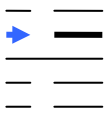


**Winthrop University**  
**SACS Reaffirmation – Compliance Report**  
**Formatting and Style\***  
[www.winthrop.edu/sacs](http://www.winthrop.edu/sacs)

	<b>Guideline</b>	<b>Example</b>
<b>Academic Year</b>	AY followed by 4-digit year	AY 2009-2010
<b>Acronyms</b>	On first use, spell out, followed by the acronym in parentheses. Thereafter use the acronym.	Students in need of financial assistance must complete the Free Application for Student Aid (FAFSA). The FAFSA, along with other information, is available electronically from the University Web page ( <a href="http://www.winthrop.edu/finaid/default">http://www.winthrop.edu/finaid/default</a> ).
<b>Active Voice</b>	Use active voice throughout	<b>Active:</b> SACS has accredited Winthrop University since 1923.  <b>(Not:</b> Winthrop University has been accredited by SACS since 1923.)
<b>Alignment</b>	Justify (align) text left, only Use block style paragraphing	This sentence exemplifies what the first line of text in the report would look like: left justification and block style.  Both the above and this second paragraph follow block paragraph style. The first lines are not indented and a double space separates the two paragraphs.
<b>Brevity</b>	Be concise Avoid unnecessary adverbs, adjectives, and prepositional phrases	<b>Wordy:</b> Administrators in the Division of Student Life regularly conduct surveys to evaluate the satisfaction of the students.  <b>Better:</b> Division of Student Life administrators regularly conduct student satisfaction surveys.
<b>Bulleted and Numbered Lists</b>	Single space numbered lists Double space before and after numbered and bulleted lists Allow auto-indent and do not punctuate except as follows: <ul style="list-style-type: none"> <li>• Use end punctuation for each list item only when each item forms a complete sentence.</li> <li>• Use a semicolon at the end of each list item and a period after the last item when items complete the sentence that introduces the list (include a conjunction after the penultimate item)</li> </ul> Use parallel construction	Two disciplines led all colleges in the University in majors: <ol style="list-style-type: none"> <li>1. Chemistry</li> <li>2. Biology</li> </ol> Colleges do not address program review identically: <ul style="list-style-type: none"> <li>• The College of Education evaluates portfolios of graduating seniors.</li> <li>• The College of Visual and Performing Arts evaluates senior juried exhibits.</li> </ul> The University plans to implement: <ol style="list-style-type: none"> <li>1. more opportunities for study abroad;</li> <li>2. more service learning opportunities; and</li> <li>3. more international student support services.</li> </ol>

<b>Capitalization</b>	<p>Capitalize the following:  University when referring to Winthrop University, (lower case when to referring to other universities)  Academic units only when using the entire name (lower case for all other uses)  Language names  Titles when used in full (lower case otherwise)  Always capitalize President</p>	<p>The University seeks.....</p> <p>Majors like philosophy, biology, chemistry, and German....</p> <p>The Dean of the Library discussed the importance of information literacy. . . .</p>
<b>Campuswide</b>	Use as one word	Campuswide initiatives have been instituted to improve public safety.
<b>Catalogs</b>	Because WU publishes two catalogs, always preface with Undergraduate or Graduate to differentiate as necessary	Prerequisite courses designated in the Graduate Catalog 2009-2010 are described in the Undergraduate Catalog 2009-2010.
<b>Computer &amp; Technology Terms</b>	Use the following terms and formats; capitalize when necessary: database, email, homepage, Internet, on-line, Web page	<p>University catalogs are available on-line.</p> <p>Students can access their email accounts through the University Web page or through the Internet.</p>
<b>Course load</b>	Write as two words	
<b>Course work</b>	Write as two words	
<b>Commas</b>	Use a comma before “and” or “or” in a series	Available in the Dinkins Student Center are meeting rooms, a lounge, and a small auditorium.
<b>Compliance Statements</b>	Use the SACS example text for compliance statements (in the narrative under Judgment of Compliance, the options are: 1) Compliance 2)Partial Compliance 3) Non-Compliance)	<p><b>3.11 Conclusion</b></p> <p>The University is in compliance.</p> <p>The University is in partial compliance.</p> <p>The University is not in compliance.</p>
<b>Criteria</b>	<p>Criteria = plural  Criterion = singular</p>	<p>Multiple criteria are used in new program development.</p> <p>The most important criterion for success is student engagement.</p>
<b>Data</b>	<p>Data = plural  Datum = singular</p>	<p>The data illustrate that . . . .</p> <p>One datum point was controversial. . .</p>
<b>Dean</b>	<p>Capitalize when using full title  Lower case elsewhere</p>	The Dean of the College of Visual and Performing Arts met with deans campuswide to discuss the upcoming gallery opening and new student reception.
<b>Degree Abbreviations</b>	Separate acronym letters with a period such as those in the “Example” column	B.A., B.F.A., B.M., B.M.E., B.S., B.S.W., M.A., M.A.T., M.B.A., M.Ed., M.F.A., M.L.A., M.Mth., M.M.E., M.S., M.S.W., S.S.P
<b>Departments</b>	<p>Capitalize when referring to a department’s full name (Department of...)  Lower case elsewhere</p>	The chair from the Department of Management and Marketing met with faculty from psychology and mass communications to discuss the new program.

