

WESTERN CAROLINA UNIVERSITY
SACS ACCREDITATION – REPORT STYLE GUIDE

<http://www.wcu.edu/sacs/>

	GUIDELINE	EXAMPLE
FORMAT		
Paper	8.5” X 11” Portrait	
Margins	Top / Bottom / Right margins = 1” Left margin = 1.5”	
Header	Header = .5” 10pt Times New Roman Include the following text italicized and justified center: Western Carolina University Followed by report title and years	<i>Western Carolina University Self-Study 2005-2006</i> <i>Western Carolina University Quality Enhancement Plan 2005-2006</i>
Footer	Footer = .5” 10pt Times New Roman Include page number (see Pagination) centered	
Font	Times New Roman 12pt	
Alignment	Justify (align) text left Do Not justify full or right Do Not auto hyphenate lines Do Not indent 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 figure and figure Double space between paragraphs Double space between text and lists Double space between headings and text	
Paragraphs	Align text Left Do Not justify full or right Single space all text within paragraphs Double space between paragraphs	
Pagination	Justify center in footer Format: - # -	- 5 -

<p>Numbered Lists</p>	<p>Single space numbered lists Double space before and after numbered lists Indent numbered lists Do not punctuate at the end of list items unless: 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 as the end of the last item) Be sure to use parallel construction</p>	<p>Two colleges lead the University in on-line courses:</p> <ol style="list-style-type: none"> 1. Education 2. Arts and Sciences <p>Departments address program review differently:</p> <ol style="list-style-type: none"> 1. The English Department interviews all graduating seniors. 2. The Music Department evaluates required senior performances. <p>The University hopes to institute:</p> <ol style="list-style-type: none"> 1. more financial aid programs; 2. more opportunities for community involvement.
<p>Bulleted Lists</p>	<p>Single space bulleted lists Double space before and after bulleted lists Indent bulleted lists Do not punctuate at the end of list items unless: 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>	<p>Two colleges lead the University in on-line courses:</p> <ul style="list-style-type: none"> • Education • Arts and Sciences <p>Departments address program review differently:</p> <ul style="list-style-type: none"> • The English Department interviews all graduating seniors. • The Music Department evaluates required senior performances. <p>The University hopes to institute:</p> <ul style="list-style-type: none"> • more financial aid programs; • more opportunities for community involvement.
<p>Quotations</p>	<p>If quotation is fewer than three typed lines long, incorporate the quotation into the text If quotation is three or more typed lines long,</p>	

	<p>use an indented block quote, single spaced, with double spacing before and after the block quote</p>	
<p>Files and Filenames</p>	<p>Use one file wherever possible (i.e. integrate appendices, images, tables, etc. into one document)</p> <p>Use the following filename conventions: For the QEP QEP-section-vers# For the Compliance Reports COMP-section-vers#</p> <p>If the document covers more than one section, use the first section covered as the identifier in the filename</p> <p>Save as a new version after any substantial revisions and save all previous versions</p> <p>Do Not use periods, spaces, punctuation other than dashes, or any special characters (&, @, etc.) in the filename</p> <p>Save as a MSWord document</p>	<p>For a report covering one section (section 3) for the QEP: QEP-3-vers2.doc</p> <p>For a compliance report that covers sections 4.2 – 4.4: COMP-4-2-vers3.doc</p>
<p>Headings and Sections</p>	<p>Number headings according to SACS guidelines</p> <p>Do Not use the numbered list function in MSWord; number all sections manually</p> <p>First Level Section Headings: USE ALL CAPS Bold Center Use the word SECTION and Arabic numerals</p> <p>All Other Headings: 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 SACS terminology wherever possible) Do not change font attributes of (other than assigning bold to) headings</p>	<p>SECTION 2: CORE REQUIREMENTS</p> <p>2.1 Degree-granting Authority</p> <p> The institution has degree granting authority. . .</p> <p>3.4 Educational Programs</p> <p>3.4.1 Approved by Faculty and Establishes and Evaluates 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>

