Lewis-Clark State College
Policy Preparation Instructions

Step 1: Obtain approval: Contact the responsible office of the policy for approval before beginning.

Step 2: Contact Administrative Services: Once approved, contact Admin Services for the Word version of the policy, or a new policy number and template.

Step 3: Make all revisions with track changes turned on.

Step 4: Update the "Summary of Major Changes" section on the first page of the policy.

Step 5: Ensure accuracy: When revising or writing a new policy, ensure the format, style, grammar, punctuation, verb tense and spelling are accurate and consistent with the AP Style guide and the internal Writing Style Guide.

Step 6: Complete the Policy Approval Transmittal Form and route it with the policy (with track changes on) to the coordinating offices for review (departments, committees, associations, etc. that are affected by this policy—other than the VPs).

Step 7: Send to Administrative Services: The administrative coordinator in Admin Services will route the policy to the vice presidents, and then to the president.

Rules on format:

- Times New Roman, 11 pt font
- 1" margins on top, bottom, sides of the page
- Do not leave widow/orphans between page breaks
- Follow LC State Writing Style Guide and AP Stylebook for all formatting rules
- Number pages 1 of 1 using automatic page numbering (Admin Services can assist)
- Be sure the header matches the format of other policies in spacing and content

Paragraph numbers should mirror this approach, shown below. This follows the example of the State Board of Education. The example below has a spacing of 4.55 before paragraphs in 11 pt Times New Roman font.

1. **Major paragraph**
2. **Major paragraph**
   A. Supporting paragraph
   B. Supporting paragraph
      i. Sub-paragraph
      ii. Sub-paragraph
         a) Item
         b) Item
            1) Sub-item
            2) Sub-item

Cross References: Where detailed procedures are in another document, provide a link (or cross reference) to the guiding policy. Use of cross-references and links will ensure the most accurate and current information is provided.

Goal: The overriding objective for formatting approaches is to make interpretation of the policy by readers clear and user-friendly.

Note: The following numbering scheme is used for LC State policies:
- 1.xxx   General
- 2.xxx   Academic
- 3.xxx   Personnel
- 4.xxx   Administrative
- 5.xxx   Student Policies