

STYLE SHEET

Project: *The Fourth Grade Teacher's Guide to AI: Lesson Plans Designed to Teach Your Students to Think for Themselves While Using GenAI*

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Primary Style Guide: Chicago Manual of Style, 17th Edition

Citation Style: MLA 9th Edition

Target Audience: Elementary school teachers, specifically fourth-grade educators

GENERAL FORMATTING

Voice & Point of View:

- Maintain consistent second-person perspective ("you," "your") when addressing teachers
- Use "students" or "fourth graders" (not "kids" or "children") when referring to pupils
- Maintain professional but accessible tone throughout

Numbers:

- Spell out numbers zero through one hundred
- Spell out round hundreds and thousands (two hundred, three thousand)
- Use numerals for precise measurements, statistics, and ages
- For ranges, use en dashes (8–10), not hyphens
- Write "9–10-year-olds" (with en dash between numbers and hyphen before "year")
- Spell out "percent" in text; use % symbol only in tables or technical contexts
- Ages: 8-year-old (hyphenated as adjective); the child is 8 years old (not hyphenated as noun)

Punctuation:

- Use serial/Oxford comma in all lists: "creativity, critical thinking, and problem-solving"
- Use one space after periods, not two
- Em dashes without spaces—like this—for breaks in thought
- Ellipses with spaces between periods (. . .) per CMOS, not closed up (...)
- Apostrophes: no apostrophes in plural nouns (networks, not network's)

Capitalization:

- Use headline-style capitalization for all headings and subheadings
- Capitalize "Chapter" when referring to specific chapter ("as explained in Chapter 3")
- Do not capitalize general educational terms (classroom, curriculum, lesson plan)
- Capitalize specific educational models or programs (Montessori, STEAM)

Hyphenation & Compound Terms:

- "Artificial intelligence" (not hyphenated as noun)
 - "AI-powered tools" (hyphenated as adjective)
 - "Age-appropriate" (always hyphenated)
 - "Fourth-grade teacher" (hyphenated as compound modifier)
 - "Fourth grade" (no hyphen when used as noun: "teaches fourth grade")
 - "Generative AI" (no hyphen)
 - Use "reassess" not "re-assess"
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TERMINOLOGY & USAGE

Preferred Terms:

- "Artificial intelligence" (spell out on first use in each chapter, then "AI")
- "Generative AI" (not "GenAI" except in title)
- "Fourth-grade students" (not "4th grade students")
- "Large language models" (spell out, do not abbreviate as LLM)
- "Lesson plans" (two words, not "lessonplans")
- "Critical thinking skills" (not "critical-thinking skills")
- "Problem-solving abilities" (hyphenated before noun)

Avoid Terms:

- "Computer brain" (use "AI model" or "AI system" instead)
- "Robotic thinking" (use "computational thinking" instead)
- "Smart technology" (use "intelligent technology" instead)
- "Digital natives" (use "students familiar with technology" instead)

Consistent Phrases:

- "Develop independent thinking" (not "create independent thinking")

- "Integrate AI concepts" (not "incorporate AI concepts")
 - "Navigate ethical considerations" (not "handle ethical issues")
 - "Age-appropriate explanations" (not "kid-friendly explanations")
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CITATIONS & REFERENCES

In-text Citations (MLA):

- Author's last name and page number without comma: (Smith 45)
- For works without page numbers: (Martinez)
- No "p." or "pg." before page numbers
- For multiple sources, separate with semicolons: (Smith 45; Jones 23)

Works Cited Format:

- Book: Last name, First name. *Title of Book*. Publisher, Publication date.
- Journal article: Last name, First name. "Title of Article." *Journal Name*, vol. #, no. #, Date, pp. #-#.
- Website: Last name, First name. "Title of Page." *Site Name*, Date, URL.

Formatting:

- Italicize book and journal titles (*Mindstorms*)
- Use quotation marks for articles and chapters ("Teaching AI Ethics")
- Double-space the Works Cited page with hanging indents

DOCUMENT STRUCTURE

Chapter Organization:

- Introduction begins each chapter (no heading needed)
- Use Level 1 headings for main sections (Heading)
- Use Level 2 headings for subsections (Subheading)
- End each chapter with "Chapter Summary" and "Looking Ahead" sections

Lists:

- Use bullet points for conceptual lists
- Use numbered lists for sequential steps or prioritized items
- End each bullet/list item with a period if items are complete sentences

- Use semicolons between list items if list contains internal punctuation

Callout Boxes:

- "Teacher Tip" boxes for practical classroom advice
 - "Research Note" boxes for relevant educational research
 - "Classroom Example" boxes for real-world applications
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SPECIAL NOTES & EXCEPTIONS

- First mention of AI tools should include brief description (e.g., "ChatGPT, a generative AI tool,...")
 - Maintain balanced perspective on AI (neither overly enthusiastic nor fearful)
 - Case studies should use pseudonyms for students (note this in introduction)
 - Explain technical terms at first use in each chapter
 - Include reminder about school district policies regarding AI tools in relevant sections
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