

# UMMC SACSCOC Report Editorial Guidelines

## Format

- Use 11-point Arial font.
- Use one-inch margins on all sides.
- Justify the left-hand margin.
- Double space between paragraphs.
- Use one space after colons and periods.
- Use one space after commas and semicolons.

## Text Style

- Narrative should be in prose style.
- Use tables, diagrams, graphics as appropriate.
- Use bullets, when appropriate, to simplify information.
- Use the active voice.
  - Example
  - Active voice: The committee prepared the report.
  - Passive voice: The report was prepared by the committee.
- Select verbs carefully. Avoid subjective verbs (such as feel, hope, believe); use objective verbs (such as review, examine, analyze).
- Keep verb tense consistent throughout the narrative.
- Define any technical or specialized terms. Avoid jargon.
- Avoid use of acronyms. Always use full name on first reference followed by general or casual references such as “board,” “center,” or “department.”

## Capitalization

- Capitalize names of buildings, units (for example, department names, divisions, and colleges), formal names of courses, and formal names of committees and groups.
- Do not capitalize the class level of students (for example, “freshmen”), partial or informal references, such as “art class,” “board” or “university.”
- Capitalize titles of personnel only when the title precedes the name.

Correct: Associate Vice Chancellor Ralph Didlake

Ralph Didlake, associate vice chancellor

Incorrect: Ralph Didlake, Associate Vice Chancellor

## Punctuation

- Avoid the use of exclamation marks, bold face, underlining, and other methods of emphasis.
- Commas and periods always fall inside quotation marks.
- Colons and semicolons always fall outside the quotation marks.

- Question marks fall outside of quotation marks, unless the quotation itself is a question.
- Use a comma to separate items in a series, including the comma before the conjunction.

Correct: Information, Analysis, and Assessment.  
 Incorrect: Information, Analysis and Assessment.

- Commas are included in dates only when the day, month, and year are included.
- Commas should not be used between a month or semester and year.

The Fall 2005 roster is included in the document.  
 If February 23, 2008, is included within a sentence, a comma should follow the year.

- Do not use contractions.

### Numbers and Years

- Write out numbers or percentages that are ten or less.
- All numbers 10 and above.
- Use the Arabic numeral for a number 11 or greater unless it appears at the beginning of a sentence, in which case it must be spelled out.
- Numbers denoting years at the beginning of a sentence are not spelled out.

Thirty-one scholars attended.  
 2004 marked a transition for the team.

- Use a single hyphen with no spaces between the years.

Example: 2004-2005.

- Use the written word “percent” for numbers in the narrative and the text.
- Use the symbol “%” within tables.

### Miscellaneous Guidelines

- Bachelor’s degree and master’s degree:
  - Always use an apostrophe and the word “degree” or another noun, such as “program.”
  - Capitalize formal names of academic degrees.

master’s program  
 Bachelor of Science  
 BA; PhD

- Doctorate is a noun; doctoral is an adjective.

The student has a doctorate.

The Physics Department has a doctoral degree program.

- Do not use periods for GPA.
- Italicize names of publications.
- Avoid abbreviations when possible.
- Avoid the use of ampersands (&) unless part of actual name.
- When two or more words are used as a single adjective preceding a noun, they should be hyphenated, as in the following examples:
  - part-time faculty
  - self-study process
  - three-hour course
  - off-campus sites
  - 400-level courses
- E-mail: Use with a hyphen.
- Online: Use as one word, no hyphen.
- School: Can be used to refer to UMMC or specific school, but use lowercase.
- website: One words

References:

Savannah State University SACS Self-Study Plan Editorial Guidelines

University of Central Florida SACS Compliance Certification Editorial Guidelines