

Style Guide for Online Catalog

Universal Guidelines

- Nested headings must use decreasing order size (Heading 2, Heading 3, Heading 4, etc.). Do not skip a heading size.

Department Pages

Overview Tab

Information should be listed in the following order:

- Mission
- Introduction/About Us
- Contact Information

Example: <https://catalog.tamusa.edu/undergraduate/business/management-marketing/>

Programs Tab *(maintained by Academic Affairs)*

Site maps are used to list all academic programs.

- Majors (if any)
- Minors (if any)
- Graduate Programs (if any)

Courses Tab *(maintained by the Academic Affairs)*

The content on this tab is populated by data from Banner; please do not edit this tab. If you find an error, please contact Academic Affairs, ashley.spicer-runnels@tamusa.edu.

Program Pages

Overview Tab *(maintained by the Academic Department)*

The opening text should be a brief introduction to the major/minor.

Requirements Tab *(maintained by the Academic Affairs)*

Maintained by Academic Affairs based on approved curriculum changes. If you find an error, please contact Academic Affairs, ashley.spicer-runnels@tamusa.edu. Academic Affairs will work with department chairs to confirm accuracy prior to publishing.

- **Coming Soon: This section will be updated directly from the new curriculum management system (also known as CIM "Curriculum Inventory Management") beginning next academic year.**

Plan of Study Tab *(Undergraduate Only, Optional for Graduate)*

Academic departments are required to provide at least one suggested plan of study per undergraduate degree program. Plans must include courses identified in the approved requirements. Academic Affairs will work with department chairs to confirm accuracy prior to publishing.

Admissions *(Graduate Only)*

Academic departments are required to provide admission information based on approved standards.

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Additional Information

Faculty Roster (*maintained by Office of the Provost*)

The faculty roster is provided by the Office of the Provost in a single, static file for upload before the catalogs are published; therefore, entries cannot be edited through the catalog site. Please contact Alissa Meyer, Alissa.meyer@tamusa.edu, if you have questions or concerns.

Change Requests

Contact Academic Affairs, ashley.spicer-runnels@tamusa.edu, to requests the following:

- New catalog pages
- New tables
- New tabs
- Changes to the table of contents
- Changes to existing table headings

Formatting

In general, please follow the style that you see in the catalog. We have made some additional style decisions in order to maintain consistency. Please feel free to ask if you are not sure. Strange and unique situations can come up.

1. **University Writing Style Guidelines:** <https://www.tamusa.edu/brandguide/documents/writing-style-guidelines.pdf>
2. **Phone numbers:**
 - a. Use parentheses and dashes (i.e., (919) 123-4567).
3. **Texas A&M University-San Antonio**
 - a. Texas A&M University-San Antonio: Correct formats in order of preference. Note the capitalization of University when used alone.
 - i. Texas A&M University-San Antonio on first reference.
 - ii. Texas A&M-San Antonio, A&M-San Antonio or the University are also correct.
 - iii. The abbreviation A&M-SA for more informal documents on the third reference.
 - iv. Some INCORRECT formats: Texas A&M - San Antonio, Texas A&M – San Antonio, TAMU-SA, TAMUSA, Texas A&M-SA, Tamusa, TAMSA, Texas A&M University at San Antonio
4. **Web site addresses in paragraphs - please link instead**
 - a. Do not type out the Web site address. Instead, write a sentence about the Web site that includes the name or main information to be found there, highlight the name or main description, and insert the link behind the name.
 - i. When the PDF document of the catalog section prints out, the URL address to an outside Web site will print out in full, even if you did not type it out, because the system will recognize the link.