

# Montgomery College Self-Study EDITORIAL GUIDELINES AND FORMAT OF ALL REPORTS



## **Introduction**

“The goal of the self-study process,” according to the Middle States Commission on Higher Education document, *Self Study: Creating a Useful Process and Report*, “is a report that fairly and honestly represents Montgomery College, that avoids institutional politics and personal agendas, that warrants and receives broad support among campus constituencies, and that demonstrates College compliance with Commission standards. The process leading to that report is a series of written drafts, punctuated by periods of data collection, analysis, and review.” Each Self-Study Work Group Team will produce a written report of its findings regarding the Standards it has been charged with examining.

Each individual report will become part of a single report that will guide the Middle States Evaluation Team as it reviews the College and determines our eligibility for re-accreditation. In order to aid in the compiling of a single report that is consistent in style, format, and structure, the Self-Study Steering Committee has adopted the following Editorial Guidelines.

The final Self-Study Report must be no more than one hundred pages which means that each work group report needs to be no more than about fifteen pages. Please try to stay within the fifteen page limit for your report.

The Work Group members who are charged with writing each group’s report should become familiar with these Guidelines and follow them consistently throughout each individual report.

## **Template for Work Group Reports**

The reports should be essentially narrative. The guidelines are intended to provide a plan that ensures that each report follows a similar format and organization.

### **Middle States Standard Heading**

#### **Overview**

The overview should identify the standard that is being considered. Use the questions to identify major issues, common themes, and/or important functions within the standard. The overview should be a summary of what will follow.

- The Standard statement
- Identification of major issues, common themes, and/or important functions (developed as a result of the charge questions):

#### **Analysis of Evidence**

The analysis of evidence is the main body of the report. From the results of the investigation, which was guided by the charge questions, look for major issues, important topics, and/or major

functions that answer the standard. For each major issue/topic/function within the Standard, write the following:

Describe the first major issue/topic/function being reviewed

Cite and analyze the evidence of the first major issue/topic/function being reviewed

Strengths  
Areas of Concern  
Suggestions  
Recommendations (if there are any)

Describe the second major issue/topic/function being reviewed

Cite and analyze the evidence of the second major issue/topic/function being reviewed

Strengths  
Areas of Concern  
Suggestions  
Recommendations (if there are any)

And so on for each major issue/topic/function being reviewed

### **Conclusion**

Summary of findings  
Summary of suggestions/recommendations (if there are any)

### **Document Format**

**Word Processor:** MS Word for Windows XP is the designated word processing program for all Self-Study Reports.

**Font style:** Times New Roman

**Font size:** 12

**Line spacing:** Single spaced with one (1) extra space between paragraphs

**Margins:** Standard 1 inch margins for top, bottom, left, and right of page

**Header and footer margins:** 0.5

**Tab stops:** 0.5

### **For Automatic Numbered Lists:**

- **Bullets**—Click left mouse button on the bullet icon on the toolbar (top right, next to the numbering icon). Pressing ENTER will create a new bullet at the beginning of the next

line of text with a tab between bullet and text. It also creates a “hanging indent” so that all text will be aligned. Hitting ENTER two times at the end will stop the automatic bullets.

- **Numbering**—Click left mouse button on the number icon on the toolbar (top right). Pressing ENTER will create a new number at the beginning of the next tab line of text with a tab between the number and the text. MS Word will automatically number down this list every time you hit Enter. Hitting ENTER two times at the end will stop the automatic numbering.

Use *italics* for the title of any book, magazine, or newspaper.

Use bold-face for headings and sub-headings.

Use quotation marks for titles of articles.

Use the tab and not the space bar for alignment

Chapter titles should be all uppercase and centered.

Major headings should be centered, but the first letter of each main word should be uppercase. (MS calls this Title Case.)

Minor headings should be left-justified, again in Title Case (the first letter of each main word capitalized).

Always use upper case B and T for Board of Trustees.

Acronyms should be written out with the first usage, followed by the acronym itself: Middle States Commission on Higher Education (MSCHE).

Do not use contractions. Avoid the use of the passive voice when possible.

### **Deadlines**

First Self-Study Report Draft submitted to Self-Study Co-Chairs      February 1, 2007

Second Self-Study Report Draft submitted to Self-Study Co-Chairs      June 30, 2007

Final Self-Study Report Draft submitted to Self-Study Co-Chairs      October 1, 2007

## **Institutional Acronyms**

EVP/A&SS	Executive Vice President for Academic and Student Services
EVP/AFS	Executive Vice President for Administrative and Fiscal Services
G	Germantown Campus
HR	Human Resources
IT	Information Technology
MACC	Maryland Association of Community Colleges
MHEC	Maryland Higher Education Commission
MSCHE	Middle States Commission on Higher Education
MC	Montgomery College
MCPS	Montgomery County Public Schools
R	Rockville Campus
TP/SS	Takoma Park/Silver Spring Campus
USG	Universities at Shady Grove
USM	University System of Maryland
VP/P	Vice President/Provost
WD&CE	Workforce Development and Continuing Education