Twenty-five things to remember about editing reports for SACSCOC:

1. Integrity is the most important facet of any Self-Study.

2. Consistency among all the disparate parts of the Self-Study (compliance report/focused report/QEP) is key. Each report, though written by several different people, needs to be edited so that it communicates information in one voice.

3. Each report must be **accurate, clear, concise, and accessible**.

4. Avoid the use of personal pronouns (we, us, our) in the narratives. Instead of “We believe in our effectiveness,” use “The University” or “UNC Asheville believes in its effectiveness.”

5. Use the plural pronoun to avoid gendered language whenever possible. Avoid his/her constructions. (“Students reach their potential” rather than “Each student reaches his or her potential.”)

6. Certain words and phrases occur frequently; one form should prevail. Capitalize:

   University Catalog 2012-2013, Strategic Plan, Internet, Fall 2012, (but “each fall”) The Code, The Policy Manual, Faculty Senate, Master of Liberal Arts, Department of Literature and Language (but “department” if not specifically named) and names of languages. University, Chancellor, and Provost, etc. are always capitalized when referring to those figures at UNC Asheville; for other universities, chancellor and provost are not capitalized unless the person is named specifically.

7. SACS is now SACSCOC. Spell out the entire name on first use: Southern Association of Colleges and Schools Commission on Colleges.
8. Once abbreviations have been introduced in a passage of text, use the acronym: UNC, FERPA, BPOG, BOT, etc. AY 2012-13 is the correct format for noting the academic year. FY 2011 = fiscal year.

9. MLA = Master of Liberal Arts. Students earn a Master’s degree or a Baccalaureate degree.

10. Use lower case consistently for “information literacy intensive,” “writing intensive,” “student learning outcomes,” “mission statement,” and “mission.”

11. TracDat, online, and email have no hyphen; campus-wide, one-hour course and out-of-state (when used as an adjective – *out-of-state students*) do.

12. Justify text left; do not justify full or right; do not auto hyphenate lines; do not indent first line of paragraphs.

13. Use *italics* for titles of long works and (sparingly) for emphasis in the text; avoid underlining.

14. Use *bold* type for headings, section titles, and figure titles.

15. Headings should have initial caps, no colon, and a double space after each.

16. Single space all text; double space between paragraphs. Double space between headings and text.

17. Lists: Single space numbered and bulleted lists, but double space before and after the list.

   Be careful to use parallel construction. Each entry in the list except the final one is followed by a semicolon; use a period at the end of a list.

18. Use a font of Times New Roman 12.

19. Decide on a consistent spelling of website and web page as one or two words.
20. Treat “faculty” as a plural noun requiring a plural verb, despite what spell check thinks:

“The faculty have worked to make this a successful QEP.” Think “Faculty members.”

21. Write as much as possible in the active rather than the passive voice. Active voice reduces sentence length, improves clarity, and reduces confusion.

22. Use “$90 million” rather than “90 million dollars.”

23. Use words for numbers ten and below, including zero. Use words to express any number that begins a sentence or section, and generally for fractions: “one-half” rather than ½.

24. Submit work as plain text files. Avoid notes and boxes; wherever possible, incorporate material into text; do not include end notes or footnotes. Omit the word “See” in references. (Figure 1) not (See Figure 1).

25. Use APA Style for references and citations. For any supporting material not incorporated into the text, indicate clearly where it should be linked or placed in the finished document. Links should take the reviewers directly to the relevant material; they should not have to search for the specific information they need. Include a page number if the link cannot go directly to the page.