Checklist when Editing a TG Manuscript

Checklist for Every Module

- Make sure to name the file correctly with the M##_#####_TG (ex. M01_22101_TG).
- If you come across a statement that mentions the Cornerstone magazine, make sure to remove it and replace with: “Our website, www.nccer.org, has information on the latest product releases and training.”
  - Make sure websites are styled as ph.xref but note that it also needs to be bolded in the PDF, specifically NCCER website references in the Industry Recognized Credential section and on the copyright page.
- Make sure the copyright date is correct.
- Check for ISD alignment throughout
- Make sure the address for Pearson is correct as in the following sentences. Copyright © 2021 by NCCER, Alachua, FL 32615, and published by Pearson Education, Inc., or its affiliates, 221 River Street, Hoboken, NJ 07030. All rights reserved.
- Make sure the version number is correct.
  - Version number should end with .0 (ex. 26101 V10.0)
  - Bold and italicize in the TG PDF
- Make sure that “Core Curriculum” does NOT appear anywhere. It should be written as “Core” ONLY.
- Make sure objective numbers and sub-objective letters are styled correctly.
- Whether there is one objective or multiple objectives, the heading should say “Objectives.”
- The entire list of objectives and sub-objectives is presented at the beginning of the TG module. This list should be introduced in the text with the following statement:
  
  Successful completion of this module prepares you to do the following:

- Make sure the heading says “Performance Task” if there is only one task and “Performance Tasks” if there are multiple tasks.
- The entire list of Performance Tasks is presented at the beginning of the TG module, following the objectives. This list should be introduced in the text with the statement:
  
  Under supervision, you should be able to do the following:

- If a knowledge-based module has no Performance Tasks, use the following statement in place of the Performance Tasks:
  
  This is a knowledge-based module. There are no Performance Tasks.

- For trade terms, make sure the heading says “Trade Terms” unless there is only one trade term for that section then it should say “Trade Term.”
• When trade terms are listed at the beginning and end of the module, make sure if a word is continued to the next line, it is indented to make it clear that it is part of the trade term above it.


• Make sure that in “Industry Recognized Credentials” the *correct* module is referenced.

• Make sure the “Industry Recognized Credentials” section is not indented.

• In the beginning of the module and in the Industry Recognized Credentials, make sure the country code in the phone number is included.

• Trainees with successful module completions may be eligible for credentialing through the NCCER Registry. To learn more, go to [www.nccer.org](http://www.nccer.org) or contact us at 1.888.622.3720. Our website, [www.nccer.org](http://www.nccer.org), has information on the latest product releases and training.

  Your feedback is welcome. You may email your comments to [curriculum@nccer.org](mailto:curriculum@nccer.org), send general comments and inquiries to [info@nccer.org](mailto:info@nccer.org), or fill in the User Update form at the back of this module.

  This information is general in nature and intended for training purposes only. Actual performance of activities described in this manual requires compliance with all applicable operating, service, maintenance, and safety procedures under the direction of qualified personnel. References in this manual to patented or proprietary devices do not constitute a recommendation of their use.

**Industry Recognized Credentials**

If you are training through an NCCER-accredited sponsor, you may be eligible for credentials from NCCER’s Registry. The ID number for this module is 33401. Note that this module may have been used in other NCCER curricula and may apply to other level completions. Contact NCCER’s Registry at 1.888.622.3720 or go to [www.nccer.org](http://www.nccer.org) for more information.

• Make sure the second paragraph is present in the "Industry Recognized Credentials" section.

**Industry Recognized Credentials**

If you are training through an NCCER-accredited sponsor, you may be eligible for credentials from NCCER’s Registry. The ID number for this module is 15104. Note that this module may have been used in other NCCER curricula and may apply to other level completions. Contact NCCER’s Registry at 1.888.622.3720 or go to [www.nccer.org](http://www.nccer.org) for more information.

  You can also show off your industry-recognized credentials online with NCCER’s digital badges. Transform your knowledge, skills, and achievements into badges that you can share across social media platforms, send to your network, and add to your resume. For more information, visit [www.nccer.org](http://www.nccer.org).

• Figure and Table references use *EN*-spaces
  
  o (e.g. Figure 1 Hand Clamps)
  
  o (e.g. Table 2 Common Metal Drilling Speeds (HSS Drill Bits))

• Section number headings and section review headings use *EM*-spaces
  
  o (e.g. 1.2.0 Conveyor Belt Cutters)
  
  o (e.g. 1.0.0 Section Review)

**Note:** if the auto-numbering template is used, you won't have to worry about section number(review headings).
You can insert en- and em-spaces in Word by going to [Insert] > [Advanced Symbol] > Then select [En-Space] or [Em-Space].

