

Good practice:

- Do most of your work in WORD, then copy and paste to the e-platform. Look over the report AFTER it has been inserted into the e-platform and been converted to a pdf. The e-platform may throw off spacing, may replace a special character, etc. Not all punctuation transfers well.
- If you call something by one name in one area of the report, be consistent throughout.
- If the e-platform is printing extra white space in the PDF, check for “dead space” or extra Enters. You will want to backspace from the bottom to the last line of text.

Tip: Edit your work in WORD. Copy the final version to the e-platform.

Narrative Sections (School Snapshot / Standards & Indicators):

- Be succinct. There is an over-all character limit of 2.3 million characters for all narrative sections. Should you hit the limit, you will have to delete.
- Do NOT bullet or number in Word. If you want to have bullets in the report, do that after you have pasted the document into the platform.
- Do NOT double space.

Evidence:

- Be selective in the evidence you supply the team to review for each indicator. Normally, one to three pieces of evidence should be sufficient for a single indicator. There may be a few instances, such as in Student Assessment or Standard 5, where examples from various levels or subject areas may suggest a larger number of attachments. It is important to realize that visiting team members can only review a limited number of pieces for each indicator or section.
- Do not put entire manuals as evidence, if only certain pages are necessary. Scan the appropriate pages and attach those files. It also works well to print selected pages to pdf and attach those.

Proper Formatting:

- Edit for spelling, grammar, punctuation, and capitalization.
- For acronyms, spell them out the first time, put the acronym in parentheses (like the school name) then use the acronym through the report. Do not use apostrophes when you make them plural. (MKs, ESOs)
- Use bullets for lists unless numbering is important, no double spacing between lists.
- Use bold and underlining sparingly. If used, make sure it is consistent from section to section.
- Please do not change font, color, size, or modify any html source code.
- Use one line of space between paragraphs, no indentations.
- Justify content to the left.
- Use two spaces between periods.
- Use a comma after the next-to-last item in a series (He had many cows, pigs, and dogs.)
- Use personal pronouns as little as possible.
- Only use capital letters for proper nouns, even when listing evidence. Do not capitalize general positions like superintendent. Capitalize only when used as a title. (Superintendent Johnson) Do not capitalize “school” unless in a title. Do not capitalize adjectives such as biblical or scriptural but do capitalize Bible. Capitalized words: Internet, the Web, Wi-Fi, CD, and PowerPoint. Not capitalized: e-mail, online, webinar.
- When in doubt about hyphens, look them up in Webster’s Dictionary. For example, “a well-built roof” is correct but “a roof is well built” is also correct. Why? The first one combines words to be used as an adjective. Hyphens are tricky. Use the dictionary! (Hyphenate in-service, self-assessment, and self-study)
- Use numerals for numbers 10 and over. Do not begin a sentence with a numeral.

- Form the possessives of nouns ending in s by adding only an apostrophe. (Jesus' coat)
- Use active voice whenever possible. Try to write sentences in a way that states who took what action. "The athletic association disqualified the school from participating..." is active and it identifies who took what action. A passive sentence may read, "The school was no longer in the athletic league..."
- End punctuation goes inside quotes. (George called, "Is anybody home?")
- Italicize most publications like book titles. Put quotes around short items like articles.
- Word usage -- Use "insure" when speaking of insurance. Use "ensure" when conveying "to make sure, certain." The word "data" is plural. Avoid using "datum" or "data are" if possible. "Farther" is for distance.
- Time periods – AM and PM is correct. Only capitalize Spring 2015 when it is referring to a specific term only (like Spring Term 2015). Use spring of 2015 when it is more general.

Make sure at least two people have edited the final report BEFORE it is submitted for review.