

Pharm 543 Laws & Ethics: Report Outline & Language

Submit via *CollectIt* following these instructions

First line: Pharm 543 **Report Outline & Language**

Second line: Group <number> <project title>

Third and subsequent lines: Group Members: <name of each group member>

<submitted material; double spaced; 1 inch margins, 10 to 12 point type, appropriate citations in **footnotes**¹ (not end notes, please); Word (.doc) files unless prior arrangements have been made>

Please name the file: 8543 <group number> **Report Outline & Language**

The *final document* should be well referenced - all facts and claims should be cited. Use any of the Citation Guides available on:

<http://www.lib.washington.edu/research/wri.html>

For the *outline*, provide citations to support key facts and claims.

Citations should be self-explanatory. For instance, a citation of 21CFR1305.25 should also include the section title. The correct citation would be:

21CFR1306.25 Transfer between pharmacies of prescription information for Schedules III, IV, and V controlled substances for refill purposes.

For each of the items in the outline below, provide two or three **summary sentences**. Note that this is a rough guide and may not be applicable to some projects. Adapt as necessary to produce a persuasive document.

- I. Introduction and Summary <summarize the problem with existing law and your proposed alternative>
- II. Problem definition
- III. Language of proposed law
- IV. Evaluation of alternatives
 - A. Evaluation criteria
 - B. Alternatives to existing law
 - C. Stakeholders
- V. Conclusions

Note: if you are creating new or modifying existing language in USC, CFR, RCW or WAC, or a Guideline, please use the following conventions for displaying your proposed language:

- Nest the language within a couple of paragraphs of existing language to provide context if appropriate
- ~~Strike out~~ language to be deleted²
- Underline language to be added

¹In Word 2007, select References, then Insert Footnote, then enter or paste the citation. In earlier versions of Word, select View, then Footnote, then enter or paste the citation. <CTRL><ALT>f works in both.

²This option is only available in the Office 2007 version of PowerPoint if you plan to display language in your presentation.

