Catalog Style Sheet

Below are some general guidelines on catalog punctuation and formatting to follow as you prepare your curricular changes. Your attention to these rules will reduce the editing workload and result in cleaner, more consistent copy.

Course Listings

1. Course titles, credits, and descriptions should be formatted as follows:
    COMM 343   Argumentation, Debate, and Critical Thinking
    4 credits
    Explores critical thinking through creating, defending, and critiquing propositions of value and policy. . .

    BA 436 Internet Marketing and E-Commerce
    4 credits
    Advanced course in marketing goods and services in cyberspace ...

2. Write course descriptions in the present tense.
    Examines Gaelic in the context of Irish history.
    Not: Will examine Gaelic in the context of Irish history.

3. Avoid placing *"This course…"* at the beginning of a description. Begin with an *active,* not *passive,* verb.
    Explores the Abstract Expressionist movement.
    Not: This course explores the Abstract Expressionist movement.
    Not: The Abstract Expressionist movement is explored in this course.

4. Lab, lecture, and field trip information in course descriptions should be formatted consistently.
     Three lectures, one 2-hour laboratory, and occasional field trips.

5. Make sure "Prerequisites" and "Corequisites" are properly formatted (plural or singular). Also remove any cases of *"or equivalent… or instructor permission … or or instructor consent,* which are covered in the *Course Prerequisites Policy.* [see "Guidelines for listing prerequisites" for further information.]
    Prerequisites: ENG 240 and 298. Corequisite: ENG 455.

Course Restrictions:
Below is a template indicating the order in which restrictions and special clauses should be listed in a course description:
Lecture/lab/field trip. Prerequisites. Corequisites. Approved for University Studies. Cross-listing.

Any requirements related to standing (e.g., "Senior standing in the major") are listed under prerequisites.

Below is an example of how a course should be formatted. Notice that the prerequisites are delimited by semicolons, with commas used for course series (e.g., WR 121, 122).
    [Course Title, Credits, and Description] ... Three 2-hour lectures and one field trip required. Prerequisites: Portfolio; senior standing in the major; ART 240; 250; and USEM 103 or WR 121, 122. Corequisite: ART 340. Approved for University Studies (Integration-Strand H). (Cross-listed with CS 315.)
    Revised 10/9/2023