



Branding & Writing Style Guide





INTRODUCTION

MiraCosta College Branding & Writing Style Guide



THIS GUIDE empowers you to do your part in growing and protecting the MiraCosta College brand and its ten pillars upon which our college is based.

**ACCESSIBLE
COMMUNITY
COASTAL
DIVERSE
EXCELLENCE**

**FRESH
FRIENDLY
GROWTH
HIGH-QUALITY
INNOVATIVE**

This guide will unite our communication efforts and provide a single face and message for our MiraCosta College community through print and web.

The MiraCosta College Mission

The MiraCosta Community College District mission is to provide superior educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers undergraduate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves.

CONTACT INFORMATION

MiraCosta College Oceanside Campus

**1 Barnard Drive
Oceanside, CA 92056
Phone: 760.757.2121**

MiraCosta College San Elijo Campus
& North San Diego Small Business Development Center

**3333 Manchester Avenue
Cardiff, CA 92007
Phone: 760.944.4449**

MiraCosta College Community Learning Center

**1831 Mission Avenue
Oceanside, CA 92058
Phone: 760.795.8710**

Technology Career Institute

**2075 Las Palmas Drive
Carlsbad, CA 92011
Phone: 760.795.6820**

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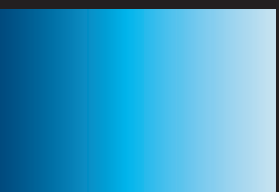
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LOGO

MiraCosta College Branding Guide

PROPER USAGE OF THE LOGO

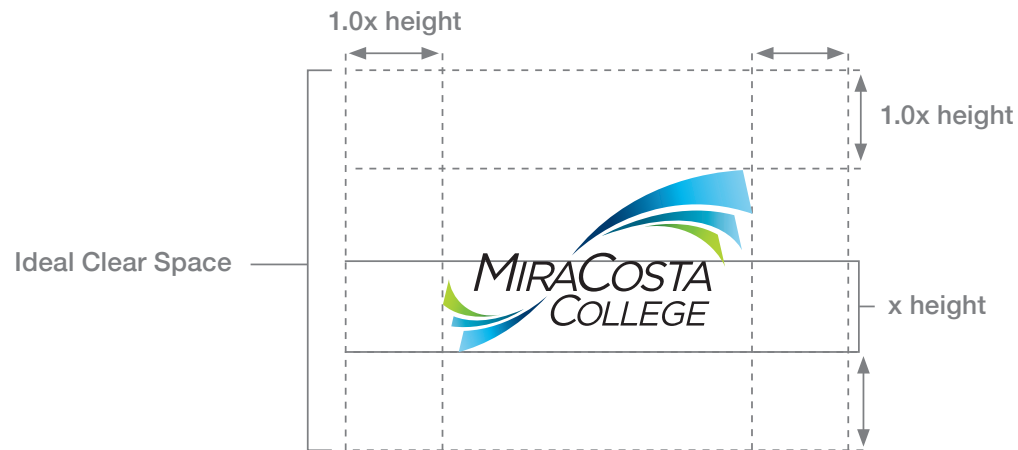


Primary Logo

The MiraCosta College logo is always displayed clearly and prominently. The color logo is always displayed on a white or light background. The logo must always be visually centered within its ideal clear space.

Ideal Clear Space Requirements

To maintain the logo's visual integrity, the area around the entire logo should be clear of elements such as type, photography and other symbols. Always adhere to the indicated ideal clear space.



Minimum Size Requirements

The minimum size of the logo for print use is 0.5 inches tall and for web/email/mobile is 50 pixels tall.



LOGO COLOR APPLICATIONS

Primary Logo

Color logo on white background.



Secondary Logo

The secondary logo is a two-color solution for budget printing purposes only. If possible, always use primary logo.



One-Color Logos



One-color black logo on a white or light background.



One-color white logo on a black or dark background.



