

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

Section 1 Document Format
Section 2 Style

Section 3 Text Format
Section 4 Terms and Abbreviations
Template for Narrative

1.	DOCUMENT FORMAT	GUIDELINES	EXAMPLES
1.1	Bulleted Lists	<ul style="list-style-type: none"> • Single space bulleted lists • Double space before and after bulleted lists • Indent bulleted lists • Do not punctuate at the end of list items unless: <ul style="list-style-type: none"> ○ Use of period at the end of list items when each item is a complete sentence. ○ Use a semicolon at the end of each list item except the last item when items complete the sentence that introduces the list (use a period at the end of the last item) • Be sure to use parallel construction 	<p>This is an example of bulleted lists.</p> <p>Two online programs are expanding at EGSC:</p> <ul style="list-style-type: none"> • FESA • Nursing <p>Departments address program review differently:</p> <ul style="list-style-type: none"> • The English Department interviews all graduating students. • The Art Department evaluates required art show exhibits. <p>The College hopes to institute:</p> <ul style="list-style-type: none"> • more scholarships and aid assistance; • more opportunities for community involvement. <p>End of sample text.</p>
1.2	Files and Filenames	<ul style="list-style-type: none"> • Submit one file for each Standard. • Use the following filename conventions for the main file: <ul style="list-style-type: none"> • For Compliance 	<p>Example filenames</p> <p>For the third version of a compliance report that covers</p>

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

		<p>Certification reports: COMP-section-vers# [vers = version]</p> <ul style="list-style-type: none"> • For the QEP: QEP-section-vers# [vers = version] • Filenames for supporting documentation should be concise and easily identifiable • When creating the filename, <i>Do Not</i> use periods, spaces, punctuation other than hyphens/dashes, or any special characters (&, @, !, etc.) in the filename • Save file as a new version after any revisions and retain all previous versions. • Include sub files for the Narrative and all supporting documents (appendices, images, tables, pdf copies of web pages, etc.) • Submit the Narrative as a Microsoft Word document 	<p>section 4.2.c:</p> <p style="text-align: center;">COMP-4-2-c-vers3.docx</p> <p>For the first version of a report covering one section (section 3) of the QEP:</p> <p style="text-align: center;">QEP-3-vers1.docx</p>
1.3	Font	<ul style="list-style-type: none"> • Times New Roman 12 pt. 	
1.4	Headings and Sections	<ul style="list-style-type: none"> • At the top of every report, the Standard must be stated exactly as it appears in the SACSCOC Principles • Number the headings exactly as they appear in the SACSCOC Principles • <i>Do Not</i> use the numbered list function in MSWord; number all sections manually • Section Headings: <ul style="list-style-type: none"> ○ Double space before and after headings ○ Justify Left ○ Bold ○ Use title capitalization ○ Indent subsequent sub- 	<p>4.1.a The Institution Has a Governing Board of at least Five Members that is the legal body with specific authority over the institution.</p>

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

		<ul style="list-style-type: none"> headings <ul style="list-style-type: none"> ○ Include section/heading numbers where applicable ○ Include a descriptive section title (using SACS terminology whenever possible) ○ <i>Do Not</i> change font attributes of headings (other than assigning bold) 	
1.5	Indenting	<ul style="list-style-type: none"> ● Use Block format. Entire text is left-aligned and single spaced except for double spaces between paragraphs and headings ● Indent block quotes one inch ● <i>Do Not</i> indent first lines of paragraphs 	
1.6	Justification	<ul style="list-style-type: none"> ● Justify (align) text left (Block format) ● <i>Do Not</i>: <ul style="list-style-type: none"> ○ justify full or right ○ auto hyphenate lines ○ indent first line of paragraphs 	This first paragraph represents sample report text. Notice the single-spacing and the left justification.
1.7	Margins	<ul style="list-style-type: none"> ● One (1) inch margins: left, right, top, bottom 	
1.8	Numbered Lists	<ul style="list-style-type: none"> ● Single space numbered lists ● Double space before and after numbered lists ● Indent numbered lists ● <i>Do Not</i> punctuate at the end of list items unless: <ul style="list-style-type: none"> ○ Use of period at the end of list items when each item is a complete sentence ○ Use a semicolon at the end of each list, add the conjunction “and” after the next to the last item in a series list, and use a period as the end of the last item. ○ Be sure to use parallel 	<p>Two online programs are expanding at EGSC:</p> <ol style="list-style-type: none"> 1. FESA 2. Nursing <p>Departments address program review differently:</p> <ol style="list-style-type: none"> 1. The English Department interviews all graduating students. 2. The Art Department evaluates required art show exhibits.

