

CU Boulder Catalog Style Guide

These rules align with Strategic Relations' [editorial style guide](#) and include recommendations specific to the CU Boulder catalog.

If you need technical assistance, please visit the CourseLeaf help website (log in to the [catalog](#), open the **Edit Page** toolbar and click the **Help** icon to access) or email the catalog team (catalog@colorado.edu).

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CAPITALIZATION

Degrees and Certificates

- **Abbreviations:** Do not use periods in common abbreviations.
 - PhD, JD, MS, MBA, BA, BS, BEnvD, MMus
- **Full words:** Capitalize official degree names; lowercase generic descriptors.
 - **Official names:** Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Doctor of Philosophy, Juris Doctor
 - **Generic descriptors:** bachelor's degree, master's degree, doctorate

Organizational Units

Capitalize official names and proper nouns; lowercase generic descriptors.

- **Official names:** University of Colorado, CU Boulder, School of Engineering and Applied Science
- **Generic descriptors:** the university, the engineering program, federal, state

Professional Titles

Lowercase unless used directly before a name.

- **Before a name:** Professor Rich Smith
- **After a name:** Rich Smith, professor of history

Seasons, Semesters and Terms

Capitalize official names and proper nouns; lowercase generic descriptors.

- **Official name:** Maymester, Summer Session, Session B
- **Generic descriptors:** spring semester, fall 2017

CHARACTER FORMATTING

Bold

Use bold for the “Course code for this program is...” text on Department/Field-of-Study Pages, not for emphasis.

Italics

Use for emphasis, publication titles and uncommon Latin terms.

Underlining

Do not use; in web copy, underlines signify web links.

COURSE DESCRIPTIONS

All course numbers, titles and descriptions are pulled from Campus Solutions. To revise a course, submit a [Course Proposal or Revision Form](#).

DATES AND TIMES

Full Dates

Abbreviate Jan., Feb., Aug., Sept., Oct., Nov. and Dec., and set off the year with commas.

- **Example:** Full consideration is given to applications completed by the Oct. 1, 2018, deadline.

Months and Years

Do not abbreviate the month or set off the year with commas.

- **Month only:** Applications for degree candidates may be submitted beginning in August for the following spring, summer and fall terms.
- **Month and year only:** This content is current as of March 2018.

Times

Use the 12-hour clock, not the 24-hour clock. Lowercase and use periods with “a.m.” and “p.m.” Omit “:00” when times occur on the hour.

- **On the hour:** 4 p.m., not 4:00 p.m.
- **12 a.m./p.m.:** noon, not 12 p.m.; midnight, not 12 a.m.

Times and Dates, Inclusive

Use an en dash for continuing or inclusive numbers. Do not use a dash to replace “to” when already using “from.”

- **Years:** the 2019–20 academic year, from 2016 to 2018
- **Dates:** available May 7–10, from May 7 to 10
- **Times:** hours are 10 a.m.–1 p.m., noon–2 p.m., 3–4 p.m.

FACULTY LISTS

To update faculty information, submit a [Catalog Faculty Edit Request](#).

FORMATTED TABLES

Course Lists

For step-by-step instructions and videos on how to build a course list, refer to the vendor’s help materials:

1. Log in to the [catalog](#).
2. Open the **Edit Page** toolbar and click the **Help** icon.
3. In the help page menu, navigate to **CourseLeaf Catalog (CAT) > Tables > Course Lists**.

Best Practices

Use comment entries to create headings, subheadings and descriptive text. Common comment entries include:

- Required Courses [click the Area Header checkbox]
- Electives [click the Area Header checkbox]
- [Topic Area] [click the Area Subheader checkbox]
- Select one of the following: [leave as plain text or click the Area Subheader checkbox]

Plan-of-Study Grids

For step-by-step instructions on how to build these tables, refer to the vendor’s help materials:

1. Log in to the [catalog](#).
2. Open the **Edit Page** toolbar and click the **Help** icon.
3. In the help page menu, navigate to **CourseLeaf Catalog (CAT) > Tables > Plan of Study Grids**.

Best Practices

- When selecting a year from the dropdown, use “Year One,” “Year Two,” etc.
- Use comment entries to describe requirements that are not course-specific. Sample comment entries include:
 - Upper-division theory or history elective (3000- or 4000-level theory classes)
 - Math requirement
 - Non-[subject code] elective
 - Internship
 - Capstone
 - ECEN 24XX::Sophomore Elective 1 (use double colons to indent the title)

LINKS

Email Addresses

Type the full email address in the text.

- **Example:** For more information, email cugrad@colorado.edu.

External Webpages

Type the title of the webpage in the text, use the full URL of the destination page (including “http://”) and check the “Open link in new window” checkbox.