One-color white logo on a full-color image, that has simple, non-distracting space for a logo.

INCORRECT LOGO USAGE

The MiraCosta College logo may not be modified, altered or enhanced in any manner. The color of the waves in the logo may not be changed. Examples of incorrect usage of the signature are shown below.



No stretching



No tinting



No adding a bevel



No incorrect one-color applications



No misuse of color



No changing the background color gradient



No removing the gradient and replacing with solid color



No grayscale



No adding an outline



No text over background



No adding drop shadows



Do not remove waves



No changing the color of the waves.



No outline on dark color



Never put logo on a busy background

OFFICIAL SEAL

The MiraCosta College logo is the primary symbol in the college's graphic identity and should be used on all brochures, business cards, stationery, websites and in most MiraCosta College publications. However, the official college seal is a historical symbol that is reserved for ceremonial use, diplomas, official transcripts and formal documents of the MiraCosta College Board of Trustees. The logo and seal may not be used together.



Black

R:0 G:0 B:0
HEX: #000000



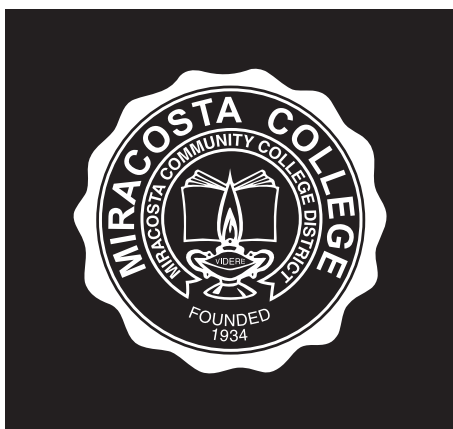
Teal

C:94 M:17 Y:20 K:2 / PMS 313
R:0 G:150 B:185
HEX: #0096B9
or
Metallic Blue PMS 8184
(reserved for president's office use only)



Gold

Gold Foil/Metallic Gold PMS 871
(reserved for official and
ceremonial documents)



White on Black

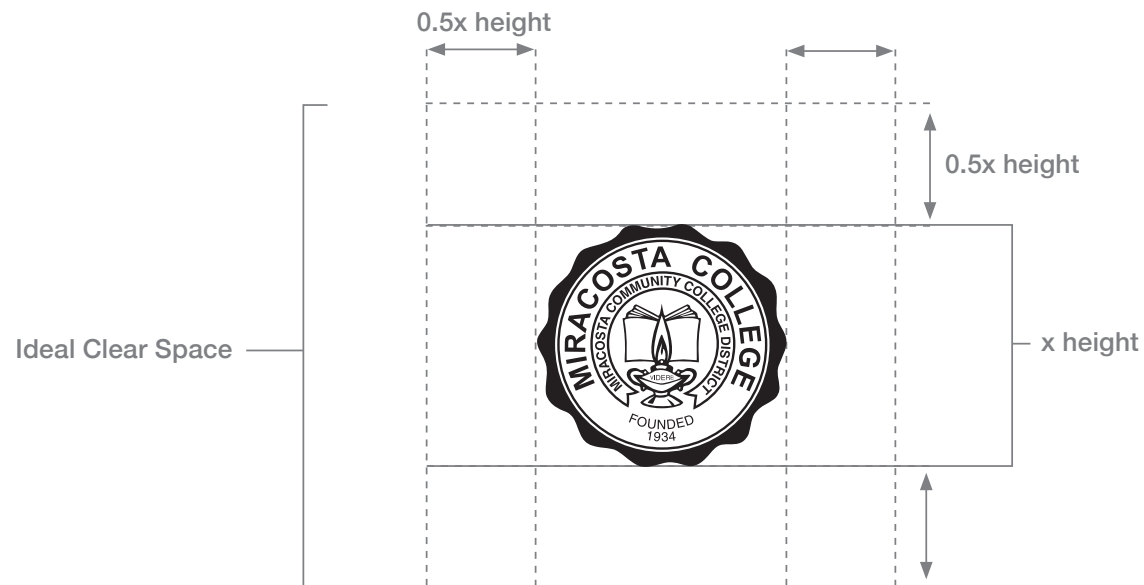
R:255 G:255 B:255
HEX: #FFFFFF



Watermark

Ideal Clear Space Requirements

To maintain the seal's visual integrity, the area around the entire seal should be clear of elements such as type, photography and other symbols. Always adhere to the indicated ideal clear space.



