<table>
<thead>
<tr>
<th>FORMAT</th>
<th>GUIDELINE</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper</td>
<td>8.5” X 11” Portrait</td>
<td></td>
</tr>
<tr>
<td>Margins</td>
<td>Top / Bottom / Right margins = 1” Left margin = 1.5”</td>
<td></td>
</tr>
<tr>
<td>Header</td>
<td>Header = .5” 10pt Times New Roman Include the following text italicized and justified center: Western Carolina University Followed by report title and years</td>
<td>Western Carolina University Self-Study 2005-2006</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Western Carolina University Quality Enhancement Plan 2005-2006</td>
</tr>
<tr>
<td>Footer</td>
<td>Footer = .5” 10pt Times New Roman Include page number (see Pagination) centered</td>
<td></td>
</tr>
<tr>
<td>Font</td>
<td>Times New Roman 12pt</td>
<td></td>
</tr>
<tr>
<td>Alignment</td>
<td>Justify (align) text left Do Not justify full or right Do Not auto hyphenate lines Do Not indent first line of paragraphs</td>
<td>This first paragraph represents sample report text. Notice the lack of full or right justification. This second paragraph represents more sample report text.</td>
</tr>
<tr>
<td>Spacing</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>Paragraphs</td>
<td>Align text Left Do Not justify full or right Single space all text within paragraphs Double space between paragraphs</td>
<td></td>
</tr>
<tr>
<td>Pagination</td>
<td>Justify center in footer Format: - # -</td>
<td>- 5 -</td>
</tr>
</tbody>
</table>
| **Numbered Lists** | 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 | Two colleges lead the University in online courses:  
1. Education  
2. Arts and Sciences  
Departments address program review differently:  
1. The English Department interviews all graduating seniors.  
2. The Music Department evaluates required senior performances.  
The University hopes to institute:  
1. more financial aid programs;  
2. more opportunities for community involvement. |
| **Bulleted Lists** | 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 | Two colleges lead the University in online courses:  
- Education  
- Arts and Sciences  
Departments address program review differently:  
- The English Department interviews all graduating seniors.  
- The Music Department evaluates required senior performances.  
The University hopes to institute:  
- more financial aid programs;  
- more opportunities for community involvement. |
| **Quotations** | If quotation is fewer than three typed lines long, incorporate the quotation into the text  
If quotation is three or more typed lines long, | |
| Files and Filenames | Use one file wherever possible (i.e. integrate appendices, images, tables, etc. into one document)  
Use the following filename conventions:  
For the QEP  
QEP-section-vers#  
For the Compliance Reports  
COMP-section-vers#  
If the document covers more than one section, use the first section covered as the identifier in the filename  
Save as a new version after any substantial revisions and save all previous versions  
Do Not use periods, spaces, punctuation other than dashes, or any special characters (&, @, etc.) in the filename  
Save as a MSWord document  

For a report covering one section (section 3) for the QEP:  
QEP-3-vers2.doc  
For a compliance report that covers sections 4.2 – 4.4:  
COMP-4-2-vers3.doc |
| Headings and Sections | Number headings according to SACS guidelines  
Do Not use the numbered list function in MSWord; number all sections manually  

First Level Section Headings:  
USE ALL CAPS  
Bold  
Center  
Use the word SECTION and Arabic numerals  

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  

SECTION 2: CORE REQUIREMENTS  

2.1 Degree-granting Authority  
The institution has degree granting authority. . .  

3.4 Educational Programs  

3.4.1 Approved by Faculty and Establishes and Evaluates Learning Outcomes  
The institution demonstrates . . .  

3.4.2 Continuing Education and Outreach Consistent with Mission  
The institution’s continuing . . .
### 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 italics, not bold, to emphasize any other text

### Tables and Figures

Labeling  
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

#### 3.6 Educational Programs

The University is currently perusing several new accreditations.

<table>
<thead>
<tr>
<th>Program</th>
<th>Accreditation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program 1</td>
<td>x</td>
</tr>
<tr>
<td>Program 2</td>
<td>x</td>
</tr>
</tbody>
</table>

Table 3.6.1 describes the specific programs and accrediting agencies . . .

