

Style Guide

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For the *Missouri Academy Student-Parent Handbook*

Preface

Style guides provide writers and editors with a reference from which to produce documents, giving consistency and maintaining a higher standard of quality to the materials produced by an organization. They ensure that similar documents within an organization are written consistently and effectively.

This style guide serves as a quick reference for staff and faculty members of the Missouri Academy of Science, Mathematics, and Computing who write and revise documents such as the *Missouri Academy Student-Parent Handbook*.

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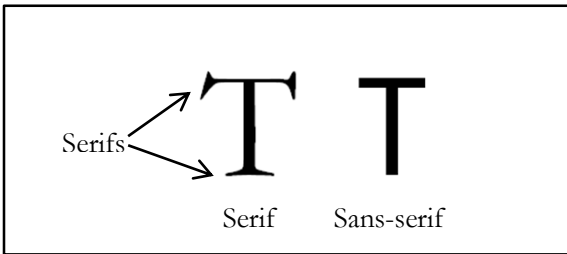
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Design

This section describes the design and format standards used for this document.

Typeface

Serif and sans-serif typefaces are distinguished by serifs:



Sans-serif typefaces are used for headings and captions. Serif typefaces are used for body texts, especially if the document is printed. They can also be used for headings or captions.

Choose Garamond as a body text because it looks professional and is compact. Choose Franklin Gothic Demi as a heading text because it contrasts nicely with Garamond. To set apart the tables, use Franklin Gothic Book.

Heading Hierarchy

The following heading hierarchy should be implemented:

Title

Franklin Gothic Demi, 36 pt.

First-Level Heading

Franklin Gothic Demi, 20 pt.

Second-Level Heading

Franklin Gothic Demi, 14 pt.

Third-Level Heading

Franklin Gothic Demi, 14 pt.

Body Text

Garamond, 11 pt.

Table Heading

Franklin Gothic Book, 11 pt., bold

Table Text

Franklin Gothic Book, 9 pt.

Spacing

- The document should be single-spaced.
- Each paragraph of body text is followed by 6 pt. spacing. Otherwise, 0 pt. spacing before and after text is used. Insert a space before and after first-level headings.
- Insert a space before but not after second-level and third-level headings.
- First-level headings are centered, and all other headings are left-aligned.
- Do not number or underline headings.

Margins

Use the following margin measurements, which are customized for the document:

- Left: 1.0”
- Right: 0.8”
- Top: 0.8”
- Bottom: 0.8”

Lists

Lists are an important organizational tool used throughout the document. To establish consistency, all lists should follow the standard bullet point hierarchy:

- Level One
 - Level Two
 - Level Three
 - Level Four

Avoid using lettered or numbered lists. The only instance in which a numbered list should be used is if the order of operation is absolutely crucial. If such a case arises, the following hierarchy should be implemented:

1. Level One
 - a. Level Two
 - i. Level Three
 1. Level Four

Capitalize the first letter of each sentence.

If the sentence is complete, use a period at the end of each level. If the sentence is incomplete, do not use punctuation.

Parallel structure should be used in lists. Therefore, if some levels are complete sentences and others are

incomplete sentences, the sentences should be rewritten so they are all consistently complete or incomplete.

For more information on parallel structure, see page 8 of this style guide.

Formatting

Underline, bold, and italicize sparingly. If headings lead directly into text, they should be bolded. The titles of any handbooks or other documents should be italicized.

Graphics

The Missouri Academy logo is used on the cover page of the document:



Another Missouri Academy symbol is also used on the cover page as a background to the title of the document:



These graphics are only used on the cover page.

Sample Page Layout

The following graphic is an example of a page layout for the document:

• Contributing to a larger community
• Taking the perspective of others seriously
• Developing competence in critical and moral reasoning

Role of the Missouri Academy Staff

The role of the Missouri Academy staff is to recruit and identify qualified, high-achieving high school students, to add value to the students' experience while at the Missouri Academy, and to provide a rich environment that will promote Integrity and Quality.

The Missouri Academy provides Residential Counseling on each floor. In addition, the Missouri Academy has an administrative office staff. All of the staff at the Missouri Academy will serve the best interests of the Missouri Academy, Northwest, and each student.

Expectations of Missouri Academy Students

Students at the Missouri Academy are expected to have a strong commitment to the pursuit of Integrity and Quality in all aspects of their Missouri Academy life. This commitment includes living in and contributing to a diverse community of peers. It is the responsibility of all students to help make the best living and learning situation for everyone. Attendance at the Missouri Academy is a privilege and not a right. Students' right to public education resides at their sending school.

Each member of the Missouri Academy community is expected to follow the guidelines listed below:

- Respect the rights of all Missouri Academy and Northwest students, Missouri Academy staff, University faculty and staff, and alumni and visitors to the school.
- Know and follow the applicable policies and expectations as set forth by the Missouri Academy and Northwest.
- Behave in ways that do not interfere with the learning of others, do not disrupt the educational process, and do not reflect negatively on the Missouri Academy community.

At any time, students deemed unable or unwilling to accept the commitment necessary to be successful in the special learning environment may be asked to return to their sending school.

