

Style Guide for Preparing Middle States Self-Study and Campus Accreditation Review Reports

General Formatting Rules

- All documents are to be saved in Word 2000 (Microsoft Windows) format only.
- Font is Times New Roman, 12-point, regular (except where noted).
- Margins are one-inch on all sides.
- There are to be no headers in any document.
- Footers should be $\frac{1}{2}$ -inch from bottom of page.
- Entire document is to be left justified (ragged right), with standard paragraph indentation of $\frac{1}{2}$ -inch, using tabs **not spaces**.
- Quotations of two lines or less may be flowed into text and set off by quotation marks. Quotations that exceed two lines should be in blocked quote format. Blocked quotes should be indented an additional $\frac{1}{2}$ -inch at both the left and right margins.
- All pages, including first page, should be numbered as follows: centered at bottom of page (within footer), with a capital letter (indicating campus) and actual page number separated by a hyphen (e.g., B-1 = Brooklyn, page 1; P represents C.W. Post; S represents Southampton; R represents the Regional Campuses; U represents University-wide).

Grammar and Punctuation

- All references to Long Island University or its campuses must be in the third person singular neuter (*i.e.*, *the University*, not *we*, *I*, *our University*, etc.).
- Verb tenses used in the narrative should be based on the assumption that the report will be produced and read in the Academic Year 2002/2003. Therefore, all references to Academic Year 2002/2003 or Fiscal Year 2003 should be in the present tense. All references to prior years (including 2000/2001) should use the appropriate form of the past tense. All references to 2003/2004 and beyond should use the appropriate form of the future tense.
- Academic Years should be shown as 2000/2001, for example (not 2000/01 or 2000-01).
- Fiscal Years may be referred to as Fiscal Year YYYY, where YYYY is the ending year of the fiscal period.

- When including dates, please adhere to the format shown in the following examples:

He came to the campus on September 30, 2000, for his first visit.

Here are the minutes from the meeting of February 15, 2001.

The graduating class of May 2001 includes 300 graduate students.

- Seasons and/or semesters should be capitalized (e.g., Summer 2001 or Fall semester).
- Names of cities, states or countries should be spelled, not abbreviated.
- Numbers less than 11 should be spelled. Numbers greater than ten should be represented by Arabic numerals, except when at the beginning of a sentence.
- Shorthand should not be used when referring to the campuses.

Please use the following standard names:	Do not use:
University Center	the University Center or the Administration Center, etc.
Brooklyn Campus	Brooklyn or LIU-Brooklyn, etc.
C.W. Post Campus	C.W. Post or Post, etc.
Southampton College	Southampton, etc.
Westchester Graduate Campus	Westchester Campus or Westchester
Rockland Graduate Campus	Rockland Campus or Rockland
Brentwood Campus	Brentwood
the Regional Campuses	the Regionals
Tilles Center	the Tilles Center, etc.
the Arnold & Marie Schwartz College of Pharmacy and Health Sciences, initially and thereafter, the College of Pharmacy	Pharmacy
the Friends World Program	Friends World

NOTE: Subsequent references may be to “the Campus” or “the College.”

- “Faculty” is always third person singular neuter. Any pronominal references must be to “it” or “its”.

References should be made to:	Do not use:
the Faculty Adjunct Faculty the full-time Faculty the part-time Faculty	the faculty adjunct faculty Full-time faculty Part-time faculty

- The following standard terms should be used when referring to academic degrees and programs:

Please use:	Do not use:
bachelor's degree or Bachelor of Arts (or Science)	<u>B</u> achelor's or <u>B</u> achelor's degree
master's degree	<u>M</u> aster's or <u>M</u> aster's degree
doctorate or doctoral degree	<u>d</u> octor's degree or <u>D</u> octor's degree or <u>D</u> octoral degree
Master of Business Administration, initially; subsequent references may be to M.B.A.	MBA
Doctor of Pharmacy, initially; subsequent references may be to Pharm.D.	PharmD

- When referring to ethnicity or race:

Use the following designations within tables or charts:	Use the following designations within descriptive narrative:
White, non-Hispanic	White
Black, non-Hispanic	Black
Hispanic	Hispanic-American
American Indian/Alaskan Native	American Indian/Alaskan Native
Asian/Pacific Islander	Asian/Pacific Islander

- The following style should be used when referring to individuals within the narrative portion of document(s):

First reference:	Subsequent References:
Chair of the Board of Trustees Roger Tilles	Chairman Tilles
Chancellor of the C.W. Post Campus Theresa Mall Mullarkey	Chancellor Mullarkey
President David J. Steinberg	President Steinberg (not Dr. Steinberg or David Steinberg)
Vice President for Academic Affairs Michael E. Arons	Vice President Arons (not Dr. Arons)