<b>Divisions</b>	Capitalize when referring to a department or division's full name (Division of...) Lower case elsewhere	Student affairs falls within the purview of the Division of Student Life.
<b>Documentation</b>	For references to University documents: Refer to source in parentheses at end of sentence Place punctuation after parentheses Separate multiple sources within parentheses with semicolon DO NOT use "see" as in (See <i>The Catalog</i> ) For all published references, use APA style and place Reference page at the end of the document	The University "nurture[s] collective and individual growth" (2009-2010 Vision of Distinction, p. 2).  The University "will provide support systems and services to advance its goals" (2009-2010 Vision of Distinction, p. 17).
<b>Email</b>	Do NOT hyphenate Use lower case	Individual administrator email addresses can be found on the University Web page.
<b>Fiscal Year</b>	FY	FY 2010
<b>Hyphenating compound words</b>	In general, compound words (e.g., first-year, long-term) used as adjectives are hyphenated. When used as nouns, no hyphen is required	Out-of-state students generally live on campus their first two years.  In the long term, Scholar's Walk will facilitate pedestrian flow.
<b>In-state</b>	Hyphenate when used as an adjective	In-state students pay a lower tuition rate than out-of-state students.
<b>Indenting</b>	Use increase indent button on button bar or the tab key for all indenting, except for reference lists Do NOT use space bar to indent text	Increase indent button looks something like this: 
<b>Institution-wide</b>	Hyphenate	
<b>Italics</b>	Use italics for titles of long works, not quotes Use italics, <b>not bold</b> , to emphasize text Use italics <b>sparingly</b> for emphasis in the text	
<b>Line Spacing</b>	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	
<b>Links</b>	<b>Underline items that are to be linked.</b>  <b>Include page number if link cannot go directly to the page such as in a pdf file.</b>	The State of South Carolina Code of Law, Title 59, Chapter 103, <u>SECTION 59-103-30</u> , "Critical success factors and performance indicators" lists specific quality indicators for South Carolina institutions of higher learning.  On p. 8, the <u>Undergraduate Catalog 2009-2010</u> lists grade equivalencies for GPA calculations.

<b>Lower-division Lower-level</b>	Hyphenate when used as adjectives only	Lower-division students register later than upper-division students.  Courses in the lower division are numbered up to 299.  One ACC lab is located on the lower level of Owens Hall.
<b>Nominalization (Also see Brevity))</b>	Avoid nominalizations (turning the verb into a noun, thereby using two verbs when one will do)	<b>Not:</b> The English department made a <u>change</u> in its policies.  <b>Preferred:</b> The English Department <u>changed</u> its policies.
<b>Non-Compliance</b>	Hyphenate and capitalize both words	
<b>Notes</b>	Do NOT use endnotes or footnotes	
<b>Numbered and Bulleted Lists</b>	Single space numbered lists Double space before and after numbered and bulleted lists Allow auto-indent and do not punctuate except as follows: <ul style="list-style-type: none"> <li>• Use end punctuation for each list item only when each item forms a complete sentence.</li> <li>• Use a semicolon at the end of each list item and a period after the last item when items complete the sentence that introduces the list (include a conjunction after the penultimate item)</li> </ul> Use parallel construction	Three departments led all colleges in the University in majors: <ol style="list-style-type: none"> <li>1. Chemistry</li> <li>2. Biology</li> <li>3. Curriculum and Instruction</li> </ol> Colleges do not address program review identically: <ul style="list-style-type: none"> <li>• The College of Education evaluates portfolios of graduating seniors.</li> <li>• The College of Visual and Performing Arts evaluates senior juried exhibits.</li> </ul> The University plans to implement: <ol style="list-style-type: none"> <li>1. more opportunities for study abroad;</li> <li>2. more service learning opportunities; and</li> <li>3. more international student support services.</li> </ol>

