

Style for course listings is based on the campus's Editorial Style Guide, available at [identity.berkeley.edu](http://identity.berkeley.edu).

### Course Titles

Capitalize each major word in course titles. Do not use all capital letters. Do not enclose in quotes. At this time, some special and common characters are not permitted in course titles

**Transcript Titles** are limited to 19 characters (including spaces). CMS will automatically populate the transcript title field with the first 19 characters of the full course title. Usually, the transcript title should be edited so that it conveys a clear abbreviation of the full title.

#### *Examples of Transcript Titles*

Full Title: Introduction to the Study of Buddhism

Bad Title: INTRODUCTION TO THE

Good Title: INTRO TO BUDDHISM

Full Title: Electromagnetic Energy: From Motors to Lasers

Bad Title: ELECT EN: MOT TO LA

Good title: ELECTROMAG ENERGY or MOTORS TO LASERS

### Instructor Name(s)

This field is optional. You may leave it blank or write "Staff." Fill in last name only. If there is more than one instructor in a department with the same last name, then you may use first initials.

### Course Descriptions

The course description should let students know the general content of the course in a concise manner. Do not include course rules (prerequisites or restrictions) or course data (units, format). This data is captured in other parts of the proposal.

Please adhere to the following conventions when filling out the course description field:

- Do not start the description with the name of the course.
- Character Limit: The campus standard for course descriptions is 500 characters. CMS will enforce a cutoff at 750 characters (including spaces). Existing courses with descriptions exceeding 750 characters have been migrated into CMS as is, but if the department initiates a proposal to modify such courses, the system will require that the description be shortened.
- Capitalization: Only capitalize proper nouns and first words of sentences. Do not capitalize topics or disciplines.
- Abbreviations and acronyms: In general, avoid them. Most words should be spelled out: laboratory, mathematics, California. In general, omit periods from initialisms (NEA), except U.S. and U.N.
- Dates and Times: Seasons/terms are not capitalized (fall, spring, summer).
- Spacing: Use one space after a period.
- Numbers: Spell out zero through nine, and spell out any number that begins a sentence. Also spell out fractions (one-half).
- Punctuation: Use a comma before the last item in a series. Use an em dash (— or --) to set off phrases. Use a hyphen (-) for compounds that are hyphenated, not a dash.

- **Formatting:** When copying and pasting from a word processor document, be sure to paste without styles and formatting. Double check line breaks to make sure that extras haven't been inserted. At this time, italics are not supported.
- **Special Characters:** Please do not use "curly" quotation marks or special characters (ñ å ø ü à é î ç). These are not compatible with DB2. Most common characters can be used (!@#\$%^&\*()-\_+={|};:'''/?>.<.,).
- Check your spelling and grammar (most web browsers will alert you to misspellings).

## Formats

If you want to describe the instructional format differently from the automatically generated format phrase, enter a phrase in the Custom Format section. This text will appear in the Catalog in place of the standard phrase, so you must copy the standard format into the Custom Format box if you want it to appear in addition to the custom format. You must also write out the format and hours for each term length (six weeks, etc.).

- Spell out numbers (two instead of 2; one-half instead of ½).
- Custom format examples:
  - For a 3 hr LEC course: Three hours of lecture per week plus two Saturday field trips.
  - For a 3 hr LEC + 2 hr DIS course: Three hours of lecture per week plus a weekly evening film screening. In summer, six hours of lecture per week plus two evening film screenings per week for eight weeks.

## Prerequisites

- Use full department names for each course prerequisite (e.g., Integrative Biology, not IB). Be sure to specify the department, especially for cross-listed courses.
- You may also enter other requirements such as test scores, mastery of a subject, acceptance to the major, or consent of instructor. Use standard phrases whenever possible for consistency:
  - Consent of instructor (not permission)
  - Graduate standing/Upper division standing
- Office of the Registrar staff will review the prerequisites field and standardize the phrasing if necessary. OR is responsible for encoding prerequisite rules.
- If the course does not have any prerequisites, leave the field empty. Do not write "none" or anything else.

## Restrictions

- Describe in detail any credit restriction or deficient grade removal rules. This text is for clearly communicating with Office of the Registrar staff and will not necessarily be published.
- Try to use standard phrasing if possible: "Students will receive no credit for Mathematics 100 [this course] after taking Mathematics 101." is an example of a standard phrase.
- OR staff will review the restrictions field, then compose and publish the restrictions and deficient grade rules. OR uses standard phrasing for consistency and accuracy and is responsible for encoding these rules to be enforced in the student records system.