- **Examples:** For more information, visit the Graduate School's [Guidelines for Concurrent Degree Program](#) webpage. For more information, visit the [Boulder Connect](#) website.

Internal Webpages

Type the title of the webpage in the text. When you paste the URL in the link window, delete “https://catdev.colorado.edu”.

can be found on the [Leeds School of Business](#) catalog page. The MBA

Link [X]

Hyperlink Destination

Link to a URL

URL:

Link Properties

Open in new window

OK Cancel

LISTS

Bulleted Lists

- **Items are complete sentences:** If any or all items in the list are complete sentences, capitalize the first word and end each list item with a period.

Please see the following links for additional information and resources:

- [Search for programs by major](#), location, term, program type, cost and more.
- View a list of summer/winter break faculty-led [Global Seminar](#) courses.
- View [study abroad guides](#) for various majors and pre-approved course lists.

- **No items are complete sentences:** If none of the items are complete sentences, capitalize the first word and do not punctuate the end of each list item.

The undergraduate degree in communication emphasizes knowledge and awareness of the:

- Basic contexts in which communication is enacted (e.g., interpersonal, group, organizational and public contexts)
- Various processes of interaction within these contexts
- Basic methods of investigating questions about communication

Numbered Lists

- Only use numbered lists when the order matters; otherwise, use bullets (see above).
- Follow each number with a period.
- Begin each entry with a capital letter (regardless of whether the entry forms a complete sentence).
- End each item with a period.

NUMBERS

Ordinals

Spell out from first to ninth. Use figures for 10th and above.

Percentages

Write out in running text; however, use the percent sign in tables and charts.

Whole Numbers

- **One through nine:** In general, spell out. However, use figures for:
 - ages (8 years old; 8-year-old children)
 - credit hours (2 credits)
 - percentages (4 percent)
 - quantities combining whole numbers and fractions (2 ½ years)
- **10 and above:** Use figures unless number begins a sentence; then either write out the number or restructure the sentence.

PERSONAL PRONOUNS

Refer to people and organizational units in the third person (i.e., “the student,” “new freshmen,” “English majors”); do not use “you” or “we.”

PUNCTUATION

Commas

- **Conjunctions:** Do not use a comma before the final conjunction (i.e., and, or) in a list.
 - **Example:** This program explores theories, principles and uses of computer graphics. Students may request personal consultations on teaching, career planning and referrals.
- **Junior, Senior:** Omit commas before and after Jr., Sr., and the designations I, II, III and IV; use a period.
 - **Examples:** Martin Luther King Jr., Dale Earnhart Sr.

Dashes

- **En dash (–):** Use between inclusive numbers.
 - **Examples:** 2017–18 University of Colorado Boulder Catalog, K–12 school placements
- **Em dash (—):** Use to denote a sudden break in thought that causes a change in sentence structure.
 - **Example:** To qualify for the HLP certificate, a student must earn 92 credit hours—three more than required for a regular JD degree—and at least 20 credit hours must be earned in courses approved in the health law and policy curriculum.

Hyphens

- **Co-:** Use a hyphen when forming nouns, adjectives and verbs that indicate occupation or status; do not hyphenate in other combinations.
 - **Hyphenated:** co-worker
 - **Not hyphenated:** coeducational, cocurricular, corequisite
- **Compound adjectives:** Hyphenate only when it precedes a noun.
 - **Hyphenated:** first-year student, upper-division class, 5000-level course
 - **Not hyphenated:** the class is upper division, select a course at the 5000 level or above
- **Non-:** Most words beginning with “non” do not use hyphen (see **Word List** below).
- **Post-:** Hyphenate only when the following word begins with a capital letter.
 - **Hyphenated:** post-World War II, post-1776
 - **Not hyphenated:** postbaccalaureate, postdoctoral, postmodern
- **Pre-:** Hyphenate only when the following word begins with a capital letter or a number.
 - **Hyphenated:** pre-Columbian era, pre-20th century
 - **Not hyphenated:** precollegiate, prelaw, premedicine, prepharmacy, preprofessional, prequalify, preregister, prerequisite
- **Re-:** Hyphenate only when omitting the hyphen would create duplicated vowels or when “re-” means “again” and omitting the hyphen would cause confusion with another word.
 - **Duplicated vowels:** re-enroll, re-engage
 - **Word confusion:** re-sent the file, re-signed the document

REFERENCES

Use initial caps and link to catalog sections (see [Internal Webpages](#)); use quotation marks around subsections.

- **Example:** See “Holds” in the [Registration](#) section.

