemical measurements - metric system
 - 1. Length - meter
 - 2. Volume - liter
 - 3. Mass - kilogram
 - 4. Heat - calorie
 - D. Matter
 - 1. Properties
 - a. Physical
 - (1) State of matter
 - (2) Solubility
 - (a)
 - (b)

III. Glossary

- A. Glossary to begin on separate page from outline. Page numbering for glossary is to be consecutive with outline. For example, if outline ends on page 12, glossary is to begin on page 13. Each line of glossary is to be numbered.
- B. Heading: The word **GLOSSARY** is to be centered at the top of the page, in all caps and **bold** text. See example below.

CHEMISTRY – GLOSSARY

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

- C. Terms must be listed in alphabetical order.
- D. Definitions of terms are to be cross-referenced with other outlines or glossaries so that definitions are consistently used in all outlines, or are at least not contradictory. For example, if a term is used in embalming and chemistry outlines, and the term has the same meaning, the definition should be the same in both glossaries.
- E. Terms in the glossary are to be in bold print with only the first letter capitalized.

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2 F. When there is a common synonym for the term it should appear in (parenthesis)
3 and should be in bold text.
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5 G. The definition of synonymous term should appear only one time for the first term
6 which appears alphabetically.
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8 H. Each definition should be single spaced and there should be a double space
9 between each term in the glossary.
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11 I. There should be a space between the (-) and a space after the (-) before the
12 definition is written.
13
14 J. For consistency, when a glossary term or definition is changed, the deleted
15 statement should be struck-through and not deleted.
16

17 IV. Bibliography

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19 A. To appear at end of glossary, on a separate page from the glossary.
20 B. Header: The word **BIBLIOGRAPHY** to be in all caps, in **bold** text, and centered
21 on the page.
22 C. Each entry should be in proper American Psychological Association (APA)
23 format, as referenced in the *Publication manual of the American Psychological*
24 *Association*.
25 D. When possible, the ISBN number for each reference should be listed at the end of
26 each entry.
27

28 Example:

29 **BIBLIOGRAPHY**

30
31 Author, A. A. (Year of publication). *Title of work: Capitalize the first letter of the*
32 *first word of the title and any subtitles.* Publisher city, State: Publisher.
33 ISBN: As required by the ABFSE
34

35 Chang, R. (1994). *Chemistry* (5th ed.). New York, NY: McGraw-Hill.
36 ISBN: 0-07-011003-4
37

38 V. Miscellaneous

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40 A. The effective date of the outline is to appear on the bottom left of each page. This
41 date should be the month and year the outline was approved by ABFSE.
42
43 B. Each line and each page is to be numbered (see Content Area Review Process
44 document for example).