

# James Madison University SACS Reaffirmation Compliance Certification Report Format Guide

The following is a list of format conventions to use in writing the SACS reaffirmation compliance certification report. These formats are either mandated by SACS or decided on by the Steering Committee for consistency. If you have any questions not covered by the format guide, contact Kristi Shackelford (shackekl@jmu.edu).

Our goal is to format the documents as simply as possible. Standard formatting will be applied when the individual portions are combined into a single report.

Item	Format	Example
Automatic Hyphenation	Do not use	
Bullets	Use square bullets Any level of indentation is fine	Example: <ul style="list-style-type: none"> <li>▪ Bullet</li> <li>▪ Bullet</li> </ul>
Citations	<i>For this version, do not follow a specific style guide for citing sources.</i> Use brackets within text to document sources Include all information necessary to reference the source: complete URL; publication title and page; specific table or figure number, etc. If you are referencing a portion of a larger document – such as one paragraph from a long Web page – indicate the section with the appropriate heading or opening text.	Students on academic probation must submit their re-entry applications to the director of Academic Student Services [ <a href="http://www.jmu.edu/catalog/10/general/policies.html#reentry">http://www.jmu.edu/catalog/10/general/policies.html#reentry</a> ; “Students on Academic Probation].
Figure and Table <ul style="list-style-type: none"> <li>▪ Titles</li> </ul>	Label figures/tables as section number - order of image Name all figures/tables clearly Should be bold, 11pt. Times, centered over the figure or table. Put figure and table number on a separate line.	<b>Table 34.3-1</b> <b>Board of Visitors Program Review</b>
<ul style="list-style-type: none"> <li>▪ Formatting</li> </ul>	Create all tables in Word (not Excel) Format tables as simply as possible – do not use shading or elaborate lines Use page breaks to force figures/tables to single pages, even if this leaves excessive space on previous pages	

Item	Format	Example
Font and Type	The font used throughout the report is Times or Times New Roman. The size and style (bold, italics, etc.) change depending on the section and level of text (body copy, titles, headings, headers, etc.)	<p>Headers: Times New Roman 10</p> <p>Headings 1: Times 14 Bold Centered, All Caps</p> <p>Headings 2: Times 12 Bold Left, Sentence style</p> <p>Headings 3: Times 11 Bold Left</p> <p>Body text: Times 11, left justified with ragged right margin</p> <p>Table &amp; Figure titles: Times 11 bold, centered</p> <p>Footers: Times 10</p>
Headers/Footers	<p>Do not use headers</p> <p>In the footer, include:</p> <ul style="list-style-type: none"> <li>▪ Section Number</li> <li>▪ Date of submission</li> <li>▪ Numeral page number</li> </ul>	<p>3.4.3                      7/30/10                      1</p>