

Style Guide

For the *Bylaws of the Missouri
State Chapter of the Delta Chi
Fraternity*

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Preface

This style guide details and describes all of the visual design elements and grammatical conventions used in the *Bylaws of the Missouri State Chapter of the Delta Chi Fraternity*. A style guide is essential when editing a document as it helps keep the formatting and language consistent.

This guide is intended for all members of the Missouri State Chapter of the Delta Chi Fraternity. The chapter can reference this guide whenever they emend the *Bylaws* in order to maintain the document's look and language. If the fraternity decides to make any further documents besides the *Bylaws*, this document can be used to provide unity between all of the fraternity's written material.

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Design

The following section details the visual and organizational design choices for the document. Using consistent design gives a document a polished and professional appearance.

Typefaces and Headings

Use the typefaces described in the heading hierarchy shown below.

Title

(Chronicle, 24 pt., centered, bold)

First-Level Heading

(Chronicle, 20 pt., used for “Articles”)

Second-Level Heading

(Chronicle, 16 pt., used for “Sections”)

Third-Level Heading

(Garamond, 12 pt., italicized)

Body Text

(Garamond, 12 pt.)

Numbering

Place all page numbers in the bottom right corner of the page. Use roman numerals to number the preliminary pages. Use arabic numerals for the body of the document. The terms “preliminary pages” and “body of the document” are explained in *Section and Page breaks*.

Margins

Use normal 1” x 1” margins on every page.

Spacing

Insert one line of vertical space after all first-level headings and between all units of body text. Place third-level headings in the same line of text as the term being defined. Do not place any vertical space after a second-level heading.

For all lines of body text that belong to the same unit, use 1.0 spacing.

Section and Page Breaks

Use a section break to separate the title page from the preliminary pages and the preliminary pages from the body of the document. The preliminary pages include the table of contents and the glossary. The body of the document includes all bylaws, the references page, and the index.

Insert a page break at the end of every article or section that begins with a level-one heading. A level-one heading, when it is used, is always positioned at the top of the page.

Lists

Use the following numbering system when listing information. Being a law document, the *Bylaws* are presented in a very list heavy manor. Which information goes with each list level is also described below.

Example: Article 1: Article Title
1.1 Section Title
1.2 Section Title
1.2.1 Regulation
1.2.2 Regulation
1.2.2.1 Clarifying Text
1.2.2.1.1 Expanded Clarifying Text

If it is absolutely necessary to expand on the clarifying text, additional levels can be used. Do this sparingly.

Alignments, Indentations, and Tabs

Align all level-one and level-two headings to the left margin

For three-number list levels, align the numbering to the left and the text to a 0.5" tab.

For four-number list levels, align the numbering to a 0.5" indention and the text to a 1.15" tab.

