

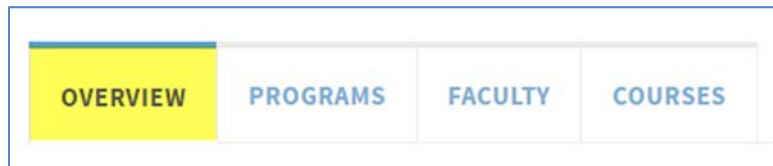
Quick Guide for Catalog (CAT) Approvers

Universal Guidelines

- Nested headings must use decreasing order size (Heading 2, Heading 3, Heading 4, etc.). Do not skip a heading size.

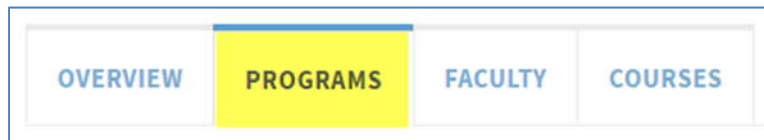
Department Pages (Undergraduate Catalog)

Overview



- Introduction (required). This should provide an overview of the academic department.
 - *Special Program details (e.g., ROTC programs)*
- Advising
- Facilities
- Graduate School and Career Opportunities

Programs (maintained by the Office of Undergraduate Curricula)

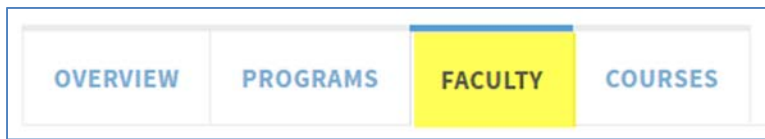


- Majors (if any)
- Minors (if any)
- Graduate Programs (if any)

Note: The list of majors and minors on this tab is inherited on the overview tab of all Program pages in the department/unit.

Quick Guide for Catalog (CAT) Approvers

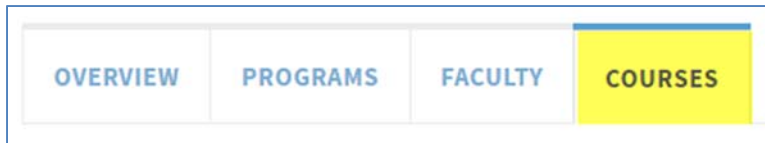
Faculty (does not appear for some interdisciplinary units)



- Professors, Associate Professors, Assistant Professors
- Adjunct Professors, Adjunct Associate Professors, Adjunct Assistant Professors
- Research Professors, Associate Research Professors, Assistant Research Professors
- Teaching Professors, Senior Lecturers, Lecturers
- Adjunct Faculty
- Affiliated Faculty
- Professors Emeriti

Note: These Titles/Positions do not need to be listed in the order above.

Courses (maintained by the Registrar's Office)



Important: *The content on this tab is populated by data from ConnectCarolina; please do not edit this tab.*

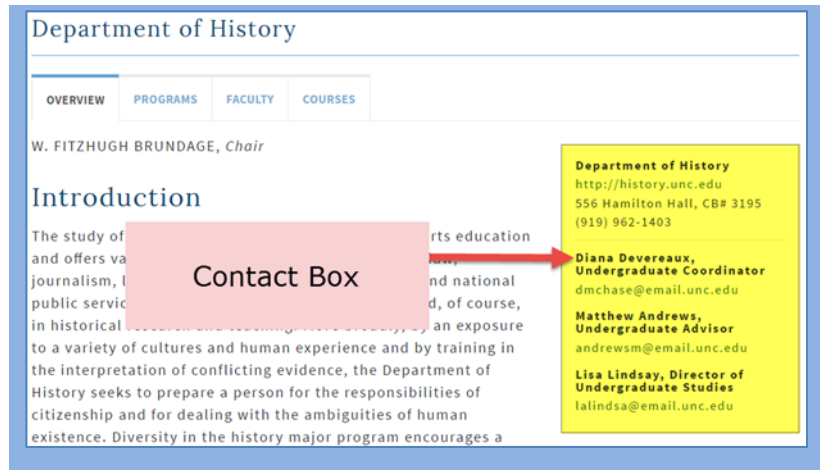
Quick Guide for Catalog (CAT) Approvers

Contact Box

This appears on the top right of the Overview tab.

