

# KCC Style Guide

Updated February 2022

**Purpose:** This KCC Style Guide is intended to define college writing standards and to provide recommendations that promote consistency in KCC's online and print materials and publications. Guidelines were developed based on recommendations in the Associated Press Stylebook and from writing practices observed in existing KCC print and online materials.

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## I. House style basics and media processes

**Address:** 7390 South 6th Street, Klamath Falls, OR, 97603

**Clipart:** KCC style prefers photographs in printed materials whenever possible. Professional clipart should be used sparingly in department pamphlets and promotional materials; whenever possible, photos or other design elements should be used. Flyers advertising events, clubs, and on-campus activities are excluded from this. In-house documents, such as the employee newsletter, are also excluded from this.

**Colors:** burgundy, gold, and silver.

**Font, course catalog:** Though other fonts are used for marketing purposes, blocks of content should use Minion Pro if a serif font is desired and Myriad Pro if a sans serif is desired. Font size, depending on space, should be 10, 11 or 12 point.

**Font, website:**

- **Heading 1:** Merriweather Sans. Font size: 2.75em. Font color: rgb(130,0,36)
- **Heading 2:** Merriweather Sans. Font size: 2em. Font color: rgb(130,0,36)
- **Heading 3:** Merriweather Sans. Font size: 1.375em. Font color: rgb(130,0,36)
- **Heading 4:** Merriweather Sans. Font weight: 700. Font size: 1.375em. Font color: #1C1C1C
- **Heading 5:** Merriweather Sans. Font weight: 300. Font size: 1.375em. Font color: #00b233
- **Paragraphs/Body:** Noto Sans. Font weight: 400. Font size: 1em. Font color: #1C1C1C
- **<a> (links):** Noto sans. Font weight: bold. Font size: 1em. Font color: #0971b2 (visited: #00b233)
- **Current KCC web-safe burgundy:** rgb(130,0,36)
- **Current web-safe gold:** rgb(188,163,96)
- **Current KCC web-safe silver:** #ededed

**Font, pamphlet:** Though other fonts are used for marketing purposes, blocks of content should utilize Minion Pro or Cambria if a serif font is desired and Myriad Pro or Arial if a sans serif is desired. Font size, depending on space, should be 10, 11 or 12 point.

**Font, press release:** Press release headlines will be 14-point New Times Roman font, capitalized and italicized. Body text will be 12-point New Times Roman font. Paragraphs will be spaced 1.5. All press releases will have an equal opportunity statement italicized and centered at the bottom of the page.

This version is required on public advertisements of two or more pages:

*Klamath Community College is an Affirmative Action/Equal Opportunity/Veteran/ADA institution embracing diversity. We encourage and welcome women, minority, veteran, and disabled candidates.*

Short version for one-page ads:

*Klamath Community College is an AA/EEO/VET/DISABLED Employer*

Or

*Klamath Community College is an AA/EEO/VET/ADA Institution*

**KCC seal:** Use of the college seal is at discretion of the President's Office, and should not to be used for any application without approval.

**Logo:** The KCC logo should be used on all KCC materials with no exceptions. For guidance about logo use, review the KCC Brand Book on SharePoint. Find it by clicking External > Marketing > Public > 00\_Marketing and branding materials.

If you have questions about logo use or placement, contact the director of communications or the marketing manager.

KCC College logos and department and division sub-logos can be found on SharePoint by clicking External > Marketing > Public > 00\_Marketing and branding materials. If you do not find the materials you are seeking, contact the director of communications at 541-880-2285.

**Media inquiries:** The public information officer will be made aware of all media inquiries.

**Photo and video policy:** From the 2016-17 Catalog: Klamath Community College reserves the right to take candid photographs and video at public and college-sponsored events on and off the College's property, and to use the resulting images and video in media for both internal and external distribution without seeking consent from each individual depicted. Should an individual advise the photographer that he or she is declining to be photographed, the photographer will comply with the request.

Klamath Community College employees and agents will give notice of any photo shoots in private venues, including but not limited to classrooms, laboratories, and offices. Photographers will comply with the requests of individuals who decline to be photographed. In posed or formal photo sessions, photographers will obtain verbal permission from included individuals.

**Press releases:** All press releases must be sent to and approved by the public information officer and the President's Office.

