**Title:** Catchy informative title

**Author:** Name, Credentials

**Purpose**

One sentence purpose statement. The purpose should focus on why clinical educators need the information in the piece.

**Learning Objective(s)**

Minimum of one learning objective maximum of three learning objectives. Each learning objectives should start with a learning verb.

**Body**

The tone of the piece should be casual and engaging but also well-referenced. Please include first person experiences and anecdotes, when possible.

Authors are encouraged to include videos, pictures, charts, links to podcasts, etc to make their piece as engaging as possible. Please include digital assets you want to use (or links to them), we will work on either recreating graphics, or finding similar pictures. We encourage you to find pictures on stock.adobe.com and link to them, we will license them for use in the newsletter.

Include exercises or interactive components when appropriate.

**Subheading**

Provide subheadings to break up the piece into manageable chunks and to guide the reader.

(1) use brackets for intext citations.

**References**

(1) AMA Style, please include links to the resources. (Hint: PubMed will format citations in AMA style for you to copy and paste).

**Preceptor Final Checklist**

500 – 1400 words.

Written for the clinical faculty audience.

Purpose is clearly relevant to clinical educators and includes the topic and why it is important for clinical educators, and, when possible, how to best use the information provided.

Tone is casual and engaging, but well-referenced.

Includes graphics or other media.

References are in AMA style with links.