

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
SACSCOC ACCREDITATION 2015
REPORT STYLE GUIDE

FORMAT	GUIDELINE	EXAMPLE
Paper	8.5" X 11" Portrait	
Margins	Top/Bottom/Right margins = 1" Left margin = 1.5"	
Header	Header = .5" 10 pt. Franklin Gothic Book Include the following text italicized and justified center: Collin County Community College District Followed by report title and years	Collin County Community College District Compliance Certification Class of 2015 Collin County Community College District Quality Enhancement Plan Class of 2015
Footer	Footer = .5" 10 pt. Franklin Gothic Book Include page number (see Pagination) centered	
Font	Franklin Gothic Book 12 pt.	
Alignment	Justify (align) text left. Do not justify full or right. Do not auto hyphenate lines. Do not indent the first line of paragraphs.	This first paragraph represents sample report text. Notice the lack of full or right justification. This second paragraph represents more sample report text.
Spacing	Single space all text. Single space between title of	

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	<p>figure and figure.</p> <p>Double space between paragraphs.</p> <p>Double space between text and lists.</p> <p>Double space between headings and text.</p>	
Paragraphs	<p>Align text Left.</p> <p>Do not justify full or right.</p> <p>Single space all text within paragraphs.</p> <p>Double space between paragraphs.</p>	
Pagination	<p>Justify center in footer.</p> <p>Format: - # -</p> <p>Include principle type and number on right side.</p>	<p style="text-align: right;">- 5 - CS 3.2.7</p>
Numbered Lists	<p>Single space numbered lists.</p> <p>Double space before and after numbered lists.</p> <p>Indent numbered lists.</p> <p>Do not punctuate at the end of list items unless:</p> <p>Use a period at the end of list items when each item is a complete sentence.</p> <p>Use a semicolon at the end of each list item except the last</p>	<p>Two divisions lead the college in online courses:</p> <ol style="list-style-type: none"> 1. Social Sciences 2. Language and Communication <p>Departments address core curriculum review differently:</p> <ol style="list-style-type: none"> 1. For composition courses, the English Department uses rubrics. 2. The Economics Department uses pre/post exams.

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	<p>item when items complete the sentence that introduces the list (use a period as the end of the last item).</p> <p>Be sure to use parallel construction.</p>	<p>The college hopes to institute:</p> <ol style="list-style-type: none"> 1. more financial aid programs; 2. more opportunities for service learning.
<p>Bulleted Lists</p>	<p>Single space bulleted lists</p> <p>Double space before and after bulleted lists.</p> <p>Indent bulleted lists.</p> <p>Do not punctuate at the end of list items unless:</p> <ul style="list-style-type: none"> • Use a period at the end of list items when each item is a complete sentence. • Use a semicolon at the end of each list item except the last item when items complete the sentence that introduces the list (use a period at the end of the last item). • Be sure to use parallel construction. 	<p>Two divisions lead the college in online courses:</p> <ul style="list-style-type: none"> • Social Sciences • Language and Communication <p>Departments address core curriculum review differently:</p> <ul style="list-style-type: none"> • For composition courses, the English Department uses rubrics. • The Economics Department uses pre/post exams. <p>The college hopes to institute:</p> <ul style="list-style-type: none"> • more financial aid programs; • more opportunities for service learning.
<p>Headings and Sections</p>	<p>Number headings according to SACS guidelines.</p> <p>First Level Section Headings:</p> <ul style="list-style-type: none"> • USE ALL CAPS • Bold • Center • Use the word SECTION and Arabic numerals.. <p>All Other Headings:</p>	<p style="text-align: center;">SECTION 2: CORE REQUIREMENTS</p> <p>2.1 Degree-granting Authority</p> <p style="padding-left: 40px;">The institution has degree granting authority...</p> <p>3.4 Educational Programs</p> <p>3.4.1 Approved by Faculty and Establishes and Evaluates</p>