### Notes

Avoid notes; if possible, incorporate note material into text  
Use APA style for references and citations  
If required, use endnotes rather than footnotes
<table>
<thead>
<tr>
<th><strong>STYLE</strong></th>
<th><strong>Brevity</strong></th>
<th><strong>Active Voice</strong></th>
<th><strong>Expletive Construction</strong></th>
<th><strong>Nominalizations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brevity</strong></td>
<td>Strive at all times to be concise</td>
<td>Use active voice wherever possible</td>
<td>Avoid the use of expletive syntactical constructions. (&quot;There is/are . . .&quot; or &quot;It is . . .&quot; )</td>
<td>Avoid nominalizations (turning the verb into a noun unnecessarily, thereby using two verbs when just one would do)</td>
</tr>
<tr>
<td></td>
<td>Avoid unnecessary adverbs and adjectives</td>
<td></td>
<td>Poor: “There are many faculty who maintain their own Web pages.”</td>
<td>Poor: “The University made a change to its procedures.”</td>
</tr>
<tr>
<td></td>
<td>Use active voice wherever possible</td>
<td>Active voice reduces sentence length, improves clarity, and reduces confusion</td>
<td>Better: “Many faculty maintain their own Web pages.”</td>
<td>Better: “The University changed its procedures.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Poor: “Throughout the semester, there is the ability for students to receive feedback.”</td>
<td>Poor: “Department heads conducted interviews of graduating seniors.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Better: “Students receive feedback throughout the semester.”</td>
<td>Better: “Department heads interviewed graduating seniors.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Poor: “The Chancellor held meetings with program directors to discuss the budget.”</td>
<td>Poor: “The Chancellor met with program directors to discuss the budget.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Better: “The Chancellor discussed the budget with program directors.”</td>
<td>Better: “The Chancellor discussed the budget with program directors.”</td>
</tr>
<tr>
<td><strong>Years</strong></td>
<td>Use four-digit format</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic and fiscal years use abbreviation and four digit format</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2003-2004</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AY 2004-2005</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FY 2005-2006</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Capitalization</strong></td>
<td>Capitalize the following:</td>
<td></td>
<td></td>
<td>Western Carolina University is growing faster</td>
</tr>
</tbody>
</table>
| **University** – when referring to Western Carolina University (lower case when referring to other universities)  
Academic units only when using the unit’s entire name (lower case when referring to majors and units not by their full name)  
Language names  
Titles when the full title is used (lower case otherwise)  
Always capitalize Chancellor | than many other local universities. The University is perhaps most proud of the growth in the Department of English.  
Majors like philosophy and education continue to expand. Other majors, such as marketing and Spanish, continue to foster complimentary programs of study.  
The Head of the English Department met with the Chancellor and other department heads to discuss strategies for enrollment growth. |
| **Commas** | Use a comma before “and” in a series | Faculty in English, music, and mathematics regularly receive teaching awards. |
| **Titles of People** | Capitalize when using the full title  
Always capitalize Chancellor  
Lower case otherwise | The Head of the English Department met with the Chancellor and other department heads to discuss strategies for enrollment growth. |
| **Document Titles** | For reports and other University documents, use title case, no font change (italics or underlining), no quotation marks, and no commas (before or after)  
See **Catalogs** for guidelines referring to  
*The Record* general and graduate catalogs  
Do not preface WCU document titles with “WCU” or “Western Carolina University” | The 2003 Faculty Senate Restructuring Report recommends a planning team serve “as a conduit from the General Faculty to the Faculty Senate.”  
*(NOT: The WCU 2003 Faculty Senate Restructuring Report recommends . . . )* |
| **Documentation** | For references to University documents  
Refer to source in parenthetical reference at end of sentence  
Put punctuation after the parentheses  
Separate sources with a semicolon  
Do not use “see,” as in (See *The Record: General Catalog*)  
For other published references, use APA style and place References at the end of the document | A Faculty Senate planning team should serve “as a conduit from the General Faculty to the Faculty Senate” (2003 Faculty Senate Restructuring Report).  
WCU defines good teaching in terms of the following seven dimensions (Arreola 1995; Centra 1987): |
| **On-Line Links** | For references or links to on-line material:  
Include title of Web page or document  
In parentheses after title of Web page or document, provide the | 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 |
| **Pronouns** | Wherever possible, use the plural pronoun to avoid gendered language. Be sure the verb number agrees with the pronoun. | Students can access their final grades on-line.  
(*Not: A student can access his or her final grade on-line.*)  
(*Not: A student can access their grades on-line.*) |
| **Gendered language** | Do Not use gender specific language for any generic group of people. Use plural forms wherever possible to avoid gendered language (especially pronouns). | An employee may request his or her record at any time.  