**Spacing:** One space will separate sentences in all uses. Grant writing is exempt from this style and may use two spaces to separate sentences.

**Pamphlets:** Pamphlets are created by the Marketing Department unless otherwise specified. While program leads are responsible for requesting edits to this material, marketing is responsible for design and updating.

**PowerPoint presentations:** KCC has two approved PowerPoint templates. Use the template that best fits your presentation. Find the current approved KCC PowerPoint template on SharePoint here: External > Marketing > Public > 00\_Marketing and branding materials.

## II. Word use

**Accept/except:** "accept" means to receive; "except" to exclude.

**Affect/effect:** "affect" is a verb; "effect" is a noun.

*Examples:*

- *The hurricane's effect was disastrous across the state.*
- *Hundreds of families were affected by the hurricane.*

**A lot:** always two words. Never “alot.”

**Alumnus/alumni:** an “alumnus” is a person who has attended or has graduated from a particular school, college, or university (usually used of a man in the singular). “Alumni” usually refers to all of the men and women who are former students of a school, college, or university.

*Examples:*

- *A KCC alumnus opened a new restaurant in Klamath Falls.*
- *KCC alumni will be invited to the ribbon cutting.*

**am/pm:** use either “AM/PM” or “am/pm” consistently in documents or promotional materials. Use one space between the numeral and am/pm. Do not separate the letters with periods. For brevity, consider omitting minutes after the hour when the event/time noted is on the hour.

*Example:*

- *New student orientation will be held Monday from 8 am to 5:30 pm.*

**Among/between:** “among” refers to three or more objects with no explicit relationship. “Between” should be used in reference to only two directly related objects.

*Examples:*

- *The lottery money was divided among five lucky winners.*
- *Between you and me, this contract will never be signed.*

**Amount/number:** “amount” refers to things that cannot be counted as separate units; “number” refers to things that can.

*Example:*

- *A large amount of water flooded the Commons, but a larger number of people helped bail it out.*

**Anyway/toward:** use anyway or toward – never “anyways” or “towards.”

**Assure/insure/ensure:** assure, insure, and ensure are not synonymous. Please note the varied definitions below.

- *Assure: tell someone something positively or confidently to dispel any doubts they may have.*
- *Insure: arrange for compensation in the event of damage to or loss of (property), or injury to or the death of (someone), in exchange for regular advance payments to a company or government agency.*
- *Ensure: make certain that (something) shall occur or be the case.*

**Because of/due to:** “because of” modifies a verb; “due to” modifies a noun, commonly preceded by a “to be” verb.

*Example:*

- *I lost because of him. My loss was due to a strained ankle.*

**Because/since:** "since" refers to a time element; "because" offers an explanation or the reason for something.

*Examples:*

- *She has been upset since the accident.*
- *She is upset because the accident totaled her car.*

**Boardroom:** one word in all uses.

**Cabinet:** will be capitalized when referring to KCC's administrative "Cabinet."

**Centered on/around:** always "centered on" never "centered around."

*Example:*

- *The award ceremony discussion was centered on teamwork and collaboration.*

**Compared to:** to liken one thing to another type or category, as in a metaphor.

*Example:*

- *He compared bread baking to automobile manufacturing.*

**Compared with:** to examine similarities and differences within the same type or category of things.

*Example:*

- *We compared Big Macs with Whoppers.*

**Coursework:** coursework will be written as one word.

**Cybersecurity:** one word in all uses. The "s" is capitalized when named in the proper noun KCC CyberSecurity and Networking Associate of Applied Science.

*Example:*

- *KCC's new CyberSecurity and Networking Associate of Applied Science was approved in June.*
- *Now is a good time to be working in cybersecurity.*

**Decision-making:** is hyphenated in all uses.

**Disburse/disperse:** to disburse is to distribute or pay out money or other financial assets. Use disperse when something other than money is being distributed.

