

Style Sheet for Accreditation 2015 Self Evaluation

Document component	Formatting and Style
Submission	<ul style="list-style-type: none"> • Submit as Word document to your team D2L dropbox or email document as an attachment to your Standard Team Chair. Standard Team Chairs: Compile the standards sections into one complete document. • File title: Standard number and “Final” (Example: Std_IIB_Final)
Font and Layout	
Font	Times New Roman
Standard title	14 pt. bold
Standard statement	12 pt. bold. Use periods between numbers and letters of standard. Example: II.B.3.b
Standard Section Titles	12 pt. bold. Use these terms for the main sections: <ul style="list-style-type: none"> • Descriptive Summary • Self Evaluation (<i>not</i> “Assessment,” and no hyphen) • Actionable Improvement Plan (<i>not</i> “Planning Agenda”)
Body text	12 pt., Left Justified
Page numbers	Bottom right
Bullets	<ul style="list-style-type: none"> • Black dots, Times New Roman
Use of italics and underlining	Do not use unless essential for clarity. Do not use for titles of anything (see note regarding document titles below.)
Paragraphs	Skip lines between paragraphs—do not indent.
Capitalization & Acronyms	
References to Accreditation	Capitalize the following: <ul style="list-style-type: none"> • the Commission • Accreditation Standards (e.g., “In order to meet Accreditation Standards...”) • Standard (e.g., “The College meets the Standard).
Do NOT capitalize	Do not capitalize: <ul style="list-style-type: none"> • seasons or semesters: “Enrollment for the fall 2014 semester...” • “state” or “federal” unless the word is part of an official name • “student learning outcomes” (do capitalize acronym SLOs) And please do not use all caps for formatting or emphasis!
References to ARC	Capitalize “the College” when referring specifically to ARC (that is, “the College” could be replaced by “American River College”). Capitalize “the District” when referring to the Los Rios Community College District” in relation to Board actions. (“District” and “College” are <i>not</i> interchangeable.)

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Titles of official documents, websites, departments, etc.	Use title case in plain type. If necessary, this will be reformatted later.
Titles of individuals	Capitalize the title when it precedes the name: President Thomas Greene. Do not capitalize when it follows a name or stands alone: "...became president in 2012."
Acronyms	Spell out an acronym the first time you use it in your standard and follow with the acronym in parentheses. Example: "The Planning Coordination Council (PCC) reported...." After that, you may use the acronym alone.
Numbers and percentages	Spell out numbers 1-10 (one through ten). Use numerals for larger numbers. Credit hours should be expressed as numerals. Spell out "percent" within a sentence ("Almost 40 percent of students rated parking as an obstacle..."). Otherwise, use the % symbol only in scientific, technical, or statistical copy.
Specific Phrasing and Structure	
Self Evaluation	Start the Self Evaluation section with, "The College meets the Standard." (Or, if applicable, "partially meets" or "does not meet").
Actionable Improvement Plans (AIPs)	If there are no AIPs, just write "None" under that heading. If there is an AIP, list it at the end of the part of the Standard that it relates to. If there is more than one, do not number them. 1. Start with a verb: <ul style="list-style-type: none"> • <i>Example:</i> Analyze and develop a plan for assessing Student Learning Outcomes. 2. Name the position(s) (<i>not</i> individuals by name) responsible for taking the lead (if you're not sure, make an educated guess—this part will be reviewed carefully later). <ul style="list-style-type: none"> • <i>Example:</i> Dean of Science & Engineering 3. Give a month and year for completion (educated guess): <ul style="list-style-type: none"> • <i>Example:</i> June 2015
Citing Evidence	1. Number your sources within the text as you refer to them and then numerically order those sources at the end of the Standard section or the entire Standard. 2. Cite your sources with a title and a link (if it exists). 3. If you cite sources that are not available electronically, please list how to locate them next to the title of the source and be sure that Amanda or Ken has a copy of the source. 4. The final order and placement for lists of evidence, as well as hyperlinks to electronic copies, will be handled by the editors.
Inclusion of graphics and illustrations (tables, flow charts, etc.)	If you use graphics or illustrations, include the title and the graphic near the text that refers to it. It's OK if the graphic needs to be inserted as a separate page. If you know what kind of graphic you want but want it professionally designed, describe or illustrate or scan what you would like to see.

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Other	
Names	Do not include names of individuals. Refer by position only.
Stay in third person.	Do not use “we,” “our,” etc.
And...	Editors will check all of your writing, so don't sweat over the minute details of comma use, perfect wording, exact alignment of bullets and numbers, etc.
Questions?	Contact Amanda Corcoran Corcora@arc.losrios.edu or Ken Kubo Kubok@arc.losrios.edu

ACCJC Writing style suggestions:

Be accurate. Nothing else matters if facts are not correct.

Do not write in the first person; use third person.

Use the active voice, not passive voice.

Passive example: Commencement was attended by hundreds of people.

Active example: Hundreds of people attended commencement.

Be concise. Avoid jargon in text. Keep text as simple as possible.

Be specific, definite, clear and concrete. Explicit writing holds the attention of readers.