

## SAMPLE COURSE DESCRIPTION, BIOGRAPHY AND RECOMMENDED READINGS

### 349 – Foundations of American Foreign Policy

In this course, we explore how American foreign policy makers have conceived of the American republic, what they have assumed would threaten the republic's essence and survival, and how they have comprehended their options. Understanding the intellectual foundations of American foreign policy gives us a greater ability to interpret the past, explain the present and predict the future.

Class sessions will address these topics:

1. The American Dilemma: Creating a Foreign Policy for a Liberal, Democratic, Republican, Sovereign State.
2. The Internal Fragility of a Liberal Democratic Republic: Alexander Hamilton, John Quincy Adams, and the "Isolationist" Tradition.
3. The Imperatives of Civic Nationalism: Theodore Roosevelt, the Progressives, and America's Entry onto the World Stage.
4. Making the World Safe for Democracy: Woodrow Wilson, Charles Evans Hughes, and the Debate on How Best to Change the World.
5. The Challenge to Liberalism: Franklin Roosevelt, the Cold Warriors, and the Forty Years' Crisis.
6. After the End of History: George W. Bush, Barack Obama, and the Survival of a Liberal Democratic Republic in a Post-Modern World.

**Edward Rhodes** is a professor of public policy at George Mason University and was dean of the school from 2010 to 2013. Prior to joining George Mason University, he was a member of the faculty of Rutgers University for 24 years, serving as founding director of the Rutgers Center for Global Security and Democracy and as dean of the Social and Behavioral Sciences. From 2007 to 2009, Rhodes was a visiting professor at Princeton University; he has also held research appointments at Harvard, Stanford, and Cornell universities, as well as Fulbright and Council on Foreign Relations fellowship positions. Rhodes received his AB from Harvard and his MPA and PhD degrees from Princeton.

*Recommended Reading: Promised Land, Crusader State: The American Encounter with the World since 1776*, Walter A. McDougall or *Special Providence: American Foreign Policy and How It Changed the World*, Walter Russell Mead.

### ENCORE LEARNING STYLE SHEET (3/10/22)

**Note:** Most of these style notes come from the Associated Press Style book. If you have a question, you can refer to the style book at <http://library.arlingtonva.libguides.com/apstylebook>

#### 1. Abbreviations

- a. Abbreviate street addresses  
Ex. St., Rd., Blvd.
- b. Abbreviate the name of the state when used with a city and use commas to separate the two.  
Ex. He hails from Arlington, VA, and she is from Bethesda, MD.
- c. Use U.S. in the body of course description, US in course title.

## 2. Academic degrees-

- . Use MA, MS, BA, etc. without periods.  
Ex. She holds her BA from Virginia Tech University and her MA from Columbia University.
- b. Using words not abbreviations for degrees is permissible.  
Ex. He holds a master's from Cornell.
- c. If using the subject of the degree, **lowercase** it.  
Ex. He holds a PhD in history.
- d. Delete degree when appended to instructor's name.
- . If the University or College is previously in the description or bio you can use the shorter version throughout the rest of the description.  
Ex. "University of Virginia ". Then if referenced again use "UVA"

## 3. Capitalization

Capitalize these groups of people: Blacks, Hispanics, Latinos, Native Americans, Indigenous People, Asian Americans, Whites.

Capitalize COVID or COVID-19.

## 4. Commas

- a. Use commas before a conjunction that joins two or more related sentences (independent clauses).  
Ex. He has studied abroad in several continents where he learned a multitude of languages, and he is widely read in Spanish.
- b. If commas occur in either of the sentences, a semicolon is used to separate the final conjunction.  
Ex. As long as I have known Dave, he has studied abroad; and from this study, he has developed a high level of fluency in Spanish.
- c. The comma before the conjunction is optional in sentences that are very short and closely linked.  
Ex. Dave studies abroad and he is fluent in many languages.
- d. In a series do not use a comma before the conjunction and unless it is needed for clarity.  
Ex. Fish, fowl and beef are available on the menu.  
Ex. We had salad, bread, and spaghetti and meatballs for dinner.
- e. A comma is not used between the parts of a compound predicate – that is, two or more verbs joined by a conjunction and having the same subject.  
Ex. He had accompanied Sanford and had volunteered to write the report and to distribute it to the board.

