

Based on our last meeting, here are the procedures we agreed to follow for **preparing source documents** that are cited in the accreditation reports.

### **Cited Document Folders**

Within each of the **Criterion folders** in SharePoint, there is a **Documents subfolder** that contains individual folders for each of the **Core Components and Subcomponents** in the criterion. Within each of the **Subcomponent** folders, there is a folder for **Cited Documents** and a folder for **Support Documents**.

### **Copy the Document**

From SharePoint, **save a copy** of the original electronic document to your computer and upload it back to the proper **Subcomponent/Cited Documents folder** in the criterion where the document is being cited. See the exception below for Board of Trustees documents. **Do not move any original documents from their current location in SharePoint.**

### **Name the Document**

Keep the document's **original file name** on the copy you've made. After the copy is uploaded to one of the Subcomponent folders, input the **citation information** from the report into the **Title field** within the document's properties. To do this, mouse over the document name in the Subcomponent folder and choose **"Edit Properties"** from the drop-down menu. Fill in the **Title field** with the following items, **separated by commas**, from the corresponding source citation in your report text and **click OK**:

- Unit name
- Document name
- Document date and/or year
- Word "extract" if it is only a portion of the original document

### **Trustees Materials**

Since the **Board of Trustees** materials are very large, **do not copy or move them** from their original location in SharePoint. Instead, **copy and paste the cited portion** of the document onto a **separate file** and place that file in the appropriate Subcomponent folder, labeled **"extract."**

### **Newly Created Documents**

If you have **extracted information** from a website or an original document and made that into a **new file of your own**, you may input the citation information as the **actual file name for the document**, rather than putting it in the Title field on SharePoint.