STRUCTURE

College/School Pages

The screenshot shows a website page for the Leeds School of Business. The page has a header with the word "Business" and a background image of a building. Below the header is a navigation menu with tabs: "Overview", "Facilities & Research", "Academic Centers", "Programs & Leadership", and "Career Opportunities". The "Overview" tab is selected. On the left side, there is a sidebar menu with links: "About CU Boulder", "Undergraduate Catalog", "Graduate Catalog", "Graduate Programs A-Z", "Admissions", "Academic Standards & Advising", "Degree Requirements", and "Distance Education". The main content area contains two paragraphs of text. The first paragraph discusses the innovation economy and the role of principled leaders. The second paragraph describes the Leeds School of Business's innovative agenda and focus on the "whole student" experience. On the right side, there is a contact information box for the Leeds School of Business, listing the Dean's name, address, and phone number. An "Edit Page Body" link is visible at the bottom right of the content area.

Navigation

Undergraduate Catalog/Graduate Catalog > Colleges & Schools > [college/school/program].

Content

Provide a general overview of the college or school for students in the given career (undergraduate or graduate).

Contact Block

To add or edit a contact block, open the editing toolbar and click **Contact Info**.

Headings & Tabs

If you have more information than is easily displayed on one tab, submit a [Catalog Content Edit Request](#) to request additional tabs.

Common headings and tabs include:

- Overview (called “Page Body” in editing toolbar)
- Mission & Vision
- Honors Program
- Student Life
- Facilities & Research
- Academic Centers
- Programs & Leadership
- Career Opportunities

Policies & Requirements Pages

Policies & Requirements

About CU Boulder
 Undergraduate Catalog
 Undergraduate Programs A-Z
 Admissions
 New Student & Family Programs
 Academic Advising
 Enrollment & Records
 Financial Aid
 Student Finances
 Colleges & Schools

Academic Excellence | Academic Standards | Credit and Enrollment | Requirements | Core Curriculum

Academic Excellence

Dean's List

Students in the College of Arts and Sciences who have completed at least 12 credit hours of CU Boulder course work for a letter grade in any single semester with a term GPA of 3.75 or better are included on the dean's list and receive a notation on their transcript and a letter from the dean.

Graduation with Honors

The award of honors at graduation—cum laude, magna cum laude or summa cum laude—is determined by the Honors Program of the college and is based on several criteria, including the quality of original scholarly work. Honors are not conferred on a graduate simply by virtue of high grades. Students pursuing multiple majors or multiple degrees must complete their honors program and defend their thesis by the published deadline for the

Navigation

Undergraduate Catalog/Graduate Catalog > Colleges & Schools > [college/school/program] > Policies & Requirements.

Content

State any policies and requirements that are more specific than the general university policy described under the [University Policies](#), Admissions ([undergrad/grad](#)) or Academic & Student Success ([undergrad/grad](#)) sections.

Headings & Tabs

If you have more information than is easily displayed on one tab, submit a [Catalog Content Edit Request](#) to request additional tabs.

Common headings and tabs:

- Academic Excellence
- Academic Standards
- Admissions
- Core Curriculum
- Credit and Enrollment
- Financial Aid

Department/Field-of-Study Pages

Applied Mathematics

About CU Boulder
Undergraduate Catalog
Undergraduate Programs A-Z
Admissions
New Student & Family Programs
Academic Advising
Enrollment & Records
Financial Aid
Student Finances

Overview Faculty Courses

The Department of Applied Mathematics in the College of Arts and Sciences offers courses that focus on providing students with the mathematical tools and problem-solving strategies that are useful in science and engineering. The department offers a range of courses and research opportunities in many areas, including computational mathematics, mathematical biology, nonlinear phenomena, physical applied mathematics and probability and statistics. Each of these areas is described below.

The undergraduate Bachelor of Science degree is offered through the College of Engineering and Applied Science.

Course code for this program is APPM.

Degrees Offered
Minors

- Applied Mathematics - Minor
- Statistics - Minor

Navigation

Undergraduate Catalog/Graduate Catalog > Colleges & Schools > [college/school/program] > Programs of Study > [department/field of study].

Contact Block

To add or edit a contact block, open the editing toolbar and click **Contact Info**.

Programs Block

List the programs offered for the given career (undergraduate or graduate) in that field of study and create an internal link to each program page.

Undergraduate catalog headings are limited to (if only one program, make singular):

- Bachelor's Degrees
- Minors
- Certificates

Graduate catalog headings are limited to (if only one program, make singular):

- Master's Degrees
- Doctoral Degrees
- Certificates

Headings & Tabs

Overview Tab

Provide a general overview of the department or field of study and specify the course code, if one exists ("Course code for this program is ...").

Common headings:

- **[No heading]**: General description of department or field of study. This may include a general overview of the degrees or certifications offered.
- **Areas of Study**: General description of tracks, areas of emphasis or concentrations, if any.
- **Research Opportunities**
- **Study Abroad**

Faculty Tab

This content is automatically populated; see [Faculty Lists](#) for details.