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

		construction.	In 2019, the College will: 1. increase retention rates; 2. improve advising; and, 3. revise new student orientation.
1.9	Paragraphs	<ul style="list-style-type: none"> • Single space all text within paragraphs • Align text left • <i>Do Not</i> justify full or right • Double space between paragraphs 	
1.10	Quotations	<ul style="list-style-type: none"> • If quotation is fewer than three typed lines long, incorporate the quotation into the text using quotation marks • If quotation is three or more typed lines long: <ul style="list-style-type: none"> ○ use a block quote ○ indent one inch ○ single-space ○ double space before and after the block quote ○ <i>NO</i> quotation marks 	<p>This example, “Go, Bobcats!” is fewer than three typed lines and includes the quote.</p> <p style="padding-left: 40px;">This quote is longer than three lines, so it should be indented one inch in a single-spaced block quote with NO quotation marks.</p> <p>Following a double space, the report text continues.</p>
1.11	Series Within a Series	<ul style="list-style-type: none"> • Use semi-colons for larger series and commas for embedded series 	Services offered include advising; tutoring; academic, career, personal counseling; and mentoring.
1.12	Spacing	<ul style="list-style-type: none"> • Block format • Double space between headings and text • Double space between paragraphs (instead of indenting) • Single spaces between lines of text 	<p>Heading</p> <p>This first paragraph is a double space below the heading and represents sample report text. There is one space between the lines.</p> <p>There is a double space between the first and second paragraph.</p>
1.13	Supporting Documentation	<ul style="list-style-type: none"> • When citing sources in the narrative, create a hyperlink to the source, if 	

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

	and Links	<p>possible.</p> <ul style="list-style-type: none"> • List the supporting documentation in the exact order it is referenced in the Narrative. • Include the URL, a hyperlink or a pdf of all supporting documents • The filename for each document should be concise and clearly identifiable • <u>How to Save a Webpage as a PDF</u> <ul style="list-style-type: none"> ➤ Easiest way: <ol style="list-style-type: none"> 1. Open Firefox and browse to the page you want to create a PDF from 2. Select the menu button (3 bars on the right) and select print 3. Check the “Simplify Page” checkbox at the top of the page 4. Press the Print button and select “Adobe PDF” or “Microsoft print to PDF” ➤ Easy way #2: <ol style="list-style-type: none"> 1. Open Firefox and browse to the page you want to create a PDF from 2. Press the F9 key or toggle the reader view mode button (usually found on the right side of the address bar) 3. Select the menu button (3 bars on the top right) and select print 4. Press the Print button and select “Adobe PDF” or “Microsoft print to PDF” 	
1.14	Tables and Figures/Numbers	<p>Labeling:</p> <ul style="list-style-type: none"> ○ Identify tables as Table #: Title ○ Identify other images as Figure #: Title • Identify every table and figure by a 	<p>13.4 The Institution Exercises Appropriate Control Over All Its Financial Resources</p> <p>The College exercises appropriate control over all assets by...</p>

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

		<p>number</p> <ul style="list-style-type: none"> ○ Use the relevant section number followed by a hyphen and the Table or Figure number, starting with 1 in each section ○ Follow the number with a colon ○ Provide a title after the colon <ul style="list-style-type: none"> ● Bold titles of tables and figures ● Place labels under tables and figures ● Single space between title and table/figure ● Double space before title of table/figure ● Double space between table/figure and subsequent text ● Center titles of tables and figures ● Center all tables and figures ● Do not word wrap around tables and figures ● In accompanying text, refer to the table/figure by its number 	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>(a chart with all kinds of cool stuff in it)</p> </div> <p>Table 13.4-1: Control Measures</p> <p>Table 13.4.1 describes the specific control measures...</p>
--	--	---	---

