

GUIDELINES FOR UPDATING CIS DATA

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Updating CIS information: data amendments required

As the *UTS: Handbook 2009* will be presented in course areas rather than faculties, it is necessary to make some amendments to CIS data, specifically data within the 'Course area information' (formerly 'Faculty information') section and the 'Other information' field in course entries. The changes required should be minimal, mainly changing the faculty name to the equivalent course area name or by just specifying the actual faculty name.

Course area information

- It would help with clarity to add a sentence stating which faculty administers the course area. It is suggested that this be the first sentence in the 'Information for students – content' field, for example: 'UTS: Communication courses are administered by the Faculty of Arts and Social Sciences.'
- Mostly the term 'Faculty of [faculty name]' or 'the faculty' can be replaced, where appropriate, with 'UTS: [course area]' (note the space after the colon) or '[course area]', for example, change:
'The faculty offers postgraduate degrees by coursework and research.'
to:
'UTS: Communication postgraduate degrees are available by coursework and research.' or
'Postgraduate communication degrees at UTS are available by coursework and research.'
- When you need to refer to the faculty, specify what faculty you're referring to, for example, change:
'See the list of elective subjects offered by the faculty.'
to:
'See the list of elective subjects offered by the Faculty of Science.'
- When referring to the Faculty Board, specify what faculty board you're referring to, for example, change:
'Request for exemptions may be considered by Faculty Board.'
to:
'Request for exemptions may be considered by the Faculty Board in Engineering and Information Technology.'
- Duplication of data (this may affect the course areas under the new faculties of Engineering and Information Technology; and Arts and Social Sciences): if information is the same for all course areas under a new faculty, for example research information in the course areas of Engineering and Information technology, then for 2009 duplicate this information. This may change for 2010.

Course entries

- 'Other information' field: students should be directed to an appropriate UTS Student Centre, not a faculty.
- 'Other information' field: if the data directs students to the faculty's website, for example, change:
'Further information is available from the Faculty's website at:
<http://www.hss.uts.edu.au/>'
to:
'Further information is available from the UTS: Communication website at:
www.communication.uts.edu.au'
or
'Further information is available from UTS: Communication at:
www.communication.uts.edu.au'
(Note also handbook style change for specifying URLs, i.e. removal of http:// and the end slash.)

Updating CIS information: general points

When editing data and applying styles, Publications, GSU use the following style manuals and dictionaries:

- the *UTS: Publications Style Guide* (available as a downloadable pdf from the CIS: Documentation website)
- the *Style Manual for Authors, Editors and Printers* (2002)
- the *Macquarie Dictionary* (2005), and
- the *Oxford Dictionary of English* (2005).

As a CIS editor, you should be familiar with the CIS Documentation website. It contains information on how to update data and the specific format requirements and word counts for each field:

http://cis.uts.edu.au/edit_cis/documentation

In particular, see the following webpages in CIS Documentation:

- 'Procedures for updating data' at:
http://cis.uts.edu.au/edit_cis/documentation/procedures.html
- 'CIS: fields, purpose, limits, location', Courses / Subjects / Majors / Sub-majors / Study packages at:
http://cis.uts.edu.au/edit_cis/documentation/cis_fpl.html
- 'Course area (formerly Faculty) information' fields at:
http://cis.uts.edu.au/edit_cis/documentation/fac_info_fields.html

Some general points to note:

- Descriptive text fields should be written in the present tense, third person, using full sentences.
- Please:
 - Do not add extra paragraph spacing to the data within CIS. Paragraphs may appear to need extra spacing in CIS, but spacing will be applied to the data by the stylesheet/styles of the particular product using the data. A double paragraph may look correct in CIS, but will cause excessive white space to appear in publications using the data. The display screen in CIS should be used for checking content only. It is not a display of how the data will actually appear in any product.
 - Do not use double spaces between sentences in a paragraph.
 - Do not leave excess paragraph marks at the end of field data or after html tags.
- You will notice that there is some xhtml coding within fields. This is unfortunately unavoidable. It is required for linking in the online handbook, and cross-reference generation within the print handbook. When amending data, please do not delete or change this coding. At data approval stage, Publications GSU will ensure all xhtml is correct.
- If you are pasting text from MS Word into the database, save the file you're working from as 'Text only' before you paste the data. Word documents contain lots of hidden characters that will not reproduce correctly within the database and will cause data corruptions when used in publications.
- There are word/character limits on CIS fields. Please try to apply these limits.
- As different combinations of fields are used in many different products, it is important to omit data that does not fall under the definition of the field's purpose. Failing to do this could cause duplications of data in some products.

Notable differences to UTS: Handbook 2009

- Scholarships and Prizes: the lists of scholarship/prize names broken down by faculty have been removed as full details are available online; the general information paragraphs on prizes and scholarships have been moved to the 'General information – Fees and financial assistance' section.
- The General information section had been reordered into a more user-friendly, logical order.
- The 'Faculty and institute information' section has been renamed 'Course area information'; with the areas named, for example, 'UTS: Business'; 'UTS: Communication', etc.
- The 'Course area information' section is sorted alphabetically by course area (Note: International Studies is no longer placed at the end, but alphabetically under 'I').
- Message from the Dean has been removed.
- Mission Statement has been removed.

- Staff Lists have been removed.
- In addition to the 'List of courses by faculty', there will also be a 'List of courses by course area'.
- A short section (one or two paragraphs) explaining the 'Faculty structure and restructure' will be added after 'Introduction to UTS'.
- A new section explaining how to find information within the handbook, 'How to use this Handbook', will be added before the 'Contents'.
- The 'Faculty/institute responsible:' will be removed from all course and subject entries.
- In 2009, there will be no handbook on CD.

UTS: Handbook 2009, 'Contents'

The *UTS: Handbook 2009* will be divided into the following sections.

- How to use this handbook
- Contents
- List of courses by course area
- List of courses by faculty
- General information
 - Studying at UTS
 - Understanding courses and subjects
 - Fees and financial assistance
 - Services and facilities
 - Principal dates
 - Academic year dates
- Course area information
 - UTS: Business
 - UTS: Communication
 - UTS: Design, Architecture and Building
 - UTS: Education
 - UTS: Engineering
 - UTS: Information Technology
 - UTS: International Studies
 - UTS: Law
 - UTS: Nursing, Midwifery and Health
 - UTS: Science
- Courses
 - Undergraduate
 - Postgraduate coursework
 - Postgraduate research
- Study package directory
 - Choice blocks
 - Majors
 - Sub-majors
 - Streams
- Subjects
- Alphabetical lists
 - Subjects
 - Majors
 - Sub-majors
- UTS contacts, locations and maps