MCC Written Style Guidelines

Revised 4-10-18

**Building names - Greenville Campus**

Stanley and Blanche Ash Technology and Learning Center on MCC’s Greenville campus (first reference)

Ash TLC on MCC’s Greenville campus (second reference)

Bill Braman Family Center for Education on MCC’s Greenville campus (first reference)

Braman Center on MCC’s Greenville campus (second reference)

**Building names - Sidney Campus**

Beatrice E. Doser Building on MCC’s Sidney campus (first reference)

Doser Building on MCC’s Sidney campus (second reference)

Donald C. Burns Administration/Library Building on MCC’s Sidney campus (all references)

Activities Building on MCC’s Sidney campus (all references)

Instruction North on MCC’s Sidney campus (all references)

Instruction North Art Gallery on MCC’s Sidney campus (all references)

Les Morford Instructional Building on MCC’s Sidney campus (first reference)

Morford Building on MCC’s Sidney campus (second reference)

Kenneth J. Smith Instructional Building on MCC’s Sidney campus (first reference)

Smith Building on MCC’s Sidney campus (second reference)

Barn Theater on MCC’s Sidney campus (all references)

Gymnasium in the Activities Building on MCC’s Sidney campus (all references)

Pool in the Activities Building on MCC’s Sidney campus (all references)

MCC Recreation & Fitness Center in the Activities Building on MCC’s Sidney campus (all references)

**Room numbers**

Please use correct room numbers. Building maps may be found at [www.montcalm.edu/maps](http://www.montcalm.edu/maps) and they include the correct room numbers. Examples:

Rooms D303-305 in the Beatrice E. Doser Building on MCC’s Sidney campus

Room G129 in the Stanley and Blanche Ash Technology and Learning Center on MCC’s Greenville campus

Room S103 in the Kenneth J. Smith Instructional Building on MCC’s Sidney campus

**Campus addresses**

This is important for events on the website. In Greenville, we have individual addresses for each building, while in Sidney, we just use the main campus address.

Montcalm Community College

2800 College Drive

Sidney, MI 48885

Montcalm Community College (Ash TLC)

1325 Yellow Jacket Drive

Greenville, MI 48838

Montcalm Community College (Braman Center)

1315 Yellow Jacket Drive

Greenville, MI 48838

**Miscellaneous styles**

Online is one word

Website

Email, no hyphen

Phone numbers: 989-328-2111, Ext. 334

Early College at Montcalm Community College (first reference)

Early College (second reference)

MyMontcalm when using in a text reference such as … students should login to MyMontcalm to view their student account.

<https://my.montcalm.edu> when giving a specific direction such as … students should login to MyMontcalm to view their student account at <https://my.montcalm.edu>

**Months**

Abbreviate months as follows when used with a date; if just using the month, spell out the word:

Jan.

Feb.

March

April

May

June

July

Aug.

Sept.

Oct.

Nov.

Dec.

Also, use commas as follows: Jan. 1, 2017,

**Professional titles**

Always use a title when referring to a person. If the title is before the name, the title is capitalized; if it is after a name, it is lower case. Examples:

MCC Vice President for Administrative Services Connie Stewart

Connie Stewart, MCC vice president for Administrative Services

Business Professionals of America (BPA) Club Advisor Bill Bishop

Bill Bishop, Business Professionals of America (BPA) Club advisor

DART League Club Advisor Seth Sutton

Seth Sutton, DART League Club advisor

Correct titles for MCC employees may be found on the phone list; or contact Director of Human Resources Riki Jensen at [riki-jensen@montcalm.edu](mailto:riki-jensen@montcalm.edu) or 989-328-1220.