

GUIDELINE FOR E-NOTE MATERIAL

Introduction

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

A. *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.

B. *Content Pattern*: The content pattern of the e-note should follow the initial course content structure submitted to e-resources@alhikmah.edu.ng. Hence, 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.