<b>Numbers</b>	<p>Round large (over one million) numbers Use dollar sign rather than the word “dollar” Use commas with whole numbers four or more digits long</p> <p>Other numbers follow APA style: Use words for numbers nine and below, including zero Use numerals for 10 and above</p> <p><b>Exceptions:</b></p> <p>Use figures for the following: Numbers below 10 grouped with numbers 10 and above Numbers before 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 (such as the chapters in a book) Use words to express approximations, zero, any number that begins a sentence or section, common fractions (e.g., one half)</p>	<p>The university budget is \$90 million. <b>Not:</b> 90 million dollars</p> <p>Enrollment reached 6,500 in AY 2008-2009 and the University expects to exceed this number by AY 2011-2012.</p> <p>Over the last five years, the College of Education has enrolled more than 100 new majors each year.</p> <p>State appropriations declined each of the last three years from 20%, to 18%, to 14%.</p> <p>Winthrop University is only 20 miles from Charlotte, North Carolina.</p> <p>Statewide reductions have resulted in changing student/faculty ratios from 15:1 to 18:1.</p>
<b>Out-of-state</b>	Hyphenate	Out-of-state students generally live on campus their first two years.
<b>Page Number Abbreviations</b>	“p.” one page “pp.” for multiple pages	In the Undergraduate Catalog 2009-2010, the academic calendar appears on p. 2, and Student Rights and Regulations can be found on pp. 4-5.
<b>Paragraphs</b>	<p>Align (justify) text left Single space all text within paragraphs Double space between paragraphs Double space before and after figures and tables</p>	<p>This sentence exemplifies what the first line of text in the report would look like: left justification and block style.</p> <p>Both the above and this second paragraph illustrate block paragraph style. The first lines are not indented and a double space separates the two paragraphs.</p>
<b>Pronouns</b>	Use the plural pronoun to avoid gendered language whenever possible, making sure the verb number agrees with pronoun	<p>Students may renew their books on-line. Employees may view their records at any time.</p> <p><b>Avoid</b> his/her constructions</p>
<b>SACS</b>	On first use, spell out followed by the acronym in parentheses SACS thereafter	The Southern Association of Colleges and Schools (SACS) accredits schools in the Southeast region of the United States.
<b>Seasons</b>	Capitalize <b>ONLY</b> when used in a formal title; lower case elsewhere	<p>Advanced theatre students demonstrate their directing skills in the annual Spring One-Act Festival.</p> <p>Winthrop University began its review in spring 2009.</p>

<b>South Southern</b>	Use lower case when referring to a compass direction Use upper case when referring to a region	The Life Sciences Building can be found on the south side of campus.  All Southern schools competing in . . . .  Winthrop University is one of six schools in the South that. . . .
<b>State of South Carolina</b>	Capitalize State when referring to South Carolina	Winthrop University receives a portion of its funding from the State.
<b>Supporting Documentation</b>	Place supporting documentation in a table below each narrative in the order in which it is introduced in the narrative. Do NOT alphabetize Include: 1. the name of the source 2. the URL 3. the document format (pdf, HTML, DVD, etc.)	See example table below.

Supporting Documentation (Example)

<b>Source</b>	<b>Location</b>	<b>Type</b>
South Carolina Code of Laws, Section 59-103-30	<a href="http://www.scstatehouse.gov/code/t59c130.htm">http://www.scstatehouse.gov/code/t59c130.htm</a>	HTML
Undergraduate Catalog 2009-2010	<a href="http://www.winthrop.edu/uploadedFiles/recandreg/Catalogs/09-10/2009_10_catalog_Acad_Regs.pdf">http://www.winthrop.edu/uploadedFiles/recandreg/Catalogs/09-10/2009_10_catalog_Acad_Regs.pdf</a>	pdf

<b>Titles of People</b>	Capitalize when using the full title Always capitalize President Lower case elsewhere	The Mass Communications Chair met with the Vice President for Academic Affairs along with other department chairs.
<b>Underline</b>	<b>Underline only items that are to be linked.</b>	The State of South Carolina Code of Law, Title 59, Chapter 103, <u>SECTION 59-103-30</u> , "Critical success factors and performance indicators" lists specific quality indicators for South Carolina institutions of higher learning.
<b>University-wide</b>	Hyphenate	
<b>Upper-division Upper-level</b>	Hyphenate when used as adjectives	Upper-division students register earlier than lower-division students.  Courses in the upper division are numbered from 300-599.  One ACC lab is located on the upper level of the Dacus Library.
<b>URL</b>	Capitalize	
<b>Web page Web site</b>	Write as two words, capitalized Do NOT hyphenate	
<b>Winthrop University</b>	Spell out first usage in a section; Winthrop or the University is acceptable thereafter DO NOT use WU	

<b>Years</b>	<p>Use four-digit format Academic and fiscal years use abbreviation and four-digit format</p> <p>Use an apostrophe only to show possession, otherwise no apostrophe is necessary</p> <p>For a range of years, omit the century in the second reference</p>	<p>2009-2010 FY 2010 AY 2009-2010</p> <p>In the 1990s, the University began expanding its assessment activities.</p> <p>An early 1940's catalog can be found in the Dacus Library archives.</p> <p>John G. Dinkins served on the board of trustees from 1945-66.</p>
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\* This style sheet has been generously borrowed from the Western Carolina University style sheet, located at <http://www.wcu.edu/SACS/documents/StyleSheet7-7-01.pdf>. Written permission has been granted.