

The Dos and Don'ts of the MCC Daily Tribune

- The Daily Tribune is published at 7am every weekday the College is open. The submission deadline is midnight.
- Article submissions are not reviewed by the Marketing and Community Relations Office prior to publication. Submitters are encouraged to use spell check and/or ask a colleague to review their announcements prior to submitting.
- Unlike Tribune articles, events appear on the MCC homepage. Because of their very public nature, all calendar of event submissions are reviewed by the Marketing and Community Relations Office.
- Announcements can be edited pre- and post-publication by the submitter or the author. PLEASE NOTE: If an error appears in your announcement, please correct it asap. Corrections made after publication do not appear in the email but will appear once readers click through to the Daily Trib content hosted on a web page.
- An author's name is required for each announcement. This is the person a Daily Tribune reader can contact for more information.
- When entering the headline of your submission, please do not use all capital letters.
- Try to keep the headline short and refrain from using multiple exclamation points. Headline length is limited to 110 characters including spaces.
- 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.
- PDF, JPG, GIF and .DOC attachments are acceptable in a size less than 1MB. Attachments should only supplement the message you are sending out; they shouldn't be the primary or sole message. In other words, your message can't be "See attached."
- An employee may submit on behalf of another employee (the author) – but only with that author's permission.
- When writing your submissions, consider the audience for whom you are writing. Is it for students? Or employees? You can submit information to the Student Tribune, the MCC Daily Tribune (for employees) or both. Just make sure the language makes sense for your audience.
- These guidelines/rules and instructions for submitting can be found in the MCC Daily Tribune submission portal. Click on the FAQ link.