Underline	Do not use underline – EVER Use italics (sparingly) for emphasis in the text Use italics for titles of long works											
Italics	Italicize titles of long works (see APA style) Use italics, not bold, to emphasize text (other than section titles, headings, and “must” statements)											
Bold	Bold headings and section titles Bold figure titles Bold must statements Use <i>italics</i> , not bold, to emphasize any other text											
Tables and Figures	<p>Labeling</p> <ul style="list-style-type: none"> Identify all tables and figures by a number Use section number followed by table number Provide a title after the number Identify tables as Table #: Title Identify all other images as Figure #: Title Bold titles of tables and figures Single space between title and table/figure Double space before title of table/figure Double space between table/figure and subsequent text Center titles of tables and figures Center all tables and figures Do not word wrap around tables and figures Refer to the table/figure in accompanying text by the table/figure’s number 	<p>3.6 Educational Programs</p> <p>The University is currently perusing several new accreditations.</p> <p>Table 3.6-1: Status of Program Accreditation</p> <table border="1" data-bbox="1062 1045 1479 1123"> <tr> <td>Program 1</td> <td>x</td> <td></td> <td>x</td> <td></td> </tr> <tr> <td>Program 2</td> <td></td> <td>x</td> <td>x</td> <td>x</td> </tr> </table> <p>Table 3.6-1 describes the specific programs and accrediting agencies . . .</p>	Program 1	x		x		Program 2		x	x	x
Program 1	x		x									
Program 2		x	x	x								
Notes	Avoid notes; if possible, incorporate note material into text Use APA style for references and citations If required, use endnotes rather than footnotes											

STYLE		
Brevity	Strive at all times to be concise Avoid unnecessary adverbs and adjectives Use active voice wherever possible	
Active Voice	Use active voice wherever possible Active voice reduces sentence length, improves clarity, and reduces confusion	SACS has accredited Western Carolina University since 1946 <i>(NOT: Western Carolina University has been accredited by SACS since 1946)</i>
Expletive Construction	Avoid the use of expletive syntactical constructions. (“There is/are . . .” or “It is . . .”)	Poor: “There are many faculty who maintain their own Web pages.” Better: “Many faculty maintain their own Web pages.” Poor: “Throughout the semester, there is the ability for students to receive feedback.” Better: “Students receive feedback throughout the semester.”
Nominalizations	Avoid nominalizations (turning the verb into a noun unnecessarily, thereby using two verbs when just one would do)	Poor: “The University made a change to its procedures.” Better: “The University changed its procedures.” Poor: “Department heads conducted interviews of graduating seniors.” Better: “Department heads interviewed graduating seniors.” Poor: “The Chancellor held meetings with program directors to discuss the budget.” Better: “The Chancellor met with program directors to discuss the budget.” Better: “The Chancellor discussed the budget with program directors.”
Years	Use four-digit format Academic and fiscal years use abbreviation and four digit format	2003-2004 AY 2004-2005 FY 2005-2006
Capitalization	Capitalize the following:	Western Carolina University is growing faster