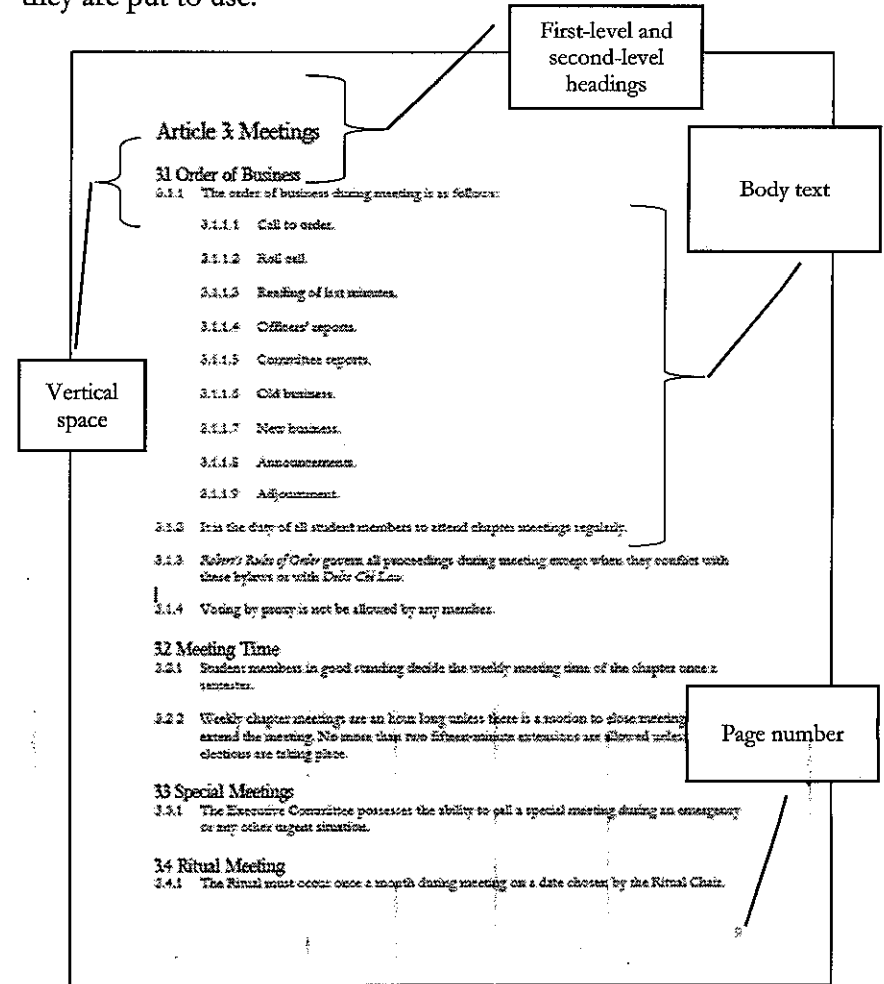
If a five-number list level is necessary, align the numbering to a 1.15" indention and the text to a 1.95" tab.

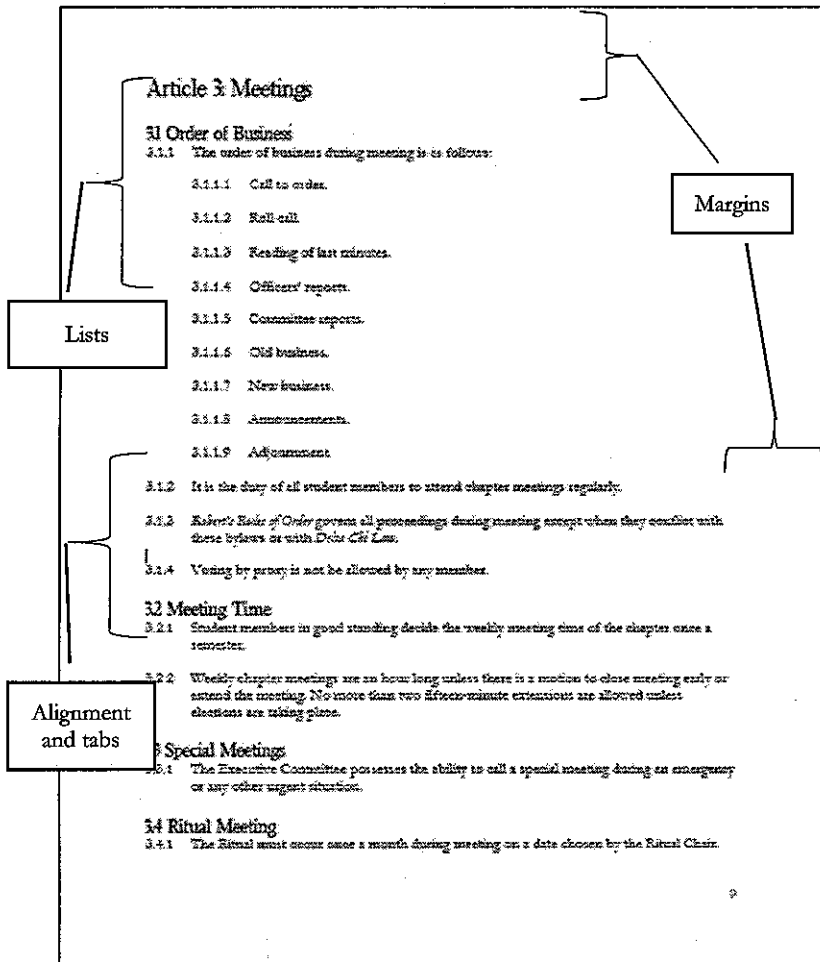
Example:

