

UC Santa Barbara

Guide to the Geographic Approach

Title

Guide to the Geographic Approach Supplemental Teaching Materials Template for Instructors

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<https://escholarship.org/uc/item/7nc399vp>

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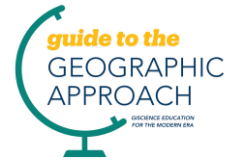
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Module Title

S#. Supplemental Material Title

Created Month Year; Last Updated Month Year



- Update the header **Module Title** and Month Year information
- Title the supplement using S#. Supplement Title
- Delete all italicized and greyed guidelines when the script is complete.
- Replace italicized and blue-highlighted text with appropriate text

S1. Supplemental Material Title

<< Insert the supplemental material here. >>

General Guidelines

- Use the Aptos font at size 11 for main body text
- Grammatically, the voice should be in second person not first person plural (e.g., 'You will work through the module,' not 'We will work through the module')
- Grammatically, do not use conjunctions like you'll, we'll, it's, etc. Instead, spell these out 'You will do x, y, and z'. (In videos, it is fine to use conjunctions).
- Refrain from referencing relative time to extend the longevity of the materials (e.g., do not say 'last year, the IPCC released their report on climate change.' Instead say, 'In the IPCC report on climate change released in 2024...')
- If an image is used, provide Alternative (Alt) Text for the image. Alt Text is a brief text description of images and graphics, and is an essential part of making content accessible.
 - Keep it short, usually 1-2 sentences. Don't overthink it.
 - Consider key elements of why you chose this image, instead of describing every little detail.
 - No need to say "image of" or "picture of." But, do say if it's a logo, illustration, painting, or cartoon.
 - Don't duplicate text that's adjacent in the document or website