Style Guide for Accreditation Reports

1. General Tone and Style

- Use **formal, objective, and professional** language.
- Maintain a **neutral, evidence-based tone** without personal opinions.
- Be **clear, concise, and specific**, avoiding unnecessary jargon.
- Use **positive and constructive language**, focusing on strengths and areas for improvement.

2. Language and Grammar

- Use **active voice** for clarity (e.g., "The school implements…" instead of "Implementation is done by the school…").
- Avoid vague terms—be **specific** and **precise**.
- Keep sentences **short and direct** to enhance readability.
- Proofread for **grammar, spelling, and consistency** before submission.
- Use **standard capitalization rules**. There is no need to capitalize School or other terms not typically considered proper nouns.

3. Formatting Guidelines

- **Use the default font and spacing in the Portal.** If you cut and paste into the Portal, please ensure the font and spacing are consistent with the default settings.
- **Choose a consistent way to craft answers.** If preferred by the chairperson, use a bulleted list. Other options may include paragraphs, numbered lists, etc. Whatever is decided upon, everyone should use the same style.
- **Avoid additional spaces.** Do not press "Enter" multiple times before and/or after answers. If this occurs, please remove them so the answer fits within the text box. Otherwise, the .pdf of the report will be incorrectly formatted.

4. Additional Considerations

- **Use titles, not names.** Please check with the Head of School if the team feels strongly about including a name in the report.
- **Any indicator violations must be noted as mandates.** Even if the matter seems minor, a mandate should be written.
- **All mandates must appear in the Special Recommendations**.