# The Do's and Don'ts
## of the
# MCC Daily Tribune

- Please delete your e-mail signature or name within the body of your Trib message. (Sometimes the darn computer inserts it automatically!) Otherwise, it may appear twice.

- Did you find a mistake once your item was published? Call Marketing and Community Relations immediately. We can correct many items even after publication. (We'd rather have you call us for a correction than submit a correction for the next day's Trib.)

- When entering the headline of your submission, please do not use all capital letters. They're hard to read. (And try to keep the headline short. One line is preferred; two is acceptable; three lines and we start editing. ☺)

- Please do not use different fonts or type size. All Tribune submissions use the same fonts and sizes for consistency.

- Submissions can have a presence in the Tribune for up to three days. 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. (Use the calendar function in the Trib submission process to get your event listed in the Events column of the Trib.)

- PDF 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."

- Articles must be submitted by 3:00 p.m. daily. If you do happen to turn in a submission after 3:00 p.m., make sure to change the publication date or it may get lost in the Trib database.

- If there is a crisis or an important issue that you can't submit before 3:00 p.m., call the Marketing and Community Relations office at ext. 3015. We'll work with you if we can.

- When writing submissions on events, make sure to include all pertinent information such as contact information, what the event is, when it is, who it is for, cost, parking, where it is being held, etc.

- 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 employee Tribune or both. Just make sure the language makes sense for your audience.

- If you check the box for your event to appear on the college's events calendar, be sure to fill in the event's calendar fields. The information from your submission will not automatically be placed into the events calendar. For events occurring on a single date, be sure to enter the event date in the Start Date box as well as in the End Date box.

- Employee titles are not required within the name and department fields on the submission form.

- There is no guarantee multiple exclamation points will be included in a headline. ☺