

February 17<sup>th</sup>, 2011

Dear professor,

We in the coursepacks department are providing you with a table of contents template for your convenience. We are doing so for a variety of reasons. Firstly, we wish to aid you in any way possible in your coursepack creation. In no way are you obliged to use this template but we feel that consistency amongst all the coursepacks might well serve the students. Furthermore, I have structured the template in standard Chicago formatting. Remember, university students are often still uncertain on how to properly cite the works they encounter and commonly model their own bibliography on the citations used by their professors in their syllabus or coursepacks. By consistently using proper citations, professors have one more tool to teach by example.

Do note that you can put a plethora of information in your table of contents, not just the texts included. It allows for class dates and titles, as well as important events such as Quizzes or exams. By emboldening or underlining text, you can differentiate what students will find in the coursepack, and what is to be found in other formats such as required textbooks or online.

We in the coursepacks department are always open to new ways to facilitate the creation process for professors and to create better products. If you have any recommendations feel free to let us know. It is greatly appreciated. Should you ever have any questions or comments please stop by and see us at LB018 or e-mail us at [coursepacks@concordia.ca](mailto:coursepacks@concordia.ca).

Thank you,

*Jennifer Carlson*

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**Course title, code**

Your name

Your contact information – e-mail, phone, office

Your office hours

Class meeting time

Any other pertinent information

**Table of Contents**

January 17: Class title/topic

Course Syllabus (you can include it in the coursepack for your students' convenience)

January 19: Class title/topic

Author of article. "Article one title," *Journal title vol.* (1998), pp. 23-45.

January 24: Class title/topic

Author of Book. "Chapter Title," Book Title (2004), pp. 45-67. Notes pp. 104-106.

**ONLINE** "Website article," Website Name, www. Webaddress.com

January 26: Class title/topic

**TEXTBOOK** - Author of Book. "Chapter 1," Book Title (2008), pp. 12-28.

Author of article. "Article two title," *Journal title vol.* (2010), pp. 78-108.

January 31 : Class title/topic

Author of article. "Article three title," *Journal title vol.* (2009), pp. 106-135.

**TEXTBOOK** - Author of Book. "Chapter 2," Book Title (2008), pp. 30-46.

Author of Book. "Chapter Title," Book Title (2004), pp. 92-127.

February 2 : Class title/topic

**QUIZ #1 – 5% of final grade.**

Author of article. "Article four title," *Journal title vol.* (1992), pp. 256-278.

**ONLINE** "Table of Contents," Wikipedia, [http://en.wikipedia.org/wiki/Table\\_of\\_contents](http://en.wikipedia.org/wiki/Table_of_contents)