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.