

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"> • “federal” or “state” • “fall” or “spring” • Titles following names or standing alone (example: Dr. Dianne Van Hook became superintendent-president of College of the Canyons in 1988). |