(Note that this sentence gives equal emphasis to each of the activities. If emphasis is not needed, the sentence would be better written as follows: He had accompanied Sanford,

volunteered to write the report and distributed it to the board. See comma in a series rule below.)

- f. Commas are used to separate an introductory clause or phrase from the main clause.

Ex. When the professor attended Cambridge University, his professor was a Nobel prize winner in chemistry.

- g. However, if the clauses or phrases are short, do NOT use a comma.

Ex. During the war he served in the Army.

## 5. Colons and semicolons

- a. Single space after a colon.

Ex. Instructor: Colin R. Hart

b. Use a semicolon to clarify a series: Use semicolons to separate elements of a series when the items in the series are long or when individual segments contain material that also must be set off by commas.

c. Use a semicolon to link independent clauses: Use a semicolon when a coordinating conjunction such as *and*, *but* or *for* is not present.

Ex. The package was due last week; it arrived today.

## 6. Composition titles

a. Italicize names of books, novellas, journals, newspapers, magazines, movies, plays, operas, paintings and statues, as well as the introductory words to the reading lists for a class.

Ex. *Recommended Reading: Jihad: The Trial of Political Islam*, Gilles Kepel.

b. Repeat the usage of the titles regarding capitalization of prepositions, even if our style is different.

Ex. *The Valleys of the Assassins*, Freya Stark; *The Last Gift of Time*, *Life Beyond Sixty*, Carolyn G. Heilbrun

c. Poem and short story titles, as well as titles of articles in periodicals are placed within quote marks.

Ex. Wordsworth completed his poem, "The Ruined Cottage" in 1798.

Ex. "Highway bridge noise can disturb fish's hearing," appeared in the February 7, 2015, edition of *Science News*, 17.

Quoted poems of more than five lines that are part of descriptions are left- indented five spaces. Poems referred to by first line rather than a title are capitalized sentence style and set in quotes, *e.g.*, "Shall I compare thee to a summer's day?"

**Note:** When listing a book in the recommended reading, use *only* the book title, subtitle and author, separated by a comma. NO PUBLICATION DATA unless absolutely necessary for clarification.

- d. Social media: capitalize, no italics, e.g., Google, Wikipedia, Facebook.
- e. Do not include statements that readings will be provided in class.
- f. Copy editors should verify the correct titles on Amazon or other bibliographic sources, supplying subtitles, if available. Verify that Web addresses are accurate.

## 7. Contractions

a. We do not use contractions in the catalog.

Ex. We use do not, not don't.

## 8. Dashes and Hyphens

- a. Use an em dash (e.g., — ) (not a hyphen (e.g., - ) and not a long dash). Em dash in Word is shortcut key (ctrl + alt + the minus key on the number pad, not the keyboard) or under the Insert tab (Insert → Symbol tab → More Symbols → Special Characters). The em dash can be used in place of a colon when you want to emphasize the conclusion of your sentence.
- b. Use a space before and after a dash.
- c. Avoid overuse of dashes instead of commas in course descriptions.
- d. Avoid adverb-verb hyphenation, e.g., He is widely read in Spanish, *not* He is widely-read in Spanish.

Character:	Shortcut key:
— Em Dash	Alt+Ctrl+Num -
- En Dash	Ctrl+Num -
- Nonbreaking Hyphen	Ctrl+Shift+_

## 9. Geographic usage

a. With well-known cities, no country identification is needed.

Ex. Paris and Berlin stand alone if referring to the European capitals. However, if referring to a small town with a big city name – like Paris, VA, or Berlin, MD – use the state name to avoid confusion.

b. Use the name of the city in which a university is located only for clarification.

Ex. Washington University in St. Louis

## 10. Months

a. Use abbreviated months in charts, such as Oct for the start and end dates of a course with no periods; but in class descriptions and text spell out the month.

Ex. See course offering chart and course descriptions in catalog.

## 11. Numbers

- a. Spell out numbers one through nine; use numerals for 10 and above.

Ex. We collected nine dolls, 17 toy trucks and 7,500 Legos for the toy drive.

- b. For large numbers, you may use a combination of numerals and words.

Ex. The cost is \$4.5 million.

- c. Use numbers rather than spelling out centuries.

Ex. We live in the 21<sup>st</sup> century, but the course is about the 5<sup>th</sup> century.

