

## UNIVERSITY OF NORTH TEXAS SYSTEM POLICY STYLE MANUAL

The Regents Rules establish authority for the System and campuses to develop and adopt policies. This Policy Style Manual has been developed to achieve consistent formatting and style when drafting and revising policies System-wide in accordance with Regents Rule 01.102. This manual applies only to policies and is not intended to replace writing style guides used for other purposes or for publications.

- I. Name of Entity.** Spell out the full name of the entity on the first reference and use an abbreviated reference thereafter.

Examples:

University of North Texas (UNT)

University of North Texas at Dallas (UNT Dallas)

University of North Texas Health Science Center at Fort Worth (UNTHSC)

University of North Texas System (UNT System)

- II. Use of “University,” “Health Science Center,” “System,” or “System Administration.”** The words “University,” “Health Science Center,” “System Administration,” and “System” may be used as proper nouns to refer to an entity, or to modify nouns belonging to an entity. They are always capitalized when used in this manner. When they are used generally without reference to a specific entity, they are not capitalized.

Examples:

Employees and students must follow the University’s rules.

The Health Science Center is a distinguished graduate academic institution.

These guidelines apply to all universities and health science centers.

- III. Use of “the” When Referencing Institutions and Units.** The lowercase is used when the word “the” precedes the System’s, an Institution’s, a school’s or college’s, or a department’s name in the running text. “The” is not part of the official name.

Example:

Students in the Texas Academy of Mathematics and Science

- IV. Name of Department/Unit.** Spell out the proper name of the department/unit on the first reference and indicate, in parentheses, the shortened version, if any. Do not use quotation marks. The shortened version is always capitalized.

Examples:

College of Business (COB)

Texas College of Osteopathic Medicine (TCOM)

Department of Criminal Justice (CJUS)

## V. Punctuation.

### 1. Capitalization.

- a. Academic Degrees. Capitalize full degree names. Use lowercase in general use.

Examples:

Bachelor of Arts; bachelor's degree

Master of Public Administration; master's degree

- b. Government Entities. Capitalize government entities when all or part of a proper noun or an agency's formal name is used. Use the full, official name on the first reference.

Examples:

Texas State Auditor's Office; Auditor's Office

Office of the Governor; Governor's Office

- c. Government Subdivisions. Do not capitalize government subdivisions such as city, county, state, or federal agencies when used as a common noun, adjective, or in place of the actual name.

Examples:

Texas law; state law

State of Texas; the state

Federal Bureau of Investigation; federal agency

- d. Job Titles. Capitalize formal titles. Use lowercase for occupational or informal job titles.

Examples:

The President must approve the document.

The Director of Institutional Compliance will attend.

The department head will submit a monthly report.

The chair is an ex-officio member.

2. Colons. Use a colon to introduce a series or a list, especially a list preceded by "as follows" or "the following."

3. Commas. Use a comma to separate the elements in a series (three or more things).

Examples:

The student took microbiology, psychology, and art history.  
The options are green, white, or black.

4. Semi-colon. When using a semi-colon, a complete sentence must appear on both sides of the punctuation mark.

Example:

He did not like the food; he complained it tasted like dirt.

5. Spacing. Use two spaces to follow any mark of punctuation that ends a sentence, whether a period, a colon, a question mark, an exclamation point, or closing quotation marks.

## **VI. Format.**

1. Application of Policy. Broad, consistent categories should be used to describe to whom the policy applies.

Examples:

All UNT employees.  
All UNTHSC students.  
All UNT Dallas faculty.  
All System employees and students.

2. Font. Institution policies are to be prepared in Microsoft Word and use Calibri12-point font. The policy title is to be bold Calibri 12-point font.
3. Headings and Subheadings. Headings should be bold and underlined followed by a period, and subheadings should be underlined and followed by a period.
4. Text Alignment. Text should be justified to align with both the left and right margins.
5. Lists.
  - a. Lists within Sentences. Use commas to separate items within a sentence or with semicolons if the items in the list include commas.
  - b. Vertical Lists. Lists that contain items of multiple levels or that contain sentence fragments that form a complete

sentence if read together with the introductory line should use a vertical layout (outline style). Vertical lists should:

- i. use a colon between the text and the beginning of the list;
  - ii. begin each item with a lowercase letter;
  - iii. use a semicolon between each list item;
  - iv. use a numeric list (not letters or bullets);
  - v. use a double space between each item; and
  - vi. use a period at the conclusion of the list.
6. Money. Spell out monetary values and, in parentheses, use numerals to express the stated amount. The numeric value should be accompanied by a dollar symbol. For example: One Million Dollars (\$1,000,000.00).
  7. Numbers/Figures. Use figures for numbers equal to or greater than 10. Spell out numbers less than 10. Spell out numbers at the beginning of sentences. Numbers less than 100 should be hyphenated. For example: ninety-nine (99).
  8. Percentages. When referring to percentages, always spell out the word “percent.”
  9. Template. Policies must adhere to the standard template and should contain the following information:
    - a. the policy number;
    - b. the policy name;
    - c. a policy statement;
    - d. applicability of policy;
    - e. definitions of specialized terms;
    - f. date approved, effective, and revised;
    - g. procedures and responsibilities;
    - h. references and cross-references; and

- i. forms or tools to carry out the procedures.
10. Third Person Pronouns/Sex and Gender. Use bias-free language in the third-person. Use “he or she” and “him or her,” use the plurals “they” and “them” or eliminate pronouns altogether. Do not use “she/he” or “s/he.”

## VII. Citations.

1. Citation to Regents Rule or Section of Regents Rule. Formal citations to the Regents Rules should include the full title: The Rules of the Board of Regents of the University of North Texas System. When the context makes it clear that a citation is to The Rules of the Board of Regents of the University of North Texas System, these rules may be cited as “Regents Rules.” References to a specific chapter of the Regents Rules, or to a specific Regents Rule should be as follows:

Formal: Chapter 01, The Rules of the Board of Regents of the  
University of North Texas System  
Rule 01.100, The Rules of the Board of Regents of the  
University of North Texas System

Informal: Regents Rules, Chapter 01  
Regents Rule 01.100

2. Citation to Policy Manuals. Formal citations to the policy manual of the UNT System, the System Administration, or an Institution should include the full title. When the context makes it clear that a citation is to a specific policy manual, an abbreviated name may be used.

Formal Names:

The Policies of the University of North Texas  
Policies of the University of North Texas System  
Policies of the University of North Texas System Administration  
The University of North Texas at Dallas Policy Manual  
The University of North Texas Health Science Center Policy Manual

Abbreviated Names:

UNT Policy Manual  
UNT Dallas Policy Manual  
UNTHSC Policy Manual  
System Administration Policies  
System Policies

3. Citation to Policy or Section of Policy. References to a specific chapter of a policy manual, or to a specific policy should be as follows:

Formal References:

Chapter 1, The Policies of the University of North Texas at Dallas  
Policy 1.100, The Policies of the University of North Texas

Informal References:

UNTHSC Policy Manual, Chapter 1  
System Administration Policy 1.100