



# **STYLE GUIDE FOR CATALOG TEXT PREPARATION**

# OVERVIEW

The purpose of this document is to serve as a guide for the preparation of text for the *Undergraduate* and *Graduate Catalog* at Eastern Kentucky University. The guide is based intensively on the guidelines set forth in the document “Guidelines on Curriculum Policies and Procedures for Academic Affairs” (approved by the Council on Academic Affairs on June 20, 2002). The current guide is a revision of those guidelines, incorporating all edits approved by CAA since 2002.

Refer to the current *Catalog* for established layout of program and degree requirements. Consult with the Office of the Registrar before changing layout.

Additionally, University policy states that faculty and administrators of the University make every effort to use sex-fair language in spoken and written communication related to their professional responsibilities, and that department chairs facilitate faculty efforts to adopt sex-fair language by making available resource materials, such as *Guidelines for Nonsexist Use of Language in NCTE Publications* or *Guidelines for Nonsexist Language in APA Journals*, which suggest alternatives to sex-biased language patterns. All copies submitted must be edited carefully to eliminate sex-biased language.

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## Course Prefix, Course Number, Course Title

These three items begin the text and appear in bold. The course title is the full title that will appear in the *Catalog* and the *Schedule of Classes*. The course prefix is the three-letter course abbreviation. The course number is the three-letter number that follows the prefix. Refer to [Appendix A.2](#) for more information concerning course numbering and [Appendix A.3](#) for more information concerning course prefixes.

*Example:* The course is in Accounting. The number is 222. The title is Individual Income Taxes.

**ACC 222 Individual Income Taxes.**

## Credit Hours

The credit hours (semester hours) which may be earned by successful completion of a course are indicated in Arabic numerals in parentheses immediately following the course title and are also in bold.

*Example:* ACC 222 is worth 3 credit hours.

**ACC 222 Individual Income Taxes. (3)**

## Course Availability

Course availability refers to when the course will be offered and appears in bold after the credit hours. I, II, and A indicate the course will be offered in the fall semester, spring semester, and by announcement, respectively. If a course is taught only during the summer session, use SUMMER ONLY in place of the indicator. A course is offered during the indicated semester or by announcement on the assumption there will be adequate enrollment. If a course does not obtain adequate enrollment, it is subject to cancellation. The University reserves the right to cancel any course if the enrollment is not sufficient, to divide a course if the enrollment is too large for efficient instruction, and to change instructors when necessary.

*Examples:* ACC 222 is offered in the fall semester. GLY 451 is offered only in summer.

**ACC 222 Individual Income Taxes. (3) I.** Non-accounting majors only. Introduces concepts, techniques, and practices necessary for the preparation of individual income tax forms for the State of Kentucky and the U.S. Government.

**GLY 451 Geologic Field Studies. (6) SUMMER ONLY.** Prerequisite: GLY 410 or departmental approval. A six-week field camp in the western states covering photo geological studies, stratigraphic measurements and descriptions, mapping techniques, and additional work with igneous, sedimentary, and metamorphic rocks.

## Cross-Listed Courses / Equivalent Courses

Cross-listed courses must have the same course numbers, titles, credit hours, and course descriptions. To cross-list courses the courses (usually two) are listed in the schedule of classes for the same term, at the same time, in the same room, with the same instructor. The cross-listed courses have the same title and number but students may register under different prefixes.

The following statements should be included after the semester code on all courses that are cross-listed. Cross-listed courses are always equivalent – though not all equivalent course may be cross-listed.

For cross-listed courses, add to the beginning of the text: “Cross-listed with XXX.”

For cross-listed and/or equivalent courses, add to the end of the text: “Credit will not be awarded to students who have credit for XXX.”

### **Grade Replacement of Equivalent Courses**

Equivalent courses may be used to repeat the grade in its mirrored course. An example would be a course that has had a revised prefix or number but essentially remains the same course.

An exception would be that while a course and its writing intensive (“W” course) are essentially equivalent courses, the non-writing intensive version cannot replace the grade of its writing intensive version. Similarly a service learning course (“S course”) may replace the grade of a non-service learning course, but not the reverse, (per University Programs, 2014).

*Example:* COM 309, TEC 309, and MKT 309 are cross-listed courses.

**COM 309 Integrated Marketing Communications. (3) A.** Cross-listed as MKT 309 and TEC 309. A course covering the theories, strategies, and skills of Integrated Marketing Communication, with a special emphasis on applying IMC to the Internet and the World Wide Web (WWW). Credit will not be awarded to students who have credit for MKT 309 or TEC 309.