*Examples:*

- *Financial aid checks will be disbursed Tuesday.*
- *Students dispersed after the live music stopped.*

**Early alerts:** two words; never capitalized.

**E.g.:** for example.

**Ensure/assure/insure:** ensure, assure, and insure are not synonymous. Please note the varied definitions below.

- *Ensure: make certain that (something) shall occur or be the case.*
- *Assure: tell someone something positively or confidently to dispel any doubts they may have.*
- *Insure: arrange for compensation in the event of damage to or loss of (property), or injury to or the death of (someone), in exchange for regular advance payments to a company or government agency.*

**Driver education/driver's license:** courses titles and exercises aimed at educating more than one driver are "driver education." When one individual receives instruction or possesses a license, punctuate "driver" in the possessive.

*Examples:*

- *KCC will offer a driver education course this fall.*
- *Linus earned his driver's license after taking a driver education course at KCC.*

**Farther/further:** "farther" refers to physical distance; "further" an extension of time or degree.

**Flier/flyer:** use "flyer."

**Focus on/around:** "focus" is the center of interest or activity. Always "focused on" never "focused around."

*Example:*

- *The group discussion focused on tackling statewide education issues.*

**Good/well:** "good" is an adjective; "well" is an adverb. I am doing well (NOT good).

**Hay Klamath! Scholarship Round-up:** hyphenate round-up. The "u" is lower case in all uses.

**Health Sciences Building:** is the proper name of Building 6. Capitalize in all uses.

**Healthcare:** written as one word in all uses.

**I.e.:** that is.

**Insure/ensure/assure:** insure, ensure, and assure are not synonymous. Please note the varied definitions below.

- *Insure: arrange for compensation in the event of damage to or loss of (property), or injury to or the death of (someone), in exchange for regular advance payments to a company or government agency.*
- *Ensure: make certain that (something) shall occur or be the case.*
- *Assure: tell someone something positively or confidently to dispel any doubts they may have.*

**Less than/more than:** generally refers to relationships between figures and amounts. "Over" typically denotes a distance or

*Examples:*

- *Holiday spending has increased by more than \$6 billion.*
- *The fox jumped over the fence.*

**OK:** "OK" in all uses, not okay.

**Own:** don't use "own" after a possessive. It's redundant.

*Examples:*

- *The pumpkin latte was their creation. <- Correct*
- *The pumpkin latte was their own creation. <- Incorrect*

**Multimedia:** one word in all uses.

**Percent:** % or percent. When using the % character, do not add a space.

*Examples:*

- *More than 75% of KCC's students receive Pell grants. <- Correct*
- *More than 75 % of KCC's students receive Pell grants <- Incorrect*

**Postsecondary:** one word in all uses.

**Precede/proceed:** "precede" means to come or exist before; "proceed" means to go forward or carry on an action.

**Problem-solving:** hyphenated in all uses.

**Really/very:** refrain from using either adjective unless something is indeed "REALLY or VERY\_\_\_\_\_."

**Steen Sports Park:** always Steen Sports Park. Never Steens Sports Park or Steen/s Sports Complex.

**That:** limit the use of "that" in cases such as: Shaggy says that snacks are better when they're of the Scooby variety. Instead, simply use: Shaggy says snacks are better...

**That/which vs. who/whom:** "that" and "which" refer to inanimate objects and animals without names. "Who" and "whom" refer to people and animals with names.

**Waitlist:** one word when written as a noun. Hyphenate "waitlist" when used as a verb.

*Examples:*

- *Only three students on the waitlist were eligible to enroll.*

- *Students who signed up late will be wait-listed.*

**Well-being:** hyphenate “well-being” in all uses.

**Which vs. that:** “which” is generally non-restrictive and needs a comma. “That” is restrictive and should not have a comma. *Example: The dog, which was brown, ate my steak.* The dog’s color doesn’t matter, so if you take it out, the meaning of the sentence remains the same. If the dog was among a group of dogs and needed distinction, it would be: *The dog that was brown ate my steak.*

**Wi-Fi:** hyphenate in all uses. “W” and “F” are capitalized.

**Whiteboard:** one word in all uses. Not capitalized.

**Who/whom:** “who” refers to the subject of a sentence, clause, or phrase; “whom” for the object of a verb or preposition.

*Examples:*

- *The woman who rented the room took the key.*
- *The woman to whom the room was rented took the key. (The subject is the room, not the woman).*

**Work-study:** work-study is hyphenated in all uses. Work-study will be capitalized when referring to the federal financial aid program.

