

Guide to Preparing Agenda Items

Getting Started

The first step is to set up your page format with the following parameters:

- Font Style: Times New Roman
- Size: 12 Point – Normal
- Line Space: Single
- Alignment: Justified
- Hyphenation: Off
- Margins/Headers: 1” Top, Inside, Outside (Gutter set at 0)

Do’s and Don’ts

- Don’t use hard returns in continuous text.
- Use single return after headings.
- Don’t double space after periods or other punctuation.
- Don’t forget to double check spelling of names and titles.
- Do use zeros (0) for numbers, not capital Os; (1) for numbers, not lowercase Ls.
- Do run a spell check.

Doing it With Style!

Capitalization

- Capitalize titles in the formal listings at the beginnings of BOT committee minutes.
- In text, capitalize official titles when they precede the name but lower case when used alone or following the name. (Example: Chancellor Reed remarked; the vice chancellor agreed; Ms. Farar, chair, supported the motion.)
- Lower case state and federal unless part of a proper name (the federal government, but the Federal Aviation Administration).
- Lower case academic terms and years (fall semester, freshman year).
- Capitalize and bold the first word following whereas and resolved in the resolutions.

Punctuation

- Do not hyphenate ex officio.
- When expressing the day, month and the year, use commas before and after the year (on July 4, 2003, the...) do not use a comma when expressing only the month and year (July 2003)
- Commas and periods always go inside quotation marks.
- Semicolons and colons are placed outside quotation marks.