Minimum Size Requirements

The minimum size of the seal for print use is 1 inch tall and for web/email/mobile is 100 pixels tall.



SPARTANS LOGOTYPE & WARRIOR LOGOMARK

The SPARTANS logotype and warrior logomark together comprise the college's athletics logo and may be used for all aspects of athletics marketing, both on campus as well as off-campus for external promotion.

Primary Athletics Logo*



Color logo on white background.
The warrior is dark blue.



One-color black logo on a white or light
background.

Reverse Logo



One-color white logo on a black or
dark background. The shadows on the
warrior's front face are dark and defined
with a white outline.

Incorrect Reverse Logo



When reversed, the shadows on the
warrior's front face must be dark,
not light.

Sports-Specific Logos

Team sports are identified with text set below the athletics logo:



The SPARTAN(S) logotype and warrior logomark may also be incorporated into program logos (derivative logos) that are used for inward-facing marketing, that is, marketing that is only seen while at one of the college's four sites. A derivative SPARTAN(S) program logo may not be used for external marketing such as on printed collateral or mail pieces that are distributed off-campus and may not be used on business cards.

Derivative SPARTAN(S) program logos must use the SPARTAN(S) logotype. The use of the warrior logomark is optional. Below are examples of derivative SPARTAN(S) program logos.

Examples



*Other athletics logo configurations are available. Contact the Public Information Office.





BRANDING APPLICATIONS

MiraCosta College Branding Guide

LOGO & LAYOUT APPLICATIONS

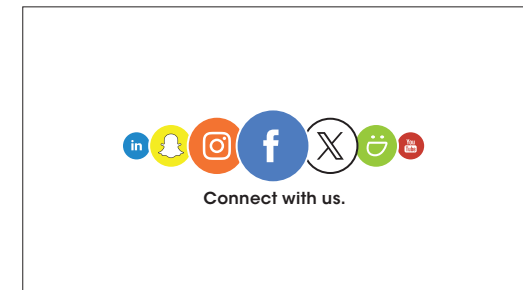
Folder example



Front



Back



Logo & Wave Used Together

1. Graphic Wave cropped to fit.
2. MiraCosta College four-color logo in left or right bottom corner.

Business Cards

Front: MiraCosta College four-color logo on white, centered with copy below, left justified.

Back: Social media.



White T-Shirt

MiraCosta College four-color logo on white shirt, centered.



Black T-Shirt

MiraCosta College white logo on black shirt, centered.



