Style Guide

University of Louisville

2017 SACSCOC Compliance Report

FORMAT	GUIDELINE	EXAMPLE

General Formatting	• Compose in Microsoft Word.
	• Do not use headers, footers, or page numbers.
	• Do not insert page breaks.
	• See the Endnotes listing for completing documentation notes.
	
	Margins: 1 inch margins on all sides (top, bottom, left, right).
	
	Paragraphs
	
	• Align text left (do not use full or right justification).
	• Single space all text within paragraphs.
	• Double space between paragraphs.
	• Do not indent first lines of paragraphs.
	• Turn off auto hyphenation (go to Page Layout; click the arrow beside hyphenation; click "none").
	
	Font, etc.
	
	• Use Times New Roman Font, size 11, Black.
	• Do not use superscript or subscript formatting. To turn off automatic super- or subscripting:
	  1. Click the File tab.
	  2. Under Help, click Options.
	  3. Click Proofing.
	  4. Under AutoCorrect Options, click AutoCorrect Options.
	  5. Click the AutoFormat As You Type tab.
	  6. Under "Replace," uncheck the first 4 items (i.e., straight quotes, ordinals, fractions, and hyphens).
	For ellipses, manually type in three periods with spaces between them instead of using the automatic format for ellipses. To turn off automatic formatting, follow the directions in 1-4 above. Click on the "Autocorrect" tab, look under "Replace text"; search for "...", highlight the row, and click on delete.
		This text is left justified. Notice that the right margin is ragged and uneven.

Abbreviations, Acronyms	• UofL (no spaces). • A&S (no spaces). • For companies, associations, organizations, etc., always give the full name on first mention. You may use an abbreviation or acronym at subsequent mentions if it the	Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC)

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	meaning will be clear to readers (if you do so, be sure to include the acronym or abbreviation in parentheses following the first mention). • To avoid confusion, don't use acronyms and abbreviations that are used only within a given university unit or department. • Use periods with abbreviations for degrees (see examples). • Use FY for Fiscal Year and AY for Academic Year. • Use full years when indicating ranges. • Don't use the ampersand (&) in running text. • p. for one page; pp. for more than one page.	B.S.; M.A.T.; M.B.A.; M.Ed.; Ed.S.; Ed.D.; M.S.N.; Ph.D. AY 2015, FY 2009-2010 2009-2010 p. 2, pp. 4-5
Apostrophes • **Possessives** • **Contractions**	• Add ['s] for possessives of singular names • Just add the apostrophe for possessive of plural names. • Use an apostrophe when spelling out degrees, but not when naming the full degree • Avoid contractions. • Don't use apostrophe in years.	Ron Fairbanks's book The Smiths' book bachelor's degree, specialist's degree or master's degree but bachelor of arts degree. 1960s
Bold	• Bold headings and section titles. • Bold figure titles. • Use italics (not bold) to emphasize text.	
Brackets	• Use brackets when you add information to quoted material. • Use brackets for parenthetical information being set off within text that is already set off with parentheses.	
Capitalization	Capitalize: • Formal names of committees and groups, building, programs. • Titles of personnel only when the title precedes the name. • Names of specific courses (but don't use quotation marks or italicization). • Titles of awards, prizes or scholarships. • Department, college, or unit: capitalize only when using the full and official name; lowercase when using a reference that is not the official name: • Titles: capitalize and spell out formal titles such as "president" and "chair" ONLY when they precede a name or when using the full title. Lowercase elsewhere. • Degree names (lowercase when spelled out): • Lowercase a.m. and p.m. **Do not capitalize:** • University when it refers specifically to the University of Louisville.	The Curriculum Committee; the Board of Trustees, Gardiner Hall Interim President Jane A. Doe Asian Studies Program Pedagogy of Communication Fulbright Scholar Louis D. Brandeis School of Law, law school, Department of Sociology, sociology department, Department of English, English department, chemistry department Chair Jane Smith, Dean of the College of Arts and Sciences The department offers a master of arts and a master of arts in teaching. 8:00 a.m., 11:30 p.m. the university

