

# OZARKA COLLEGE SELF-STUDY

# STYLE GUIDE



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## Formatting

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- **Criterion Template**

Each criterion should be organized in the following way:

Criterion#: Criterion Statement  
Ozarka College: Criterion Overview  
Core Component #A  
Core Component #B  
Core Component #C  
etc.

Follow the provided template.

- **Font Size/Type**

Please use Calibri font size 12 (not the default for Microsoft Office 2007).

- **Spacing**

Write your drafts in 1.15 spacing. Remove the “Add Space After Paragraph” option but manually space between paragraphs.

- **Bullets and Numbering**

Use bullets unless there is a clear reason to use numbers. Do not use a Roman numeral outline format.

- **Paragraphs**

Write in block paragraphs (do not indent). Add a space manually between paragraphs.

- **Charts**  
Save and submit charts and tables separately from your drafts. When referring to charts or tables within your drafts, follow the indexing examples set below.
- **Tables**  
For tables, please use the following template (copy and paste and replace with your information):

Year	Default Rate
2003	5.0
2004	10.8
2005	11.1
2006	16.5
2007	8.0

Or build a table with the following Microsoft Word 2007 specifications (under “Design” in the Table Tools menu):

Insert a table and choose the number of columns and rows. Choose “Header,” “Footer,” and “Banded Rows” in the Tables Styles Option and pick “Light Shading – Accent 2” in Table Styles.

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## Nuts and Bolts

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- **Software**  
Please use Microsoft Word 2007 for your documents. In the event of a campus wide upgrade, the documents will be easily updated.
- **Saving and Naming Files**  
Save documents in Microsoft Word as a document file.  
Name files using the following format:

Name: 2-Preparing for the Future-2a

For Charts or Graphs: 2-Preparing for the Future-2aChart1

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## Referencing and Citing Sources

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- **Indexing**

When referencing a particular section in your draft, refer to the section as in the following example:

C2intro (for Criterion 2 Introduction)

C2a (for Core Component C2a)

These references will be changed to page numbers in the final draft.

- **Citing Sources**

If citing outside sources, make sure to provide the editors and the Resource Room with copies of the sources used.

In the text of the Self-Study, refer to the title followed by the year and page number (if applicable) in parentheses. See the following example:

In the article *Trends in Higher Learning* (2009 p. 17) we read, “borrowed material.”

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## Names and Acronyms

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- **The College**

When referring to Ozarka College, please use one of the following terms:

Ozarka College

Ozarka

the College

the Institution

Note the capitalization of these terms.

- **Acronyms**

For standard acronyms, do not use periods between letters (for example, “GED” instead of “G.E.D.”)

If an acronym is not commonly known, define it at its first use each chapter.

Following is a list of acronyms for standard use:

ADHE – Arkansas Department of Higher Education

HLC – The Higher Learning Commission

Do not refer to Ozarka College as “OC.”

- **Ash Flat and Mountain View**

Refer to the Ash Flat and Mountain View locations as “sites” rather than “campuses.”

- **Organizational Structure Names**

When referring to specific positions at Ozarka College, use titles provided on the “Personnel and Primary Functions Organizational Structure” document.

Refer to the hierarchy of “groups” at the college using the following terms when not referring to specific individuals:

Board of Trustees

Office of the President

Office (Office of Student Services, Office of Planning and Special Projects, Office of Information Systems, etc.)

Division (Nursing and Allied Health Division, Applied Science Technology Division, Math Science and Education Division, Arts and Humanities Division)

Department (Automotive Department, Social Sciences Department, etc.)

Make sure that when referring to the positions of specific individuals you use the correct position title as indicated in the catalog.

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## TONE/VOICE

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- The tone of the Self- Study should be objective. Avoid first person pronouns (I, me, we) and second person pronouns (you) in your writing.

Avoid subjective judgments. Evaluations should be based on clearly defined criteria.

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## SENTENCE STYLE

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- **Plural vs. Singular**

Generally, use the words “staff” and “faculty” as singular nouns. If you encounter a situation where this would be awkward, you can substitute phrases such as “faculty members” or “staff members.”

Examples:

The staff at Ozarka *evaluates* goals based on the following . . . .

Faculty members *evaluate* goals based on the following . . . .

- **Parallel Structures**

When writing a series of words, phrases, or clauses, make sure that all items in the series are parallel unless there is a clear reason otherwise.

Examples:

The task force evaluated concerns, gathered data, and proposed a solution.

*Instead of:*

The task force evaluated concerns, gathered data, and it proposes solutions.

- **Contractions**

Avoid contractions in your drafts (“cannot” instead of “can’t,” etc.)

- **Shifts**

Avoid unnecessary shifts in tense, mood, number, and pronouns.

Examples:

Faculty members are responsible for several assessment activities so that they are prepared . . . .

*Instead of:*

Faculty members are responsible for several assessment activities so that you are prepared . . . .

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## MECHANICS

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- **Capitalization**  
Capitalize only proper names unless otherwise indicated. Do not capitalize for emphasis.
- **Numbers**  
In the text of paragraphs, write out numbers that can be written in one to two words. Always write out a number if it begins a sentence. If a number is three or more words, use the numeral. Use numerals for dates, times, and addresses.

Examples:

Three faculty members attended the conference.

The Board of Trustees met seven times during this period.

Student enrollment in the program was 519 in the fall of 2009.

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## PUNCTUATION

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- **Colons and Lists**  
When using a colon (:) to introduce a list, make sure that an independent clause precedes the colon.  
  
Examples:  
The following financial aid options are available for students: grants, scholarships, and loans.  
*Instead of:*  
Students can apply for: grants, scholarships, and loans.
- **Semicolons and Complex Lists**  
Use semicolons (;) to separate items in a series that are complex or contain internal punctuation.  
  
Examples:  
Representatives were present from Melbourne, Arkansas; Nashville and Columbia, Tennessee; and Big Water, Utah.