

Style Guide

1. No need to rewrite the Standard in the narrative

2. Headings

Heading 1: Bold

Heading 2: Bold and Italized

Example:

Faculty Definitions

A;sldkfja;sldkfjasldkfjalskdjf;laskdjf;alsasdkl;jf;laksjdf;lkasjdf;lkajsdlkfja;slkdjf;laskdjf;lkasdjf;lkasjd
fl;kajsdflkjas;ldkfj;alskdjf;lkj.

Part-Time Faculty

A;sldkfja;sldkfj;asldkjf;alskdjf;laksdjf;lkasjdf;lkajsd;lkfja;slkdjf;alksdjf;laksdjf;lkasdjf;lkajsd;flkjas;ld
kfja;slkdjf;alskdjf;.

3. Links to Evidence

In Weave, when you add a link to the evidence file, the words you chose will be underlined. When the narrative is printed using the Report function in Weave, it will be gold and underlined.

Example (how it will look in the narrative writing space):

Full-time faculty definition in The Faculty Handbook ed. 2022 shows that...

(How it will look in the printed version):

Full-time faculty definition in The Faculty Handbook ed. 2022 shows that...

4. Tables

There are two ways to embed tables into the narrative. If there are no links inside the cells, then use option #1, otherwise use the second option.

1. Most tables are best done as images and then uploaded to Weave and inserted. The note under the table should be part of the image. This will also make the table file part of your evidence files so be sure to use a descriptive name for the image (see #7).
2. If you want links to evidence in the table cells, you need to use the Weave table function.

Make the table header text Bold and Italized.

5. Images

Can be png or jpeg
Crop in the photo editor
Keep the note as part of the image if using a note.
Use a descriptive name since the image will show in the Evidence files.

6. Evidence file names

- a. Start with the Standard number separated by hyphens.
- b. Use descriptive titles
- c. Make them short, concise
- d. Include page numbers if from a larger document source
- e. All evidence files must be pdfs
- f. No periods
- g. No spaces
- h. No special characters
- i. hyphens and underscore are okay (don't use spaces before or after these)
- j. No upper case
- k. Limit to no more than 40 characters if you can

EX: 6-1-faculty-defs_fac-hndbkp15-17.pdf

7. Evidence Files

Must be a pdf
Cannot be live links to webpages
Highlight the relevant evidence/sentence(s) in the supporting document (evidence file) that address the statement in the narrative prior to uploading to Weave. Once it has been uploaded, you won't be able to edit these files inside Weave. You can delete the file from Weave and upload a later version.