*Examples:*

- *KCC is hiring several work-study positions.*
- *The Federal Work-Study Program emphasizes employment in civic education and work related to your course of study.*

**Unique:** one of a kind, not “special or unusual.” Do not place very or most before unique because something either is or is not unique, and “very” unique or “most” unique is redundant.

### III. Punctuation

**Acronym:** spell out names/titles on first reference; acronym in parenthesis follows. Only add an apostrophe “s” (’s) when the acronym is possessive. Otherwise, just add an “s” – plural acronyms do not need an apostrophe.

*Examples:*

- *The Oregon Department of Education (ODE) mission statement says the ODE “fosters equity and excellence for every learner through collaboration with educators, partners, and communities.”*
- *ODE’s policies are intended to provide an equitable educational experience for learners statewide.*

- *Open educational resources (OERs) are a great tool for helping students save money.*

**Apostrophe:** use an apostrophe and “s” to show that one person/thing owns or is a member of something. Use an apostrophe after the “s” at the end of a plural noun to show possession. If a name ends in “s,” use only an apostrophe after the “s” to show possession.

*Examples:*

- *It is a student’s responsibility to schedule meetings with an advisor.*
- *KCC is dedicated to improving students’ well-being.*
- *She is the Jones’ cat.*

**Comma:** use a comma to join two complete sentences (independent clauses) when they are joined by “and.” When writing lists, KCC style is to use a serial comma – also known as an Oxford comma – for clarity. A serial comma is used after the next to last item in a list of three or more items, before ‘and’ or ‘or.’

*Examples:*

- *Camila received her financial aid disbursement, and she walked to the bookstore to buy books.*
- *KCC is focused on boosting enrollment, offering more online courses, and making education more accessible.*

**Founders Hall:** “founders” referred to in Founders Hall is not possessive. Do not punctuate with an apostrophe.

**Lists:** how lists are punctuated and capitalized depends upon whether they are individual words, phrases, or clauses and whether any of the items contain complete sentences. From [getitwriteonline.com](http://getitwriteonline.com):

If the items in the list are single words or phrases with no internal punctuation, put a comma at the end of each item. Put “and” (or, if logic dictates, “or”) after the next-to-last item in the list and a period after the last item. The items are not capitalized (except for proper nouns).

*Example:*

- *Most companies evaluate their professional development programs by a number of methods:*
  - *evaluation sheets and comments by participants following each program,*
  - *input from employees and administrators, and*
  - *direct observation.*

If the items in the list are phrases or clauses with punctuation in them, put a semicolon at the end of each item. Put “and” (or, if logic dictates, “or”) after the next-to-last item in the list and a period after the last item. The items are not capitalized (except for proper nouns).

*Example:*

- *Important developments have occurred in recent years in foreign language classrooms, where now we find:*
  - *more opportunities for students to speak and to initiate conversation in the language they are studying;*
  - *more emphasis on effective communication and less on error-correction;*
  - *the use of interweaving, spiraling, and recycling to reinforce what is taught and to meet the needs of students with different learning styles; and*
  - *the use of an interdisciplinary approach in which foreign language instruction connects with instruction in other subject areas.*

If the items in the list are complete sentences, put a period or a question mark at the end of each of them, and capitalize the first word just as you would do with any sentence. Do not use "and" or "or" after the next-to-last item.

*Example:*

- *In government and political science, learners are given opportunities to answer questions such as:*
  - *What is civic life?*
  - *What is government?*
  - *What are the foundations of the American political system?*
  - *What are the basic values and principles of American democracy?*
  - *What is the relationship of the United States to other nations and to world affairs?*

If even one of the items in the list contains a complete sentence, put a period at the end of every item in the list, and capitalize the first word just as you would do if they were all complete sentences. Neither "and" nor "or" is used after the next-to-last item.

*Example:*

- *The business assistance model will include a variety of strategies such as:*
  - *Partnering low-performing businesses with exemplary sites to establish a mentoring relationship with continuous assistance.*
  - *Providing successful CEOs as consultants to design specific improvement plans.*
  - *Providing numerous resources to businesses to assist with program improvement efforts. Software, equipment, and consulting services may be supplied by the state or by industry partnerships.*

**Semicolon:** a semicolon is used to separate clauses when they are not separated by "and." A semicolon can be used when the clauses are closely related. Use a semicolon to separate items when there is a list within a list.

