

## COC Style Sheet for Self Study Draft

Adapted from ACCJC Suggested Formatting and Style Sheet (revised March 2012)

### Document Setup:

- Use 12 pt. Times New Roman font, left justified
- Margins should be 1.25” left and 1” top, right, and bottom
- Page numbers in bottom right corner

### General:

- Use the active voice. (“Hundreds of people attended commencement.” not “Commencement was attended by hundreds of people”)
- Use the third person. (No “I,” “we,” or “you”)
- Be as concise and simple as possible while also providing concrete examples and referring to evidence.
- Start with the evidence in mind, and then write the narrative to describe it.
- Use the most current Fact Book for general college information.

In Document	Formatting and Style
Titles	Times New Roman, 14 pt., bold
Subheadings	Times New Roman, 12 pt., bold
Bullets	Circle bullet, Times New Roman, 12 pt. (as above)
Underline	Single line only – only use when necessary
Emphasis	Use italics, not bold
Acronyms	Spell out entire name for first reference, followed by acronym in parentheses with no periods. The acronym can be used alone for subsequent references. Example: the Accrediting Commission for Community and Junior Colleges (ACCJC)
Numbers	Spell out numbers one through ten. Use numerals for larger numbers. Exceptions: Credit hours should be expressed as numerals and a number that begins a sentence should be spelled out.
Abbreviations	Avoid abbreviations unless in an address or list
Commas	Use the Oxford comma (the comma before the “and” for items in a series) Example: College of the Canyons is known for its innovation, creativity, and leadership.
Punctuating Quotations	Place needed commas inside quotation marks.  Place colons outside of quotation marks unless they are part of the quotation itself.
Percentages	Spell out the word percent. Use the % symbol only in scientific, technical, or statistical copy.
Latin terms	Do not underline or italicize.
a.m./p.m.	Use periods and lowercase.

Hyphens	<p>No spacing before or after hyphens.</p> <p>Do not hyphenate words that end in “wide” (example: College wide).</p> <p>Hyphenate two-word adjectives (example: high-unit program).</p> <p>Only hyphenate words beginning with “non” if the second half contains a proper noun or has multiple words (examples: “nonresident,” “non-German,” “non-degree-seeking”)</p>
Capitalization	<p>Capitalize the following words or phrases when referencing ACCJC or its Standards: Commission, Accreditation Standards, and Standards.</p> <p>Capitalize “College” and “District” when referring to a specific college or district.</p> <p>Capitalize the first word following a colon when the word begins a complete sentence.</p> <p>Capitalize titles preceding names. Example: Chancellor Dianne Van Hook</p> <p>Do not capitalize the following:</p> <ul style="list-style-type: none"> <li>• “federal” or “state”</li> <li>• “fall” or “spring”</li> <li>• Titles following names or standing alone (example: Dr. Dianne Van Hook became superintendent-president of College of the Canyons in 1988).</li> </ul>