

**Draft Template for CMHDA CSOC/ASOC
TAY Subcommittee Chapters
November 16, 2010**

Total pages, including references, should not exceed fifteen.

1. Title: Major Category or Domain: Specific Topic/Sub-topic

- a. Example: TAY Housing: Transitional-Housing on the Path to Self-Sufficiency

2. Grammar and Organization:

- a. Jargon and Acronyms, if used should be clearly defined and consistent
- b. Use bold and/or underlining to separate subtopic areas; sub-topic areas should have headings consistent with the content there under.

3. Overview or Introductory section of Chapter:

- a. Describe the purpose of the chapter (in the context of these chapters being part of a Resource Directory)
- b. Describe how the chapter is organized; e.g. chapter outline
- c. Briefly summarize how research is used to frame the sub-topic
- d. Describe in a statement the issues and challenges related to the topic being addressed; e.g. provide a background of the issue;
- e. If presenting anecdotal information; state why it is included and how it supports the assertions made in the chapter's content;
- f. Refrain from using the term "I" as it suggests the content is based on autobiographical or personal opinion rather than have a valid research basis. Clearly state the facts supporting the assertions in the chapter and provide the references
- g. Indicate the target audience for the information presented in the chapter; and how they might use the information presented.

4. Tables and Graphs:

- a. Useful, but only, when explained in the context of the chapter sub-topics

- b. Level of complexity must be consistent with the target population using chapter as a resource
- c. Narrative description should accompany them

5. Body of Document:

- a. Organized in a manner to allow the document's information stream to flow in a manner that makes sense e.g. support the sub-topics
- b. Summarize document at the end, in a way that demonstrates that the points mentioned in the overview have been covered.

6. Acknowledgements:

- a. As appropriate provide acknowledgement e.g. if cited a program or population that helped formulate the topic/sub-topic information then add that. Example: the youth who are members of the ACME Drop-In Center who through their struggles.

7. References:

- a. Provide all references