*Examples:*

- *Camila received her financial aid disbursement; she walked to the bookstore to buy books.*

- *KCC is focused on boosting enrollment; offering more online courses, such as math, English, and biology; and making education more accessible.*

**Colon:** a colon may be used between clauses when the second clause explains, illustrates, paraphrases, or expands on the first sentence. In catalogs, schedules, and online, colons should

be used to introduce lists. Only capitalize the first word of the second clause when the clause is a complete sentence.

*Examples:*

- *The speech had one point: for the students to reach for the stars.*
- *The keynote speaker emphasized one point: He told the graduates to reach for the stars.*
- *The field trip cost includes the following: travel, lunch, park entry, and a light dinner.*

**Letter grades:** letter grades will be punctuated with quotation marks.

*Example:*

- *Students must pass prerequisite courses with a "C" or better.*

**Punctuation in quotation marks:** place commas, periods, exclamation points, etc., within quotation marks.

*Examples:*

- *"I'm very pleased to announce that we have the largest graduating class ever," David Williams said.*
- *Anna Jones called the students' attendance at commencement "a victory that goes far beyond graduation."*

**Veterans Services:** "veterans" referred to in KCC's Veterans Services and Veterans Resource Center is not possessive. Do not punctuate with an apostrophe. Do not use an apostrophe when referencing the U.S. Department of Veterans Affairs.

## IV. Capitalization and abbreviations

**Academic term:** academic terms will be capitalized in all uses, including course catalogs, the KCC website, and promotional materials (excluding press releases, which are written in Associated Press style.)

*Examples:*

- *See the Fall Term course catalog for more information about our online offerings.*
- *Join us Monday for the Spring Term swap meet.*

**Note:** *seasons that are not named as a part of an academic term proper title or other proper title are not capitalized. Example: Join us Saturday for the spring swap meet.*

**Advanced Diploma Program:** capitalize in all uses.

**Airmen:** Capitalize when referring to members of the U.S. Air Force.

**AmeriCorps:** AmeriCorps is a proper noun. Capitalize the "A" and "C" in all uses.

**And/∑:** "and," not an ampersand, will be used public materials, including catalogs, schedules, and online text. Exceptions included content that is generated from third-party services, such as Jenzabar.

**Badger/s:** capitalize when referring to a group of students or the student body as badgers. In general use or to refer to the badger animal, lowercase in all uses.

*Examples:*

- *Happy Friday, Badgers!*
- *Hey Badgers! Today is the last day to withdraw from classes with a "W."*
- *Why did the badger cross the road?*

**Baxter the Badger:** capitalize in all uses.

**Board of Education:** capitalize in all uses.

**Bookstore:** one word. When referred to as the KCC Bookstore, "bookstore" will be capitalized. When referred to as a general bookstore, bookstore will not be capitalized.

*Examples:*

- *Students can purchase books at the KCC Bookstore.*
- *The bookstore is open until 4 pm.*

**Buildings:** when used as a singular building name, such as Building 3, building will be capitalized and the building number will be written as a numeral. To generally describe a building, or to describe two buildings together, building will not be capitalized.

*Examples:*

- *The meeting is in Building 6.*
- *Scavenger hunt items are in Building 2 and Building 4.*
- *High school students will tour buildings 5 and 6.*
- *The trailer is parked in the facilities building.*

**Campus:** "campus" is not a proper noun. Do not capitalized in any use.

*Examples:*

- *The biology club will meet on campus after the field trip.*
- *College Now high school students are bused to the KCC campus.*

**Career Services Center:** Career Services Center is a proper noun. Capitalize in all uses. When referring to the general "center" or career center, do not capitalize.

*Examples:*

- *Staff at the Career Services Center provide students with resume and interview coaching.*
- *Please refer community employment opportunities to the career center.*

**Cisco Networking Academy:** Cisco is capitalized as a proper name, but the rest of the word is lowercase. Cisco Academy can be used interchangeably with the Cisco Networking Academy.

*Example:*

- *About 1 million people log in each month to learn and teach at the online Cisco Academy.*

**College:** When used singularly referring to KCC as “the College,” college will be treated as a proper noun and will be capitalized. To generally describe college or any other college or university, college will not be used as a proper noun and will not be capitalized.