*OR*  
Employees may request their records at any time.  
*NOT*  
An employee may request his record at any time. |
| **Numbers** | Round large (over one million) numbers. Use dollar sign rather than the word. Use commas with numbers four digits and over (before decimal). | The University spends $2.5 million.  
(*NOT: 2.5 million dollars*)  
Enrollment approached 8,000 recently, and the University hopes to exceed 10,000 by 2010.  
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.  
Cullowhee is only 6 miles from Sylva.  
More than 80% of classes have fewer than 30 students; the average freshman class size is 23; the student/faculty ratio is 15:1. |
All other issues follow APA style.  
Words for numbers nine and below.  
Figures for numbers 10 and above.  
**Exceptions**  
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).
<table>
<thead>
<tr>
<th>Compliance Statements</th>
<th>Use the Example text for compliance statements</th>
<th>4.2.1 Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>The University is in compliance with these SACS Criteria.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The University is not in compliance with [#] of these SACS Criteria.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The University is not in compliance with these SACS Criteria.</td>
</tr>
<tr>
<td>Recommendations</td>
<td>If no recommendations (because we are in compliance), use the word “none”</td>
<td>4.2.1 Recommendations</td>
</tr>
<tr>
<td></td>
<td>Present multiple recommendations as a numbered list</td>
<td>None.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.2.1 Recommendations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Raise salaries.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Reduce teaching load.</td>
</tr>
<tr>
<td>Suggestions</td>
<td>If no suggestions, use the word “none”</td>
<td>4.2.1 Suggestions</td>
</tr>
<tr>
<td></td>
<td>Present multiple suggestions as a numbered list</td>
<td>None.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.2.1 Suggestions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Raise salaries.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Reduce teaching load.</td>
</tr>
<tr>
<td>TERMS &amp; ABBREVIATIONS</td>
<td>Definition</td>
<td>Example</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| **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 affect programs campus-wide. |
| **Catalogs**          | Use *The Record*
Since WCU publishes two versions of *The Record*, follow with reference to the version separated by a colon | The most recent version of *The Record: General Catalog* includes graduate course numbers listed in *The Record: Graduate Catalog* |
| **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
*Or*
WCU maintains a significant on-line presence
*(note: not “. . . presence on the web”)* |
| **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 |
<table>
<thead>
<tr>
<th><strong>Degree Abbreviations</strong></th>
<th>Use abbreviations in the Examples column Refer to <em>The Record</em> for any degrees not listed here or for explanation of abbreviations</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Departments</strong></td>
<td>Capitalize when referring to a department’s full name (with Department of . . .) Lower case otherwise</td>
<td>The Department of Philosophy and Religion worked with several other departments, such as nursing and physical therapy.</td>
</tr>
<tr>
<td><strong>Divisions</strong></td>
<td>Capitalize when referring to a division’s full name (with Division of . . .) Lower case otherwise</td>
<td></td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td>Hyphenate</td>
<td>Faculty regularly e-mail a student regarding that student’s performance</td>
</tr>
<tr>
<td><strong>Fiscal Year</strong></td>
<td>Abbreviated FY Follow with four digit number with hyphens for continuous years</td>
<td>FY 2005-2006</td>
</tr>
<tr>
<td><strong>In-state</strong></td>
<td>Hyphenate</td>
<td>In-state students at WCU enjoy benefits greater than in-state students at other institutions.</td>
</tr>
<tr>
<td><strong>Internet</strong></td>
<td>Capitalize Internet</td>
<td>WCU maintains a significant presence on the Internet.</td>
</tr>
<tr>
<td><strong>Lower-division Lower-level</strong></td>
<td>Hyphenate when used as adjectives only</td>
<td>This pertains to lower-division students.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students in the lower level of their performance bracket . . .</td>
</tr>
<tr>
<td><strong>Must</strong></td>
<td><strong>Bold must</strong> in compliance statements</td>
<td>The University is in compliance with this <strong>must</strong> statement.</td>
</tr>
<tr>
<td><strong>Non-Compliance</strong></td>
<td>Hyphenate Capitalize both words</td>
<td></td>
</tr>
<tr>
<td><strong>Offices</strong></td>
<td>Capitalize office names Lower case the word “office” when not used as part of a complete office name</td>
<td>The University consists of many offices, including the Office of the Provost.</td>
</tr>
<tr>
<td><strong>On-line</strong></td>
<td>Hyphenate</td>
<td></td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td><strong>Guideline</strong></td>
<td><strong>Example</strong></td>
</tr>
<tr>
<td>--------------</td>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Out-of-state</strong></td>
<td>Lower case unless first word in the sentence</td>
<td>The University attempts to attract out-of-state students in many ways.</td>
</tr>
</tbody>
</table>
| **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” | |