

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.

Contents

How to Complete Policy Template Sections	2
Owner(s)/Steward(s), Policy Title/Number, and History/Approval Date	2
Owner(s) and Policy Steward(s).....	2
Title(s) and Policy Number(s)	2
History and Policy Approval Date(s).....	2
Section I Purpose.....	3
Section II Scope	3
Section III Definitions	3
Section IV Policy	3
Section V References	4
Section VI Procedures	4
Section VII Addenda	4
How to Format and Submit Policy Drafts	4
UT Policy Format	4
Abbreviations and Latin Phrases.....	4
Font, Margins, Markup, and Spacing	4
Voice and Intent	5
UT Policy Submission Request	5
Policy Request Form.....	5

How to Complete Policy Template Sections

University Policy is governed by Policy 101: Policy Process. UT policy and UT policy addenda drafts must be submitted on official policy templates. Official policy templates will be made available in High-Q as part of the policy approval process.

Policy Template and Addenda Template

The official policy template has nine sections: Policy Title, Purpose, Scope, Definitions, Policy, References, Procedures, Addenda, and Owner/History. The official policy font is Altivo Regular. For assistance installing Altivo Regular, please submit an IT work request: <https://help.utahtech.edu/home/>.

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

Owner(s) and Policy Steward(s)

Policy Owner(s) and Steward(s) own, draft, research, update, and delete policies within their divisional areas. Policy Owners and Policy Stewards are subject matter experts in their field or area of responsibility. Policy Owner(s) appoint Policy Steward(s) to facilitate the development and advancement of a policy(s) proposal through the policy approval process. For assistance in identifying the 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 will add 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 do to, 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.

UT Policy Format

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.
- Headings: Altivo Bold, 12 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

UT Policy Submission Request

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 release a markup draft or template in High-Q. Policy Owner(s) and Policy Steward(s) will be notified via email that a markup draft or template is available in High-Q, so they may begin the revision process.

Revised 10/8/22