- Make sure the first paragraph of each section is not indented.
  - The following paragraphs need to be indented and styled as section para.
- Make sure images come after the figures are referenced in the text.
- Make sure the image matches the figure caption.
- Make sure the image tag in the manuscript matches the image file name.
- Make sure trade terms come in styled correctly.
  - Each trade term needs to be consistent in all references throughout the module (plural versus singular), such as the Trade Terms list, trade term definitions within the section, trade terms when first referenced in the text and Trade Terms Introduced in This Module section at the end of the module. For Level One mods, the Trade Term Quiz question and answer options should match as well.
  - Make sure that trade terms are mentioned in the Trade Terms list, has a definition in the specific section its mentioned, is styled as a trade term on first reference, and has a definition in the Trade Terms Introduced in This Module.
- Make sure Section Review questions are styled correctly and titled correctly (ex. 1.0.0 Section Review).
  - Make sure Section Reference and Objective Reference are correct and come from the stated section.
- Make sure there is a Trade Terms Quiz in Level One modules.
- For Trade Term Quizzes, this is the necessary wording:
  Fill in the blank with the correct term learned from your study of this module.
- Make sure that Trade Terms Introduced in This Module come after the Cornerstone of Craftsmanship.
- For Review Questions and Section Review questions, make sure the referenced figures come before the question stems.
- In Review Questions and Section Review questions, italicize key words such as: not, cannot, true, best, most, least, maximum, minimum, must, except, etc. for emphasis.
- In the Cornerstone of Craftsmanship, make sure that one of the statements says: "Tell us about your current job." If it says present, make sure to change it to current.

• Tell us about your current job. ¶

Currently, I’m the Technical Services Manager at FLSmith Inc (formerly Phillips Kiln Services). I’ve been with the company for over 30 years, and I’ve held many jobs from Field Engineer to Director of Repair Services. I’m nearing retirement and currently focus on developing training and providing technical support. ¶

• Additional Resources should be introduced with the following statement:
  "This module presents thorough resources for task training. The following reference material is suggested for further study.”
• When mentioning editions in Additional Resources use the number (ex. 2nd Edition, 3rd Edition, etc.).
  o Make sure if the most recent edition is referenced to use Latest Edition.
  o Do not use Current Edition.
  o If the hyperlink is at the end of a sentence, a period is needed at the end of the hyperlink. (See the screenshot below.)

Additional Resources

This module presents thorough resources for task training. The following reference material is suggested for further study.


The Fiber Optic Association website (www.thefoa.org) contains a variety of information and links for fiber optic equipment, cables, and termination procedures.

OSHA guidelines on laser hazards can be found at: www.osha.gov.

Things to Look Out For

• For Tables or Figures that are split into multiple parts due to size, each part should be labeled with a letter and the caption should have a number indicating which part it is. (See the screenshot below.)

Table 1A Summary of Hazardous Atmospheres (1 of 2)

Table 1B Summary of Hazardous Atmospheres (2 of 2)

• When suffixes such as -nd, -rd or -th are used, make sure they are not superscript. (See the screenshot below.)

Figure 30 shows an electrician making an adjustment to an outdoor lighting fixture while hanging out of a 15th-story window. For extra protection, he is attached to two lanyards on two separate D-rings. The lanyard attached to the back of his harness is used to provide primary fall protection, while the positioning lanyard attached to his waist is used to hold him in place as he completes the task.

• Use the following convention for mixed numbers and mixed dimensions (measurements with feet and inches):

  Feet-Inches
• TG & Exam: 3'-6"

**Mixed Fractions**

• TG: 3½
• Exam: 3 ½ (*Include a space between whole number and fraction*)

**Mixed Dimensions & Mixed Fractions**

• TG: 3'-6½"
• Exam: 3'-6 ½" (*Include a space between whole number and fraction*)

- Look out for missing superscripts, such as registered trademark symbols.
- Make sure all inch and foot marks are straight rather than curved.
  - Avoid spelling out inches and feet, instead use " and ' marks.
  - When referencing squared inches, make sure to use in² with no period.
- Degree symbols are OK if it contextually makes sense but are not needed.
  - Use the degree symbol (°) for temperature, no spaces between the number, the symbol, and the unit. (*Note: for Kelvins, use a space instead of a degree symbol.*)
    - Example: 23°F and 23°C
  - When referring to an angle in a sentence, write out degree (*except* in math modules).
    - Example: 45-degree angle
- Do not use periods with US.

