

## Transcript (short) Course Title Guidelines

The short title is part of the official transcript record and may be reviewed by other institutions and prospective employers. Therefore, it should be easily understood by the general public and not couched in departmental or university jargon. The short title should make sense and not have a different meaning from the long title, and takes the subject matter into consideration

Please follow these guidelines when entering short course titles:

- 1. No need to shorten/abbreviate long titles that are under 30 characters in length, though some can be if desired to increase consistency across courses.**
  - Exception: Always abbreviate certain words to reduce inconsistency on a student's record.
    - And -> &
    - Introduction/Introductory -> Intro (and don't include "to" after Intro)
    - Laboratory -> Lab
- 2. Always use spaces between words.**
- 3. Punctuation:**
  - Do not use periods when abbreviating words, to save character space, including locations and people (e.g., US instead of U.S.).
  - Do not end a short title with punctuation (e.g., colon, hyphen, etc.).
  - Colons are preferred over hyphens (e.g., "Topics:" instead of "Topics-").
  - For titles with three key themes:
    - Unlike long titles, don't use serial commas: Use one comma and an "&", or just three commas.
      - E.g., Islam, Women & Modern World
      - E.g., Power, Agency, Community (there is no "and" in the long title)
    - Also acceptable to use "/" without spaces, instead of "&", if it can be shortened while following other guidelines and space is a premium.
      - E.g., Chem Reac/Equilibria/Kinetics
- 4. Never abbreviate certain words, due to cultural sensitivities.**
  - People groups (e.g., Aboriginal, Indigenous).
  - Topics that could be seen to be being trivialized by the practice of shorting (e.g., Holocaust, genocide, colonialization, etc.).
- 5. Be consistent within course series (i.e., A/B, part 1/part 2, courses with matching labs).**
- 6. For titles that are particularly long:**
  - **Remove excess words, while ensuring clarity, readability, and a full thought:**
    - Prepositions: To, in, with.

- For date ranges, use “-” instead of “to”, with no spaces on either side.
- Articles: The, a, an.
- Words referring to the subject being taught since the title is accompanied by a subject code.
- If it is necessary to abbreviate words, they should be easily deciphered. It is better to use three or four essential words that are understandable than to cram several words in by cutting them down and losing the meaning entirely.
- Be careful not to use abbreviations that result in unintentional innuendos or offensive phrases.