The purpose of your synthesizing assignment is to summarize the main lessons you learned from your experience. Your manuscript should reference what is known about a public health topic locally, nationally or globally. Your experience may have involved several public health areas, but it is usually best to focus on one public health topic that was most compelling to you. There is no need to follow any specific structure, but regardless of your approach, you should utilize and cite research literature, policy frameworks, statistics, or other relevant information as background.

- Submit final assignment to Blackboard.
- Be sure that the document filename as follows: Date of submission (MMDDYY), underscore, name (first initial, last name), underscore, “AE_SA.” Example: 051510_kpuccetti_AE_SA.

Page Limits
The body of your manuscript should be eight to ten pages, excluding your cover page, references, charts, tables, and figures. Cover page goes on top, others may be included as addenda.

Format
Use Arial 11 or 12 point, black font color.
Use 1.5 or double spacing
Use standard paper size (8 ½” x 11).
Use at least one-half inch margins (top, bottom, left, and right) for all pages.
Put the words “Synthesizing Assignment” and the page numbers in the footer.

In General
Use English and avoid jargon.
If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter. Same for any acronyms.

Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes
You may use a smaller type size – readily legible.
Color can be used in figures; however, clear and legible.
Pictures should be sized for documents, no more than 1024x768.

References
You are responsible for the accuracy and completeness of your references and for correct text citation.
Number references in the order they appear in the text; do not alphabetize. In text, tables, and legends, identify references with superscript Arabic numerals.
List all authors and/or editors up to 6; if more than 6, list the first 3 followed by “et al.” Note: Journal references should include the issue number in parentheses after the volume number.
For quick reference: http://www4.samford.edu/schools/pharmacy/dic/amaquickref07.pdf

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