MEMORANDUM

To: **Kristin Dees, Director, and Vanessa Talavera, Leadership Development and Involvement Specialist**
From: **Rachel Alsheikh, Fiona Micoleau, Julia Sabey, and Madison Wetzel**
Date: **December 10, 2019**

Subject: **CLIENT PROJECT: Copyediting the Leadership Tips**

Hi Kristin and Vanessa,

We hope you had a wonderful quarter! We have concluded our review of the Center for Student Involvement Leadership Tips PDF handouts. We want to thank you again for the opportunity to work with your content.

We appreciate the extensive scope of the Leadership Tips handout materials and how much work has gone into producing them. Because we wanted to copyedit these documents as thoroughly as possible in a limited amount of time, we chose to invest our time in creating a Style Sheet for your reference in the future development of the Leadership Tips. For your consideration, we have applied this guide to five of the Leadership Tips PDFs using Track Changes on Microsoft Word.

We copyedited the following handouts:
1. The Care and Feeding of Advisors
2. Transition Tips
3. Creating a Constitution and Bylaws
4. Games and Icebreakers
5. Time Management Tips

Due to the format of the PDFs, they did not translate to Microsoft Word completely. Some formatting, including spacing, bolding, and font, may look different in these Track Changes copies. We assure you that we consulted the online or printed copies of the PDFs as they are in our evaluation, and we hope you are able to see our edits and apply them to correctly formatted documents. All formatting, whether or not it is accurately applied in the attached documents, remains the same unless explicitly noted. We copyedited the documents exclusively for consistency in style, spelling, and punctuation.

We hope that our edits improve the Leadership Tips in several ways. As you can see from our example documents, the edits ensure grammatical correctness and make the documents more uniform in their writing. Incorporating the guidelines of the UC Davis Campus Style Guide and *Chicago Manual of Style* into the documents also reflects their official affiliation. Our Style Sheet includes some of the specific stylistic rules we found important to take into account.

As we noted in our initial meeting, the current accessibility of the information is limited due to the PDFs' format. The documents as they are now are not searchable (with the Control + F function), and they take several clicks to reach. In the recommendation report accompanying this letter, we include suggestions about improving the presentation and accessibility of the handouts in order to better reach student leaders.

We hope you will find our work beneficial to you and to CSI's mission. If you have any questions about our edits, we are more than happy to answer them. You can reach us through Rachel at ralsheikh@ucdavis.edu.

Sincerely,
Rachel Alsheikh, Fiona Micoleau, Julia Sabey, and Madison Wetzel

Style Sheet

Dictionary: New Oxford American Dictionary

Style guides: UC Davis Campus Style Guide (UCDSG) and *Chicago Manual of Style* (17th edition) (*CMS*)

A-D	E-H	I-L
● bylaws		● laissez-faire

M-P	Q-T	U-Z
	● sticky notes ● timeline ● to-do list	

Numbers	Style	Spacing
● numbers between zero and one hundred are spelled out, unless referring to a dollar amount	● in a numbered list, each item is capitalized and has no end punctuation ● if an unnumbered list is composed of incomplete sentences, each item begins lowercase and has no end punctuation ● if an unnumbered list forms a complete sentence, a semicolon follows each item and the last item has a period ● bold headings ● italicize subheadings	● in ellipses, one space separates dots from each other and from surrounding text ● no space between a dollar symbol and a dollar amount ● no space between the parentheses and the text between them ● use a single space between sentences

Punctuation	Capitalization	Abbreviations
● footers do not end in periods ● serial comma ● em dashes are used to denote a sudden break in a sentence, without spaces between the dash and surrounding text ● en dashes are used between dates, without spaces between the dash and surrounding text ● use minimal punctuation to express a point (e.g., single exclamation points)	● lowercase college and university unless referring to a formal name ● in headings, capitalize the first and last words and all major nouns; lowercase articles, prepositions, and coordinating conjunctions ● subheadings use upper- and lowercase letters rather than full capitals ● lowercase "constitution" ● lowercase "article" in reference to constitution, except in article titles, such as Article VI ● the text following a colon is only capitalized if it consists of a complete sentence	● spell out Student Programs and Activities Center (SPAC) the first time it is mentioned ● no periods in the "UC" of UC Davis, UC Irvine, etc.

Miscellaneous
- although not there are no concrete guidelines in the UC Davis Campus Style Guide or *Chicago Manual of Style*, we recommend using the singular, gender-neutral "they" when referring to individuals for the sake of inclusivity