

## **Format and Process for writing Self Study**

- 1) It's better if each team has one writer, so the section is written consistently, but if a team has multiple writers, the chair of the team will need to edit the section.
- 2) Write from the component or subcomponent: each narrative should begin by stating the component, and the narrative should follow.
- 3) Use the table of contents to guide your writing: respond to each bulleted point in the table with the narrative.
- 4) Embed data into the narrative, although you may also refer to tables and graphs found elsewhere. Avoid bulleted blocks of text; as stated elsewhere, use complete sentences and developed paragraphs.
- 5) Don't worry about pagination; final format will be up to Randy Fletcher and Mary Coffman.