Courses Tab

This content is automatically populated; see Course Descriptions. If a subject code is missing, email catalog@colorado.edu with the page URL and the missing subject code (e.g., ANTH).

Program Pages

Navigation

These pages appear under Undergraduate/Graduate & Professional Catalog > Colleges & Schools > [college/school/program] > Programs of Study > [department/field of study] > [program page]

Page Tabs

All bachelor's, master's and doctoral degrees should have an "Overview" and "Requirements" tab. Minors and certificates can appear on a single page (no tabs) and include a "Resources" (Heading 2) heading after the overview content.

Overview Tab

Provide a general overview of the degree. Common headings include:

- **[No heading]:** Provide a general description of degree program.
- **Program Tracks** or **Areas of Study** or **Concentration Areas:** If the program has approved subplans, use "Program Tracks" as the subheading; if the program has unofficial areas of study or concentration areas, use "Areas of Study" or "Concentration Areas" as the subheading.
 - **[Name of the track/emphasis/concentration]** (Heading 3): Under each subheading, provide a brief description of the track/emphasis/concentration; do not include specific requirements.
- **Distance Education**
- **Study Abroad**
- **International Baccalaureate Degree:** If students can earn an IBA, summarize the program here.
- **Concurrent Degree Program:** List the degree combination as a subheading (e.g., BA/MA in Art History) and summarize the program.
- **Dual Degree Program:** List the degree combination as a subheading (e.g., Mus/BMusEd in Music Performance and Music Education) and summarize the program.

Requirements Tab

Provide a detailed overview of all degree requirements.

- **Requirements** (Heading 2): Start the tab with this heading. Common subheadings include:
 - **Prerequisites (Heading 3)**
 - **Program Requirements or General Requirements** (Heading 3)
 - **Required Courses and Credits** (Heading 4): Use before a Course Lists.
 - **Program Tracks**: Create a subheading for each track and outline its unique requirements.
 - **Graduating in Four Years**: Use before a timeline for graduating in four years. If you also have a recommended four-year plan of study (see next bullet), that heading should appear one heading level lower than this one.
 - **Recommended Four-Year Plan of Study**: Use before a Plan-of-Study Grids. Feel free to include introductory text before the grid.
NOTE: All undergraduate degrees and certificate programs *must* include a four-year plan of study that encompasses all courses and credits required to graduate with that degree. For an example, see <http://bit.ly/2gw4i11>.

Program Tracks or Areas of Emphasis or Concentration Areas Tab

If your program has tracks, areas of emphasis or concentration areas, put those requirements on this tab.

- **Program Tracks or Areas of Emphasis or Concentration Areas** (Heading 2): Start the tab with the most appropriate of these headings.
 - **[Name of the track/emphasis/concentration]** (Heading 3)
 - **Required Courses and Credits** (Heading 4): Use before a Course Lists.
 - **[Name of the track/emphasis/concentration]** (Heading 3)
 - **Required Courses and Credits** (Heading 4): Use before a Course Lists.

Plan(s) of Study Tab

- **Recommended Four-Year Plan of Study** (Heading 2): Start the tab with a variation of this heading to match the type of plan of study provided.
 - **[Name of the track/emphasis/concentration]** (Heading 3)

WORD LIST

For hyphenation rules, see [Hyphens](#).

- **alumna**: a female graduate
- **alumnae**: multiple female graduates
- **alumni**: multiple male graduates, or a combination of multiple male and female graduates
- **alumnus**: a male or gender-neutral graduate
- **campuswide** (one word, no hyphen)
- **co-**: See [Hyphens](#) section.
- **coursework**
- **CU Boulder**
- **email**
- **full time** (hyphenate when used as an adjective: “full-time job”)

- **fundraising**
- **GPA** (do not spell out or lowercase)
- **hard copy**
- **homepage**
- **international student**
- **internet**
- **log in** (verb), **login** (noun or adjective)
- **midsemester** (one word, no hyphen)
- **midterm** (one word, no hyphen)
- **MyCUInfo**
- **non-**: See [Hyphens](#) section.
- **on campus/off campus** (hyphenate when used as an adjective: “off-campus housing”)
- **part time** (hyphenate when used as an adjective: “part-time job”)
- **policymaking** (one word, no hyphen)
- **post-**: See [Hyphens](#) section.
- **pre-**: See [Hyphens](#) section.
- **problem solving** (hyphenate when used as an adjective: “problem-solving skills”)
- **re-**: See [Hyphens](#) section.
- **resident, nonresident**: Use these terms instead of “in-state” and “out-of-state” unless referring to a specific tuition classification)
- **SAT**
- **statewide** (one word, no hyphen)
- **student-athlete**
- **underway**
- **university, the**
- **universitywide** (one word, no hyphen)
- **waitlist** (one word, no hyphen)
- **web, the**
- **webpage**
- **website**
- **workload**
- **work-study**