Vice President for Finance and Treasurer Mary M. Lai '42, H'86	Vice President Lai (not Mrs. Lai)
Brooklyn Campus Provost Gale Stevens Haynes '72, '76	Provost Haynes or the Campus Provost (not Ms. Haynes)
C.W. Post Campus Provost Joseph Shenker	Provost Shenker or the Campus Provost (not Dr. Shenker)
Southampton College Provost Timothy H. Bishop '81	Provost Bishop or the College Provost (not Mr. Bishop)
University Dean of Continuing Studies Nishan J. Najarian	Dean Najarian (not University Dean Najarian or Dr. Najarian)
Dean of the Brooklyn Campus School of Education Ofelia García	Dean García (not Dr. García)

Chapter Headings and Subheadings

(See attached example.)

- All chapters should begin on a new page.
- Chapter headings, major headings and subheadings should not include any form of numbering or lettering system (e.g., I. Mission, Goals and Objectives, or A. Institutional Integrity).
- Chapter headings should be in bold, all capital letters and centered. A chapter heading is followed immediately by two blank line spaces before text continues.
- Major headings should be aligned at the left margin (no indentation), bold, in Title Case. A major heading is followed immediately by one blank line space before text continues.
- The first subheading under a major heading should be indented -inch from the margin, bold, and in Title Case. The first subheading is followed immediately by one blank line space before text continues.
- The second subheading should be indented 1-inch from the margin, bold, Title Case, and italicized. The second subheading is followed immediately by one blank line space before text continues.
- If needed, a third subheading may be used. It should be indented 1 -inches from the margin, Title Case and italicized. The third subheading, if any, is followed immediately by one blank line space before text continues.
- As stated under “General Formatting Rules” all text within headings and subheadings should have standard paragraph indentation of -inch, using tabs **not spaces**.

Format for Tables

(See attached example.)

- Titles and names of tables should be in Times New Roman, 12-point, bold, centered.
- Tables are to be numbered by the following convention: Campus letter designation followed by the appropriate Arabic numeral, separated by a hyphen. (e.g., Table R-1 = Regional Campuses, Table 1).
- The table number is to be followed on the next line by the title of the table.
- The table title should be an accurate, concise description of the table contents; the length of any table title should not exceed more than half the page width.
- One blank line should separate the table title from the table itself.
- Column headings should be bold, centered.
- Alphabetic text within a cell should be left justified.
- Numeric text within a cell should be aligned using the decimal tab option, **not spaces**.
- A table may not be broken across two pages unless the table exceeds the length of a single page.
- If a table must be broken across more than one page, the table number must be shown at the top of the subsequent page(s) [e.g., Table B-2 (*continued*)].
- If a table must be broken across more than one page, column headers must be repeated at the top of each page.
- Any notes referenced within a table should appear on the line directly following the table, in Times New Roman, 11-point, italicized (e.g., *NOTE: All figures are estimated as of September 30, 2002.*)
- Percent signs (%) and dollar signs (\$) should only appear within the first and/or last rows of a table.
- There should be two blank lines following the last line of a table, or a note following a table, before the text continues.
- Tables must be placed in the text as near to the initial reference as possible. Initial reference must include both the table title and number. Subsequent references may be to just the table number.

Format for Figures

(See attached example.)

- Figures follow the same general rules as tables and may include graphics, bar charts, line charts and pie charts.
- Use standard black-and-white default formats with a white background.
- Please do not use three-dimensional images in any figure.

- If desired, data tables may be included as an integral part of any figure.

Bulleted and Numbered Lists

- Bulleted and numbered lists are to be single-spaced, followed by 6-point spacing after each item.
- Bulleted lists should be indented $\frac{1}{2}$ -inch. Text following should be tabbed to the next $\frac{1}{2}$ -inch tab following the bullet.
- Bullets should be solid black round 12-point style.
- Numbered lists should be indented $\frac{1}{2}$ -inch using Arabic numerals followed by a single period. Text should be tabbed to the next $\frac{1}{2}$ -inch tab from the period following the numeral.
- Bulleted and numbered lists may break across pages only if at least two items appear on a page.
 - As shown here, second-level bullets should be solid black squares indented an additional $\frac{1}{2}$ -inch following a first-level (i.e., circular) bullet. Text following a second-level bullet should be tabbed to the next $\frac{1}{2}$ -inch tab following the bullet.