*Examples:*

- *The KCC board of directors is charged with overseeing programs that benefit the College’s service district.*
- *Attending college greatly improves economic opportunities for young adults.*

**Committee:** when referring to a specific committee, “committee” will be capitalized. When referred to as a general committee, committee will not be capitalized.

*Examples:*

- *The next Safety Committee meeting is in January.*
- *A committee will determine what the next steps are.*

**Commons:** capitalize “Commons” in all uses referring to the student common area in Building 4.

*Example:*

- *The student fair is Thursday in the Building 4 Commons.*
- *The student recognition dinner is held in the Commons.*

**Council:** when referring to a specific shared governance council as a proper noun, “council” will be capitalized. When referred to as a general council, council will not be capitalized.

*Examples:*

- *The new policy must be approved by the President’s Council before it can be implemented.*
- *Members of the council had several questions about the proposed policy.*

**Dual credit:** when referring to the K-12 Dual Credit department or program, “dual credit” will be capitalized. When referring to general dual credit offerings or courses, dual credit will not be capitalized.

*Examples:*

- *The KCC Dual Credit Program serves schools in Oregon and California.*
- *High school seniors can earn college credit by taking dual credit courses.*

**Direct Loan Program:** capitalize in all uses.

**Degrees:** use an apostrophe in bachelor's degree and master's degree. Associate degree is not possessive; do not use an apostrophe. Do not capitalize a general bachelor's, master's, or associate degree. Capitalize a degree when it is written as a proper title.

*Examples:*

- *I received my associate degree before my bachelor's.*
- *I earned an associate degree at KCC.*
- *KCC's programs allow students to stay in Klamath Falls while pursuing a bachelor's degree.*
  
- *Oregon Tech student Kelly Smith earned a Bachelor of Arts in Linguistics.*

**Faculty Senate:** when referring to the Faculty Senate as a proper noun, "faculty" and "senate" will be capitalized. When referring to general faculty or faculty as an individual instructor, faculty is not a proper noun and will not be capitalized.

*Examples:*

- *The attendance policy must be discussed by the Faculty Senate before it can be implemented.*
- *Members of the senate had several questions about the proposed policy.*
- *Please refer to faculty procedures for more information.*
- *The math faculty said new students prefer using their phone calculators.*

**Financial aid:** do not capitalize financial aid when used as a general term.

*Examples:*

- *Apply for financial aid on the Federal Student Aid website, [studentaid.gov](http://studentaid.gov).*
- *Students can pick up their financial aid disbursement next week.*

**Federal financial aid:** do not capitalize. Only capitalize Student Financial Aid, the department that oversees federal financial aid.

**Forms:** form names published online and in print will not be capitalized in block text.

*Examples:*

- *Print the paper admissions form, fill it out, and email it to [admissions@klamathcc.edu](mailto:admissions@klamathcc.edu).*
- *To report an injury or accident, fill out an injury/accident report.*

**Foundation:** when referring to the KCC Foundation as a proper noun, "foundation" will be capitalized. When referring to a general foundation or physical foundation, foundation is not a proper noun and will not be capitalized.

*Examples:*

- *The Foundation awarded a \$10,000 scholarship last year.*
- *The foundation for the new Apprenticeship Center is set.*

**Help desk:** two words in all uses. Capitalize help desk when it is part of a proper noun.

*Examples:*

- *Students can get help accessing Wi-Fi at the Technology Help Desk in Building 6.*
- *The help desk is located on the first floor of Building 6.*

**Learning Resource Center (LRC):** “resource” in Learning Resource Center is singular. Learning Resource Center is a proper noun and is capitalized in all uses.

**Library:** library is not a proper noun. Do not capitalize.

**Micro mart:** two words in all uses. When referred to as the KCC Micro Mart, “micro mart” will be capitalized. When referred to as a general micro mart, “micro mart” will not be capitalized.

*Examples:*

- *Fresh fruit is available at the KCC Micro Mart.*
- *The micro mart is located in Building 4.*

**Office and department titles:** capitalize KCC office and department titles when they are used as a proper noun. Examples include: Business Office, Student Services, and Outreach Department. When referring to monetary aid or general assistance, financial aid is not capitalized.

