



The *MCC Daily Tribune* is Monroe Community College's daily, employee e-newsletter. Its content is submitted by employees, for employees. Submitters are responsible for their announcements and for following all rules and guidelines, which can be found in the *Daily Tribune* submission portal; click on the FAQ link.

If you have questions or issues with the *Daily Tribune*, please [email the MCC Community Relations Department](#).

Rules and Guidelines

- 1) Announcements must be related to Monroe Community College, MCC Association, MCC Foundation, their employees or their retirees. Submissions are accepted from employees only.
- 2) The *MCC Daily Tribune* is published at 7 a.m. every weekday the College is open. The submission deadline is 3 p.m. for articles to appear the next business day. Postings for the next day cannot be submitted after 3 p.m.; please select a different date. [Email the Community Relations Department](#) if your submission must be posted the next day.
 - a) The *Daily Tribune* does not publish if there are no articles or when the college is closed.
- 3) Article submissions* are not reviewed by the Community Relations Department prior to publication. Submitters are encouraged to use spell check and/or ask a colleague to review their announcements prior to submitting.
 - a) *Events calendar announcements are the exception. Some events are published to the [College's home page](#). Because of the very public nature of www.monroecc.edu, all calendar of event submissions are reviewed by the Community Relations Department prior to publication. Please allow 48 hours for review (Monday-Friday).
- 4) When writing your submissions, consider the audience for whom you are writing – is it for students? Or employees? – and make sure the language makes sense for your audience. You can submit information to the *Student Tribune*, the *Daily Tribune* or both.
- 5) Announcement headlines must use standard upper- and lower-letter case (e.g., not all caps) and are limited to 110 characters, including spaces. Please refrain from using multiple exclamation points.
- 6) PDF, JPG, and .DOC attachments must be ADA-compliant prior to posting and are acceptable in a size less than 2 MB.
 - a) Consider submitting an announcement that can stand on its own without an attachment. Attachments should supplement your announcement; they shouldn't be the primary or sole message (e.g., your message can't be "See attached.").
 - b) JPG must include a caption in the article describing the image that will be uploaded.
 - c) If you are submitting an attachment, you will need to create a Technology Services support request with your submission. A "Tech Request" button appears in the form. Please plan ahead to allow time, usually two weeks, for the review and approval of your attachment and to prevent delays in your posting. When your attachment is approved, you will receive an email notification.
- 7) Before inserting an event registration form to your submission, submit a [Technology Services support request](#) for assistance in confirming the tool is approved by the College or if you need a custom event registration built.

- 8) Please correct any typos or mistakes immediately. (Announcements can be edited pre- and post-publication by the submitter or the author.) Announcements generally are not republished and remain subject to the two-week publishing rule [#9, below], regardless of error. Corrections made after publication do not appear in the email but will appear once readers click through to the *Daily Tribune* content hosted on a web page.
- 9) If you have an important upcoming event and want to notify people once to inform them, then again to remind them, please allow at least two weeks between submissions.
- 10) An employee may submit on behalf of another employee (the author), but only with the author's permission.
- 11) An author's name is required for each announcement. This is the person a Daily Tribune reader can contact for more information.
 - a) If you want other names associated with the announcement, you can do so within the body of the announcement.
- 12) Community Relations handles only the *Daily Tribune*. The *Student Tribune* is overseen by the Office of Student Life & Leadership Development.

Definitions

Submitter - the MCC employee who submits content for the *MCC Daily Tribune* and/or the MCC Events calendar. The submitter's name is not published in the Daily Tribune unless the submitter is also the author.

Author - the MCC employee whose name is published in connection with an *MCC Daily Tribune* announcement and/or an MCC Events listing. For instance, an administrative assistant may be a submitter of an announcement, but the author is their supervisor.

Announcement - any information submitted to or appearing in the *MCC Daily Tribune*.