



## **CourseLeaf Style Guide for the Undergraduate Catalog**

Standards for formatting and consistency when entering courses and programs in  
CourseLeaf

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# Introduction

The New York Tech Undergraduate Course Catalog Style Guide serves as an important resource for faculty and staff. Consistency and clarity in how course information is presented are essential for effective communication and student engagement.

This guide has been developed in alignment with the [New York Tech Strategic Communications Editorial Style Guide](#), ensuring consistency across all academic and external communications. It establishes standardized practices for course titles, descriptions, prerequisites, credit hours, and formatting, providing a cohesive and professional presentation throughout the undergraduate catalog.

Faculty and staff should refer to this guide when entering or updating course information in **CourseLeaf** to ensure alignment with New York Tech's academic and professional standards.

## General Style Guidelines

- **Tone and Language:** Use clear, concise, and professional language. Avoid jargon and overly complex terms to ensure accessibility for all readers.
- **Inclusivity:** Use gender-neutral and inclusive language. Replace gendered pronouns with "students," "they," or other neutral terms (e.g., "Students will learn basic principles...").
- **Voice:** Favor active voice over passive voice to make descriptions more engaging. Example: "This course explores..." instead of "This course is designed to explore..."
- **Consistency:** Use standardized phrases for course descriptions, such as "Introduction to...", "Advanced study of...", or "Survey of..." for uniformity across the catalog.
- **Serial Comma:** Always use the serial (Oxford) comma in lists.
- **Hyphenation:** Use hyphens for compound adjectives before nouns (e.g., "well-known theory").
- **Bullet Points:** Begin each bullet point with a capital letter. Use periods only for complete sentences, not for fragments or phrases.
- **Ampersands (&):** Avoid using ampersands in body copy unless part of an official title. Example: "Procter & Gamble."

## Formatting and Punctuation

### Titles, Names, and Terms:

- Capitalize the principal words, including prepositions and conjunctions of four or more letters, for composition titles, headlines, and official names of events.
- Articles (e.g., "the," "a," "an") are capitalized only when they begin the title (e.g., *The History of Modern Design* vs. *Introduction to the History of Modern Design*).
- For class titles, capitalize all words in the official title (e.g., "Introduction to American Literature").

### Abbreviations and Acronyms:

- Spell out degree names on first reference (e.g., "Bachelor of Science") and abbreviate thereafter (e.g., "B.S.").

- For advanced degrees, use "Master of Science" (M.S.) and "Doctor of Philosophy" (Ph.D.) on first reference, with abbreviations used in subsequent mentions.
- Always spell out "Advanced Certificate" in full on all references.
- When referring to degrees after someone's name:
  - Include only the highest-level degree earned.
  - Degrees always get periods (e.g., "Ph.D.") unless specified otherwise (e.g., "OTD").
- **Do not use possessive forms for degree titles (e.g., use Master of Science, not Master's).**
- Include professional licensure designations (e.g., PT, CPA) if applicable but omit certifications.
- For alumni, list degrees and graduation years in parentheses after the name on first reference. Example: "Buster Keaton (B.S. '02)."

## Schools, Colleges, and Centers

Always use the proper title of the school. The official names are:

- School of Architecture and Design
- College of Arts and Sciences
- College of Engineering and Computing Sciences
- School of Health Professions
- School of Management
- College of Osteopathic Medicine (NYITCOM)

## Degree References:

- Capitalize formal degree names (e.g., Bachelor of Science, Master of Arts).
- When referring to a degree along with a specific field of study, capitalize the field but not the degree type (e.g., bachelor's degree in Computer Science, master's degree in Electrical Engineering).
- Use lowercase for general mentions when the field of study is not included (e.g., "She earned a bachelor's degree in 2022.").
- Do not use possessive forms for degree titles (e.g., use Master of Science, not Master's).
- If a degree name changes, include (formerly known as [Old Name]) for one admissions cycle.

## Degree Naming Conventions

- The titles of degrees must match the official listings on the [New York Tech Degrees and Programs webpage](#) (e.g., "Chemistry, B.S."). Always verify the degree title for accuracy before publication.

