

Content and Style Guide for Certificate Reports

General Format Guide:

All narratives should be submitted as Word documents to allow for easy editing by the SACS Editor. Please use 12 point Times New Roman font and double space each line (the final document we prepare will be single spaced, but the double spacing helps the editors). You may use italics for references and emphasis and boldface for headings, but please do not use any other formatting styles (no underlines, atypical margins, etc.)

Narrative Content Guide:

The narrative must provide a compelling argument that supports the level of compliance; however, because arguments are stronger when precise, the narrative should be brief and succinct. The intent is to summarize your argument for the level of compliance. The narrative should only include text and should not contain figures or tables. The narrative should be in prose style but bulleted lists are acceptable when needed.

References to supporting documentation must be included in the narrative, but do not include the supporting document itself (i.e., tables, graphs, or figures) in the narrative. For example, rather than including a table in the narrative document, you might say something like, "Table U211.1 contains the evidence for number of full-time tenure track faculty." [3] Use a square bracket around the reference's sequence number (so in this example, this is the third citation in the narrative).

The last page of the narrative should be a two-column list of all supporting documents you referenced in the narrative. If you use any Web pages, please provide the full web address (URL) to that site on this list. Do not include the full web address in your narrative. Instead, provide the full web address on the supporting documentation page. Once we edit the narrative, the SACS team will provide hyperlinks where appropriate.

Example Supporting Documentation List for U211

Document Name:	Web address/doc type:
1. Faculty Roster-Undergraduate	http://www.utdallas.edu/student/catalog/ugcurrent/faculty.html
2. Faculty Roster-Graduate	http://www.utdallas.edu/~parr/grcat/fac.htm
3. Table U211.1 Tenure Track Faculty	Microsoft word document
4. Leite, Denise. (2006). Perceptions on the influence of institutional evaluation on Universities. <i>Assessment & Evaluation in Higher Education</i> , 31, 639-54.	PDF

and so forth for all supporting documents you reference in your narrative. Please list document type (word, PDF) that you are submitting to us in cases where web addresses do not exist. Give full citation in APA form when referencing a journal article or book. If referencing a book, only provide us as Word or PDF files the specific pages you are citing.

Please do not provide links to databases. Rather, if you cite in the narrative a report from a particular database, then give us a sample database-generated report that summarizes the point you are arguing.

Supporting Documentation Guide:

Because we will convert all documents to PDFs, we prefer that you submit all supporting documentation as either PDFs or Word documents. PDFs can be generated via Adobe Acrobat Standard, Professional or 3D. If you do not have this software and do not wish to purchase it, you can use PrimoPDF. You can find the free download at <http://www.primopdf.com>. Please review the PDF document to ensure that all content converted properly. Please do not lock, password protect, or digitally sign the PDF documents.

Whenever possible, please use one format (all pie charts instead of pie charts and bar graphs) for all of your Committee's supporting documentation. We realize that this will not always be feasible, but the goal is to have one uniform document.

Again, when citing journal articles or books, please provide only the necessary pages.

Text Guide:

We will be editing the submitted narratives for the following tone issues. Please abide by these guidelines.

TONE EDITS:

Issue	Guideline	Example
Active voice	Use active voice rather than passive voice	Active: The committee prepared the report. Passive: The report was prepared by the committee.
Contractions	Do not use contractions	Correct: Do not use contractions Incorrect: Don't use contractions
Expletive Construction	Avoid there is/are and it is/are constructions	Poor: There are many faculty who maintain their own Web pages. Better: Many faculty maintain their own Web pages.
Gendered language	Do not use gender specific language. Use "she or he" or "his or her" or use plural forms of pronouns to avoid gendered language	An employee may request his or her record at any time or Employees may request their records at any time. Students can access their final grades online.
Nominalizations	Do not unnecessarily use a verb as a noun. Avoid using two verbs when one will suffice	Poor: The Career Center conducted interviews of graduating seniors. Better: The Career Center interviewed graduating seniors.

We also will be editing the narrative for the following technical issues. Any assistance you can give by following these guidelines is appreciated.

TECHNICAL EDITS:

Issue	Guideline	Example
Academic Year	Use four digits, followed by a hyphen, followed by two digits	2001-02 1998-99
Bullets	Single space bulleted lists Double space before and after bulleted lists Indent bulleted lists Use parallel construction	Distance education offers courses taught online through two programs: <ul style="list-style-type: none"> • Global MBA • UT Telecampus
Capitalization	Capitalize “University” when it refers to The University of Texas at Dallas Capitalize academic units only when using the unit’s entire name Capitalize language names Capitalize titles when the full title is used	For University documents, please... School of Management The biology, physics, and chemistry departments... ...in the psychology, English, and sociology departments... Vice President for Student Affairs The vice president and the dean will....
Commas	Insert comma before “and” in a series	Faculty in public policy, political science, and sociology dedicate themselves to truth and justice.
Computer terms	Pay attention to proper hyphens, capitalization	database, e-mail, home page, Web page, Internet, online
Documentation	For University documents, use title case and do not italicize; refer to source in parentheses at end of sentence; do not use “see”; do not preface with “UTD” For all other published documents, use APA style for citations	The 2005 Strategic Plan... not The UTD 2005 Strategic Plan and not <i>The 2005 Strategic Plan</i> UTD seeks to “manage change in a constantly changing society” (the 2005 Strategic Plan). not (see the 2005 Strategic Plan)

