

Dalton State College Self-Study *Style Sheet*

- Dalton State College (DSC) - on the first usage of each section
DSC - after the first usage of each section
- *Dalton State College 2001-2002 Catalog and Student Handbook* - on the first usage in each section
DSC Catalog, Catalog or Handbook - may be used after the first usage of each section
- *Policy Manual of the Board of Regents*
- Dalton State College Web site - if the name has not been written in full previously in the section.
DSC Web site - if it has been used previously in the section
- Dalton State College home page - if the name has not been written in full previously in the section.
DSC home page - if it has been used previously in the section
- Banner system
- University System of Georgia (USG) - for first usage in any section
USG - if it has been used previously in the section
- Board of Regents - always
- e-mail
- Quotation marks around survey report titles -
“1999 and 2000 Graduating Student Survey Results Summary Report”
“1999 and 2000 Alumni Survey Results Summary Reports”
“1999 and 2000 Employer Satisfaction Survey Results Report”
- percent - Use the word as part of the narrative.
% -Use the symbol as part of a table or chart
- foot -Use as an adjective. Example: The 20,000 square foot building provides adequate space for the increase in student population.
feet - Use as a noun. Example: The building measures 20,000 square feet.
- online NOT on-line
- Single-space the Compliance Tables even though the drafts are double-spaced