

SMU Course Descriptions Style Tip Sheet

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Find this handout online at <http://smu.edu/catalogs/files/CatalogStyleTipSheet.pdf>

Topic	Style for Course Descriptions/Tables*	Example
<p>Commas and Semicolons in Lists</p> <p>[SMU Editorial Style (AP) Put a comma before the last conjunction in a series <i>only</i> when an element in the series also has a conjunction.]</p>	<p>*Does not follow SMU Editorial Style</p> <ul style="list-style-type: none"> • In a series of three or more elements, use commas between each element and before the final conjunction. • Use a semicolon between elements when there are internal commas in any element. 	<p>Topics include formulation of models; the application of statistical and probabilistic models; and the use of models in the design, use, and maintenance of efficient systems for producing goods. Also, covers radio frequency RF [♦] packaging, multimedia applications, and Quality of Service [▶] (QoS) [♦].</p>
<p>Numbers</p> <p>[SMU Editorial Style In text, and in general, spell out numbers one through nine. Use numerals for 10 and above. Some exceptions are percentages, ratios, monetary amounts, temperature readings, ages, physical dimensions and sports scores.]</p>	<p>*Does not follow SMU Editorial Style</p> <ul style="list-style-type: none"> • Use figures for units of measure and for credit hours. Maybe add <i>Includes</i> or <i>A total of</i> or something similar at the beginning of a sentence or phrase if using a figure seems “wrong” or awkward. • Units of measure include hours, days, weeks, years (and the usual feet, inches, etc.) • Spell out numbers one to nine if not used with a unit of measure. 	<p>Prerequisite: 3 credit hours of internship.</p> <p>One 4-hour field trip each week.</p> <p>3 hours of lecture and one 2-hour laboratory.</p> <p>GEOL 4296 and 4298 are a 1-year sequence.</p> <p>One of six core courses required for the M.A. [■] in history. Master’s students also take creative writing.</p>
<p>Titles</p> <p>[Titles are not used in lists of courses or tables.]</p>	<ul style="list-style-type: none"> • Colons or commas are preferred over dashes to separate phrases. • Use a dash (no spaces) instead of <i>to</i> when possible. 	<p>INTRODUCTION TO WESTERN ART I: PREHISTORIC THROUGH MEDIEVAL</p> <p>POSTWAR EUROPEAN CINEMA, 1945–PRESENT</p>

Notes for all catalog text

♦ Abbreviations	In general, spell out terms on first reference and in lower-level courses, without putting the abbreviation/acronym in parenthesis. See the SMU Editorial Styleguide for exceptions: http://smu.edu/brand/editorialstyleguide/a.asp .
▶ Capitalization	In general, SMU, AP and Chicago guidelines favor a “down” style of writing.
■ Academic degrees	Abbreviate most degrees on 1 st reference (B.A., M.S., M.B.A., etc.); lowercase most majors and minors (Bachelor’s degree in physics, Ph.D. in English).

Topic	Style for Course Descriptions/Tables	Example
<p>The “Official Course Description” field</p> <p>Note: System-enforced requisites are noted in two places on the online form: 1) the course description field and 2) the system enforced requisites field. Requisites that are not system enforced are noted in the course description field only.</p> <p>In general, use more commas and semicolons to clarify requisite info, and omit the subject area abbreviation (ANTH, SPAN, etc.) whenever possible to save space.</p> <p>IMPORTANT Submit updates for all courses in an equivalent course group at the same time by filling out a new online submission form for each course in the group.</p>	<ul style="list-style-type: none"> • Third person. • Present tense. • Active voice preferred. • Sentences, fragments or a mix. • Semicolons and/or commas (not periods) to separate any series of elements. • Arabic numerals for any numbered elements: 1), 2), etc. • Requisite info that <i>is</i> system enforced as well as requisite info that <i>is not</i> system enforced. • Course abbreviation and number only (not the title) for any reference to another course. • Designation of UG and Grad with requisite info for a course that appears in the undergraduate catalog and a graduate catalog. • Campus info if the course is not offered on the main campus. • Quotation marks around text usually in italics: book titles, court cases, words as words, etc. Usually, no quotation marks unless the word/phrase is normally in italics. 	<p>Guest lecturers discuss current topics in research.</p> <p>Prerequisites: C- or better in ECO 3301 and 3302, MATH 1309 or 1337, and one of the following: STAT 2301, or 2331, or 4340, or graduate standing.</p> <p>Expanding on topics introduced in BIOL 3342, this course explores 1) DNA structure, 2) cell regulation, and 3) antibodies. Prerequisites: MATH 2320, 2142, 2143; CEE/ME 2320; CSE 2320 or 2321.</p> <p>In-depth examination of cell mechanisms. Prerequisite UG: BIOL 3342. Prerequisite Grad: Approval of the instructor. (SMU-in-Taos)</p> <p>Close reading of “The Inferno” and “The Purgatory.” Prerequisites: Overall GPA of at least 3.000[▲] and ENGL 2130, 2230.</p>
<p>Info not included in a course description or title</p> <p>Equivalent Course Group: With a few exceptions, the field is for “colisted” courses.</p> <p>FYI: New format for print ENGL 3210 (3) ART IN FICTION An examination of literature as a resource for artistic reflection.</p>	<ul style="list-style-type: none"> • No info that can be pulled from the following three fields on the electronic form: course unit/hours count, typically offered and equivalent course group. • No URLs. • No contact info. • No abbreviations that refer to a chart in the catalog (and avoid “assumed knowledge” situations). • No question marks (no questions). • No ampersands. 	<p><u>Like this:</u></p> <p>Explores DNA structure, cell regulation, and antibodies. ▼ Also covers current topics in research. Prerequisite: Approval of instructor.</p> <p><u>Not this:</u></p> <p>Three hours. DNA structure. Cell regulation. Antibodies. Current topics in research will also be covered. (<i>cross-listed with CHEM 5312</i>) Instructor approval required.</p>
Notes for all catalog text		
▲ GPA	Use three decimal places: 4.000, 3.500	
▼ Hyphen with a prefix	For <i>non, post, pre, re</i> , etc., usually no hyphen with a word starting with a consonant.	