Appendix C:
ACCJC Suggested Formatting and Style Sheet

(Revised July 2014)

In Document	Formatting and Style
Titles	Times New Roman, 14 pt., bold
Subheadings	Times New Roman, 12 pt., bold
Body text	Times New Roman, 12 pt., Left Justified
Page numbers	Place in footer, either in bottom right or center
Margins	1.25" left; 1" right; 1" top; 1" bottom
• Bullets	Circle bullet, Times New Roman, 12 pt.
Underline	Use single line only. Do not use excessively.
Italics	Use italic font to emphasize, not bold font.
Acronyms	Spell out the names of groups on the first reference, followed by the acronym, e.g., the Accrediting Commission for Community and Junior Colleges (ACCJC). The acronym for U.S. Department of Education is USDE (not U.S.D.E.) The acronym may be used alone on second reference.
Numbers	Spell out numbers one through and including ten; use numbers for larger numbers. A number that begins a sentence should be spelled out. Credit hours should be expressed as numerals.
Abbreviations	Spell out state names in text; abbreviate them only in addresses, lists, etc. Spell out "and" instead of the symbol "&" unless it is part of an official company name.
Commas	When a conjunction joins the last two elements in a series, use a comma before the conjunction (e.g., board, administrators, faculty, staff, and students). Commas always go inside quotation marks. Do not use excessively.
Colons	Colons go outside quotation marks unless they are part of the quotation itself.
Percentages	Spell out "percent." Use the symbol (%) only in scientific, technical, or statistical copy.
Latin terms	Do not underline or italicize.
a.m./p.m.	Express as "a.m." and "p.m." with periods and lowercase.

In Document	Formatting and Style
Hyphens	No spacing before or after hyphens. Hyphenate two-word adjectives used with a compound modifier (e.g., high-unit program). Do not hyphenate words beginning with "non," except those containing a proper noun (e.g., nonresident; non-German; non-degree-seeking) or when the second element consists of more than one word (e.g., a full-time student; attending school full time). Do not hyphenate words with the suffix "wide" (e.g., District wide; College wide).
Capitalization	Capitalize the following words or phrases when referencing the Commission and/or the ACCJC Accreditation Standards: • "Commission" • "Accreditation Standards" • "Standards" (e.g., "In order to meet Accreditation Standards...") Capitalize "College" and "District" when referencing a specific college or district (i.e., capitalize when you can replace "College" with a college name and when you can replace "District" with a district name). Capitalize the first word following a colon when the word begins a complete sentence. Capitalize titles preceding names (e.g., Bay College President Chris Smith). *Do not* capitalize the following: • "federal" or "state," unless it is capitalized in an official name. • "fall" or "spring" (e.g., fall semester enrollment). • Titles following names or standing alone (e.g., Chris Smith, president of Bay College; Marcia S. Jones became president in 2001).

WRITING STYLE

- Be accurate. Nothing else matters if facts are not correct.
- Do not write in the first person; use third person.
- Use the active voice. The active voice is more direct and vigorous than the passive voice.
  > Passive example: Commencement was attended by hundreds of people.
  > Active example: Hundreds of people attended commencement.
- Be concise. Avoid jargon in text. Keep it as simple as possible.
- Be specific, definite, clear, and concrete. Explicit writing holds the attention of readers.