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	• commonwealth, except when using Commonwealth of Kentucky. • professor, even when preceding a name • partial or informal references • Seasons/terms.	Associate Professor of . . . the board, public relations department The SLOs were completed fall 2014.
Catalogs	• Italicize UofL catalog titles and *The Redbook.*	*Undergraduate Catalog 2013-2014* *Graduate Catalog 2013-2014* *School of Dentistry Catalog 2012-2013* *School of Law, Student Handbook 2012-2013* *The Redbook* *The Redbook*, Chapter 4 *The Redbook*, Sec. 3.2.1
Dates and Numbers	• Spell out numbers less than nine; use numerals for 10 and above. • Always spell out numbers at the beginning of a sentence, except for calendar years, but avoid starting a sentence with the year. • Use numerals for percents, credit hours, ages, parts of a book; spell out "percent." • Use dollar sign rather than the word. • Use commas with numbers four digits and over (before decimal). • Spell out month in dates. • Lowercase semesters used with dates. • Use full years when indicating ranges	Two, six, but 10, 15, 243 Ten years ago today she graduated from 5 percent, 3 credit hours, Chapter 2 $554.8 million 5,805 February 10, 2015 spring 2014 2013-2014
Endnotes/ Documentation	• Use endnotes for documentation only. • Do not use superscript for endnote numbers • Place endnote numbers in brackets within the text where you refer to the item. • At the bottom of the document, provide a list of the endnote numbers and the title that represents the item (again, putting endnote numbers in brackets). • List the endnotes at the end of the narrative in the order they appear in the narrative. Do not include items in the endnotes that are not cited in the narrative. • Do not put a header before the endnotes in the narrative text. • If a piece of documentation is used more than once, create a separate endnote number for it each time it is used. • Create a pdf of each piece of documentation, using the following naming convention: 3_4_11_fn13 and store it in the "Documentation" folder in your committee's Sharepoint working folder. If a piece of documentation is used more than once, create a pdf of it with the endnote number for each. • If you are referring the reader to a particular section or line in the document, highlight the text in the PDF, or, if the document is long, extract only the section being referenced.	The University of Louisville has 12 degree granting academic units that operate according to their unit-level by-laws as empowered by the university's governance document *The Redbook* [1]. These academic units may also be accountable to external accreditations that require that program coordination be performed by academically qualified individuals [2]. The university's Inventory of Degree Programs lists all programs by academic unit and degree level. The duties of the coordinators in each unit support their faculty in the successful operation of these programs [3]. **ENDNOTES** [1] *The Redbook*, Chapter 3: Organization and Governance of the Academic Programs 3_4_11_fn01.pdf [2] External Accreditations by Program 3_4_11_fn02.pdf [3] Inventory of Degree Programs 3_4_11_fn03.pdf [4] External Accreditations by Program 3_4_11_fn04.pdf

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Headings and Subheadings	• Bold headings and subheadings. • Align headings at the left margin. • Make headings brief. • Headings should reflect all of the information under them until another header is provided.	
Hyphens	• Turn off auto hyphenation (go to Page Layout; click the arrow beside hyphenation; click "none"). • Hyphenate academic terms. • Follow Merriam-Webster Dictionary for other hyphenations. In general, most words do not use hyphens.	post-doctoral nonprofit fundraiser course load coursework in-state e-mail non-compliance Self-Study part-time, full-time

Lists
 	
Numbered or Bulleted
	• Single space within a list.
	• Use a double space before and after a list.
	• Indent the whole list 5 spaces, but don't use tabs to do this. Instead, use the ruler at the top of Word screen (click on "View" then "Ruler"; you can then click and drag to align lines).
	• Only use line breaks at the end of listed items.
	• Make the writing in the listed items parallel (use the same construction for all items in the list; if the items are not complete sentences, begin each with the same construction—i.e., verb, noun, etc.).
	• If the list contains brief listings of items, capitalize the first letter of each item, but do not use punctuation at the end of each item.
	• If the listed items are complete sentences, capitalize the first letter of each item and use a period at the end of each item.
	• If the listed items are a series of phrases following from the introductory sentence, do not capitalize the first letter of each item; use a semicolon at the end of each listed item; and add the conjunction "and" (in addition to the semicolon) after the next to the last item in the list. Use a period at the end of the last item.
		The university contains the following colleges :
		
		    1. College of Education and Human Development
		    2. College of Arts and Sciences
		    3. College of Music
		    4. Kent School of Social Work
		
		University programs have different admission policies:
		
		    • The English department requires applicants to submit letters of recommendation.
		    • The Music department requires interviews and letters of recommendation.
		
		In 2015, the university will:
		
		    1. increase retention rates;
		    2. improve advising; and
		    3. revise its undergraduate curriculum.

Online Links	• To refer to a web link, place the URL in parentheses. If available, include relevant page numbers in the reference (with p. or pp.).	(http://louisville.edu/, p. 2)
Plurals of Common Academic Terms	• data (plural); datum (singular) • curriculum vitae (singular); curricula vitae (plural) • syllabus (singular); syllabi (plural) • curricula (instead of curriculums) • one man (alumnus) • one woman (alumna)	

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	• two or more men (alumni) • two or more women (alumnai) • for a group (alumni) • emeritus (male, singular); emerita (female, singular); emeriti (plural)	
Punctuation/ Capitalization, etc.	Use two spaces after periods. • Place commas and periods inside quotation marks. Place colons and semicolons outside quotation marks. • Use periods in academic degrees (B.A., Ph.D.). • Use a.m. and p.m.	Gravius said, "This is a chance to get our Brandeis name out there and to showcase our city." B.A., Ph.D. 8:00 a.m., 11:00 p.m.
Quotations	• Whenever a quote is used, be sure to indicate the source and provide a page number or inclusive page numbers. • If quotations are 4 or more typed lines long, use an indented block quote. • Formatting for block quotes: single space within the quote; double space before and after the block quote; indent the block quote 5 spaces. • Do not use smart (curly) quotation marks (follow the directions under "Fonts and General Formatting" above to turn this automatic formatting off). • Periods and commas always go within the quotation marks; dashes, semicolons, question marks and exclamation points go within the quotes when they apply to the quoted matter and outside when they apply to the whole sentence. • For quotes within quotes, alternate between double and single quotation marks; use a single and double quote mark if two quoted elements end at the same time.	Use " " not " " "When I said that, the guy looked up from his notepad and went, 'Uh, yeah.'" "When I said that, the guy looked up from his notepad and went, 'Uh, yeah.'"
Redbook	• Italicize *The Redbook*; abbreviate Section (Sec.); use section numbers separated by periods, use "Chapter" and chapter number if referencing a whole chapter.	*The Redbook* , Sec. 2.2.1 *The Redbook*, Chapter 3
SACSCOC standards (references)	• In text, refer to the SACSCOC standard by using initials and the standard number. • But spell out the full standard name in the title of each standard report. • Don't use CS, CR, FR in endnote names	CS 3.4.3 (in text) CR 2.10 (in text) But in endnote filenames: 3_4_11_fn01.pdf
Series of Items (commas vs. semi-colons)	• In general, use commas between the elements of a series of items. • Use semicolons to separate the elements of a series when the elements themselves include commas. But do not use semicolons in a series if commas will work. • Use "and" before the last element in a series. • Use a comma before the "and" in a series of items.	Students can receive the following services: advising, tutoring, Counseling, and mentoring. Students can receive the following services: advising; tutoring; academic, career, and personal counseling; and mentoring.
Spaces	• Initials in a name (no spaces).	O.A. Bowe

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	- A&S (no spaces). - UofL (no spaces). - The first instance of the university's name in any report should be written in full as University of Louisville. All subsequent references should be given simply as UofL (no spaces), or as the university.	A&S UofL
Spacing	- Single space all text. - Single space between title of figure and figure. - Double space between paragraphs. - Double space between text and lists. - Double space between headings and text. - Double space after a period or question mark.	
Spelling		course load coursework in-state non-compliance Self-Study advisor (not adviser) part-time, full-time **Technology terms:** Use lowercase, capital, and hyphens as shown below: database e-mail home page Internet online Web page website
Tables and Figures	- Provide a table or figure number for each table or figure, followed by a period, a table or figure title followed by a period, and other explanatory information as needed. - Bold table and figure titles. - Number Figures and Tables sequentially and separately throughout the document (i.e., Table 1, Table 2, Figure 1, Table 3, Figure 2, and so on). - Make sure the title provided is informative and accurately represents the figure or table. - Introduce and explain the table or figure in the text before the reader comes to the table or figure.	**Table 2. NSSE Survey Data.** **Figure 1. Representative Sample of SLOs.**
Titles	- Don't use Mr., Mrs., Ms. - Don't use Dr. unless referring to someone with a medical or dental degree.	
Underline **Italics** **Etc.**	- Do not use underlining, exclamation marks, or other methods of emphasis. - Italicize titles of books and other publications.	

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	• Use Italics instead of bold to emphasize text (except for titles and headings).	
Writing Style	• Use active voice wherever possible. Active voice reduces sentence length, improves clarity, and reduces confusion. • Avoid "There is/are," "It is" constructions. • Avoid contractions.	The University of Louisville admits qualified students from the metropolitan Louisville area, Commonwealth of Kentucky, the United States, and international countries. (active voice) Qualified students are admitted to the University of Louisville from the metropolitan Louisville area, Commonwealth of Kentucky, the United States, and international countries. (passive voice)