General Missouri Academy Policies

Success at the Missouri Academy

One academic year at the Missouri Academy consists of a fall semester (August—December), a spring semester (January—April), and a May Session. All students who accept the invitation to enroll in the Missouri Academy agree to fully, willingly, and proactively participate in the entirety of the program including the two-year continuous residential component. Specifically, students agree to follow the policies listed below:

- Live in a Missouri Academy residence hall for the duration of two successive academic years as specified by the *Missouri Academy Master Calendar*.
- Exemplify good personal conduct at the conclusion of the second academic year.
- Honestly, openly, and proactively communicate any and all concerns that may lead to the possible interruption of the two-year residential component.

Students accepting the invitation to enroll who know or should know that their two-year commitment may be interrupted for any reason and do not indicate such information may be subjected to disciplinary action. Results of this disciplinary action may include but are not limited to a range of educational sanctions and dismissal from the Missouri Academy.

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Color

The document is written and printed in black and white. Any color used matches the Missouri Academy logo:

- Red: 1
- Green: 69
- Blue: 9

Sustainability

Northwest Missouri State University and the Missouri Academy take pride in protecting the environment, managing resources responsibly, and practicing sustainability. Such desires should be reflected by the handbook. To keep the document as sustainable as possible, print double-sided whenever possible.

Grammar

This section outlines the standard rules of grammar that are used throughout the document.

Abbreviations and Acronyms

There are several abbreviations and acronyms used throughout the document that remain consistent:

- Missouri Academy, MASMC: Missouri Academy of Science, Mathematics, and Computing
- Northwest, NWMSU: Northwest Missouri State University
- RC: Residential Counselor
- CL: Community Leader
- SGA: Student Government Association
- GPA: grade point average
- IDA: Inappropriate Display of Affection

Before using an abbreviation, the full phrase must be written and the abbreviation listed in parentheses following it. The abbreviation can then be used throughout the rest of the document. For example, the first mention of grade point average should be written out:

Students must have a minimum grade point average (GPA) of 3.00 to be considered in good academic standing.

When using the plural form of abbreviations, an apostrophe should not be used:

RCs plan meaningful and fun activities for wing residents.

Capitalization

Proper nouns, such as Student Development and University, are capitalized.

Punctuation

The basic rules of grammar and mechanics should be followed when writing and editing the document.

Commas

Use a comma before a coordinating conjunction to join two independent clauses:

The Missouri Academy is an excellent educational opportunity, and it also is a fun place to live.

Introductory phrases or clauses should be set apart with commas:

At the Missouri Academy, academics are important.

Use a comma between all items in a series:

Educational programming consists of cultural, wellness, intellectual, and citizenship components.

Parenthetical information is set apart by a comma:

The Missouri Academy, located at Northwest Missouri State University, is an early-entrance-to-college program.

Do not use a comma between elements that are not independent clauses:

Community Leaders are students and work hard to represent the Missouri Academy.

Colons

Colons are used to introduce lists or explanations. A complete sentence should precede the colon:

The following guidelines are required of all residents:

Colons should only be used after headings if the heading follows immediately into the information that follows it:

Part One: The first portion of the curriculum focuses on the core course.

Semicolons

Semicolons can be used between independent clauses:

Second-year students have the opportunity to become CLs; they also can participate in alternate May Session courses.

Use semicolons between items in a series that contains internal punctuation. Semicolons take the place of commas:

Educational programming is designed to help students learn outside of the classroom; to promote diversity, wellness, intellect, and citizenship; and to help students become independent thinkers and productive members of the community.

Dashes

There are two types of dashes. Em dashes are used between words for emphasis or ranges:

Some campus services—the library, dining center, and bookstore—use the Bearcat card.

En dashes are used to represent numerical ranges:

Quiet hours are in effect 8:00 p.m.–10:00 p.m.

Hyphens

Hyphens are used in adjectives before nouns if two or more words are used together:

Students in their first year at the Missouri Academy are called first-year students.

Some words are commonly hyphenated incorrectly. For example, “e-mail” has a hyphen and “credit hours” does not.

Parallel Structure

Ideas and sentences that are similar should be represented in similar ways. In series, parallel ideas should be balanced:

The library is a good place to study for classes, to research for projects, and to get help on homework.

In bulleted lists, parallel structure is used to correlate ideas:

Study tips include these skills:

- *Organizing notes and deadlines*
- *Preparing for exams and papers ahead of time*
- *Reading all required material before class*

Pronouns

Subjects and verbs must agree. Use plural pronouns whenever possible to avoid awkward word usage, such as he/she or his/her. When using plural pronouns, verbs and other pronouns must also be plural:

Students should submit their applications by the due date.

Numbers

Time is punctuated as follows:

The library is open at 7:00 a.m.

To represent a time range, include a.m./p.m. after both times only if the abbreviation changes:

*Quiet hours are from 8:00 p.m.–8:00 a.m. on weeknights
and from 12:00–10:00 a.m. on weekends.*

Grade point averages should be rounded to the nearest tenth decimal place:

*A minimum grade point average (GPA) of 2.75 is
required to graduate from the Missouri Academy.*

Voice

Due to its professional nature, the document should be written in a third-person voice. The second-person “you” and first-person “I” should be avoided.

Word Usage

Check to make sure that words are used correctly. Some words are easily misused. For example, “ensure” means to make certain of something. “Insure” has to do with financial situations.

Support

Any questions regarding the document should be directed to the Missouri Academy of Science, Mathematics, and Computing.

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Website

<www.nwmissouri.edu/masmc>

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