**United States vs US**

United States should be spelled out when it is used as a noun. Example:

The United States is expected to have 20 percent of its power generated from wind by 2030.

US (without periods) should appear in references as an adjective. Example:

The US Department of Energy maintains statistics related to renewable energy sources.

- Periods and commas ALWAYS go inside quotation marks (even in the titles of things).
- Make sure to spell out the word percent instead of using the percent symbol (%)…*in most cases.*
  - Use the percent sign (%) in mathematical or scientific contexts; when used in narrative text, write out percent.
- If a range is used with the percent symbol, use the word “to” rather than a hyphen to show the range (ex. 10% to 15%, not 10%–15%).
- Make sure to spell out pounds unless it is math or another exception, in that case, abbreviate as lb.
- Make sure numbers one through nine are spelled out; numerals are used for numbers 10 and higher. However, be consistent in any given sentence.
  - Example: I have 9 hammers and 11 nails.
- Make sure numbers come before BC and numbers come after AD.
• Example: 100 BC and AD 100

• Ratios should be listed as “2:9”

• Make sure bulleted lists are styled correctly, especially the spacing before and after the list.
  o If there is an italic heading of a bullet with a dash that comes before the subsequent text, make sure an em-dash (—) is used with spaces around it.

• Do not put spaces around an em-dash (—) when used in a sentence.

**Code Notes**

Modules that mention the following NFPA Standards require a code note because the standards are registered trademarks:

- NFPA 70
- NFPA 70E
- NFPA 72
- NFPA 101
- NFPA 1600
- NFPA 5000

Always check with the project team to find out the exact wording and punctuation of the note NFPA is requiring. [Click here](#) for a list of NFPA Codes and Standards.

**Special Note for Electrical:**

- Make sure to include *NEC Note* if *National Electrical Code* is referenced in the module.
- Make sure it is styled as a Note.
- NFPA is not italicized.

**Special Note for Concrete:**

- Make sure there is a Note that says the following:
  “This curriculum provides the opportunity to earn interim credentials, which offer multiple training pathways in a specific occupational area of concrete construction.”
- Make sure it is styled as a Note.

**Special Note for EST:**

- Make sure to include the NFPA/NEC Note (the same one used in Electrical).
- Make sure it is styled as a Note.
- NFPA is not italicized.
- There should be a hyphen for RG-# (Example: RG-6).
- # space AWG (Example: 24 AWG)
- RJ-31X
• If any NFPA articles or titles are mentioned, make sure they are italicized and not styled as ph.phrase.

**Special Note for Sprinkler Fitting:**

• The boilerplate text regarding Badging will be placed in the front of each module in the Industry Recognized Credentials as follows:
  
  You can also show off your industry-recognized credentials online with NCCER’s digital badges. Transform your knowledge, skills, and achievements into badges that you can share across social media platforms, send to your network, and add to your resume. For more information, visit [www.nccer.org](http://www.nccer.org).

• Code references will by styled as ph.phrase, but it will be a dark red color instead of the typical green color for NEC code references.

• NFPA 13

• See the Sprinkler Fitting 2021 Editorial Notes for reference.

• Copyright statement is a little different than normal:
  
  Copyright © 2021 by NCCER, Alachua, FL 32615, and American Fire Sprinkler Association (AFSA), Dallas, Texas 75251, and published by Pearson Education, Inc., or its affiliates, 221 River Street, Hoboken, NJ 07030. All rights reserved.

**Special Note for Millwright L1:**

• In the "Additional Resources," make sure that there are no periods after web addresses. **Note that periods usually come after but will not in this particular craft.**

### Additional Resources

This module presents thorough resources for task training. The following reference material is suggested for further study.


NCCER’s Build Your Future initiative ([www.byf.org](http://www.byf.org)) aims to be the catalyst for recruiting the next generation of craft professionals. The initiative works to equip industry and education with the resources needed to effectively reach students, educate them about the industry, and promote careers in construction. The site’s offerings include a craft labor demand map, interactive construction career path, and a blog targeted to industry and students.

The *O*’NET Resource Center, the nation’s primary source of occupational information. [www.onetcenter.org/](http://www.onetcenter.org/)