- d. Avoid starting a sentence with a numeral. If you do start with a number, spell it out.

Ex. Seventeen persons signed up for class.

- e. Always write out the year.

Ex. "2010-2013" not "2010-13"

## 12. Periods

- a. Always use periods within the quotation mark.

Ex. Zinsser says, "Use memoir to look for your humanity."

- b. If a list begins with a verb, use a period at the end of each item on the list.

Ex. If you have never been a member of Encore Learning,

- Go to [www.EncoreLearning.net](http://www.EncoreLearning.net).
- Under **QUICK LINKS**, choose **Join Encore Learning**.
- Choose **Join Online**.

- c. Single, not double space, between sentences.

## 13. Prepositions

- a. Lower case prepositions in headlines or titles if they have three or fewer letters but capitalize prepositions with four or more letters.

Ex. *Writing About Your Life, Understanding the Economic Issues of Our Time.*

- b. Sentence can end with a preposition to avoid awkward expressions.

## 14. Time

a. Use uppercase with no periods when noting time. Use AM and PM for starting and ending times unless they are the same.

Ex. Class begins at 11:00 AM and ends at 12:30 PM

Ex. Class begins at 2:00 and ends at 3:30 PM

b. Use noon for the middle of the day.

Ex. The program begins at noon and ends at 1:30 PM

## 15. Personal Titles

a. Capitalize titles when used before the name but NOT when they are not used with an individual name.

Ex. President Obama, Chief Justice Roberts.

Ex. The president gave the State of the Union address. The chief justice voted no.

b. Lower case longer titles and use as a clause after the individual's name.

Ex. Christine Legarde, president of the World Bank; John Jones, chief financial officer of the Chocolate Institute of America.

c. Do not capitalize titles which are basically occupational descriptions.

Ex. Thus lowercase movie star Brad Pitt; Stephen Dachi, a former foreign service officer; or Peter Stearns, former provost at George Mason University.

d. Do not use honorifics with instructor names that are listed before the course description (including the title of ambassador). If the instructor supplies honorifics, use them only in the bios and without periods (MD, PhD).

Ex. He served as ambassador to Egypt and earned a PhD after retiring.

e. George Mason University should be referred to as GMU for the course calendar and calendar view and the full name for other references, such as biographies.

f. Do not include the instructors middle initial, unless there are two people with same first and last name.

Ex. Jane B. Smith should be Jane Smith

g. Nicknames should be in quotation marks

Ex. A.J. "Alonzo" Wind

h. Ensure names are consistent within the course description and the instructor bio.

## 16. Length Restrictions

The length count (with spaces) for course descriptions is 1600 and for bios is 400. If a course description or bio greatly exceeds these counts, copy editor should refer questions regarding what to cut to the Academic Programs Committee for guidance.

a. Biographies: delete extraneous material that does not pertain to the subject matter of the course, such as number of courses taught for Encore Learning, hobbies, etc.

### **17. Hyperlinks**

a. The websites/links to recommended reading should be included in the Recommended Readings/Websites. The full link will be embedded in the Catalog and will look improved from what is in the edited course description document. Please check all hyperlinks.

No numbers in Recommended Readings or Independent Reading or Recommended Websites, even with a link. It should all be in one paragraph separated by a semicolon.

Ex.” Arlington County 2019 Community Energy Plan: [arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/13/2019/10/Final-CEPCLEAN-003.pdf](https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/13/2019/10/Final-CEPCLEAN-003.pdf); General Reference on Climate Change, NASA: [climate.nasa.gov/effects](https://climate.nasa.gov/effects); General Reference on Insurance Industry and Climate Change, Global Insurance Perspectives on Climate Change: [www.jdsupra.com/legalnews/global-insuranceperspectives-on-1214862](https://www.jdsupra.com/legalnews/global-insuranceperspectives-on-1214862); McKinsey Report on Climate Impacts and Opportunity in the Insurance Industry: [www.mckinsey.com](https://www.mckinsey.com); What You Can Do Personally About Climate Change: [www.imperial.ac.uk/stories/climate-action](https://www.imperial.ac.uk/stories/climate-action) and [davidsuzuki.org/what-you-can-do/top-10-ways-can-stop-climate-change](https://davidsuzuki.org/what-you-can-do/top-10-ways-can-stop-climate-change) 4026.39v”