	<p>University – when referring to Western Carolina University (lower case when referring to other universities)</p> <p>Academic units only when using the unit’s entire name (lower case when referring to majors and units not by their full name)</p> <p>Language names</p> <p>Titles when the full title is used (lower case otherwise)</p> <p>Always capitalize Chancellor</p>	<p>than many other local universities. The University is perhaps most proud of the growth in the Department of English.</p> <p>Majors like philosophy and education continue to expand. Other majors, such as marketing and Spanish, continue to foster complimentary programs of study.</p> <p>The Head of the English Department met with the Chancellor and other department heads to discuss strategies for enrollment growth.</p>
Commas	Use a comma before “and” in a series	Faculty in English, music, and mathematics regularly receive teaching awards.
Titles of People	<p>Capitalize when using the full title</p> <p>Always capitalize Chancellor</p> <p>Lower case otherwise</p>	The Head of the English Department met with the Chancellor and other department heads to discuss strategies for enrollment growth.
Document Titles	<p>For reports and other University documents, use title case, no font change (italics or underlining), no quotation marks, and no commas (before or after)</p> <p>See Catalogs for guidelines referring to <i>The Record</i> general and graduate catalogs</p> <p>Do not preface WCU document titles with “WCU” or “Western Carolina University”</p>	<p>The 2003 Faculty Senate Restructuring Report recommends a planning team serve “as a conduit from the General Faculty to the Faculty Senate.”</p> <p>(<i>NOT: The WCU 2003 Faculty Senate Restructuring Report recommends . . .</i>)</p>
Documentation	<p>For references to University documents</p> <p>Refer to source in parenthetical reference at end of sentence</p> <p>Put punctuation after the parentheses</p> <p>Separate sources with a semicolon</p> <p>Do not use “see,” as in (See <i>The Record: General Catalog</i>)</p> <p>For other published references, use APA style and place References at the end of the document</p>	<p>A Faculty Senate planning team should serve “as a conduit from the General Faculty to the Faculty Senate” (2003 Faculty Senate Restructuring Report).</p> <p>WCU defines good teaching in terms of the following seven dimensions (Arreola 1995; Centra 1987):</p>
On-Line Links	<p>For references or links to on-line material:</p> <p>Include title of Web page or document</p> <p>In parentheses after title of Web page or document, provide the</p>	<p>WCU offers many cultural events, such as its Literary Festival (http://www.wcu.edu/as/english/litfestival). Such events addresses Interstate New Teacher Assessment and Support Consortium (INTASC) Standard 3: Diverse Learners</p>

	<p>complete link (URL) to the page or document. When possible, include reference and link to the home page of external materials.</p>	<p>(http://www.dpi.state.nc.us/pbl/pblintasc.htm), which the State of North Carolina’s Department of Public Instruction (http://www.dpi.state.nc.us/) mandates for teacher education.</p>
<p>Pronouns</p>	<p>Wherever possible, use the plural pronoun to avoid gendered language Be sure the verb number agrees with the pronoun</p>	<p>Students can access their final grades on-line. <i>(Not: A student can access his or her final grade on-line.)</i> <i>(Not: A student can access their grades on-line.)</i></p>
<p>Gendered language</p>	<p>Do Not use gender specific language for any generic group of people Use plural forms wherever possible to avoid gendered language (especially pronouns)</p>	<p>An employee may request his or her record at any time. <i>OR</i> Employees may request their records at any time. <i>NOT</i> An employee may request his record at any time.</p>
<p>Numbers</p>	<p>Round large (over one million) numbers Use dollar sign rather than the word Use commas with numbers four digits and over (before decimal)</p> <p>All other issues follow APA style Words for numbers nine and below Figures for numbers 10 and above</p> <p>Exceptions</p> <p>Use Figures for the following: Numbers below 10 grouped with numbers 10 and above 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>	<p>The University spends \$2.5 million. <i>(NOT: 2.5 million dollars)</i></p> <p>Enrollment approached 8,000 recently, and the University hopes to exceed 10,000 by 2010.</p> <p>During the next four years the Department of English hopes to enroll 40 new majors per year. But whether it has 3, 30, or 300 students, it will still provide exemplary service.</p> <p>Cullowhee is only 6 miles from Sylva.</p> <p>More than 80% of classes have fewer than 30 students; the average freshman class size is 23; the student/faculty ratio is 15:1.</p>

	<p>Use words to express</p> <p>Approximations</p> <p>Zero</p> <p>Any number that begins a sentence or section</p> <p>Common fractions (e.g. one quarter) or approximate fractions</p> <p>Generally accepted language and usage</p>	
Compliance Statements	<p>Use the Example text for compliance statements</p>	<p>4.2.1 Conclusion</p> <p>The University is in compliance with these SACS Criteria.</p> <p>The University is not in compliance with [#] of these SACS Criteria.</p> <p>The University is not in compliance with these SACS Criteria.</p>
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> <ol style="list-style-type: none"> 1. Raise salaries. 2. Reduce teaching load.
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> <ol style="list-style-type: none"> 1. Raise salaries. 2. Reduce teaching load.

