POGIL™

The POGIL Project
Publication Guidelines

Publication Submission Checklist

IN ORDER TO be published, you are required to review each item below before submitting your documents to The POGIL Project. If you fail to comply with the Production Guidelines, your publication will not be sent for print production.

☐ Page size is **8.5" x 11"** with **Portrait** orientation.

Document margins are as follows; (See page 5)
    ☐ Header & Footer: **0.55"**
    ☐ Top & Bottom: **1.0"**
    ☐ Left & Right: **0.55"**

☐ Tabs are set to **0.25"** (See page 5)

The POGIL Project Copyright logo centered in the footer of the following sections; (See page 7)

REQUIRED	**OPTIONAL**
☐ Title Page	☐ First page of EACH Facilitation Guide
☐ Each page of Front Matter	☐ Description of Student Roles
☐ First page of the Table of Contents	☐ First page of EACH Appendix
☐ First page of EACH Activity	☐ First page of References & Credits

☐ All images are **BLACK & WHITE** or **GRAYSCALE** with high resolution. (See page 11)

☐ Use of **APPROVED** fonts families (Please read page 3 & 4 for Typography & Compliance).

☐ In general, each Activity should begin on the right-hand side. (See example on page 9.)

☐ Activity Name and Page Number are on each Activity page. (See page 6)

PROOFREAD entire document.
    ☐ Check spelling
    ☐ Remove additional spacing
    ☐ Consistent formating

☐ Remove crop marks (if any).

☐ PDF file is CRC (Camera Ready Copy), Print-Optimized PDF with fonts embedded.

☐ PDF file size should **NOT** exceed 25MB.

Typography & Compliance

Wiley recently rolled out a global font policy for all material created and distributed by Wiley and its subsidiaries. All newly created print and PDF-based material need to use fonts within the Adobe Font Folio 11 collection or approved open-source fonts. For digital needs outside of PDF embedding, use only approved open-source fonts.

The list of approved fonts is available for download on The POGIL Project website at https://pogil.org/resources/for-pogil-authors OR click here for immediate download.

- The first tab of this spreadsheet identifies fonts within the Adobe Font Folio 11 collection. The fonts highlighted in green are approved for editable embedding in PDFs. All other fonts are restricted to Preview & Print embedding (as a subset) in PDFs.

- The second tab of the spreadsheet lists approved open-source fonts. Information on where to freely download each of these fonts is provided in the "Source" column. The list of open-source fonts will continue to grow as Wiley's Legal team approves additional fonts.

- The third tab identifies the location of each open-source license. Refer to these licenses for rules and copyright information for these open-source fonts.

- For titles that require math glyphs, please use the STIX font family listed on the approved open-source fonts list. This Unicode font family was developed as a comprehensive set of mathematical symbols and alphabets. The STIX font family is also available in a format compatible with LaTeX. Projects created in MathType pose an exception since this program does not currently support Unicode fonts. For MathType-generated projects, please use the approved fonts listed on the fourth tab of the spreadsheet—MathType fonts.

REMEMBER: Never send font files to Wiley. The font lists you provide to your Wiley contact person need to list all the fonts used in your project (and only the fonts used in your project). Also, the font names always need to be listed using the PostScript file name.

The vendors' responsibility is to ensure that you always use the exact fonts specified by Wiley; to report accurately on the fonts used (as previously instructed); and to query if you believe any are non-compliant. Also, you must ensure you have the required licensing in place for all the fonts that you use.

Thank you in advance for your cooperation and compliance.

John Wiley & Sons and The POGIL Project

RECOMMENDED TYPEFACES

Frutiger LT Std (heading)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

45 Light *46 Italic*

55 Roman *56 Italic*

65 Bold *66 Italic*

75 Black *76 Italic*

Purchase fonts at www.myfonts.com/fonts/linotype/frutiger/.

Adobe Caslon Pro (body copy)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Regular *Italic*

Semibold *Italic*

Bold *Italic*

Purchase fonts at www.myfonts.com/fonts/adobe/caslon/.

ALTERNATE TYPEFACES

Helvetica LT Std (heading)
ABCDEFGHIJKLMN
OPQRSTUVWXYZ
0123456789

Times New Roman (body copy)
ABCDEFGHIJKLMN
OPQRSTUVWXYZ
0123456789

Document Settings

Set document page size to **8.5" x 11"** with **Portrait** orientation.

