

Ed Bonza,

I have made several edits to the KSU Student Hand book & Daily Planner for the 2011-2012 academic year. The most obvious of said edits is that I changed all of the title, headings, and footers to upper-and-lower case. My justification for that is that this is the KSU Student Handbook, and for many students its one of the first things that is given to them upon arriving their first year. Being a KSU Student myself, I know I feel more like a college student and less like a child when the people around me treat me in such a way, which motivates me to prove myself an adult. I think that making the fonts and cases more professional rather than "fun" will aid in this.

I also chose to use the Oxford Comma throughout the text. This is because while some style guides prefer not to, The Chicago Manual of Style favors it and I agree. When I read a list, "red, orange and yellow," I read it as "red...orangeandyellow." I think that the Oxford Comma distinguishes that "orange" and "yellow" are meant to be read as separate pieces of the list.

In the Contents on the first page, I commented that the page numbers need to be placed in a separate column from the section titles that they correspond to because It will make the page flow better and look more neat.

I abbreviated all months except April, May, June, and July; and I also abbreviated the days of the week. I chose to do this because I believe it attracts more attention to the dates and days, which is important because office hours and deadlines are some of the more important things that students should know about the KSU campus. I also chose to use en dashes for the words "to" and "through" between days and times, because I believe the en dash will also bring more attention to it rather than more words.

If you have any questions about any of the other edits I made, please feel free to ask.

Thank you very much,

Tiffani Reardon