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	<ul style="list-style-type: none"> • Double space before and after headings. • Justify Left • Bold • Use title capitalization. • Subordinate (indent) subsequent sub-headings. • Include section/heading numbers where applicable. • Include a descriptive section title (using SACSCOC terminology wherever possible). • Do not change font attributes of (other than assigning bold to) headings. 	<p>Learning Outcomes</p> <p>The institution demonstrates...</p> <p>3.4.2 Continuing Education and Outreach Consistent with Mission</p> <p>The institution's continuing...</p>
Italics	<p>Use italics for titles of long works (see MLA style).</p> <p>Use italics as a substitute for underlining except in the case of hyperlinks.</p>	
Bold	<p>Bold headings and section titles.</p> <p>Bold figure titles.</p>	
Notes	<p>Avoid notes; if possible, incorporate note material into text</p> <p>Use MLA style for references and citations</p> <p>If required, use endnotes rather than footnotes</p>	

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Brevity	<p>Strive at all times to be concise.</p> <p>Avoid unnecessary adverbs and adjectives.</p> <p>Use active voice wherever possible.</p>	
Active Voice	<p>Use active voice wherever possible.</p> <p>Active voice reduces sentence length, improves clarity, and reduces confusion.</p>	<p>SACSCOC has accredited Collin County Community College District since 1989.</p> <p><i>(NOT: Collin County Community College District has been accredited by SACSCOC since 1989).</i></p>
Expletive Construction	<p>Avoid the use of expletive syntactical constructions. (“There is/are . . .” or “It is . . .”)</p>	<p>Poor: “There are many faculty who maintain their own Web pages.”</p> <p>Better: “Many faculty maintain their own Web pages.”</p> <p>Poor: “Throughout the semester, there is the ability for students to receive feedback.”</p> <p>Better: “Students receive feedback throughout the semester.”</p>

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Nominalizations	Avoid nominalizations (turning the verb into a noun unnecessarily, thereby using two verbs when just one would do)	<p>Poor: “The college made a change to its procedures.”</p> <p>Better: “The college changed its procedures.”</p> <p>Poor: “Department heads conduct interviews of potential adjunct instructors.”</p> <p>Better: “Department heads interview potential adjunct instructors.”</p> <p>Poor: “The dean held meetings with division chairs to discuss the schedule.”</p> <p>Better: “The dean met with division chairs to discuss the schedule.”</p> <p>Better: “The dean discussed the schedule with division chairs.”</p>
Years	Use four-digit format	2013-2014

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Capitalization	Capitalize the following: <ul style="list-style-type: none"> • Academic units only when using the unit's entire name (lower case when referring to programs and units not by their full name) • Language names • Titles when the full title is used (lower case otherwise) 	<p>The Health Sciences, Emergency Services and Physical Education Division is expanding its courses.</p> <p>Programs like nursing and surgical technology continue to expand. Collin College offers courses in marketing, Spanish and mathematics.</p> <p>The Dean of the Developmental Education Division met with other deans and department chairs to discuss strategies for enrollment growth.</p>
Commas	Do not use a comma before "and" in a series	Faculty in English, speech and mathematics report to the Chair of Language and Communication.
Titles of People	Capitalize when using the full title Lower case otherwise	The Chair of the Language and Communication Division met with the dean and other department chairs to discuss strategies for enrollment growth.
Document Titles	For reports and other college documents, use title case, italics, no quotation marks, and no commas (before or after). Do not preface Collin College document titles with "CC" or	<p>The <i>2013 Faculty Senate Restructuring Report</i> recommends a planning team serve "as a conduit from the General Faculty to the Faculty Senate."</p> <p>(NOT: <i>The CCC 2013 Faculty Senate Restructuring Report</i>)</p>

