



# University Policy Process

## Style Guidelines for University Policy Documents

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### **Policy Name**

Do not include “Policy” or “Policy on” in title.

### **Applies To** *(required)*

Whoever is appropriate (any combination): Faculty, Staff, Students, Student Employees, Graduate Associates, Unclassified Staff, Classified Civil Service Staff, Bargaining Unit Staff, Volunteers, Visitors, Vendors, Guests. When feasible “applies to” should indicate more specific applications such as “anyone operating university owned or operated vehicles”.

### **POLICY** *(required)*

States the requirement or provision that is placed on or extended to the university community; generally very short (2-6 sentences). Purpose or goal; the business reason driving the need for policy; reason for being. Guides and determines present and future decisions and direction, and reflects and defines institutional values.

### **Table of Contents** *(optional; suggested for documents 6-10 pages or longer)*

States the requirement or provision that is placed on or extended to the university community; generally very short (a paragraph or two long). Purpose or goal; the business reason driving the need for policy; reason for being. Guides and determines present and future decisions and direction, and reflects and defines institutional values.

### **Definitions** *(optional)*

Defines terms that have specialized meanings in the policy.

### **Policy Details** *(optional)*

Information that elucidates the policy at a higher level than procedures.

### **PROCEDURES** *(required)*

Information for implementation, administration, and compliance in a consistent, efficient, and effective way. Required actions are listed according to the tasks themselves. Contain similar information to the Responsibilities sections which outlines required actions according to the office or job function. Procedures are *not* “guidelines”, but instead are regulations which amplify the policy.

### **Responsibilities** *(required)*

Summarizes the responsibilities of university offices, positions, or individuals named in the policy. Similar to the Procedures section; presents responsibilities according to job function/office, while Procedures presents the responsibilities according to tasks.

### **Resources** *(required for anything referred to in the policy)*

- Links to forms, tools, and processes used to implement or required for compliance with the policy
- Links to federal state or local laws or relations
- Provides background material that is helpful and not directly related to policy implementation



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### **Contacts** *(required)*

Lists topics and the corresponding contact information: office name (not an individual's name), telephone (including area code), e-mail, and URL.

### **History** *(required)*

List each issue, revision, edit, or review date.

**Issued:** First release date of the policy.

**Revised:** Date of substantive content changes approved by the University Policy Process.

**Edited:** Date of style, format or grammar changes and/or correction of error. No approval is needed through the UPP.

**Reviewed:** Last date that the policy content was reviewed and found to be current, e.g. no changes were made. No approval is needed through the UPP.

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### **Policy documents will follow a standard outline format:**

- I.
  - A.
    - 1.
    - 2.
      - a.
      - b.
        - i.
        - ii.

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### **Style decisions from Ohio State's Editorial Style Guide**

"University" will be lower case except as The Ohio State University

Position titles will be lower case, e.g. vice president of business and finance

Department names will be capitalized, e.g. Office of Business and Finance

Hyphens will be used only as required: university-wide, state-owned

http:// is deleted from web addresses except when needed for a direct link

Web site is two words

The Editorial Style Guide is located at: <http://www.osu.edu/resources/styleguide.php>

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### **Font Style and Size**

Up to the unit; be careful about readability by older audiences and visually impaired.

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### **Gender Neutral/Sensitive Language**

Policies must be written using gender sensitive language. Advice can be found at The Writing Center of the University of North Carolina at Chapel Hill website at

<http://www.unc.edu/depts/wcweb/handouts/gender.html>.