2. STYLE		GUIDELINES	EXAMPLES
2.1	Active Voice	<ul style="list-style-type: none"> ● Use active voice whenever possible ● Active voice reduces sentence length, improves clarity, and reduces confusion 	<p>SACSCOC has accredited East Georgia State College since 1973.</p> <p>(NOT: East Georgia State College has been accredited by SACSCOC since 1973.</p>
2.2	Brevity	<ul style="list-style-type: none"> ● Strive to be concise at all times ● Avoid unnecessary adverbs and adjectives ● Exception: some things require some degree of redundancy to ensure that the reader understands 	

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

2.3	Expletives	<ul style="list-style-type: none"> Avoid the use of expletive syntactical constructions (“There is/are…” or “It is…”) 	<p><i>Poor:</i> “There are many faculty and staff who volunteer in the community.” <i>Better:</i> “Many faculty and staff are community volunteers.”</p> <p><i>Poor:</i> Throughout the semester, there is the ability for students to receive feedback. <i>Better:</i> Students receive feedback throughout the semester.</p>
2.4	Nominalizations	<ul style="list-style-type: none"> Avoid nominalizations (unnecessarily turning a verb into a noun, thereby using two verbs when one would do) 	<p><i>Poor:</i> “The College made a change to its procedures.” <i>Better:</i> “The College changed its procedures.”</p> <p><i>Poor:</i> Department heads conducted interviews with graduating students.” <i>Better:</i> Department heads interviewed graduating students.”</p> <p><i>Poor:</i> “The Dean held meetings with program directors to discuss the budget.” <i>Better:</i> “The Dean met with program directors to discuss the budget.” <i>Better:</i> “The Dean discussed the budget with program directors.”</p>
2.5	Pronouns and Gendered Language	<ul style="list-style-type: none"> Whenever possible, use the plural pronoun to avoid gendered language Be sure the verb number agrees with the pronoun <i>Do Not</i> use gender specific language for any generic group of people <ul style="list-style-type: none"> Use “chair” (not “chairman” or “chairwoman”); Use “police officer” (not 	<p>Students can access their final grades online. (<i>Try to avoid:</i> A student can access his or her final grade online.) (<i>Avoid:</i> A student can access their grades online.)</p> <p>Employees may request their records at any time. OR An employee may request his or her record at any time.</p>

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

		“policeman” or “policewoman”)	NOT An employee may request his record at any time.
2.6	Will, Would, Shall, Should	<ul style="list-style-type: none"> • <i>Never</i> use “will,” “shall,” or “should” (or any other similar terms) in the narrative. The narrative should be documenting what already exists, not what may happen in the future. • Exception: The QEP 	

3. TEXT FORMAT		GUIDELINES	EXAMPLES
3.1	Abbreviations and Acronyms	<ul style="list-style-type: none"> • Abbreviate or use an acronym after first using the formal name followed by the abbreviation or acronym in parenthesis • <i>Do Not</i> include the abbreviation if it is not used later in the narrative • Omit periods unless the result would spell an unrelated word 	Board of Regents (BOR) Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) East Georgia State College (EGSC)
3.2	Ampersand	<ul style="list-style-type: none"> • The ampersand (&) character should not be used in place of “and” in written communications 	
3.3	Banner Web	<ul style="list-style-type: none"> • Two words • Only capitalize first letters in each word: “B” and “W” 	EGSC’s student data is maintained in Banner Web.
3.4	Bold	<ul style="list-style-type: none"> • Bold headings and section titles • Bold figure titles • Use <i>italics</i>, not bold, to emphasize any other text 	
3.5	Capitalization	Capitalize the following: <ul style="list-style-type: none"> • College – when referring to East Georgia State College (lower case when referring to other colleges/universities) • Academic units only when using the unit’s entire name (lower 	East Georgia State College is expanding access to students across Georgia. The College has campuses strategically located in Swainsboro, Statesboro, and Augusta. Majors like business and education

