

Style Sheet for 2016 Accreditation

Document Component	Formatting and Style
Font and Layout	
Font	Calibri
Standard Title	14 pt. bold, centered
Standard Statement	12 pt. bold. Use periods between numbers and letters of standard (e.g., II.B.3.b)
Standard Section Titles	12 pt. bold. Use these terms for main sections: • Descriptive Summary • Self Evaluation (not “Assessment” and no hyphen) • Actionable Improvement Plan (not “Planning Agenda”)
Subtitles w/in Sections	11 pt bold italic. (e.g., <i>Providing Access and Training</i>)
Page Numbers	Bottom right
Bullets	• Black dots
Use of Italics/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	
References to Accreditation	Capitalize the following: • the Commission • Accreditation Standards (e.g., “In order to meet Accreditation Standards...”) • Standards (e.g., “The College meets the Standard).
References to Mesa College	Capitalize “the College” when referring specifically to Mesa (that is, “the College” could be replaced by “San Diego Mesa College.” Capitalize “the District” when referring to SDCCD in relation to Board actions. (“District” and “College” are not interchangeable.)
Titles of Official Documents, Websites, Departments, etc.	Use title case. These will be formatted consistently later.
Titles of Individuals	Capitalize the title when it precedes the name (e.g., President Pamela Luster). Do not capitalize it when it follows a name or stands alone (e.g., “...became president in 2010.”)
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 the acronym SLOs) • for formatting or emphasis
Acronyms	
Spell Out First Time	Spell out an acronym the first time you use it and follow with the acronym in parentheses (e.g., “the Curriculum Review Committee (CRC) reported...”). After that, use acronym alone.

Numbers & Percents	
Numbers & 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.”)
Specific Phrasing & 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 are more than one, do not number them 1. Start with a verb: • <i>Example:</i> Analyze and develop a plan for assessing General Education Learning Outcomes. 2. Name the position(s) (not individuals by name) responsible for taking the lead if you know. • <i>Example:</i> Dean of Institutional Effectiveness 3. Give the month and year for completion (educated guess): • <i>Example:</i> June 2015
Citing Evidence	1. Number each piece of evidence for each section sequentially. • I.B.1, I.B.2, etc. 2. Keep an evidence log, including the in-text number described above, a description of the item, and a link if there is one. 3. Also keep a copy of each piece of evidence in your Standard network folder. 4. The editors will ultimately compile the evidence.
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.
Other	
Names	Do not include the names of individuals. Refer to positions/titles only.
Stay in Third Person	Do not use “we,” “our,” etc.
Standard Team/Writers Responsibility for Formatting	
Do I do this?	Don’t get hung up on formatting. The whole document will be brought together in one voice by Chris Sullivan and will be formatted for consistency by Chris and others.
Questions?	Contact Chris Sullivan at csulliva@sdccd.edu or Trina Larson at tlarson@sdccd.edu .

Based on SRJC’s “Style Sheet for Accreditation 2015 Self Evaluation”