Included Information:

- Department name
- Department URL
- Department Physical Address and Campus Box
- Department Phone



The screenshot shows the Department of History page. At the top, there are navigation tabs: OVERVIEW (highlighted in yellow), PROGRAMS, FACULTY, and COURSES. Below the tabs, the text reads "W. FITZHUGH BRUNDAGE, Chair". The main content area is titled "Introduction" and contains text about the department's focus on history and education. A red box labeled "Contact Box" is overlaid on the text, with a red arrow pointing to a yellow contact box on the right side of the page. The contact box contains the following information:

Department of History
http://history.unc.edu
556 Hamilton Hall, CB# 3195
(919) 962-1403

Diana Devereaux, Undergraduate Coordinator
dmchase@email.unc.edu

Matthew Andrews, Undergraduate Advisor
andrewsm@email.unc.edu

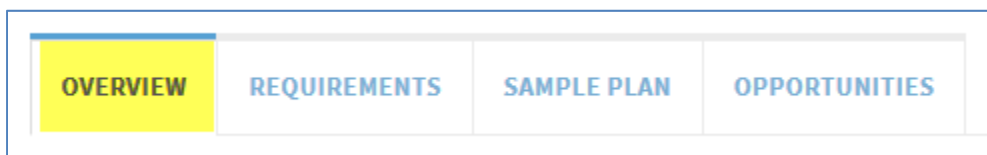
Lisa Lindsay, Director of Undergraduate Studies
lalinda@email.unc.edu

- Contact Names may include the following roles:
 - Chair
 - Director of Undergraduate Studies
 - Student Services Manager
 - Lecturer/Advisor
 - Other department roles as appropriate (e.g., Career Advising, Study Abroad)

Note: There is a special tool that enables users to enter contact information on any page in the catalog. This feature is most often used in the departments. In addition, this contact information can be inherited to children pages if the child page is a program page (identified by the program check box in Setup). Child pages will inherit the parent's department information and people, unless they have their own specific people. If they have their own people, those people will be displayed along with the department information.

Program Pages (Undergraduate Catalog)

Overview

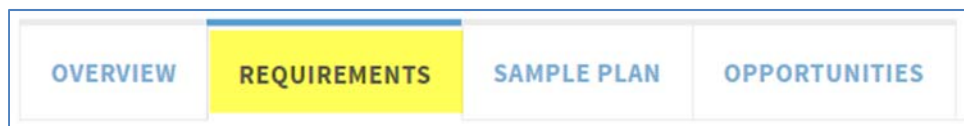


The screenshot shows the Overview tab for a program page. The navigation tabs are: OVERVIEW (highlighted in yellow), REQUIREMENTS, SAMPLE PLAN, and OPPORTUNITIES.

Quick Guide for Catalog (CAT) Approvers

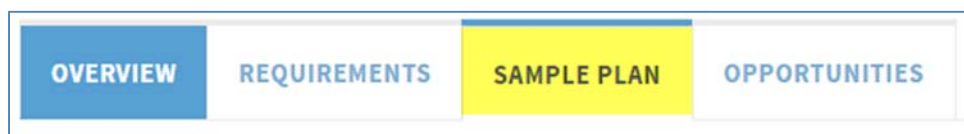
- The opening text should be a brief introduction to the major/minor.
- Student Learning Outcomes (SLO)
- Department Programs (inherited by the information on the Programs tab on the Department parent page)

Requirements



- Maintained by the Office of Undergraduate Curricula based on approved curriculum changes. If you find an error, please contact the Office of Undergraduate Curricula (nick_siedentop@unc.edu)
- This section will eventually be updated directly from the curriculum management system.

Sample Plan (optional, but recommended)



- A good example can be found [here](#).
- If you wish to add a Sample Plan to your Program page, please contact the Office of Undergraduate Curricula (nick_siedentop@unc.edu). They will create the tab for you.

Opportunities



The Opportunities tab can be set-up as a “Shared Page” to be used for multiple programs in a department/unit.

This would allow you to edit the content once, instead of multiple times on each program page. If you are interested in this, please contact the Office of Undergraduate Curricula (nick_siedentop@unc.edu).

Quick Guide for Catalog (CAT) Approvers

- Joint degree programs
- Dual degree programs
- Honors
- Study abroad
- Research
- Internships
- Special events or speakers
- Interdisciplinary opportunities
- Awards

Note: The above are just examples. Programs can determine the appropriate order.

Formatting

In general, please follow the style that you see in the catalog, which is based on the Chicago Manual of Style. We have made some additional style decisions in order to maintain consistency. If you have any questions about it, please feel free to ask.

The following are a few noted issues. Please feel free to ask if you are not sure. Strange and unique situations can come up.

1. Acronyms/Abbreviation

- Use acronym in parenthesis the first time the entire title is spelled out. Place them after the entire title. Then use the acronym consistently. Do not change back and forth. If you spell out a title a lot, make sure to spell it out all the time.
- We recommend abbreviating grade point average to GPA as much as possible, as it is a well-known abbreviation.

2. Advisor vs adviser – for the catalog

- For the catalog, advisor should be used when describing the title or job of a person. That is how it is spelled in PeopleSoft when referring to program/student advisors.
- Advisor will come up as not spelled correctly in the editor, but it is a correct spelling.