TERMS & ABBREVIATIONS		
Academic Year	Abbreviated AY Follow with four digit number with hyphens for continuous years	AY 2004-2005
Campus-wide	Use two words separated by hyphen (not one word)	These changes effect programs campus-wide.
Catalogs	Use <i>The Record</i> Since WCU publishes two versions of <i>The Record</i> , follow with reference to the version separated by a colon	The most recent version of <i>The Record: General Catalog</i> includes graduate course numbers listed in <i>The Record: Graduate Catalog</i>
Computer & Technology Terms	Use the following terms (with their respective spelling and capitalization): database e-mail home page Internet on-line Web page	WCU maintains a significant presence on the Internet <i>Or</i> WCU maintains a significant on-line presence <i>(note: not “. . . presence on the web”)</i>
Conclusion	Use singular form as heading Use the example text for compliance statements	Conclusion The University is in compliance with these SACS Criteria. The University is not in compliance with [#] of these SACS Criteria. The University is not in compliance with these SACS 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 the College of Arts and Sciences met with the Chancellor and other college deans to discuss strategies

		for enrollment growth.
Degree Abbreviations	Use abbreviations in the Examples column Refer to <i>The Record</i> for any degrees not listed here or for explanation of abbreviations	B.S.; B.A.; B.F.A.; B.S.Ed.; B.S.N.; M.Ac; M.A.Ed.; M.A.T.; M.B.A.; M.Ed.; M.S.; M.C.M. M.E.; Ed.S.; Ed.D.; M.H.S.; M.S.N.; M.M.; M.P.T; M.P.M.; M.P.A.; M.A.; M.S.A.
Departments	Capitalize when referring to a department’s full name (with Department of . . .) Lower case otherwise	The Department of Philosophy and Religion worked with several other departments, such as nursing and physical therapy.
Divisions	Capitalize when referring to a division’s full name (with Division of . . .) Lower case otherwise	
E-mail	Hyphenate	Faculty regularly e-mail a student regarding that student’s performance
Fiscal Year	Abbreviated FY Follow with four digit number with hyphens for continuous years	FY 2005-2006
In-state	Hyphenate	In-state students at WCU enjoy benefits greater than in-state students at other institutions.
Internet	Capitalize Internet	WCU maintains a significant presence on the Internet.
Lower-division Lower-level	Hyphenate when used as adjectives only	This pertains to lower-division students. Students in the lower level of their performance bracket . . .
Must	Bold must in compliance statements	The University is in compliance with this must statement.
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 University consists of many offices, including the Office of the Provost.
On-line	Hyphenate	

	Lower case unless first word in the sentence	
Out-of-state	Hyphenate	The University attempts to attract out-of-state students in many ways.
Page Number Abbreviations	“p.” for one page “pp.” for more than one page	
Provost	Use “Provost and Vice Chancellor for Academic Affairs” the first time in a major (one-digit) section - may be abbreviated “Provost” thereafter	
SACS	When used for the first time in a report use full name followed by abbreviation in parentheses Thereafter, use the abbreviated version	Commission on Colleges of the Southern Association of Colleges and Schools (SACS) SACS
Seasons	Capitalize only when referring to a specific year’s season Otherwise lowercase	The Self-Study began in Fall 2005. This course is only offered during spring semesters.
Self-Study	Hyphenate Capitalize both words	
State of North Carolina	Capitalize State when referring to NC	WCU receives funds from the State.
University of North Carolina System	Abbreviate UNC	
University-wide	Hyphenate	
Upper-division Upper-level	Hyphenate when used as adjectives only	Upper-division classes often receive lower enrollment caps. Athletes in upper divisions often experience greater academic challenges.
Western Carolina University	Spell out first usage in a major (one-digit) section Use “WCU” or “the University” thereafter Never use only “Western” or “Western Carolina”	