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

		<p>case when referring to majors and units not by their full name)</p> <ul style="list-style-type: none"> • Language names • Titles of positions when the full title is used (lower case otherwise) • Names of specific courses and programs • Full names of committees • Nouns designating specific regions. When referring to compass directions, use lower case • On first references, refer to the full name of the division • When the antecedent is absolutely clear, on subsequent references, use lowercase “school,” “department,” “office,” etc. <p><i>Do Not</i> capitalize the following:</p> <ul style="list-style-type: none"> • Seasons unless referring to a particular year’s season • “semester” – always lowercase unless the first word in a sentence • “online” is always lower case unless it’s the first word of a sentence 	<p>continue to expand. Other majors, such as art and Spanish, continue to foster promising growth.</p> <p>The Dean of the College of Humanities and Social Sciences met with recruiters to discuss enrollment growth strategies.</p> <p>Vice President for Academic and Student Affairs</p> <p>School of Humanities and Social Sciences</p> <p>School of Mathematics and Natural Sciences</p> <p>Department of Biology</p> <p>Office of the President</p> <p>Office of Business Affairs</p> <p>Office of Human Resources</p> <p>East-Central Georgia, The South, The East Coast</p> <p>...heading south</p> <p>fall term; spring semester</p> <p>Spring 2019</p>
3.6	Commas	<ul style="list-style-type: none"> • Use a comma before “and” in a series to improve clarity 	<p>Faculty in English, biology, and mathematics regularly receive teaching awards.</p>
3.7	Documentation	<ul style="list-style-type: none"> • For references to College documents: <ul style="list-style-type: none"> ○ Refer to the source in a 	<p>Faculty approved all candidates presented for graduation (May 2, 2018 Faculty Senate Minutes).</p>

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

		<p>parenthetical reference <i>at the end of sentence</i></p> <ul style="list-style-type: none"> ○ Put punctuation <i>after</i> the parentheses ○ Separate sources with a semicolon ○ Do not use “see,” as in “See the <i>Catalog</i>” <ul style="list-style-type: none"> ● For other published references, use APA style and place references at the end of the document 	<p>EGSC defines good teaching in terms of the following seven dimensions (Arreola 1995; Centra 1987):</p>
3.8	Document Titles	<ul style="list-style-type: none"> ● For reports and other College documents, use <ul style="list-style-type: none"> ○ Title case ○ No italics, bold, or underlining ○ No quotation marks ○ No commas before or after ● Do not preface EGSC document titles with “EGSC” or “East Georgia State College” 	<p>The 2018 Strategic Planning Report includes new academic support services for students...</p> <p>(Not: EGSC’s <i>2018 Strategic Planning Report</i> includes new academic support services for students...)</p>
3.9	Hyphens (Dashes)	<ul style="list-style-type: none"> ● Hyphenate adjectives not nouns ● Hyphenate compound numbers ● For the purpose of this document, the hyphen will be used instead of a dash as follows: <ul style="list-style-type: none"> ○ To represent a span or range of numbers, dates, or times. ○ No space before or after the hyphen ○ Read as “to” or “through” 	<p>Nineteenth-century literature The turn of the nineteenth century</p> <p>Eighty-eight Forty-nine</p> <p>02-12-2019 2016-2018</p>
3.10	Italics	<ul style="list-style-type: none"> ● Italicize titles of long works (use APA style) ● Use italics, not bold, to emphasize text (other than section titles and headings for which the format requirements mandate bold) 	

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

3.11	Notes	<ul style="list-style-type: none"> • Avoid notes; if possible, incorporate note material into text • Use APA style for references and citations • If necessary, use endnotes rather than footnotes 	
3.12	Numbers	<ul style="list-style-type: none"> • Round numbers over one million • Use dollar sign rather than word • Use % symbol in charts • Use commas with numbers four digits and more (before decimal) • All other issues follow APA style <ul style="list-style-type: none"> ○ Words for numbers nine and below ○ Figures for numbers 10 and above <p><i>Exceptions:</i></p> <ul style="list-style-type: none"> • Use figures for the following: <ul style="list-style-type: none"> ○ Numbers below 10 grouped with numbers 10 and above ○ Numbers preceding 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 (like chapters in a book or sections in a manual) <p>Use words to express:</p>	<p>Roughly \$6 million (<i>Not:</i> \$5,988,325.44)</p> <p>The College’s annual budget is \$24.7 million. (<i>Not:</i> 2.7 million dollars)</p> <p>Enrollment approached 3,100 recently, and the College wants to increase its entering freshman class by 5 percent.</p> <p>During the next four years, the new Department of Nursing hopes to enroll 40 new students per year. Whether it has 8, 40, or 100 students, the faculty provides exemplary instruction.</p> <p>More than 80 percent of classes have fewer than 30 students; the average freshman class size is 23; the student/faculty ratio is 27:1.</p> <p>The majority of first time students (88%) will participate in Orientation activities.</p>