Set document margins to the following;
    Header & Footer: **0.55"**
    Top & Bottom: **1.0"**
    Left & Right: **0.55"**

    NOTE: Anything in the margins **WILL NOT** be printed.

Set tabs to **0.25"**.

0.55"   **Student Activity: Sample Page**   **0.55"**

1.0"   **0.55" Header**

Activity 00   Activity Name   **1**

Activity Name
Lorem ipsum dolor sit amet, consectetur adipiscing elit?

Model 1: Model Name

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas sagittis sapien at nibh hendrerit accumsan. Etiam at dolor nisl. Morbi ut ornare ante. Aenean vel posuere mi. Mauris lacinia magna et sollicitudin fringilla.

**IMAGE
CHART
TABLE
GRAPH**

Image Name, Author's Name, Copyright © 0000

Critical Thinking Questions

1. Sed porta lorem viverra sem maximus aliquot?

2. Nunc erat justo, rutrum in diam eget, malesuada viverra urna. Mauris ac commodo est?

0.25" tabs

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1.0"   **0.55" Footer**

The header of each page should follow the following format;

**Frutiger LT Std
65 Bold
12pt**

Odd Pages (aligned right)

Activity 00   Activity Name   **1**

Activity Name
Lorem ipsum dolor sit amet, consectetur adipiscing elit?

Model 1: Model Name

Frutiger LT Std
55 Roman
12pt

Even Pages (aligned left)

2 Activity 00   Activity Name

3. Morbi elementum lacinia justo, malesuada feugiat orci egestas id. Nunc et magna egestas magna placerat tempus. Suspendisse potenti?

   a.) Pellentesque ullamcorper neque sit amet felis elementum, sed placerat felis vulputate.

The POGIL Project Copyright logo is centered in the footer of the following sections;

REQUIRED

☐ Title Page
☐ Each page of Front Matter
☐ First page of the Table of Contents
☐ First page of EACH Activity

OPTIONAL

☐ First page of EACH Facilitation Guide
☐ Description of Student Roles
☐ First page of EACH Appendix
☐ First page of References & Credits

Contact Marcy Dubroff mdubroff@fandm.edu for the current logo.

Footer

The Instructor's Guide should always include the Student Activity Book page numbers for reference while teaching.

Instructor's Guide: Sample Page

Table of Contents

Activity	Topic	Student	Instructor
	Section Name		
Activity 1	Activity Name	1	1
Activity 2	Activity Name	1	1
Activity 3	Activity Name	1	1
Activity 4	Activity Name	1	1
	Section Name		
Activity 1	Activity Name	1	1
Activity 2	Activity Name	1	1
Activity 3	Activity Name	1	1
Activity 4	Activity Name	1	1
	Section Name		
Activity 1	Activity Name	1	1
Activity 2	Activity Name	1	1
Activity 3	Activity Name	1	1
Activity 4	Activity Name	1	1
	Section Name		
Activity 1	Activity Name	1	1
Activity 2	Activity Name	1	1
Activity 3	Activity Name	1	1
Activity 4	Activity Name	1	1
	Section Name		
Activity 1	Activity Name	1	1
Activity 2	Activity Name	1	1
Activity 3	Activity Name	1	1
Activity 4	Activity Name	1	1
	Section Name		
Activity 1	Activity Name	1	1
Activity 2	Activity Name	1	1

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The Table of Contents **DOES NOT** get a header.
The Table of Contents **DOES** get a footer.

Student Activity Book: Sample Page

Table of Contents

Activity	Topic	Page
	Section Name	
Activity 1	Activity Name	1
Activity 2	Activity Name	1
Activity 3	Activity Name	1
Activity 4	Activity Name	1
	Section Name	
Activity 1	Activity Name	1
Activity 2	Activity Name	1
Activity 3	Activity Name	1
Activity 4	Activity Name	1
	Section Name	
Activity 1	Activity Name	1
Activity 2	Activity Name	1
Activity 3	Activity Name	1
Activity 4	Activity Name	1
	Section Name	
Activity 1	Activity Name	1
Activity 2	Activity Name	1
Activity 3	Activity Name	1
Activity 4	Activity Name	1
	Section Name	
Activity 1	Activity Name	1
Activity 2	Activity Name	1
Activity 3	Activity Name	1
Activity 4	Activity Name	1
	Section Name	
Activity 1	Activity Name	1
Activity 2	Activity Name	1

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Activity Page Layout

In general, each Activity should begin on the right-hand side.
Add blank pages if needed.