**MKT 309 Integrated Marketing Communications. (3) A.** Cross-listed as COM 309 and TEC 309. A course covering the theories, strategies, and skills of Integrated Marketing Communication, with a special emphasis on applying IMC to the Internet and the World Wide Web (WWW). Credit will not be awarded to students who have credit for COM 309 or TEC 309.

**TEC 309 Integrated Marketing Communications. (3) A.** Cross-listed as COM 309 and MKT 309. A course covering the theories, strategies, and skills of Integrated Marketing Communication, with a special emphasis on applying IMC to the Internet and the World Wide Web (WWW). Credit will not be awarded to students who have credit for COM 309 or MKT 309.

## Prerequisites

Prerequisites are a course, group of courses, and/or minimum test score(s) that must be successfully completed prior to enrollment in the specified courses. The course may or may not have minimum grade specified. The prerequisite should appear after the availability code and before the course description.

List the courses by prefix and number. Prerequisites should be expressed as briefly as possible and should maintain clarity. The following table describes prerequisite format and their subsequent meanings.

Prerequisite Examples	Clarification
ABC 201 or ABC 211	One of either course is required to fulfill the prerequisite.
ABC 201 and ABC 211	Both courses are required to fulfill the prerequisite.
ENG 102 (or 105)	ENG 101 is not listed because it is a prerequisite for ENG 102.
PHY 101 and MAT 121 or 124	PHY 101 is required to fulfill the prerequisite. Also required is one of the two MAT courses.
SED 240, 280, and 339; or departmental approval	All of the SED courses are required or the department chair may waive any or all of the SED courses.
ACC 401 with a minimum grade of "C"	A grade of C- or below will not satisfy the prerequisite requirement.
Junior standing with departmental approval	The student must be a junior and must have the approval of the department chair.
PHY 201 or departmental approval	The department chair may waive the PHY 201 requirement.
Departmental approval	The department chair must give approval as an override in the student information system (Banner) for enrollment in the course.

**Table 4.5** Prerequisite Examples.

*Example:* A student has to have taken BIO 171 prior to PHE 320.

**PHE 320 Biomechanics. (3) I, II.** Prerequisite: BIO 171. Qualitative study of human movement through anatomical, physiological, and biomechanical concepts; analysis and application.

## Corequisites

When one or more courses are required to be taken during the same semester, use the word “corequisite” instead of the word “concurrently.” In some circumstances, a course could require either a corequisite or a prerequisite.

Corequisite Examples	Clarification
Corequisite: MAT 122	Student must take MAT 122 in the same semester as the course being described.
Corequisite: MAT 122 or 244	Student must take one of the two courses listed in the same semester as the course being described.
Corequisite: MAT 122 and 244	Student must take both courses listed in the same semester as the course being described.

**Table 4.6** Corequisite Examples.

List the courses by prefix and number. A corequisite is a course, or group of courses, that must be taken simultaneously with another course. Concurrent enrollment is required; a corequisite cannot be taken prior to or later in a term than its associated course. The course may or may not have minimum grade specified. The corequisite should appear after availability code or, if a prerequisite is present, after the prerequisite.

*Example:* The student must take both CLT 205 and CLT 206 in the same semester they take CLT 201.

**CLT 201 Urinalysis. (1) I, II.** Prerequisite: admission to CLT program or departmental approval. Corequisite: CLT 205 and 206. Clinical lab procedures used in the analysis of urine and other body fluids. 4 Lec/Lab.

## Prerequisite or Corequisite

A prerequisite or corequisite option requires the student to take the course prior to the semester or in the same semester as the course being described. For courses that list a prerequisite or corequisite option, the term “Prerequisite or Corequisite” should appear after the availability code and before the course description. In Banner this is referred to as a prerequisite with concurrency.

*Example:* AFS 111 and AFS 211 must be taken before or in the same semester as AFS 112.

**AFS 112 Leadership Seminar. (1) I.** Prerequisite or Corequisite: AFS 111 or 211. Introduces Air Force customs and courtesies, drill and ceremonies, and wear of the uniform. The course also includes a discussion of career opportunities in the Air Force.

## General Education

Courses approved for general education are noted as such by the phrase “Gen. Ed.” with the general education element number following the course description. The number refers to the general education element to which the course may be applied. The abbreviation in the parentheses that follows refers to the area of general education to which the course may be applied. See General Education Requirements in Section Four of the *Undergraduate Catalog* for more detailed information on the General Education Requirements. For quick reference, refer to the CAA resource webpage for elements, numbering, and most current list of courses.