3. Capitalization:

- Only capitalize FULL titles, proper names, nationalities, and names of languages. (i.e. Department of Biology; Office of Student Life; Director of the School of Education; English; Spanish; Accountancy Program; Master of Science in Biology Program)
- Do not capitalize partials or non-titles (i.e. art department; art; teacher certification program; dean; department chair)
- Do not capitalize subjects or majors. (i.e. accounting, international business major, computer science minor)
- Do not capitalize “general education” unless it is the whole title “General Education Program.”
- Do not capitalize “degree.”
- Capitalize “University” in all instances except when using it generically. (I.e., the University, University-wide. But: UNC-Chapel Hill is a top-ten university.)
- Do not capitalize “dean,” “chair,” “college,” “office,” or “committee” when used by themselves.
- Capitalize: “Dean’s List.” It is the official title of an honor and should be capitalized.

Quick Guide for Catalog (CAT) Approvers

- i. Do not capitalize bachelor of arts, bachelor of science, master of science when these degrees are mentioned in running prose. But capitalize them if they are list items.
- 4. Courses or inline courses**
 - a. Include the subject prefix for every reference (it can't be linked without it). Example: ARTH 204, ARTH 223, and ARTH 323. Do not do ARTH 204, 223, and 323.
 - b. To change the format of the course title after linking, double click on the blue box and choose a format option in the bottom Format drop down menu. So far we have only used the formats that begin with the subject abbreviation and course number, not the ones that begin with the title.
- 5. E-mail** (not email and not capitalized unless starting a sentence)
- 6. Numbers**
 - a. Spell out the numbers zero through nine. Use numerals for 10 and higher.
- 7. Percent**
 - a. Spell out percent (unless in a table).
- 8. Phone numbers:**
 - a. Use parentheses and dashes (i.e., (919) 123-4567).
- 9. Punctuation**
 - a. Periods
 - i. Go inside of parentheses when the entire sentence is within the parentheses.
When there is only a phrase or one word, the period goes on the outside of parentheses.
 - ii. Use periods after B.S. or B.A. Use periods for U.S.
 - b. Quotation marks
 - i. Use “ (two quotes) for everything, i.e., “C,” “phrases,” and “This is a fully quoted sentence.” Do not use ‘ (one quote) unless it is within a double quote.
 - ii. Periods always go inside quotation marks, both with phrases and full sentences.
 - c. Commas
 - i. Commas always go inside quotation marks.
 - ii. When listing three or more things, use a comma before the final “and.” (i.e. apples, oranges, pears, and grapefruit)
 - d. Semicolons are allowed in lists if necessary to keep phrases or groups within the list together (i.e., She bought the following: apples, oranges, and pears; paper and pens; plates, napkins, and utensils; and milk.)
 - e. Please use “and,” not “&.” Also, please use “and” versus the / mark.
 - f. Dashes and hyphens
 - i. Use a hyphen to connect two words that are meant to be compound words or to join a prefix to some words.
 - ii. For the catalog, do not use a hyphen to connect numbers to a word (i.e. 100-level).
 - iii. Dashes used within a sentence must have a space before and after.
 - g. There should only be one space between sentences, not two.
- 10. University of North Carolina at Chapel Hill**
 - a. UNC–Chapel Hill. (Use an en dash, not a short dash.)
- 11. Web site, online, site, or page** – use one of these only
 - a. Use “Web site” as two words, both when beginning a sentence and when inside a sentence.
 - b. Do not use “homepage,” “web or Web,” or “Net or net” to refer to an Internet site.
 - c. Refer to the “Internet” or “online” when talking about the Internet or UNC–Chapel Hill’s Web site in general.

Quick Guide for Catalog (CAT) Approvers

12. Web site addresses in paragraphs - please link instead

- a. Do not type out the Web site address. Instead, write a sentence about the Web site that includes the name or main information to be found there, highlight the name or main description, and insert the link behind the name.
 - i. For example: "Additional resources can be found in [Wilson Library](#)." The viewer will then click on the underlined word and get taken to the Web site.
 - ii. When the PDF document of the catalog section prints out, the URL address to an outside Web site will print out in full, even if you did not type it out because the system will recognize the link.
- b. If linking to a place outside the catalog, enter the entire URL address (i.e. <https://registrar.unc.edu/>) and check "Open in a new window" under Link Properties. Note: It is important to remember that this will indicate that the user is going outside of the catalog.
- c. If linking to a place inside the catalog, enter the URL address found in the address bar, starting with the / right after nextcatalog.unc.edu. For instance, the link to the Department of History page would be </undergraduate/departments/history/>. Do not check "open in a new window."

Where to Get Help

You can also contact the contact the following members of the University Catalog Team:

- o Undergraduate Catalog:
 - o Nick Siedentop, nick_siedentop@unc.edu
- o Graduate Catalog:
 - o Stephanie Schmitt, sschmitt@email.unc.edu;
 - o Lou Anne Phelps, laphelps@email.unc.edu
- o Style/Editing Questions:
 - o Valerie Price, vprice@email.unc.edu