

## Commencement Program Guidelines

Please direct all correspondence on the commencement program to the following individual with University Marketing and Communications (UMC):

Jimmie Corrigan: jxc860@ case.edu; 368.5718

You will receive Word documents for your Order of Ceremonies section and Awards section (with last year's content) after this meeting. Use these files to update with 2016 information. Return these via email to UMC by **Fri., March 4, 2016**.

Lists of graduating students should be sent in an Excel spreadsheet, using the same column formatting as the attached (which also will be emailed to you for reference). The lists of students are also due via email to UMC by **Fri., March 4, 2016**.

You can always send us items early, as long as the section is complete unto itself (order of ceremonies, awards and graduating students).

When reviewing page layouts, please mark changes up using the Adobe Acrobat "comments" toolbar. Please use the "insert," "replace" and "strikethrough" cursors ONLY. We will have a "refresher" course on how to use this feature before entering layout mode.

### Things to Keep in Mind When Producing Your Documents:

Be sure the formatting of students' names is EXACTLY the same between lists (e.g., degree received and award(s) received)

When listing middle initials, there should be a period after the initial (e.g., James P. Corrigan)

Our editorial style does not use periods in degree abbreviations: BA, MD, PhD, etc. This is true for both the listing of graduating students and in listing credentials for presenters:

Grover C. Gilmore, PhD  
Catherine L. Luck  
BA, Miami University  
MA, Cleveland State University

Notes on listing schools where students have received prior degrees:

- Institutions with multiple campuses should have their names formatted as: University of California—Davis.
- Do not include articles in front of names of schools (e.g., Ohio State University, NOT The Ohio State University).
- Institutions in other countries should have the name of the country listed after the name of the college, separated by a comma, unless it is already in the name (e.g., University of Science and Technology, India BUT National University of Ireland).
- Two degrees from the same institution should be listed separately:  
EX: BA, Miami University  
MS, Miami University

A database of formatted college and school names for your reference will be emailed to you today along with your other files.