



## **Guidelines for the Preparation of Year Three Reports**

Final

Please submit ten (10) printed copies of report materials, one electronic copy of the report, and one copy of the catalog to the Commission office.

### **Structure and Contents**

#### **Update and Expand Year One Report to Include:**

1. Chapter Two – Standard Two: Resources and Capacity
  - Section I: Governance
  - Section II: Human Resources
  - Section III: Education Resources
  - Section IV: Student Support Resources
  - Section V: Library and Information Resources
  - Section VI: Financial Resources
  - Section VII: Physical and Technological Infrastructure
  - Section VIII: Chapter Summary
2. Report Summary [Chapters One and Two - Two (2) pages maximum]

### **Report Layout**

1. Use letter size portrait orientation (8½" wide by 11" high) with 1" margins on all sides.
2. Use 11- or 12-point type face for the body of the report. Larger fonts may be used for major headings which should be in bold print face and double spaced from the text. Do not use script or italic as the primary font.
3. Number all pages (except Title page, Table of Contents, and Introduction).
4. Single space text in the body of the report.

(Continued on reverse side)

## **Publication of Report**

To conserve paper and minimize shipping costs, please adhere to the following:

### **Print Version**

1. Use **WHITE** 20 pound paper for the report.
2. Other than the Title Page and Table of Contents page, print on **BOTH SIDES** of the paper.
3. Three-hole punch the report and appendices (if any).
4. Staple reports in the upper left corner. Do not bind or shrink-wrap reports!

### **Electronic Version**

1. Provide the body of the report as a single Windows-compatible Adobe Acrobat file. If available, appendixes may also be sent as a single Adobe Acrobat file. ***Non-Acrobat files and multi-file reports may be returned.*** The file should be emailed to: [reports@nwccu.org](mailto:reports@nwccu.org).

Please contact the Commission Office at 425/558-4224 if you have questions on these guidelines.