

# Accreditation Style Manual

Check back for additional entries. Please e-mail Nancy Kaplan-Biegel at [kaplann@smccd.net](mailto:kaplann@smccd.net) with requests for specific entries.

**abbreviations** Use the full name on first mention, followed by the abbreviation in parentheses; then use the abbreviation on subsequent mention without periods.

**Academic Senate** Capitalize.

**Bay Area**

**Board of Trustees** Capitalize.  
Also capitalize Board.

**buildings** Lower case, same as lot 5, lot 7 for parking.

**Chancellor Ron Galatolo** The district chancellor should always be referred to this way on first mention.

**College** Always capitalize when referring to Skyline College, even when used without the word Skyline.

**College Catalog** Capitalize.  
Also capitalize Catalog when not preceded by College.

**College Council** Capitalize.

**college committees and governance organizations**  
Capitalize the full names of all committees and management groups (examples: Curriculum Committee, College Council, Academic Senate, Research Committee), but lower case the common noun "committee."

**courses** Capitalize the full name of a specific course (example: Mass Media and Society). Also, capitalize the complete

listing for a course (example: Journalism 120). Lower case short descriptions of types of courses (examples: a political science course, newswriting, history, etc.).

**departments** Capitalize campus departments. Example: Business Department.

**District** Capitalize.

**English** Capitalize this and all languages.

**faculty** Use this when referring to full-time faculty. Part-time instructors are referred to as adjunct faculty.

**imply/infer** In general, imply means to suggest something indirectly, while infer means to make an educated guess. Example: He implied he was angry. She inferred he was mad by the way he stomped into the room.

**Internet**

**Mission Statement** Capitalize.

**part-time, part time** Notice the difference: She is a part-time instructor. She works part time.

**the Web** Not interchangeable with the Internet, but rather a subset of the Internet.

**Web page**

**Web site** Not website.

