

# STYLE GUIDE

## ABET Computing Accreditation Commission

### Shortcomings

1. The narrative associated with all shortcomings should:
  - o **identify** the Criterion (or part of the Criterion) that relates to this shortcoming
  - o **describe** what was observed by (or reported to) the team, and
  - o **explain** the impact of this shortcoming on the program.
2. Use the phrase "... shortcoming with respect to Criterion N ..." (or "with respect to the Curriculum Criterion")
3. **A concern is not a "weakness light."** With a concern, there is **no issue** at the current time; however, the team saw information indicating the current situation might change in the future.
4. Wording is critical. The examples below identify potential wording for each of a Deficiency/Weakness/Concern

Deficiency	Weakness	Concern
<ul style="list-style-type: none"> <li>• ... is not satisfied</li> <li>• ... does not provide</li> <li>• ... was non-existent</li> <li>• There was no indication that ...</li> <li>• No evidence was found showing ...</li> <li>• The program has not ...</li> </ul>	<ul style="list-style-type: none"> <li>• ... lacks strength</li> <li>• ... appears unsustainable</li> <li>• ... only partially addresses</li> <li>• ... is not yet fully operational</li> <li>• ... has not yet stabilized</li> <li>• ... is not yet systematically executed</li> </ul>	<ul style="list-style-type: none"> <li>• while ... is currently satisfied, the potential exists that</li> <li>• changes in ... could result in a situation where</li> <li>• expected increases in ... might impact the program's ability to ...</li> </ul>

### ABET Conventions

1. Never use personal names of individuals.
2. The word *Criteria* is italicized when referencing the published document (CAC/ABET "*Criteria for Accrediting Computing Programs*"). Do not italicize the word Criteria if you are not referencing this document.
3. Although the official name is CAC Evaluation Visit, simply use "the visit."
4. Although the official name is CAC Evaluation Team, simply use "the team" or "the visiting team."
5. The word **faculty** is either a singular noun or an adjective. Here are some examples of proper usage:
  - a. Seven of the 16 faculty members are tenured, the faculty teaches most of the courses in the program.
  - b. The faculty is actively involved in the delivery of the program, with new faculty members have teaching loads of six hours per semester and each faculty member advising approximately 50 undergraduates.
6. The word **data** is a plural noun. Thus "Data **are** routinely collected to measure progress on student outcomes."
7. You do not need to use capital letters when referring to the computer science program, (use "... the program ...") or the information systems program or the information technology program.
8. Capitalize when referring to the formal name of degree. For example, say "The BS Degree in Computer Information Systems **is offered by** the Department of Computer Science."
9. Indicate semester or quarter hours rather than simply saying "credit hours."
10. Acronyms – omit periods (ABET / CAC / BS / MS / PhD) except for institutional names (U.C.L.A. / L.S.U.)

### Basic English Conventions

1. Spell out small numbers (ten or less). Use digits for larger numbers except at the start of a sentence.
2. Capitalization examples:
  - a. Java, C, C++, UNIX (or Unix)
  - b. Criterion (with a number or name of a criterion)
  - c. the Fall Semester of 2002 (but the fall of 2002)
  - d. Examples involving people and places encountered during the visit

<ul style="list-style-type: none"> <li>• the institution or university</li> <li>• the college</li> <li>• the president or chancellor</li> <li>• the provost, the dean</li> <li>• the department chair</li> </ul>	<ul style="list-style-type: none"> <li>• the College of Liberal Arts</li> <li>• the Career Services Office</li> <li>• the Office of the Dean</li> <li>• the BS Degree in Computer Science</li> <li>• nine faculty members have Master's Degrees</li> </ul>
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3. Hyphenation examples:

upper-level courses	full-time faculty	high-level connections	web-based materials
lower-division courses	part-time faculty	up-to-date	on-campus
tenure-track faculty	Self-Study Report	two-year cycle	off-campus
non-tenure-track	Self-Study	2015-2016 visit	