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

		<ul style="list-style-type: none"> • Approximations • Percent – except when percent appears in parentheses • Zero • Any number that begins a sentence or paragraph • Common fractions (e.g. one quarter) or approximate fractions 	<p>Ninety-three percent of classes have fewer than 35 students.</p> <p>About one-quarter of the students in housing are active in learning communities.</p>
3.13	Online Links	<ul style="list-style-type: none"> • For references or links to online material, include: <ul style="list-style-type: none"> ○ Title of webpage or document ○ Followed by the complete URL to the page or document, in parentheses • When possible, include reference and link to the home page of external materials 	<p>Nursing program outcomes are listed on the Nursing Department’s webpage: (http://www.ega.edu/nursing/nursing-department-info)...</p> <p>...in accordance with mandates from the Hope Scholarship Program (https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/) and the U.S. Department of Education (https://studentaid.ed.gov/sa/)...</p>
3.14	Time	<ul style="list-style-type: none"> • Use lowercase letters and periods 	a.m. and p.m.
3.15	Titles of People	<ul style="list-style-type: none"> • Capitalize when using the full title; use lowercase otherwise 	The Chair of the Biology Department met with the Dean of Mathematics and Natural Sciences, two other department chairs, and admission staff to discuss recruitment strategies.
3.16	Underline	<ul style="list-style-type: none"> • <i>Do Not</i> use underline - EVER 	
3.17	Years	<ul style="list-style-type: none"> • Use four-digit format • Academic and fiscal years use abbreviation and four digit format • No space between abbreviation and year • No space between hyphen/dash 	<p>2019 AY2019 FY2019</p> <p>2012-2017</p>

4. TERMS and ABBREVIATIONS		GUIDELINES	EXAMPLES
4.1	Academic Degrees	<ul style="list-style-type: none"> • Academic degrees are capitalized only when the full name of the 	Seven students earned a Bachelor of Arts degree in 2015.

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

		<p>degree is used, such as Bachelor of Arts.</p> <ul style="list-style-type: none"> • General references, such as bachelor's, master's or doctoral degree, are not capitalized. • Use an apostrophe (possessive) with bachelor's degree and master's degree, but not when stating the full name of the degree, such as Bachelor of Arts. • Do not use an apostrophe (possessive) with associate degree or doctoral degree. • Use degree abbreviations listed in the "Example" column 	<p>She earned a bachelor's degree in 2015.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">AA</td><td>Associate of Arts</td></tr> <tr><td>AS</td><td>Associate of Science</td></tr> <tr><td>BA</td><td>Bachelor of Arts</td></tr> <tr><td>BS</td><td>Bachelor of Science</td></tr> <tr><td>BSN</td><td>Bachelor of Science in Nursing</td></tr> <tr><td>DNP</td><td>Doctor of Nursing Practice</td></tr> <tr><td>EdD</td><td>Doctor of Education</td></tr> <tr><td>EdS</td><td>Specialist in Education</td></tr> <tr><td>JD</td><td>Juris Doctor</td></tr> <tr><td>MA</td><td>Master of Arts</td></tr> <tr><td>MBA</td><td>Master of Business Administration</td></tr> <tr><td>MEd</td><td>Master of Education</td></tr> <tr><td>MFA</td><td>Master of Fine Arts</td></tr> <tr><td>MPA</td><td>Master of Public Administration</td></tr> <tr><td>MS</td><td>Master of Science</td></tr> <tr><td>MSN</td><td>Master of Science in Nursing</td></tr> <tr><td>MSW</td><td>Master of Social Work</td></tr> <tr><td>PhD</td><td>Doctor of Philosophy</td></tr> <tr><td>PsyD</td><td>Doctor of Psychology</td></tr> </table>	AA	Associate of Arts	AS	Associate of Science	BA	Bachelor of Arts	BS	Bachelor of Science	BSN	Bachelor of Science in Nursing	DNP	Doctor of Nursing Practice	EdD	Doctor of Education	EdS	Specialist in Education	JD	Juris Doctor	MA	Master of Arts	MBA	Master of Business Administration	MEd	Master of Education	MFA	Master of Fine Arts	MPA	Master of Public Administration	MS	Master of Science	MSN	Master of Science in Nursing	MSW	Master of Social Work	PhD	Doctor of Philosophy	PsyD	Doctor of Psychology
AA	Associate of Arts																																								
AS	Associate of Science																																								
BA	Bachelor of Arts																																								
BS	Bachelor of Science																																								
BSN	Bachelor of Science in Nursing																																								
DNP	Doctor of Nursing Practice																																								
EdD	Doctor of Education																																								
EdS	Specialist in Education																																								
JD	Juris Doctor																																								
MA	Master of Arts																																								
MBA	Master of Business Administration																																								
MEd	Master of Education																																								
MFA	Master of Fine Arts																																								
MPA	Master of Public Administration																																								
MS	Master of Science																																								
MSN	Master of Science in Nursing																																								
MSW	Master of Social Work																																								
PhD	Doctor of Philosophy																																								
PsyD	Doctor of Psychology																																								
4.2	Academic School Names	<ul style="list-style-type: none"> • Use full School name for first time in a section and identify the 	The School of Mathematics and Natural Sciences (MNS) enrolls																																						

