Checklist for Authors

Please check the following before submitting your final curriculum. You do not need to submit this checklist.

- I have read and followed the authors' instructions at http://fammedrcr.org/call-for-proposals/instructions-for-authors.
- I have used the PowerPoint (if submitting a PowerPoint presentation) and Word templates and have not changed the fonts (and have not typed in all capital letters).
- I have included the authors' names on the cover slide.
- My facilitator’s guide includes learning objectives, key learning points, step-by-step instructions for teaching the curriculum, the quiz with answer keys and references.
- On my PowerPoint, I have cited my sources in the lower right-hand corners of the slides. These citations include the author’s last name and the year of publication. Complete citations, following AMA style, are in my facilitator’s guide.
- My PowerPoint (if submitting a PowerPoint) begins with learning objectives, then key learning points, and ends with summary slides.
- I own (created, bought or received as a gift) or have received written permission to use all images, tables, and graphs that are in my presentation. I am sending documentation of the permission I received to Ray Biggs at rbiggs@stfm.org or fax: 913-906-6096.