**Style Sheet for Accreditation 2015 Self Evaluation**

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| **Document component** | **Formatting and Style** |
| **Submission** | * Email Word document as an attachment or through File Depot to [wburzycki@santarosa.edu](mailto:wburzycki@santarosa.edu) . (Do not use SharePoint at this stage.) * **File title:** Standard number and “Final” (Example: Std\_IIB\_Final) * Deadlines: May 12, 2014 for unformatted DRAFT. * **Absolute deadline: May 30, 2014.** |
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| **Font and Layout** |  |
| Font | Calibri |
| Standard title | **14 pt. bold, centered** |
| 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:**   * Descriptive Summary * Self Evaluation (*not* “Assessment,” and no hyphen) * Actionable Improvement Plan (*not* “Planning Agenda”) |
| Subtitles within sections | ***11 pt. bold italic.*** Example: ***Providing Access and Training*** |
| Page numbers | Bottom right |
| Bullets | * Black dots |
| 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. |
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| **Capitalization & Acronyms** |  |
| References to Accreditation | Capitalize the following:   * the Commission * Accreditation Standards (e.g., “In order to meet Accreditation Standards…”) * Standard (e.g., “The College meets the Standard). |
| References to SRJC | Capitalize “the College” when referring specifically to SRJC (that is, “the College” could be replaced by “Santa Rosa Junior College”).  Capitalize “the District” when referring to the Santa Rosa Junior College District” in relation to Board actions. (“District” and “College” are *not* interchangeable.) |
| Titles of official documents, websites, departments, etc. | Use title case. At this point, don’t worry about whether you have been underlining, italicizing, or using plain type. This will be formatted consistently later. |
| Titles of individuals | Capitalize the title when it precedes the name: President Frank Chong. Do not capitalize when it follows a name or stands alone: “…became president in 2012.” |
| Do NOT capitalize | Do not capitalize:   * seasons or semesters: “Enrollment for the fall 2013 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! |
| Acronyms | Spell out an acronym the first time you use it in your standard and follow with the acronym in parentheses. Example: “ …the District Tenure Review and Evaluation Committee (DTREC) reported….” After that, you may use the acronym alone. |
| Numbers and percents | Spell out numbers 1-10 (one through ten). Use numerals for larger numbers.  Spell out “percent” within a sentence (“Almost 40 percent of students rated parking as an obstacle…”). Otherwise, use the % symbol. |
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| **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”). Note: We are using the term College (capitalized), *not* District. |
| 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:  * *Example:* Analyze and develop a plan for assessing General Education Learning Outcomes.  1. Name the position(s) (*not* individuals by name) responsible for taking the lead (if you’re not sure, make an educated guess—this part will be reviewed carefully by Mary Kay and the Steering Committee later).  * *Example:* Dean of Liberal Arts and Sciences, Project LEARN  1. Give a month and year for completion (educated guess):  * *Example:* 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. 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.) | 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… | Two editors will be going through all of this, so don’t sweat over the minute details of comma use, perfect wording, exact alignment of bullets and numbers, etc. |
| Questions? | Contact Wanda at [wburzycki@santarosa.edu](mailto:wburzycki@santarosa.edu) or 522-2781. |