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

		<p>acronym (MNS or HSS)</p> <ul style="list-style-type: none"> • Use acronym thereafter • The School of Mathematics and Natural Sciences (MNS) • The School of Humanities and Social Sciences (HSS) 	<p>students...</p> <p>The School of Humanities and Social Sciences (HSS) has expanded...</p>
4.3	Academic Center for Excellence	<ul style="list-style-type: none"> • Use full name for the first use in a section and identify the abbreviation • Use abbreviation “ACE” thereafter 	<p>The Academic Center for Excellence (ACE) has provided tutoring to 56% of the students living in Bobcat Villas.</p>
4.4	Alumni	<ul style="list-style-type: none"> • Remove EGC/EGSC/ECJC prefix 	
4.5	Augusta University	<ul style="list-style-type: none"> • Use Augusta University for first time in a section and identify the acronym (AU) • Use acronym “AU” thereafter 	<p>The partnership with Augusta University (AU) has helped EGSC provide greater access...</p>
4.6	BANNER	<ul style="list-style-type: none"> • Internal access to student information system (SIS) • All CAPS 	
4.7	Banner Web	<ul style="list-style-type: none"> • Web access to student information system (SIS) 	
4.8	Board of Regents	<ul style="list-style-type: none"> • Use “the Board of Regents (BOR) of the University System of Georgia (USG)” for first time in a section • Use acronym BOR thereafter 	<p>The Board of Regents (BOR) of the University System of Georgia (USG) is comprised of 19 members. The BOR governs all public colleges and universities in the USG.</p>
4.9	Bobcat	<ul style="list-style-type: none"> • EGSC’s mascot • One word; lowercase “C” • Home of Bobcat Athletics <ul style="list-style-type: none"> ○ Men Bobcats ○ Lady Bobcats 	
4.10	Bobcat Affiliations	<ul style="list-style-type: none"> • Bobcat Apiary • Bobcat Bash • Bobcat Bridge • Bobcat Bucks 	

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

		<ul style="list-style-type: none"> • Bobcat Express • Bobcat Growl • Bobcat Regatta 	
4.11	Campus-wide	<ul style="list-style-type: none"> • Use two words separated by hyphen (not one word) 	These changes affect programs campus-wide.
4.12	Campuses	<ul style="list-style-type: none"> • Use the full campus name for first time in a section and identify the acronym • Use acronyms thereafter <ul style="list-style-type: none"> ○ East Georgia State College Swainsboro (EGSC-SW) ○ East Georgia State College Statesboro (EGSC-ST) ○ East Georgia State College Augusta (EGSC-A) 	A residential option is now available at East Georgia State College Swainsboro (EGSC-SW). This addition has resulted in a 43% increase in auxiliary services on the EGSC-SW campus.
4.13	Catalog	<ul style="list-style-type: none"> • Use the specific years of the Catalog being cited • Use both 4-digit years when referencing the Catalog • No space between hyphen/dash in date 	The 2017-2018 Catalog includes all relevant information about withdrawing from the College.
4.14	Catcard	<ul style="list-style-type: none"> • One word • <i>Do Not</i> hyphenate 	
4.15	Catmail	<ul style="list-style-type: none"> • Student email system • Capitalize “C” • <i>Do Not</i> hyphenate 	
4.16	College-wide	<ul style="list-style-type: none"> • Hyphenate 	
4.17	Computer and Technology Terms	<p>Use the following terms (with their respective spelling and capitalization):</p> <ul style="list-style-type: none"> • database • email • homepage • Internet 	<p>EGSC maintains a significant presence on the Internet OR EGSC maintains a significant online presence.</p> <p><i>(Not: “...presence on the web”)</i></p>