Courses that satisfy general education requirements must list the element that the course fulfills (e.g., Gen. Ed. E-5B). If the course has been approved for General Education, include which block it fulfills in the course description. If the course has been approved for Element 5B, place the *element* under which the General Education block falls in parentheses following the description.

*Example:* ANT 120 fulfills General Education Element 5B.

**ANT 120 Introduction to Cultural Anthropology. (3) I, II.** Explanation of culture and related concepts. Development of generalizations concerning social, economic, political, and ritual organization, based chiefly on comparative study of various traditional societies. Includes a brief survey of archeology and linguistics. Gen. Ed. E-5B.

## Lecture/Lab Format

This item indicates how many weekly contact hours are in lecture and how many are in the laboratory. Description of course format for lecture and/or laboratory courses should be listed as “\_\_\_ Lec/\_\_\_ Lab” or “\_\_\_ Lab”. Include the Lecture/Lab format at the end of the course description and before general education requirements if any are present.

*Example:* The following course consists of two hours of classroom lecture and two hours of laboratory experience per week.

**ANT 201 Introduction to Physical Anthropology. (3) I, II.** General survey of the principal areas of physical anthropology, emphasizing contemporary human biological variation and including an appraisal of humankind’s place within the biological realm and the role of genetics, osteology, and primatology in the study of humans. 2 Lec/2 Lab. Gen. Ed. VII (NS).



## Repeatable Maximum # of Hours

When courses can be retaken for additional credit hours, use the statement: “May be retaken to a maximum of \_\_\_\_ hours\_\_\_\_\_.” For courses that may be repeated, include the maximum hours or repetition in the course description. This should appear at the end of the course description.

*Examples:* ANT 365 is a topics course than can be taken up to three times. APS 445 is a field course that may be taken up to 12 hours.

**ANT 365 Selected Topics in Physical Anthropology: \_\_\_\_\_.** (3) A.

Completion of ANT 201 is advised before taking ANT 365. Sample topics: monkeys, apes, and humans; human osteology. May be retaken to a maximum of nine hours, provided the subject matter differs each time.

**APS 445 Field Experience. (3-12) A.** Prerequisite: departmental approval. Field training is designed to broaden the educational experience through appropriate observational work assignments in cooperating agencies. May be retaken to a maximum of twelve hours.

## Independent Study

All independent study courses should include the statement: “Student must have the independent study proposal form approved by faculty supervisor and department chair prior to enrollment.” This should appear after the availability code and after co- and prerequisites if present.

*Example:* APS 455 is an independent study course.

**APS 455 Independent Study. (1-3). A.** Prerequisite: departmental approval. Individual reading and research on a problem or area within the field of assets protection after student consultation with the instructor. Student must have the independent study proposal form approved by the faculty supervisor and department chair prior to enrollment. May be retaken to a maximum of six hours.

## Formerly

Formerly indicates a course that was previously listed with a different course prefix or course number. This statement should appear directly after the availability code. Former identification of a course should be phrased “Formerly DRA 412” (not “Formerly DRA 412, Stage Lighting”). The formerly indicator statement will appear in only one catalog edition.

*Example:* ANT 390 was revised to become ANT 400.

**ANT 400 Kinship and Social Structure. (3) A.** Formerly ANT 390. Completion of ANT 120 or ANT 200 is advised before taking ANT 400. Explores anthropological perspectives on the organization of social life emphasizing issues such as incest, family, lineage, clan, and fictive kinship.

## Duplicative Courses

When the Council on Academic Affairs approves a course that is considered to be duplicative in course content, the following statement must appear in the course description of the approved course as well as other affected courses: “Credit will not be awarded for both \_\_\_\_ and \_\_\_\_.” This should appear at the end of the course description before general education information if present.

*Example:* MAT 108 and MAT 109 have contents that are considered overlapping.

**MAT 108 Trigonometry. (3) I, II.** Prerequisite: MAT 107 with a minimum grade of “C-” or a minimum score of 22 on the mathematics portion of the ACT or a minimum score of 530 on the math portion of the SAT. Radians and degrees, properties of trigonometric functions, multiple angle expressions, triangle solutions, inverse functions, complex numbers. Use of graphing calculators. Credit will not be awarded to students who have credit for MAT 109. Gen. Ed. E-2.

