Utah Tech University
Policy-Writing Style Guide

This document provides guidelines for writing, revising, and formatting Utah Tech University (UT) Policy. For additional assistance, email policy@utahtech.edu.

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How to Complete the Policy Template Sections

All policy and policy addenda drafts must be submitted on UT’s official policy templates. Policy templates are available for download at utahtech.edu/policylibrary.

**Owner(s)/Steward(s), Policy Title/Number, and History/Approval Date**

*Owner(s) and Policy Steward(s)*
Both owner(s) and steward(s) should be identified in the early stages of composing the document as they are the drafters of the policy. For assistance in identifying appropriate policy owner(s) and policy steward(s), contact the Policy Steering Committee at policy@utahtech.edu.

*Title(s) and Policy Number(s)*
Policy titles should clearly reflect major content or policy within the document. The Policy Steering Committee, in consultation with policy owner(s) and policy steward(s), assigns policy numbers to represent the division/area, with some exceptions, that oversees major content within the policy. University areas represented in the Policy Library:
- 100: Administration
- 200: Financial Affairs and Development
- 300: Human Resources
- 400: Facilities, Operations, and Information Technology
- 500: Students
- 600: Academics
- 700: Graduate

*History and Policy Approval Date(s)*
The policy approval date is the date the Utah Tech University Board of Trustees (BOT) approved the policy. The Policy Steering Committee adds the official BOT approval date prior to uploading the policy into the Policy Library. The approval date is located in the “History” section on the last page of the policy.

**Writing Tip:**
- In the drafting stage, use the semester and year of the request: “Spring 2023”

**Section I Purpose**
The “Purpose” section provides the rationale for writing the policy. Content in this section should reflect the University’s mission, values, and strategic direction. Key topics to cover in this section include the following:
- The policy’s objective(s)
▪ Any legal mandates associated with State or Federal law
▪ Resolutions to conflict or problems
▪ Financial, operational, and/or technological needs associated with the policy
  (All Financial notes must be coordinated through the Institutional Planning and Budget Office.)

**Section II Scope**
The “Scope” section clarifies the policy’s intended audience.

**Writing Tips:**
▪ Clearly identify and state to whom in the University Community the policy applies and identify any exclusions (e.g., all University employees, students, only faculty, only staff).
▪ Reference stakeholders by position title(s), not by personal names. Example: University President, not Richard B. Williams

**Section III Definitions**
The “Definitions” section should define key terms used in the policy. Key terms include the following types of words or phrases: A new, uncommon, and/or specialized term and/or a term that may have a different meaning in a different context.

**Writing Tips:**
▪ List definitions in alphabetical order
▪ Define the word or phrase using complete sentences
▪ **Bold** and *italicize* the word being defined
▪ Use singular nouns

**Section IV Policy**
The “Policy” section contains the statement(s) of policy. Policy statements are the governing principle, plan, or understanding that guides the action. Policy statements govern what to do, but not how to do it. Questions to consider when writing the policy statement section:
▪ Does the statement accomplish the purpose of the policy?
▪ Does the statement clearly articulate what the policy is and what the policy is meant to accomplish?
▪ Does this section contain only policy (not procedures)?
▪ Are the responsibilities for entities or individuals clearly stated?
▪ Is the policy section consistent with applicable laws, regulations, and policies listed in the reference section?
Section V References
The “References” section lists related Federal and State laws and regulations; Utah Board of Higher Education policies; University policies; Division and/or College rules, regulations, procedures, and guidelines; and/or any other applicable regulations.

Writing Tips:
- Order references alphabetically, then numerically
- Include the full name of the law/policy, volume number, page number, and/or year of the law, including where to locate the referenced work

Section VI Procedures
The “Procedures” section articulates the operational processes necessary to implement and/or comply with the policy. Procedures define the specific instructions required to perform the task by detailing “who” performs the procedure, “what” steps should be taken, and “when” steps should be taken.

Writing Tips:
- Check that specific actions and/or steps comply with University policy
- Check procedures for consistency with applicable laws, regulations, and policies listed in the “References” section
- Correlate appropriate procedures with the policy statement(s)

Section VII Addenda
The “Addenda” section may be used to provide supplemental information. Policy Addenda changes require UT Board of Trustees approval. New, revised, or retired addenda must be submitted to the Policy Steering Committee on the UT Policy Addenda Template. If hyperlinks are used, Policy Owner(s)/Steward(s) will be responsible for updating links. The Policy Steering Committee will assign a number and a title to the policy addenda. Example: Policy 150-A.

How to Format and Submit Policy Drafts
The Chicago Manual of Style is the official style manual for UT’s Policy Library.

Formatting UT Policy Drafts
Abbreviations and Latin Phrases
Latin phrases, such as etc., may only be used when the unmentioned items are the same type as the items mentioned earlier. Incorrect: crayons, blankets, birth certificates. Correct: vegetables, fruits, etc.
Font, Margins, Markup, and Spacing

- Policy Title: Altivo Regular, 18 pt.
- Body Text: Altivo, 12 pt.
- Margins: 1-inch margin on all sides
- Paragraphs: left justified with ragged right edge
- Revision Marks: use Microsoft Word Track Changes for editing UT policy “markup” drafts. To turn this feature on, click the “Review” tab and select “Track Changes”
- Spacing:
  - Default tab: stops at .25
  - Punctuation: single space after punctuation; use the serial comma
  - Line spacing: single space
  - Paragraph and sections: one blank line above and below paragraphs

Voice and Intent

- Use third person
- Use singular nouns
- Use terms that accurately convey the intention of the policy
- Be careful about using absolute terms (shall, must, will, all, etc.) versus conditional terms (could, may, some, etc.)
- Do not put unreasonable obligations or duties on the University nor on members of the University. For example, the University cannot “ensure” an environment free from sexual harassment
- Use inclusive language, avoiding the use of gendered pronouns such as he/she

Submitting UT Policy Drafts

Policy Request Form

The first step in the policy-change process is to submit a “Policy Request Form” located on the Policy Library’s website (utahtech.edu/policylibrary). Types of policy changes include crafting new policy, revising existing policy, and/or deleting a policy from the Policy Library. The Policy Steering Committee will review and approve the request, if appropriate, and invite the requestor to upload a “mark-up draft” and a “clean draft.” If the policy is new, the requestor will be invited to upload a “new draft.”
Policy and Addenda Templates
All policy drafts must be submitted on the Official Policy Template. Policy and Policy Addenda not formatted correctly may be returned to the Policy Owner for reformatting.

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