*Examples:*

- *Sign into our automated Qless system to meet with someone in the Financial Aid Office.*
- *Someone from financial aid will return your call.*

**Pell Grant Program:** capitalize in all uses.

**Resident Student Firefighter Program:** capitalize in all uses.

**Selective Service:** capitalize in all uses.

**Shared governance councils:** when referring to a specific shared governance council as a proper noun, “council” will be capitalized. When referred to as a general council, council will not be capitalized.

*Examples:*

- *The new smoking policy passed Facilities Council last month.*
- *The new smoking policy must be reviewed by another council.*
- *Most KCC employees are assigned to at least one shared governance council.*

**Social security:** capitalize social security only when referring to the U.S. Social Security Administration. Lowercase in all other uses. The word “number” is not capitalized.

*Examples:*

- *You must be at least 62 years old to receive retirement benefits from the Social Security Administration.*
- *Providing your Social Security number is optional.*

**Student handbook:** when referred to as the KCC Student Handbook, “student handbook” will be capitalized. When referred to as a general handbook, handbook will not be capitalized.

*Examples:*

- *Refer to the KCC Student Handbook for more information about campus closures.*
- *Students will receive a free student handbook at orientation.*

**Testing/Tutoring Center:** both are proper nouns. Capitalize “Testing Center” and “Tutoring Center” in all uses.

**Titles:** job titles that directly precede a name will be capitalized. Job titles that do not precede a name or note a position not related to a specific person will be lowercase.

*Examples:*

- *Lead Producer Stephen King edited the film for humor.*
- *Stephen King, the lead producer, edited the film for humor.*

**Titles of books, magazines and other published works:** In progress.

**Titles printed in event programs:** the job title will follow the name. Titles will be capitalized.

*Examples:*

- *Dr. Roberto Gutierrez, President*
- *Jamie Jennings, Vice President of Academic Affairs*

**TRiO:** TRiO will be written with a capital T, R and O in all uses. As per TRiO branding, the i will remain lowercase.

## V. Numbers

**Credits:** use numerals when referring to course credits.

*Examples:*

- *The math course Michael needs to complete his degree is 3 credits.*
- *Students who enroll in 15 credits are more likely to complete on time.*

**Course cost/money:** whole dollar amounts will be written as dollar amounts with no cents.

*Examples:*

- *Tuition for KCC’s new wine tasting course is \$29.*
- *A \$7.25 wine tasting course fee is not included in the \$29 tuition.*

\* Exceptions may be made when trailing zeros (xx.00) may be useful for indicating the number of significant figures, for example in a measurement or financial and scientific data. In such a context, "simplifying" a number by removing trailing zeros would be incorrect. Use best practices when denoting these figures.

**Dates:** for dates and years, use figures. Do not use *st*, *nd*, *rd*, or *th* with dates. Spell out the month unless it is used with a date. When used with a date, abbreviate only the following months: Jan., Feb., Aug., Sept., Oct., Nov. and Dec.

*Examples:*

- *The employee barbecue is Monday, Sept. 12.*
- *The employee barbecue is in September.*

**Phone numbers:** use hyphens in all uses. Do not use periods or parenthesis. If extension numbers are needed, use a comma to separate the main number from the extension: 212-621-1500, ext. 2.

*Examples:*

- *For assistance, call the Student Services help line at 541-882-3521. <- Correct*
- *For assistance, call the Student Services help line at (541) 882-3521. <- Incorrect*
- *For assistance, call the Student Services help line at 541.882.3521. <- Incorrect*

**Time:** [Website, print, Facebook in progress] because Twitter only allows published content to contain 140 characters, time notations will be made directly after the numeral, with no space and no periods.

*Examples:*

- *Facebook:*
- *Flyers:*
- *Print materials:*
- *Twitter:*
- *Website:*

## **IV. Computer and online terminology**

**Database:** a database is a collection of pieces of information organized and used on a computer. Database is written as one word.

**Email:** written as one word in all uses. Do not capitalize or hyphenate.

**Facebook:** Facebook is capitalized in all uses.

**Homepage:** one word in all uses.

**Login/log in:** login is written as one word as a noun or an adjective. Log in is two words when it functions as a verb (grammarst.com).