Instructor's Guide: Sample Page

Activity Name — Frutiger LT Std 65 Bold, 24pt

Lorem ipsum dolor sit amet, consectetur adipiscing elit? — Frutiger LT Std 55 Roman, 12pt

Model 1: Model Name — Frutiger LT Std 65 Bold, 16pt

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas sagittis sapien at nibh hendrerit accumsan. Etiam at dolor nisl. Morbi ut ornare ante. Aenean vel posuere mi. Mauris lacinia magna et sollicitudin fringilla. — Adobe Caslon Pro, 14pt

**IMAGE
CHART
TABLE
GRAPH**

Image Name, Author's Name, Copyright © 0000 — Adobe Caslon Pro Italic, 9pt

Critical Thinking Questions — Frutiger LT Std 65 Bold, 16pt

1. Sed porta lorem viverra sem maximus aliquot? — Adobe Caslon Pro, 14pt

   Nulla sit amet ultricies justo. Nunc ultricies nec est at tincidunt. Nam tristique, lorem quis aliquet interdum, ex neque consequat libero, sit amet ultrices tortor dolor eu nibh. — Adobe Caslon Pro Italic, 14pt

2. Nunc erat justo, rutrum in diam eget, malesuada viverra urna. Mauris ac commodo est?

   Aenean id pharetra libero.

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Activity Page Layout

Maintain the same distance between questions for both the Instructor's Guide and Student Activity Book.

Instructor's Guide (with answers): Sample Page

4 **Activity 00**   Activity Name

3. Morbi elementum lacinia justo, malesuada feugiat orci egestas id. Nunc et magna egestas magna placerat tempus. Suspendisse potenti?

a.) Pellentesque ullamcorper neque sit amet felis elementum, sed placerat felis vulputate.

Donec congue at purus at porttitor.

b.) Fusce egestas felis eu enim tempus dapibus.

Nunc varius, velit nec efficitur facilisis, tortor lectus tincidunt tortor.

c.) Aliquam erat volutpat.

Et dapibus ipsum enim eget tortor.

Application

4. Sed porta lorem viverra sem maximus aliquot?

Nulla sit amet ultrices justo. Nunc ultricies nec est at tincidunt. Nam tristique, lorem quis aliquet interdum, ex neque consequat libero, sit amet ultrices tortor dolor eu nibh.

5. Nunc erat justo, rutrum in diam eget, malesuada viverra urna. Mauris ac commodo est?

Aenean id pharetra libero.

Student Activity Book (without answers): Sample Page

2 **Activity 00**   Activity Name

3. Morbi elementum lacinia justo, malesuada feugiat orci egestas id. Nunc et magna egestas magna placerat tempus. Suspendisse potenti?

a.) Pellentesque ullamcorper neque sit amet felis elementum, sed placerat felis vulputate.

b.) Fusce egestas felis eu enim tempus dapibus.

c.) Aliquam erat volutpat.

Application

4. Sed porta lorem viverra sem maximus aliquot?

5. Nunc erat justo, rutrum in diam eget, malesuada viverra urna. Mauris ac commodo est?

All images should be **BLACK & WHITE** or **GRAYSCALE** with high resolution.

Include Image Credit under image as needed.

Contact Marcy Dubroff mdubroff@fandm.edu to receive permission for color images.

Student Activity: Sample Page

Activity 00 Activity Name **1**

Activity Name

Lorem ipsum dolor sit amet, consectetur adipiscing elit?

Model 1: Model Name

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas sagittis sapien at nibh hendrerit accumsan. Etiam at dolor nisl. Morbi ut ornare ante. Aenean vel posuere mi. Mauris lacinia magna et sollicitudin fringilla.

**IMAGE
CHART
TABLE
GRAPH**

Image Name, Author's Name, Copyright © 0000

*Adobe Caslon Pro
Italic
9pt*