Article 1
1.1 Section
1.1.1 Text
 1.1.1.1 Text
 1.1.1.1.1 Text

Sample Page Layouts

The next two pages contain samples from the document to display how the design choices described in the previous pages look when they are put to use.





Grammar

The following section reviews various grammar and usage rules. Mistakes in grammar and usage can quickly make a document appear sloppy and unpolished, so it is important to write in a conventionalized manner.

Punctuation

Proper punctuation in a document can make the difference between a successful document and one that is sloppy and unprofessional. The following are some common punctuation rules.

Periods: Only one space follows a period at the end of a sentence:

Example: The sky is blue. No it is not.

Commas: Use commas to set apart a modifying phrase, to combine independent clauses with a coordinating conjunction, to set apart an introductory phrase, to separate items in a series, or to combine two adjectives modifying a noun.

Example: The sky, that mighty, infinite landscape floating above us, is made up mostly of nitrogen. (*modifying phrase and two adjectives modifying a noun*)

Example: The sky is large, and it is barren. (*independent clauses with a coordinating conjunction*)

Example: Depending on the weather, the sky can look green, blue, or grey. (*introductory phrase and items in a series*)

Colons: Use colons after a term if the body text following it is defining that term. Colons always follow the article number in order to introduce the article title. If necessary to use a colon in body text, it must follow an independent clause:

Example: A sandwich has three basic components: the top piece of bread, the fillings, and the bottom piece of bread.

Hyphens: Place a hyphen between two words if they are compound modifiers of a noun or a past participle:

Example: The grey-green sky looks ominous.

Language and Usage

Language and usage are important in making a document appear professional and well written. The following are guidelines to keep in mind when emending the *Bylaws* or when adding in new material.

Numbers: Spell out numbers that are used to quantify an object. Use arabic numerals for things typically displayed on a numeric scale, such as money or GPA. Fees in the fraternity never involve amounts between full dollar intervals.

Example: Three people have less than a 2.5 GPA and, therefore, owe. (*arabic numerals*)

Example: Members owe around \$400 each semester. (*money*)

Capitalization: Capitalize all proper nouns. Boards, committees, positions, and the Ritual are considered proper nouns. Do not capitalize common nouns such as “biddable member,” “associate member,” “student member,” “inactive member,” “faculty advisor, or “alumni”:

Example: The new member must listen to the New Member Educator and not attend Ritual meetings.

Abbreviations: Only abbreviate the positions consistently referred to within the fraternity by their abbreviations. The first time one of these terms is used, use the full term in the sentence and place the

acronym in parenthesis following it. The positions that the fraternity consistently abbreviate are defined below:

- “A:” meaning president
- “B:” meaning vice president
- “C:” meaning secretary
- “D:” meaning treasurer
- “E:” meaning alumni relations secretary
- “F:” meaning sergeant at arms
- “BB:” meaning alumni advisor
- ABT: meaning the Alumni Board of Trustees.

Example: The Alumni Board of Trustees (ABT) is an option for alumni members seeking to maintain their lifetime commitment to the fraternity.

Tone: Maintain an imperative, direct tone throughout the document. Keep the word choice modern.

References: If a document is mentioned, list the title in italics. If information from another document is used, it must be cited in American Psychological Association (APA) style and the year of publication must be placed in parentheses following the reference. The only two sources the need to be cited in a reference page are already cited in the document as they should be. If the citations need to be updated, see <www.apastyle.org>.

Technical Support

If there are any questions concerning the document, contact Delta Chi Headquarters. The information is listed below:

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