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	"Collin College"	recommends...)
Documentation	<p>For references to college documents</p> <ul style="list-style-type: none"> • Refer to source in parenthetical reference at end of sentence. • Put punctuation after the parentheses. • List two or more sources alphabetically. • Separate sources with a comma. • Do not use "see," as in (<i>See The Record: General Catalog</i>) <p>For other published references, use MLA style and place references at the end of the document.</p>	<p>The Associate Faculty Handbook "will help answer many questions you may have during the year" (2012 Associate Faculty Handbook).</p> <p>Collin College defines good teaching in terms of the following seven dimensions (Arreola 1995, Centra 1987):</p>
Online Links	<p>For references or links to online material:</p> <ul style="list-style-type: none"> • Include title of Web page or document • In parentheses after title of Web page or document, provide the complete link (URL) to the page or document. • When possible, include reference and link to the home page of external materials. 	<p>Collin College offers many cultural events, such as its Book in Common program (www.collin.edu/academics/bookincommon). Book in Common is promoted by the Center for Scholarly and Civic Engagement (www.collin.edu/academics/csce) and is part of a larger effort of Smart Ways to Learn (www.collin.edu/academics/smartlearning).</p>

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Pronouns	<p>Wherever possible, use the plural pronoun to avoid gendered language</p> <p>Be sure the verb number agrees with the pronoun</p>	<p>Students can access their final grades online.</p> <p><i>(Not: A student can access his or her final grade online.)</i></p> <p><i>(Not: A student can access their grades online.)</i></p>
Gendered language	<p>Do not use gender specific language for any generic group of people.</p> <p>Use plural forms wherever possible to avoid gendered language (especially pronouns).</p>	<p>An employee may request his or her record at any time.</p> <p><i>OR</i></p> <p>Employees may request their records at any time.</p> <p><i>NOT</i></p> <p>An employee may request his record at any time.</p>
Numbers	<p>Round large (over one million) numbers</p> <p>Use dollar sign rather than the word.</p> <p>Use commas with numbers four digits and over (before decimal).</p> <p>Only spell out numbers one through nine. Always spell out the number if it begins a sentence.</p> <p>Figures for numbers 10 and above.</p> <p>Exceptions:</p> <p>Use Figures for the following:</p> <ul style="list-style-type: none"> • Numbers below 100 grouped with numbers 	<p>The college spends \$2.5 million.</p> <p><i>(NOT: 2.5 million dollars)</i></p> <p>Enrollment approached 3,500 recently, and the college hopes to exceed 4,000 by 2020.</p> <p>During the next four years the Department of Social Sciences hopes to increase its numbers of dual credit students. But whether it has 3, 30 or 300 students, it will still provide exemplary service.</p> <p>Dallas is only 35 miles from Ft. Worth.</p> <p>More than 80% of classes have fewer than 30 students; the average freshman class size is</p>

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	<p>100 and above</p> <ul style="list-style-type: none"> • Numbers preceding a measurement • Ratios, formulas, exact fractions, decimals, percentages • Time, dates, age, population size, experiment or test scores, scale, sums of money • Numbers as parts of a series (like chapters in a book) <p>Use words to express:</p> <ul style="list-style-type: none"> • Approximations • Zero • Any number that begins a sentence or section • Common fractions (e.g. one quarter) or approximate fractions 	<p>23; the student/faculty ratio is 15:1.</p>
<p>Compliance Statements</p>	<p>Use the example text for compliance statements.</p>	<p>4.2.1 Conclusion</p> <p>The college is in compliance with these SACSCOC Criteria.</p> <p>The college is not in compliance with [#] of these SACSCOC Criteria.</p> <p>The college is not in compliance with these SACSCOC Criteria.</p>

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Recommendations	<p>If no recommendations (because we are in compliance), use the word “none.”</p> <p>Present multiple recommendations as a numbered list.</p>	<p>4.2.1 Recommendations</p> <p>None.</p> <p>4.2.1 Recommendations</p> <p>Raise salaries.</p> <p>Reduce teaching load.</p>
Suggestions	<p>If no suggestions, use the word “none”.</p> <p>Present multiple suggestions as a numbered list.</p>	<p>4.2.1 Suggestions</p> <p>None.</p> <p>4.2.1 Suggestions</p> <p>Raise salaries.</p> <p>Reduce teaching load.</p>