Numbers	Write out ten or less and use Arabic numeral for a number 11 or greater	UTD has seven schools on campus. More than 80% of classes have fewer than 30 students.
Tables or Figures	<p>Identify all tables or figures by a number. Use the principle number followed by a table number. Label as Table #: Title</p> <p>Identify all other images as Figure #: Title</p> <p>Bold titles of tables/figures Refer to them in narrative by number</p>	<p>U211 Number of Faculty</p> <p>Table U211.1: Faculty Status by School</p> <p>Table U211.2: Ratio of FTE Majors to FTE Faculty by School</p> <p>Table U211.1 describes the....</p>

Visual Example of Narrative format/end product: This is an example from UT-Arlington. Our online document will not look exactly like this, but this example illustrates how brief and concise the narrative is and how only summaries of the supporting documentation is included in the narrative.



[UT Arlington](#) >> [SACS](#) >> [CCR](#) >>

Core Requirements 2.1 Degree-granting Authority

Compliance Partial Compliance Non-Compliance

2.1: *The institution has degree-granting authority from the appropriate government agency or agencies.*


Narrative:

The University of Texas (UT) System has degree-granting authority under Article VII, Section 10 of the *Texas Constitution*. [1] UT Arlington was given undergraduate degree-granting authority from the Texas Commission on Higher Education on April 20, 1959, and graduate degree-granting authority from the Coordinating Board, Texas College and University System (formerly the Texas Commission on Higher Education), in the fall of 1966. *Texas Education Code*, Section 68.02 (September, 1971) affirms that UT Arlington is a baccalaureate and graduate-level coeducational institution of higher education within the UT System that is governed by the Board of Regents of the UT System. [2]

University faculty are given degree-granting authority under Series 40101 of the UT System Board of Regents Rules and Regulations, which states that it is the "duty of the several institutional faculties to recommend approval or disapproval of all candidates for degrees. This duty may be delegated by affirmative vote of the institutional faculty, or its legislative body, to the respective deans or other appropriate official. Should this duty not be delegated, the institutional registrar, or his or her equivalent, shall furnish to the members of the institutional faculty a complete list of the degree candidates for recommendation." [3]

University governance and administration are outlined in *Texas Education Code*, Sections 61.051, 65.11, 68.02, 68.06 and 65.31. *Texas Education Code* Section 61.051 states that "The board shall represent the highest authority in the state in matters of public higher education and is charged with the duty to take an active part in promoting quality education in the various regions of the state." [4] Section 65.11 designates the Board of Regents as the governing body of the UT System. Under this section, the Board is to name, organize and govern the institutions and entities in the UT System in such a way as to "achieve the maximum operating efficiency of such institutions and entities..." [5] Section 68.06 (November, 1971) of the *Texas Education Code* states the Board is authorized to "maintain, operate, and administer The University of Texas at Arlington as a general academic institution of higher education offering a standard four-year undergraduate program. The Board shall have the authority to prescribe courses leading to such customary degrees as are offered at leading American universities and to award such degrees. It is the intent of the legislature that such degrees shall include baccalaureate, master, and doctoral degrees and their equivalents; but no department, school, or degree program shall be instituted except with the prior approval of the Coordinating Board,

Texas College and University System." [6] *Texas Education Code*, Section 65.31, states that the Board is authorized to: (a) "govern, operate, support, and maintain each of the component institutions that are now or may hereafter be included in a part of The University of Texas System, (b) prescribe for each of the component institutions courses and programs leading to such degrees as are customarily offered in outstanding American universities, and to award all such degrees, (c) promulgate and enforce such other rules and regulations for the operation, control, and management of the university system and the component institutions thereof as the Board may deem either necessary or desirable, (d) make joint appointments in the component institutions under its governance, (e) administer gifts, grants, or donations of any kind, from any source, for use by the system or any of the component institutions of the system and (f) delegate a power or duty of the Board to a committee, officer, employee, or other agent of the Board." [7]

Supporting Documentation:			
Source or Document Title	Type	Document Excerpt or Captured Documentation (Excerpts residing on the UTA SACS server)	Original Document or Document Location
[1] Texas Constitution, Article VII	html	internal	external
[2] Texas Education Code, Section 68.02	html	internal	external
[3] Series 40101		internal	external
[4] Texas Education Code, Section 61.051	html	internal	external
[5] Texas Education Code, Section 65.11	html	internal	external
[6] Texas Education Code, Section 68.06	html	internal	external
[7] Texas Education Code, Section 65.31	html	internal	external
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