Miscellaneous / Additional Notes

- The graduation year for all Long Island University alumni must be included as part of the name of the alumnus/a (e.g., Arthur I. Goldberg '53 or Frank Ross '66, '68).
- People who hold honorary degrees from Long Island University should be identified with the appropriate notation (e.g., Rosalind P. Walter H'83).
- Please refer to the following table when including titles of publications:

Document:	Format:
Books	Italics
Major reports	Italics
Short reports	Quotation marks
Articles appearing within magazines or journals	Quotation marks
Magazines or journals	Italics
Songs or musical recordings	Quotation marks
Other works of art	Quotation marks

- Photos, if any, should be included as appendices and not included within the narrative. Photos should be of printable quality (i.e., tif or tiff format).

EXAMPLES OF CORRECT STYLE AND FORMAT FOR:

- **Chapter Headings And Subheadings**
- **Tables**
- **Figures**

CHAPTER TITLE

Main Heading

Two public policy documents were released this week that are very important to New York's college students and their families, and indeed for all of us who value higher education. On Tuesday, Governor Pataki presented a budget proposal to the Legislature which fails once again to provide adequate financial aid to students and institutional assistance to the colleges they attend. Then on Wednesday, the National Commission on the Cost of Higher Education presented to Congress its final report, *Straight Talk about College Costs and Prices*, warning that our nation's traditional commitment to providing access and choice in higher education for all our citizens is in jeopardy.

First Subheading

The National Commission's report offers prudent advice to us in New York, and to our representatives in Washington, urging that federal student aid be increased and that the application process be demystified. It also calls upon colleges and universities to do more to control institutional costs, and it recommends that all levels of government reduce unnecessary administrative costs, which must be passed on to students, by "deregulating" higher education.

Second Subheading

The Commission is particularly on target when it says that the public needs to have a better understanding of the economics of higher education. In business the rough rule is that price must at least equal costs, but tuition prices in higher education virtually never cover our "production" costs. And, at least at private colleges, students almost never pay published "sticker prices" for tuition -- and even those who do pay full price enjoy a substantial hidden subsidy. This is all understandably confusing to the public, so let me share some economic facts.

Third Subheading

National figures reveal that the typical student at an independent, nonprofit college or university pays only 46 cents for every dollar's worth of education. Most of the rest comes from scholarships (or tuition "discounts") supported by private giving, income from endowments and from operating revenues -- which is the only option for most schools, because we lack large endowments. At public universities, an average student pays only 12 cents on a dollar. Most of the remaining 88 cents must be made up from taxpayer-funded subsidies.

Table S-10
Student Enrollment in Selected Courses
Fall 1999

Division Name	Course Code	Student Enrollment
Business	BUS 101	17
Business	ECON380	9
Business	ECON440	3
Education	EDUC201	38
Education	EDUC213	24
Fine Arts	THEA203	4
Fine Arts	THEA205	17
Fine Arts	THEA207	7
Fine Arts	THEA210	9
Fine Arts	THEA230	3
Fine Arts	THEA304	2
Fine Arts	THEA400	1
Gerontology	GRT 507	6
Gerontology	GRT 510	9
Gerontology	GRT 858	6
Humanities	ENGL312H	18
Humanities	ENGL341	21
Humanities	THEA101	15
Interdisciplinary	COL 101	269
Interdisciplinary	IDST100	1
Interdisciplinary	IDST150	10
Interdisciplinary	IDST400	21
Interdisciplinary	LECT201H	204
Natural Sciences	MAT 106B	20
Natural Sciences	MAT 113	33
Natural Sciences	MAT 201	51
Natural Sciences	MAT 202	10
Natural Sciences	MAT 400	1
Natural Sciences	MS 105	22
Natural Sciences	MS 110	18
Natural Sciences	MS 201	8
Natural Sciences	MS 209E	6
Natural Sciences	MS 209H	24

Table S-10 (continued)

Division Name	Course Code	Student Enrollment
Natural Sciences	MS 221	4
Natural Sciences	MS 309	26
Natural Sciences	MS 310	18
Natural Sciences	PHYS202	37
Natural Sciences	PHYS202L	33
Physical Education	PHED108	24
Physical Education	PHED111	74
Physical Education	PHED180	21
Social Sciences	POLI101	11
Social Sciences	POLI122	8
Social Sciences	PSYC100	6
Social Sciences	PSYC101H	29
Social Sciences	SOCI440P	3
Social Sciences	SOCI492	1
Social Sciences	WST 212	27

Figure P-5
Four-Year Graduate Enrollment
1997 through 2000 (Fall Semesters Only)