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TERMS & ABBREVIATIONS	GUIDELINE	EXAMPLE
Educational Center	<p>Use educational center name when referring to a center facility.</p> <p>Spell out first usage in a major (one-digit) section.</p> <p>Use only the abbreviations listed below thereafter:</p> <ul style="list-style-type: none"> • CPC-Central Park Campus • PRC-Preston Ridge Campus • SCC-Spring Creek Campus • CYC-Courtyard Center • RW-Higher Education Center at Rockwall <p>Never use “satellite campus”</p>	
Districtwide	Use one word.	These changes effect programs districtwide.
Collin County Community College District	<p>Use Collin College in the narratives. Use Collin County Community College District in headers and document titles.</p> <p>Use “Collin College” or “the college” thereafter</p> <p>Never use only “Collin,” “Collin County” or “Collin Community.”</p>	
Compliance Certification	<p>Always capitalize</p> <p>Do not abbreviate</p>	

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Computer & Technology Terms	Use the following terms (with their respective spelling and capitalization): <ul style="list-style-type: none"> • database • e-mail • home page • Internet • online • webpage • website 	Collin College maintains a significant presence on the Internet. <i>Or</i> Collin College maintains a significant online presence <i>(Note: not "... presence on the web")</i>
Conclusion	Use singular form as heading. Use the example text for compliance statements.	Conclusion The college is in compliance with these SACSCOC Criteria. The college is not in compliance with [#] of these SACSCOC Criteria. The college is not in compliance with these SACSCOC Criteria.
Course load	Use as two words.	
Coursework	Use as one word.	
Data	Data is plural. Datum is singular.	The data are available from individual departments. One item of datum from the study suggests . . .
Dean	Capitalize when using the full title. Lower case otherwise.	The Dean of Academic Affairs met with other college deans to discuss strategies for enrollment growth.

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Degree Abbreviations	Use abbreviations in the Example column.	A.A.; A.A.T.; A.A.S.; A.D.M.; B.S.; B.A.; B.F.A.; B.S.Ed.; B.S.N.; Ed.D.; Ed.S.; L.V.N.; M.Ac; M.A.Ed.; M.A.T.; M.B.A.; M.Ed.; M.S.; M.C.M. M.E.; M.H.S.; M.S.N.; M.M.; M.P.T; M.P.M.; M.P.A.; M.A.; M.S.A.; Ph.D.
Departments	Capitalize when referring to a department's full name (with Department of ...). Lower case otherwise	The Department of Government worked with several other departments, such as history and psychology.
e-mail	Hyphenate	Faculty regularly e-mail a student regarding that student's performance.
In-state	Hyphenate	In-state students at Collin College are billed a lower tuition rate than out-of-state students.
Internet	Capitalize Internet	Collin College maintains a significant presence on the Internet.
Non-Compliance	Hyphenate Capitalize both words	
Offices	Capitalize office names. Lower case the word "office" when not used as part of a complete office name.	The college consists of many offices, including the Office of Student Development.
Online	One word Lower case unless first word in the sentence.	

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Out-of-district	Hyphenate	The college has many out-of-district students.
Out-of-state	Hyphenate	The college attempts to attract out-of-state students in many ways.
SACSCOC	When used for the first time in a report, use full name followed by abbreviation in parentheses. Thereafter, use the abbreviated version.	The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). . . SACSCOC
Seasons	Capitalize only when referring to a specific year's season. Otherwise lowercase	The Compliance Certification began in Fall 2013. This course is only offered during spring semesters.
State of Texas	Capitalize State when using the phrase "State of Texas." Otherwise, lowercase	The State of Texas Legislative Budget Board makes funding recommendations. Collin College receives funds from the state.