## 500/700 Level Courses

Courses that are listed at the 500/700-levels must have a course at each level. A 500-level course is to be equivalent of the 700-level course with different requirements. If a department wants the 500-level course, the department must also offer the 700-level course. Otherwise, the course will be a 400-level. Conversely, if a graduate course is at the 700-level, there must be a 500-level or the course must be offered as an 800-level.

All 700-level courses have undergraduate 500-level counterparts bearing the same last two digits. The 700-level courses are offered only for graduate level credit and require additional appropriate experiences for all students enrolled. Credit will not be awarded for both the 500 and 700 level of the same course. Students who have previously taken the undergraduate counterpart of these courses at the 500-level will not be permitted to enroll for graduate level credit in the 700-level counterpart. Courses numbered in the 700 and 800 series are open only to graduate students.

Refer to Appendix D.5 for a guide to 500/700 level course differentiation. The creation of a 500/700 level course must differentiate between the learning outcomes of the different levels of students in the course.

*Example:* ENG 503 is an upper-level undergraduate course also offered at the graduate level as ENG 703.

**ENG 503 Creative Writing Workshop. (1) A.** Prerequisites: ENG 101 and 102 (or 105), 301, and departmental approval. One week course of lectures and discussions by faculty and visiting lecturers. Each student must submit a short story, a one-act play, four poems, or equivalent. May be retaken for a maximum of three hours.

**ENG 703 Creative Writing Workshop. (1) A.** Prerequisite: departmental approval. One-week course of lectures and discussions by faculty and visiting lecturers. Each student must submit a short story, a one-act play, four poems, or equivalent. May be retaken for a maximum of three hours. Students having received credit for this course at the 500 level may take this course for a maximum of six hours, including the undergraduate credit.

## Punctuation Requirements

For uniformity of style and for ease of comprehension, all *Catalog* material should be punctuated according to a uniform style. This is particularly important in the copy itemizing degree requirements. The following examples should serve as guides in the preparation for the *Catalog*. In general:

- a. Use the appropriate coordinating conjunction (and, or) in a series.
- b. Use the semicolon to separate groupings of courses from one another.
- c. Do not use the semicolon to separate groupings of courses with different prefixes; it merely confuses the meaning.

Examine the following illustrations of courses needed to meet degree requirements:

- a. ABC 123, 234, XYZ 123, 234, and 345.  
This means that all the courses in the list are required. Note that a comma is used before the coordinating conjunction in the series.
- b. ABC 123, 234, 345, XYZ 123, 234 or 345.  
This means that one of the courses is required. Again note that a comma is used before the coordinating conjunction in a series.
- c. ABC 123 and 234; LMN 345, XYZ 123, 234, or 345.  
This means that ABC 123 and 234 are required, but only one of the four courses listed after the semicolon is required.
- d. ABC 123 or 234; ABC 345 or XYZ 123; XYZ 234 and 345.  
This means that either ABC 123 or 234 is required, that either ABC 345 or XYZ 123 is required, and that both XYZ 234 and 345 are required.
- e. ABC 123, 234, 345, and XYZ 123; nine hours from XYZ 234, 235, 236, or 237.  
This means that all of the courses listed before the semicolon are required, but only nine hours of course work should be selected from the courses listed after the semicolon.

## Style Points

### **Catalog**

Incorrect: “catalogue”

### **Corequisite**

Incorrect: “co-requisite”

### **Course Titles**

Capitalize official course titles, except for articles, conjunctions, and prepositions.

### **Credit Hours**

Use Arabic numerals to refer to credit hours (i.e. 3).

### **Cross-List**

Incorrect: “cross list”

### **Department**

Refer to departments as: the Department of History. Capitalize proper names of departments and offices. Do not capitalize the word “department” when it is used alone.

Incorrect: History Department

### **Grade Point Average**

When referring to grade point average, use the abbreviated form, GPA, without periods.

### **Grade**

See **Letter Grade**

### **Departmental Approval**

Incorrect: “Instructor Approval”

### **Letter Grade**

Letter grades should appear in quotation marks (i.e., “A”).

### **Numbers**

Spell out numbers ten and under unless used in conjunction with numbers above ten.

Write numbers above ten in figures:

ten courses                      15 courses and 5 courses

### **Prerequisite and/or Corequisite Combination**

Correct: “Prerequisite or Corequisite”

Incorrect: “Prerequisite/Corequisite” or “Prerequisite and Co-requisite”

### **University**

When the word “university” is used in referring to EKU, capitalize the “u.”