|  |
| --- |
| Unit to be changed: URL: http://www.  Unit Name & Number:  Element Name & Number:  Tool & Technique Name and Number:  Page #: Line(s) Numbers:  **Notes:**   1. Insert sufficient information to enable reviewers to locate where you want your proposed change to appear |
| Introduction and Background to the Change: **Notes:**   1. Please provide information so the Review Team can understand why you think this change represents a “best tested and PROVEN” practice. 2. If you want to report a DEAD URL LINK or PROPOSE A NEW OR ADDITIONAL REFERENCE, please do it here. |
| Specific Changes: **Notes:**   1. Please copy and paste text from the existing Unit that comes immediately before and after your proposed changes so the Review Team can understand exactly how your change interfaces with the current content. 2. Any Unit graphic / figure can be replaced with ‘a better one’ but citations need to be provided. 3. Any part of the Unit narratives can we delete, change, or have new sections inserted. |
| Issues to consider: **Notes:**   1. When changes to the Unit are made some Inputs, Outputs and / or Reference sections may also need to be changed so include anything that also needs to be changed as a result of your above proposed changes. |
| **References MUST meet 6 criteria:**   1. They must conform to the 5 attributes of the scientific method. 2. They must be “open source” meaning they need to be available under creative commons license OR permission must have been granted by the original author to be included in the PTMC/PDG Handbook. 3. Individual(s) submitting the proposed changes agree to hold PTMC/Dr. PDG harmless and indemnify them against any claims of plagiarism, or the publishing of confidential or proprietary materials. 4. Any/all statements of fact must be cited using APA format and footnoted 5. A plagiarism report must be included using any reputable plagiarism checking software showing =<5% plagiarism. 6. Submittals must represent “best tested and proven” practices and not “common” practices which may be commonly used but do not represent what we should be doing as opposed to what is commonly done. |

Please send this change form to [pauldgphd@gmail.com](mailto:pauldgphd@gmail.com) who will coordinate peer review and if accepted, make the change.

DEMOGRAPHICS

My NAME is and my Linked In, Facebook or Twitter URL is . (Sign in is required)

I am submitting these proposed change(s) as:

1. A Primary or Original Author (New Best Tested and Proven Tool, Technique or Method)
2. A Supporting or Contributing Author (Update or expansion to existing materials)
3. New Link or Dead Link
4. CONSTRUCTIVE criticism. ACTIONABLE suggestions to improve on this document

What do you suggest or propose we add or change to fix what you believe is wrong or missing?

1. I hereby swear under oath that:
   1. This submittal conforms to the 5 attributes of the scientific method.
   2. The change(s) being submitted originated as an:
      1. An “open-source” document
      2. Published under Creative Commons license
      3. Permission has been granted by the original author
2. Individual(s) submitting the proposed changes agree to hold PTMC/Dr. PDG harmless and indemnify them against any claims of plagiarism, or the publishing of confidential or proprietary materials.
3. All sources have been cited using APA format and footnoted.
4. A plagiarism report has been attached using any reputable plagiarism checking software showing =<10% plagiarism.
5. Submittals must represent “best tested and proven” practices and NOT “those used on most projects, most of the time”. AND represent what we SHOULD be doing as opposed to what is “COMMON” or “AVERAGE” practice.

By typing my name and email below, I am signing this document electronically  
Name: Date: Email: