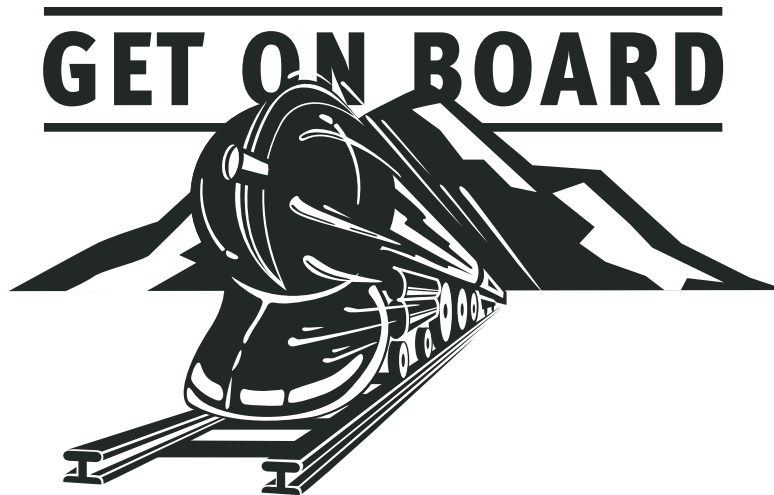


# ASC HLC Self Study

## Writing Style and Format Guidelines

8/29/05



**T**he Adams State College Self-Study Writing Committee has compiled style and format guidelines to aid in preparation of your draft sections of the Self Study. Following these guidelines will contribute to the sense and continuity of the entire document, as well as make the editing and production of the document more efficient. It will also allow the writing and steering committees to focus primarily on quality of the content, rather than on technical issues.

A schedule of deadlines for review and production of the Self Study will be distributed soon.

If you have any questions or suggestions on the following, please contact one of us.

Thanks - the Writing Committee

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# Adams State College

## HLC Self Study

### Writing Style and Format Guidelines

#### SOURCES AND RESOURCES

This guide for writing ASC's Self Study report is primarily based on the American Psychological Association's *Publication Manual*, which is available in the Nielsen Library and the ASC Writing Studio. Some of its primary style tips are online at: [www.apastyle.org/previoustips.html](http://www.apastyle.org/previoustips.html). The site also has ordering information.

There are areas where this style guide for ASC's Self Study diverges from and supercedes the APA's.

#### EDITING PROCESS

The process of review and editing of the Self Study will be as follows; a detailed schedule will be distributed shortly:

##### Schedule:

- 1.) Chapter draft submitted to Writing Committee.
  - A different pair of readers is assigned to each chapter; one person focusing on content, one on technical revisions.
  - Four weeks
- 2.) Revised draft returned to originating committee for review/correction.
  - Two weeks
- 3.) Draft returns to Writing Committee for review by a second pair of readers.
  - Two weeks
- 4.) Draft submitted to Steering Committee for review.
  - Three weeks
- 5.) Semi-final draft returns to Writing Committee. Submitted to Joe Kolupke for final editing.
  - Two weeks
- 6.) Final draft returns to Writing Committee for layout and formatting. When the full study is completed, this version will later be submitted to the Steering Committee, Board of Trustees, and outside reviewer.

##### Making Revisions

- 1.) Submit your chapter draft either via email or on disk to Cheryl Ravens (ext. 7622.) Be sure to retain a copy - back up in at least one place.
- 2.) Edits & revisions should be made using the "Track Changes" feature in Word. This will allow all parties to view the original text and suggested changes on a single document that is passed through the phases of editing.
- 3.) A copy of the final draft, with all changes tracked, will be maintained by the Writing Committee and a copy returned to the chapter committee.
- 4.) After the drafts cycle through all reviews, the file will then be saved with accepted changes and no tracking. This version will be used for typesetting of the formal document.

#### NARRATIVE VOICE

Despite having several authors, the entire document needs to convey a single voice -- that of Adams State College. We also must strive for clarity and efficiency in writing. Avoid stiff formality and excessive jargon or "academicese." We want the Accreditation Team to be able to easily absorb our information.

It has been recommended that we mirror the language used in the HLC criteria, such as:

*Criterion One: Mission & Integrity*

*The organization operates with integrity to ensure the fulfillment of its mission through structures and processes that involve the board, administration, faculty, staff, and students.*

#### TYPING FORMATS

##### Do:

- Use Microsoft Word or a compatible word-processing program; save as a doc, not txt or rft.
- Use 12-point type. Single-space within paragraphs and evidence-based evaluative statements.
- Use one space after periods, commas, or colons when typing text. (Since many of us learned to type two spaces after a period, it's easiest to use Word's *Edit* menu and use *Replace* once you have finalized your copy.)
- Double-space between paragraphs, bullets, and lists.
- Left justify the type.
- Use boldface type for major headings, upper and lower case.
- Use italics only for certain titles of works, not in headings.
- When presenting tables, use Word's default table style within the Table - Insert menu.
- *Back up* your chapter file in at least one place.

##### Do Not:

- Do not use boldface type in the report except for major headings.
- Do not use all caps or underline any headings.
- Do not indent the first line of a paragraph, bullet, or lists.
- Do not use tabs.
- Do not use hard page breaks; let text flow.
- Do not number pages in your section.
- Do not use any color in text or tables

#### RESOURCE ROOM REFERENCES

Cite original documents within parentheses (*reference*) at the end of the relevant sentence.

# A

## a, an

Use *a* before words that begin with consonant sounds; use *an* before vowel sounds, even if the letter itself is a consonant:

*a historic decision, an eight-year average, an M.B.A., an F in math.*

## abbreviations & acronyms

Use only the most common abbreviations: CIA, FBI. Use a generic description of a group on second reference to avoid excessive use of abbreviations - i.e.:

*The Adams State College Foundation will be working extra hard. The foundation's members said they will not sleep. Not: The ASCF's members said they will not sleep.*

Use periods when abbreviating United States: *U.S.*

Do not use periods with other abbreviations: *CCHE, NCAA*

On first reference in each chapter, spell out the entire name of the group or program; use acronym or abbreviation thereafter:

*San Luis Valley, Adams State College; SLV, ASC.*

When pluralizing an abbreviation or acronym, add a lowercase *s* with no apostrophe.

*students' GPAs not students' GPA's*

The possessive form of abbreviations and acronyms should have an apostrophe:

*ASC&F's elections are scheduled.*

## academic degrees

Use periods with academic degrees: *B.A., B.S., M.A., Ph.D.*

Do not capitalize academic degrees when spelled out in general terms:

*bachelor's degree, master of arts or master's degree, doctorate, bachelor of arts.*

## academic departments

Capitalize the formal names of academic departments and college offices:

*Department of Chemistry, Department of English, Office of Admissions, Communications Office, Music Department*

## academic majors

Capitalize academic majors: *History, Education, English*

## academic programs

Capitalize program names: *Teacher Education Program*

## Adams State College

Use the full name on first reference within each chapter. On subsequent reference, use *Adams State* or *ASC*. Also acceptable to use the College (capitalized.) Also permissible to use *We* or *Our* in statements about College programs, plans, etc.

## adviser

Not *advisor*.

## African American (n.); African-American (adj.)

### affect, effect

*Affect* as a verb means to influence: *The budget will affect the outcome.*

*Affect* as a noun is occasionally used in psychology, but not in everyday language.

*Effect* as a verb means to cause: *He will effect many changes during his term.*

*Effect* as a noun means a result: *The meeting had a negative effect on him.*

### alumna, alumnae, alumni, alumnus

*alumna* - singular, female

*alumnae* - plural, women only

*alumni* - plural, men only or men and women

*alumnus* - singular, male

*alum* - no gender implied; acceptable

### alumni class identification

*John Smith '71,*

*Bill Jones '85, '90, (two degrees)*

### All right (adv.)

Two words; not *alright*.

### a.m.

Not *AM* or *A.M.*

# B

## benefit, benefited, benefiting

### Board of Trustees

Capitalize when referring to the *Board of Trustees of Adams State College*; use *Board*, uppercase, on second reference; use lowercase for generic reference.

### boldface type

Do not use boldfaced type except for major headings

# C

## campuswide

## cancel, cancelable, canceled, canceling, cancellation

### capitalization

Capitalize proper nouns:

*Adams State College Foundation*

*Graduate School*

Also, when referring to a specific position at ASC:

*President*

*Provost*

*Vice President*

Capitalize prepositions or conjunctions of four or more letters in headlines or titles:

*Secrets From the Center of the World*

When a generic term is used in the plural after more than one proper name, the term should be in lowercase:

*Adams and Mesa colleges*

## century

Use numerals: *18th century, 19th century.*

Hyphenate as an adjective: *20th-century poetry.*

## chair

Use instead of *chairman* or *chairwoman*. Exception: Use *chairman of the board* if this title is used by a corporation.

## co

In general, do not hyphenate: *coauthor, codirector, copastor.*

## colleges/universities

Use the full name of colleges and universities on first reference.

Use the following abbreviations on second reference:

<i>Adams State College</i>	<i>Adams State; ASC</i>
<i>Colorado Christian University</i>	<i>Colorado Christian</i>
<i>Colorado College</i>	<i>Colorado College</i>
<i>Colorado School of Mines</i>	<i>School of Mines</i>
<i>Colorado State University</i>	<i>CSU</i>
<i>Colorado State University-Pueblo</i>	<i>CSU-Pueblo</i>
<i>Denver Seminary</i>	<i>Denver Seminary</i>
<i>Fort Lewis College</i>	<i>Fort Lewis</i>
<i>Mesa State College</i>	<i>Mesa State</i>
<i>Metropolitan State College of Denver</i>	<i>Metro State</i>
<i>Naropa University</i>	<i>Naropa</i>
<i>Regis University</i>	<i>Regis</i>
<i>United States Air Force Academy</i>	<i>Air Force Academy</i>
<i>University of Colorado at Boulder</i>	<i>CU-Boulder</i>
<i>University of Colorado at Colorado Springs</i>	<i>CU-Colorado Springs</i>
<i>University of Colorado at Denver</i>	<i>CU-Denver</i>
<i>University of Colorado Health Sciences Center</i>	<i>CU-Health Sciences</i>
<i>University of Denver</i>	<i>DU</i>
<i>University of Northern Colorado</i>	<i>UNC</i>
<i>Western State College of Colorado</i>	<i>Western State</i>

## collegewide

### Colorado Commission on Higher Education

*CCHE* is acceptable on second reference.

### Colorado General Assembly

The formal name for the Colorado Legislature.

## comma

Use a comma before *and* and *or* in a series:

*red, white, and blue*

*faculty, students, or parents*

## course load

## coursework

## courses (titles of)

Capitalize course titles. Do not italicize or enclose in quotation marks.

*English 101, Geology 304.*

## cum laude, magna cum laude, summa cum laude

Set in Roman face; do not capitalize or use italics.

# D

## database

## dates & months

Use commas to set off the year when using full dates:

*She was born on September 15, 1985, in Los Angeles.*

Do not use commas when using only month and year or season and year constructions:

*Planning began in September 1985.*

*The fall 2005 semester has begun.*

Do not use *1st, 2nd*, etc., with dates:

*July 21, April 2, (not July 21st, April 2nd, etc.)*

Use the year if not the current calendar year:

If publishing in May 1998: *John and Joan Jones had a baby in December 1997; the Smiths had a baby in January.*

Periods of years:

*He worked from 1949 to 1961.*

*He worked in 1949-50 (if academic year).*

*He worked in the 1950s (pluralize with s, no apostrophe); avoid '50s. But, if '50s is used, there is no apostrophe before the s: not '50's*

Spell out all months if used without a date. When a month is used with a specific date, abbreviate only *Jan., Feb., Aug., Sept., Oct., Nov., and Dec.*

## dean's list

## doctor

Abbreviate and capitalize only if used before a name on first reference: *Dr. Sam Jones said he was leaving.* Do not use the redundant *Dr. Sam Jones, Ph.D., said...*

Do not abbreviate in quotation: *"I will miss Doctor Jones," he said.*

Do not capitalize if it follows a name:

*Sam Jones, doctor of economics, said...*

Do not use the title *doctor* before the names of individuals who hold honorary degrees.

## dollar amounts

Use a dollar sign followed by a numeral. Do not use .00 with dollar values:

*\$250* (not *\$250.00*), *\$12,300*, *\$5.3 million*

## dorm, dormitory

Avoid; use *residence hall*.

## E

### e.g.

An abbreviation for *exempli gratia*, which means *for example*

This abbreviation should be used only in parenthetical phrases, where it is punctuated with periods and set off with commas:

*The College offers several majors (e.g., Biology, Economics, Hispanic Studies).*

Do not use *etc.* at the end of a phrase beginning with *e.g.*

## e-mail

### emeritus faculty titles

*professor emeritus of English* (male)

*professor emerita of history* (female)

### entitled

Use it to mean a right to have something. Do not use it to designate a title.

*He was entitled to the benefits.*

*Her painting was titled The Bear.*

### ensure, insure, assure

Use *ensure* to mean guarantee or make certain: *Steps were taken to ensure the document's accuracy.*

Use *insure* for references to the characteristics of insurance: *The policy will insure your home.*

Use *assure* to give confidence or to inform positively: *She assured him that the decision was a wise one.*

## ESL

Identify as *English as a Second Language*

### etc.

An abbreviation for *et cetera*, which means *and the rest*.

Except in lists, tables, and parenthetical series, substitute *and so on* or *and so forth*.

## F

### faculty

A singular noun. *The faculty decided on its agenda.*

### fieldwork

### first-year student

Avoid *freshman* or *freshmen*.

## fund-raiser (n.), fund-raising (adj., n.)

## G

### grade point average

Use *GPA* on second reference.

### grades

Use letter grade with no quotation marks, adding an apostrophe for plurals:

*She received an A in the course. There is a W on his transcript. She earned three B's and two C's.*

## H

### high school (n., adj.)

### home page

Not *homepage*

### homework

## I

### i.e.

An abbreviation for *id est*, which means *that is*

Used for listing the specific case(s) referred to in the preceding material. Should be punctuated with periods and set off with commas: *Please state your response (i.e., yes or no).*

### initials

Do not separate with a space: *R.B. Pamplin Corporation.*

## Internet

### italics

Do not use italics except for titles of certain works (see *titles of works*)

## J

### jargon

Limit jargon (technical vocabulary where it is not relevant).

Avoid verbose euphemisms. For example, change *scarcity of resources* to *reduced budget*.

## K

### kickoff (n.), kick-off (adj.), kick off (v.)

## L

### Latin terms

Do not italicize.

## lay, lie

**Lay** means *to put* or *to place*. It requires an object to complete its meaning. Principal forms are: *lay, laid, laid, laying*.

*Please lay the boxes there. I laid the message on the table.*

**Lie** means to *recline, rest, or stay* or to *take a position of rest*. It refers to a person or thing as either assuming or being in a reclining position. This verb cannot take an object. Principal forms are *lie, lay, lain, lying*.

*He's been ill and lies in bed all day. The mail is lying on the secretary's desk.*

In deciding whether to use lie or lay in a sentence, substitute the word *place, placed, or placing* (as appropriate) for the word in question. If the substitute fits, the corresponding form of *lay* is correct; if it doesn't, use the appropriate form of *lie*.

## lifestyle

### -ly

If the first of two consecutive modifiers ends in *ly*, do not separate with a hyphen:

*It's a newly created program.*

## M

### Macintosh, MacIntosh

Macintosh: the computer made by the Apple company,  
MacIntosh: the fruit

### misplaced modifiers

An adjective or adverb, whether a single word or a phrase, must clearly refer to the word it modifies; it should be placed as close as possible to that word.

#### Unclear:

*The investigator tested the participants using this procedure*

#### Clear:

*Using this procedure, the investigator tested the participants. OR  
The investigator tested the participants who were using the procedure.*

#### Incorrect:

*Based on this assumption, we developed a model*

#### Correct:

*On the basis of this assumption, we developed a model. OR  
Based on this assumption, the model was developed.*

## multicultural

## N

### names of business entities

In running text, do not abbreviate *Co.* or *Cos.*; spell out instead (*the Boeing Company*).

In running text, delete *Inc., Ltd., N.A., and P.C.* unless necessary to distinguish from a name (*Helene Curtis, Inc.*).

Follow the company's style for initial and internal caps (*PageMaker, DirecTV*).

Exceptions: A name that, according to company style, does not have an initial cap (*Adidas, not adidas*). A name that, according to company style, should appear in all caps (*Visa, not VISA; Lexis-Nexis, not LEXIS-NEXIS*).

## names of people

In first reference, use the individual's full name. Leave out the middle initial unless they prefer to use it, or if it is used in a formal context. In subsequent sentences, use last names only.

In text, do not surround *Jr.* or *Sr.* following a name with commas.

Avoid use of nicknames; enclose them in quotation marks when they are used.

*Stanley "Stan" Kowalski.*

## Net

Short form of Internet

## none

If the object of the preposition after *none* is singular, use a singular verb; likewise, if the object of the preposition after the verb is plural, use a plural verb:

*None of the day was wasted.*

*None of us were alert.*

## nonprofit (n., adj.)

Also *not-for-profit*

## numerals

Spell out *zero* through *nine*; use numerals for *10* and greater. If more than one numeral appears in the same sentence -- and all of them refer to the same category of item -- do not use numerals for some and spell out others. If according to the rule you must use numerals for one of the items in a given category, then for consistency's sake, use numerals for them all:

*He had four books on his desk. She planted 12 bulbs in her garden. There were 5 students in the morning session and 12 students in the afternoon.*

Use a comma with numerals of 1,000 and above (except dates):

*5,000, 42,000.*

Use numerals when referring to academic credit: *The student earned 2.5 hours of credit.*

Use numerals when referring to a page number: *The passage begins on page 5.*

## O

### offline

### online

## P

### parallel construction

Present parallel ideas in parallel or coordinate form. Make certain that all elements of the parallelism are present before and after the coordinating conjunction (*and, but, or, nor*):

### Incorrect:

*The study demonstrated that students in the new program earned higher GPAs and their class attendance improved.*

### Correct:

*The study demonstrated that students in the new program earned higher GPAs and that their class attendance improved.* OR

*The study demonstrated that students in the new program earned higher GPAs and attended class more frequently.*

In lists, be sure each item has a similar construction; either active verb, incomplete sentence, etc.

### Not:

*We are committed to:*

- *erving the underserved*

- *providing an excellent education*

- *great student service*

Use periods when items are full sentences; not with fragments.

Elements in a series should also be parallel in form

### Incorrect:

*Students were instructed to choose a seat, review the material, and that they should ask about anything they did not understand.*

### Correct:

*Students were instructed to choose a seat, review the material, and ask about anything they did not understand.*

### **percentages**

In text, spell out percent, but don't spell the number: *7 percent*

Use the percent sign (%) in tables and graphics.

### **phone numbers**

Use hyphens; do not use parentheses or periods:

*503-768-7970*

Omit the *1* in all long-distance numbers, including toll-free numbers:

*888-601-8202*

### **p.m.**

Not *PM* or *P.M.*

### **postbaccalaureate**

### **pre**

In general, do not hyphenate: *preapproved, preset, prework.*

Exceptions: *pre-dental, pre-law, pre-med, pre-vet.*

## **R**

### **ratios**

Use figures and a hyphen: *a ratio of 2-to-1, a 2-1 ratio.*

### **re**

In general, do not hyphenate: *reedit, reunify, reestablish.*

### **resume**

Not *résumé* or *resumé.*

## **S**

### **seasons**

Use lowercase for the names of seasons:

*fall, winter, spring, summer*

*fall semester, spring semester*

*winter 1996*

### **sexist terms**

Avoid words that are commonly perceived as sexist:

*Chairman/chairwoman* (preferred: *chair*)

*Chair* (not *chairperson*)

*News anchor* (not *anchorperson*)

Use *he* or *she* rather than *he/she, his/her, s/he.*

When gender of the subject is unspecified, it is permissible to use *they* or *their* as a pronoun:

*A student must take responsibility for their own success.*

### **since, because**

Use *since* only to refer to time; otherwise, replace with *because.*

### **software terms**

Software terms, languages, programs, systems and packages, are set in full capitals if they are acronyms; otherwise, they are spelled according to their trade or market names:

*C++*

*COBOL*

*FORTRAN*

*Microsoft Word*

*WordPerfect*

### **staff**

Singular: *The staff has made its decision.*

### **summer school**

## **T**

### **that, which**

*That* clauses (restrictive) are essential to the meaning of the sentence. Reserve *which* for nonrestrictive clauses, which are set off with commas, and use *that* in restrictive clauses, with no commas.

#### Nonrestrictive

*The animals, which performed well into the first experiment, were not proficient in the second experiment*

#### Restrictive:

*The animals that performed well in the first experiment were not proficient in the second experiment.*

### **the**

Do not capitalize within a sentence if it precedes a proper noun, unless *The* is specifically part of the item's title:

*We sent the story to The Associated Press.* (but *the AP*, lowercase, in abbreviation.)

## theater

Use “theatre” if it is the proper title:

*Adams State Theatre Department.*

## time of day

Use a colon to separate hour from minutes. The colon and minutes are not necessary for even-hour times:

*11 a.m.* (not *11:00* or *11:00 a.m.*), but *3:30 p.m.*

*5:30-8:30 p.m.* (in listings)

*from 5:30 to 8:30 p.m.* (in text, not *from 5:30-8:30 p.m.*)

*noon, midnight* (not *12 noon* or *12 midnight*, or *12 a.m.* or *12 p.m.*)

## titles (people)

Capitalize formal titles before or after a name or names:

*President Thomas J. Hochstettler*

*Dean James L. Huffman*

Use uppercase for titles standing alone when referring to specific position at ASC, but not when speaking generically:

*the President*

Civil, religious, medical, and military titles:

*Rev. Paul Wright*

*Dr. Ben Casey*

*Major General George Smith*

*U.S. Rep.* (not *Congressman*) *John Salazar*

*Sen. Ken Salazar*

## titles of works

Use italics for:

Books (title alone is normally sufficient; no need to reference publisher, year, etc.)

Movies and plays

Major musical compositions

Newspapers

Paintings, drawings, statues, and other works of art

Periodicals (journals and magazines)

Use quotation marks with:

Albums

Articles

Dissertation titles

Papers (e.g., papers presented at conferences)

Radio programs

Songs

Stories

TV programs

Do not use italics, underlining, or quotation marks (but use appropriate capitalization) with:

Courses

Events

Lectures

Symposia

## total, totaled, totaling

## toward

Not *towards*.

## trademarks

A reasonable effort should be made to capitalize trademarked names. The symbols ® and ™ should be used in running text.

*Coca-Cola* (but *cola drink*)

*Frisbee*

*Kleenex*

*Pyrex dishes*

*Xerox*

## V

## versus

Spell out in running text; may be abbreviated (*vs.*) in charts or other graphics where space is at a premium.

## W

## Web site; the Web

## while, although

Use *while* to link events occurring simultaneously; use *although*, *whereas*, *and*, or *but* in place of *while* in other senses.

## wordiness

Scrutinize your copy for wordiness (using several words when one will do.)

Wordy

Clear

*based on the fact that*

*because*

*at the present time*

*now*

*there were several students  
who completed*

*several students completed*

*it would appear that*

*it appears that*

## workers' compensation

## World Wide Web

In Web site addresses (URLs), do not include *http://*.

*www.adams.edu*

## worldview