**GUIDELINE FOR COURSEWARE**

**Introduction**

The guideline for the design of the e-note material takes care of the presentation format and content pattern.

1. *Presentation Format*: The e-note materials should adhere to the following format in terms of textual presentation:

* Font Type – Times New Roman
* Font Size – 12points
* Line Spacing between sentence – 1”
* Line Spacing between Paragraphs – 1.5”
* Border Margin – 1” Round
* Document Format – pdf

**Note: Major heading should be in title case while all sub-headings (course outline) should be in sentence case and both in bold format.**

1. *Content Pattern*: The additional work expected of course lecturer are:

* State the course learning objectives
* Present notes for each of the course outline (topic to be taught)
* Create study questions
* List references and
* Recommend books or web document material for further studies.