*Examples:*

- *Noun: The information you use to sign into MyKCC is your login.*
- *Adjective: Sign into SharePoint using your MyKCC login credentials.*
- *Verb: Make sure you log in each morning.*
- *Both: You log in with your login information.*

**Online:** one word in all uses. Do not capitalize.

**Twitter:** Twitter is capitalized in all uses. The action of using Twitter, known as sending “tweets” is lowercase in all uses.

*Example:*

- *KCC’s PIO publishes two tweets on Twitter each day.*

**Web:** lowercase in all uses referring to the internet or World Wide Web.

**Webpage:** one word in all uses. Do not capitalize.

**Website:** one word in all uses. Do not capitalize.

*Example:*

- *KCC’s new website is easier to navigate on mobile devices.*

**World Wide Web:** capitalized in all uses.

## **VII. Shared governance**

All councils that participate in shared governance will have an agenda and minutes. Each meeting will begin with roll call, a review and approval of the previous meeting’s minutes, and adoption of that meeting’s agenda.

Each agenda will have a heading that includes the council’s name, the meeting date and time, location, and “agenda.” The heading will be centered at the top of the page. The agenda may include the KCC logo, if the council so chooses. No other logos or graphics may be included in an agenda. The KCC seal may only be used by President’s Council.

Agenda items will be listed using Roman numerals, and each topic will be noted as an information or action item. Please note:

- After call to order and roll call, every agenda should include two initial action items: approval of the previous meeting’s minutes and adoption of that meeting’s agenda.
- Agenda items such as guest speakers, showcase items, and committee reports will vary by council.
- Agendas items are identified using Roman numerals.

- Old and news business items are typically reserved for non-voting committees and employee meetings. Shared governance agenda items should be sorted by action and informational items, with actions at the top of the agenda to ensure they are addressed before the meeting concludes.

*Example:*

Facilities Council Meeting  
October 29, 2018, 4 – 5 pm  
Building 6, H138

AGENDA

- I. Call to order and roll call
- II. Adoption of May 29, 2018, minutes – **Action item**
- III. Adoption of agenda – **Action item**
- IV. Robert’s Rules of Order – **Information item**
- V. Parking lot lighting – **Information item**
- VI. Announcements
- VII. Adjourn

Each meeting minutes will have a heading that includes the council’s name, “minutes,” the meeting date and time, and location. The heading will be centered on the page. Minutes may include the KCC logo, if the council so chooses. No other logos or graphics may be included in minutes. Minutes will include what time the meeting was called to order and follow the order of the previous meeting’s agenda.

Minutes items will be listed using Roman numerals, and each topic will be noted as an information or action item. Please note:

- After call to order and roll call, minutes should state whether a quorum was present.
- Minutes items are identified using Roman numerals.

*Example:*

Facilities Council Meeting  
October 29, 2018, 4 – 5 pm  
Building 6, H138

MINUTES

Meeting called to order at 3:30 pm.

I. Roll call

**Present:** Name 1, Name 2, Name 3, Name 4, Name 5, Name 6, Name 7.

**Quorum confirmed/Quorum not confirmed**

**Absent:** Name 1, Name 2, Name 3.

Welcome notes, if applicable.

II. Approval of September 20, 2018, minutes

**Motion: Approve the September 20, 2018, minutes.**

Motion by: Name 1

Seconded by: Name 2

Discussion: None or brief notes regarding any discussion about the motion.

**All in favor, motion passes (or listed vote, motion fails).**

III. Adoption of October 29, 2018, agenda

**Motion: Adoption of the agenda**

Motion by: Name 1

Seconded by: Name 2

Discussion: None or brief notes regarding any discussion about the information item.

**All in favor, motion passes (or listed vote, motion fails).**

IV. Robert's Rules of Order – Information item

Discussion: Brief notes regarding any discussion about the information item.

V. Parking lot lighting – Information item

Discussion: Brief notes regarding any discussion about the information item.

VI. Adjourn

**Motion: Adjourn the meeting**

Motion by: Name 1

Seconded by: Name 2

Discussion: None or brief notes regarding any discussion about the motion.

**All in favor, motion passes (or listed vote, motion fails).**

Meeting adjourned at 3 pm.

Respectfully submitted by,  
Name  
Title