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

		<ul style="list-style-type: none"> • Online • PDF • web, webpage, website • Wi-Fi 	
4.18	ConnectED	<ul style="list-style-type: none"> • EGSC’s Emergency Notification System • Capitalize first letter “C” • Uppercase “ED” 	
4.19	Course load	<ul style="list-style-type: none"> • Use as two words 	Two-thirds of the faculty experienced a challenging course load during Fall 2018.
4.20	Coursework	<ul style="list-style-type: none"> • Use as one word 	The coursework for the degree has changed.
4.21	Data	<ul style="list-style-type: none"> • Data is plural • Datum is singular 	<i>Good:</i> One item of datum from the initiative suggests... <i>Better:</i> The data are available from individual departments. <i>Better:</i> One piece of evidence...
4.22	Deans	<ul style="list-style-type: none"> • Capitalize when using the full title • Use lowercase otherwise 	The Dean of the School of Humanities and Social Sciences met with the other dean to discuss strategies to increase...
4.23	Department Chairs	<ul style="list-style-type: none"> • Capitalize when using the full title • Use lower case otherwise 	The Chair of the Department of Chemistry instructs other department chairs in...
4.24	Department Capitalization	<ul style="list-style-type: none"> • Capitalize when referring to a department’s full name • Use lower case otherwise 	The Department of Psychology worked with several other departments, such as nursing and recreation.
4.25	East Georgia State College (EGSC)	<ul style="list-style-type: none"> • Use the full name of the College followed by the abbreviation (EGSC) on its first use in a section • Use “EGSC,” “the College,” or “the Institution” thereafter, and capitalize • Never use just “East Georgia” 	East Georgia State College (EGSC) The College... The Institution....
4.26	East Georgia State College Foundation	<ul style="list-style-type: none"> • Use East Georgia State College Foundation (EGSCF) for the first 	The East Georgia State College Foundation (EGSCF) supports the College by...

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

		<p>use in a section</p> <ul style="list-style-type: none"> • Use abbreviation “EGSCF” thereafter 	Scholarships provided by the EGSCF have increased...
4.27	Email	<ul style="list-style-type: none"> • Don’t capitalize • Don’t hyphenate 	Faculty email students regularly during the semester regarding academic performance.
4.28	Fire and Emergency Services Administration (FESA)	<ul style="list-style-type: none"> • Use entire name for first use in a section along with the abbreviation • Use abbreviation “FESA” thereafter • Pronounced “fee-sa” 	
4.29	Fiscal Year	<ul style="list-style-type: none"> • Abbreviated as FY • Follow with four-digit number year; no space • Use hyphens for continuous years 	FY2019 FY2016-FY2018
4.30	Georgia Southern University (GS)	<ul style="list-style-type: none"> • Use Georgia Southern University (GS) for first time in a section • Use abbreviation “GS” thereafter 	In EGSC’s collaborative with Georgia Southern University (GS), students pay GS’s student activity fees and have access to...
4.31	Magnolia Midlands Georgia Youth Science and Technology Center	<ul style="list-style-type: none"> • This program is housed at the Fulford Center • Abbreviate as MMGYSTC after first use 	
4.32	In-state	<ul style="list-style-type: none"> • Hyphenate • Don’t capitalize “state” 	In-state students at EGSC pay one of the lowest tuition rates in the U.S.
4.33	Internet	<ul style="list-style-type: none"> • Capitalize “Internet” when referring to <i>the</i> Internet (worldwide public network) vs lower case “i” for everything else 	EGSC provides a secure connection to the Internet.
4.34	Judgment	<ul style="list-style-type: none"> • no “e” between the “g” or “m” 	
4.35	Lower-division, Lower-level	<ul style="list-style-type: none"> • Hyphenate only when used as adjectives 	<p>This pertains to lower-division biology students.</p> <p>Students in the lower level of their performance bracket...</p>

