Faculty Handbook Style Sheet

Part I - For use by committees and councils

I. General guidelines for submitting proposals to the Faculty Senate.
    A. Adhere to the existing format in the intended section of the Faculty Handbook.
    B.   Embed proposed language in the intended location of the Faculty Handbook.
    C. Show revised language with a tracking format that uses line-through to show proposed deletions and underlining to show proposed additions.
    D. Remove comments from documents before sending to the Faculty Senate.

II. Organization of policies: Limit division of policies to five levels.

III. Content of policies
    A. Practice "economy of expression (APA Style Manual, 4th ed., p. 26)" by avoiding jargon, wordiness, redundancy.
    B. Avoid bias-laden language.

IV. Mechanics
    A. Case
        1. Titles of individuals – lower case (president, faculty, assistant professor)
        2. Named professorships –upper case for first letter of each principle word (Distinguished Professor)
        3. Units, non-specific – lower case (university, department, committee)
        4. Units, specific – upper case (Department of English, Council on Faculty Governance)
        5. Documents – upper case for first letter of each principle word (Faculty Handbook, Iowa Code)
        6. Policies – upper case for first letter of each principle word (Position Responsibility Statement). In addition, include abbreviation in parentheses the first time a policy is referenced in level one or level two; for subsequent uses in levels three through five, use the abbreviation.
    B. Numbers
        1. Spell out whole numbers one to one hundred, including thousand, million, billion, etc.
        2. Present series of numbers in numerals (1, 2, 3, 4, 5, etc.).
        3. Convert fractions to decimal format followed by "percent" (50 percent).
    C. Times and dates
        1. "University days" refers to days university offices are open.
        2. "Calendar days" refers to all days including days university offices are not open.
        3. Dates should be given as: Month day, year (February 28, 2008).
    D. URLs
        1. When possible, convert URL to a hidden link.
        2. URLs should be located in a separate list at the end of a relevant section and designated with a bullet when more than one URL is listed.
            - http://www...
            - http://www...

For assistance in preparing proposals for the Faculty Handbook, contact the chair of the Council on Faculty Governance or the chair of the Committee on Governance & Documents.

Faculty Handbook Style Sheet

Part II - For use by the Committee on Governance and Documents

I. Section and heading style

   A. Each level will be indented 0.2 inches with levels flush throughout each chapter. Example:

     7.2

       7.2.1

         7.2.1.1

         7.2.1.2

         7.2.1.3

       7.2.2

   B. Section headings are designated numerically with no punctuation between the numeral and the heading. Example: 2.7.4.2 Review by Provost.

   C. Level Two headings are in 14 pt. type, headings for levels 3-5 in 12 pt. type.

   D. Headings are not followed by punctuation.

   E. Headings will be in bold.

II. Within sections

   A. Lists

     1. In instances where lists are necessary, designate items with lower case letters.

     2. Minimize use of bulleted lists.

     3.   Bullets or lower case letters followed by a period will be placed 0.15 inches away from their designation.

     4. Listed items in complete sentences end with proper punctuation; non-sentences receive no terminal punctuation.

   B. Line spacing: Line spacing connects related points and distinguishes disparate content. Insert one line between related points and 2-3 line spaces to identify separations in content within a section or to distinguish between sections.

III. Following sections

   A. Approval history will appear at the end of the smallest section modified.

   B. Approval history will indicate the nature of the action taken followed by dates of approval.

   Example: "(Action taken) by the Faculty Senate on (date) and by the president and provost on (date)."

IV. Abbreviations and acronyms – A master list of abbreviations and acronyms will be kept following the last chapter of the Faculty Handbook.