## Course Titles and Descriptions

- **Course Titles:** Capitalize all principal words in course titles (e.g., "Introduction to Psychology"). Avoid abbreviations unless it is part of an official course title.
- **Course Descriptions:** Begin with a concise summary of the course, followed by specific topics or skills covered. Limit descriptions to 30-50 words when possible to maintain clarity and readability.

## Prerequisites and Corequisites

- Clearly list prerequisites and corequisites at the end of the course description.
- Use consistent terminology: Prerequisite(s): BIOL 101 or Corequisite(s): MATH 201. If both apply, list them in order: Prerequisite(s): CHEM 101. Corequisite(s): MATH 170.
- If a course is repeatable for credit, specify the maximum number of repetitions and conditions.  
Example: May be repeated once for credit.

## Credit Hours

- Indicate credit hours in parentheses following the course title using the format "(X credits)."

## Course Numbering System

- Use a logical numbering system to indicate course level:
  - 100-level: Introductory courses
  - 200-level: Intermediate courses
  - 300-400 level: Advanced and specialized courses

## Formatting for Minor Programs

### Program Titles:

- Use the heading Minor in [Name of Field] above the list of required courses.
- Include the total number of required credits in parentheses in the heading.
  - Example: Minor in Psychology (18 credits)

### Course Listings:

- List required courses by course number and title.
  - Example: PSYC 101 – Introduction to Psychology

### Elective Options:

- Clearly specify elective courses, if applicable, and any selection criteria.
- Example:
  - Electives (choose two):  
PSYC 310 – Cognitive Psychology  
PSYC 320 – Social Psychology

### Prerequisites:

- Indicate any prerequisites required for courses within the minor.
  - Example: Prerequisite: PSYC 101.

## Grade Requirements:

- Specify minimum grade requirements for courses to count toward the minor.
  - Example: A minimum grade of C is required for all courses in the minor.

## Residency Requirements:

- State the number of credits that must be completed at New York Tech.
  - Example: At least 6 credits must be completed at New York Tech.

## Double-Counting Rules:

- Include policies regarding double-counting courses between majors and minors.
  - Example: A maximum of 6 credits may be double counted toward both the major and the minor.

## Catalog Maintenance and Updates

- Departments should review and update course information regularly, with updates submitted by specified deadlines.
- All updates should follow this guide to maintain consistency across the catalog.

## Examples and Templates

### Example of Correct Degree Title Usage

- Chemistry, B.S.
- Architecture, B.Arch.
- Energy Technology, Advanced Certificate
- Biology, Ph.D.
- Occupational Therapy, OTD

### Example of a Standard Course Entry with No Prerequisite or Corequisite

#### *Accounting I (ACCT 101) (3 credits)*

A study of accounting fundamentals. Topics include the accounting cycle, statement preparation, systems, asset valuations, accounting concepts, and principles for the sole proprietorship.

*Prerequisite(s): None.*

Classroom Hours – Laboratory and/or Studio Hours – Course Credits: 3-0-3

### Example 1: Standard Course Entry with Prerequisite

#### *Introduction to Computer Science (CSCI 110) (3 credits)*

This course is designed to provide students with an overview of the basic hardware and software organization of computer systems. Students get hands-on experience with the DOS and Windows operating systems environments. Computer programming skills are taught using the Visual Basic programming language.

*Prerequisite(s): MATH 136 or MATH 141 or MATH 170.*

Classroom Hours – Laboratory and/or Studio Hours – Course Credits: 3-0-3

## Example 2: Standard Course Entry with Prerequisite

*Organic Chemistry I (CHEM 210) (4 credits)*

This course includes the study of the stereochemistry and electronic structure of aliphatic and aromatic compounds, and the properties of their functional groups. Laboratory work consists of the determination of physical constants and the preparation of various organic compounds.

*Prerequisite(s): CHEM 150.*

Classroom Hours – Laboratory and/or Studio Hours – Course Credits: 3-3-4

## Example 3: Standard Course Entry with Corequisite

*General Physics I (PHYS 170) (4 credits)*

A basic course covering vectors, Newton's laws of motion, particle kinematics and dynamics, work, energy, momentum, and rotational motion.

*Corequisite(s): MATH 170.*

Classroom Hours – Laboratory and/or Studio Hours – Course Credits: 4-2-4