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

4.36	myEGSC	<ul style="list-style-type: none"> lowercase “my” and uppercase “EGSC” 	
4.37	Offices	<ul style="list-style-type: none"> Capitalize when referring to an office’s full name Use lower case otherwise 	The building houses many offices, including the Office of the Registrar.
4.38	Outline	<ul style="list-style-type: none"> Don’t hyphenate 	An outline of the proposed changes was submitted...
4.39	Out-of-state	<ul style="list-style-type: none"> Hyphenate the term 	EGSC Augusta (EGSC-A) has been successful in attracting out-of-state students with the tuition waver.
4.40	Page-number Abbreviations	<ul style="list-style-type: none"> “p.” for one page “pp.” for more than one page 	<p>...contained on p. 3 of the service report...</p> <p>The minutes are on pp. 3-4 of the August 2017 Foundation Executive Board Report.</p>
4.41	President	<ul style="list-style-type: none"> Use “the President” (note the capital letter) 	At these meetings, the President oversees the evaluations of ...
4.42	SACSCOC	<ul style="list-style-type: none"> The full name will be used at the first opportunity in the report and also the QEP In all other instances, use the abbreviated version 	<p>...the Southern Association of Colleges and Schools Commission on Colleges</p> <p>SACSCOC</p>
4.43	Seasons	<ul style="list-style-type: none"> Capitalize only when referring to a specific year’s season Otherwise, use lowercase 	<p>The Momentum project began in Fall 2018.</p> <p>This course is only offered during spring semesters.</p>
4.44	TextAlerts	<ul style="list-style-type: none"> One word Capitalize “T” and “A” 	
4.45	Upper-division, Upper-level	<ul style="list-style-type: none"> Hyphenate only when used as adjectives 	<p>Upper-division classes in Biology have been growing by...</p> <p>Students in upper division classes have led...</p>
4.46	United States	<ul style="list-style-type: none"> Abbreviate as U.S. Use periods between U and S 	East Georgia State College has one of the lowest tuition rates in the U.S.
4.47	University System of	<ul style="list-style-type: none"> Use “the University System of Georgia (USG)” for first time in 	East Georgia State College (EGSC) is an access unit of the University

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

	Georgia	<p>a section</p> <ul style="list-style-type: none"> • Use the acronym USG thereafter 	System of Georgia (USG). There are eight other state colleges within the USG.
4.48	Vice President for Academic and Student Affairs	<ul style="list-style-type: none"> • Use “Vice President for Academic and Student Affairs” on its first appearance in a section • Abbreviate as VPASA thereafter 	The Vice President for Academic and Student Affairs (VPASA) meets regularly with...

Narrative Template Instructions

See example on page 19

1. Save/submit Narrative as a Microsoft Word document.
2. State the Standard Number and Standard exactly as they appear in the SACSCOC Principles
3. Place an “X” before the judgment of compliance.
4. Add compelling narrative (Overview, headings, summary).
5. Include supporting documentation (source name, URL and/or a PDF of the document). Filenames should be concise and easily interpretable. Documents should be listed in the order they are referenced in the narrative.

**SACSCOC Decennial Reaffirmation
STYLE GUIDE
04/02/2019**

2.1 The institution has a clearly defined, comprehensive, and published mission specific to the institution and appropriate for higher education. The mission addresses teaching and learning and, where applicable, research and public service. (*Institutional mission*) [CR]

Compliance Non-Compliance Partial Compliance

Narrative:

Make a compelling case here!

Supporting Documentation:

- PDF copy of mission statement
- Examples of published mission statement
 - EGSC Website
http://www.ega.edu/offices/presidents_office/mission_vision_strategic_plan
 - Catalog, page 7
<http://www.ega.edu/policy/egsc-catalog.pdf?11918>
 - EGSC Statutes, Article 1, Section C, page 4
<http://www.ega.edu/policy/egsc-statutes.pdf?8718>
 - Annual Report
<http://www.ega.edu/images/uploads/annual-report-fy2017.pdf>