Vertical Banner

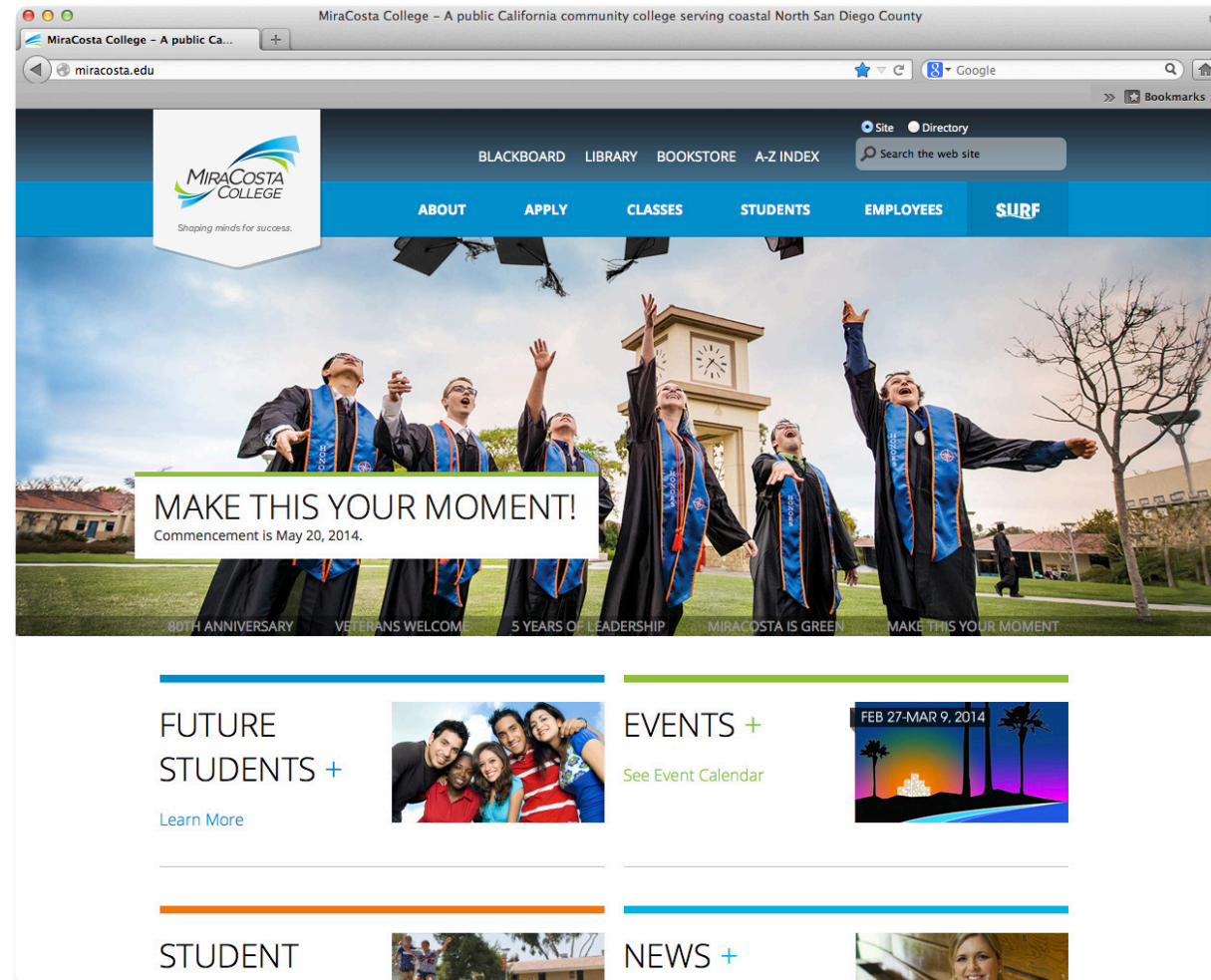
1. MiraCosta College four-color logo centered on white banner.
2. Graphic wave on top and bottom.



More Information

Pole banners are reserved for select college-wide events and promotions only. Requests for useage of pole banners to promote an event must be made in writing to the PIO office.

LOGO + LAYOUT APPLICATIONS



Main image carousel

Bucket section

Web Home Page

1. Always use color images in web pages.
2. Carousel images must be built and approved by the MiraCosta College Public Information Office.
Content must focus on broad institutional objectives rather than smaller events, classes or initiatives.

TAGLINE INTEGRATION EXAMPLES

The official tagline of MiraCosta College is "Shaping Minds for Success." This statement identifies the core mission of MiraCosta College and should only be used in combination with the visual mark.



Shaping Minds for Success.

Tagline must be in same typeface and weight as logotype: Gotham HTF Book Italic

Tagline height should be 30% of vertical height of MiraCosta College logotype.

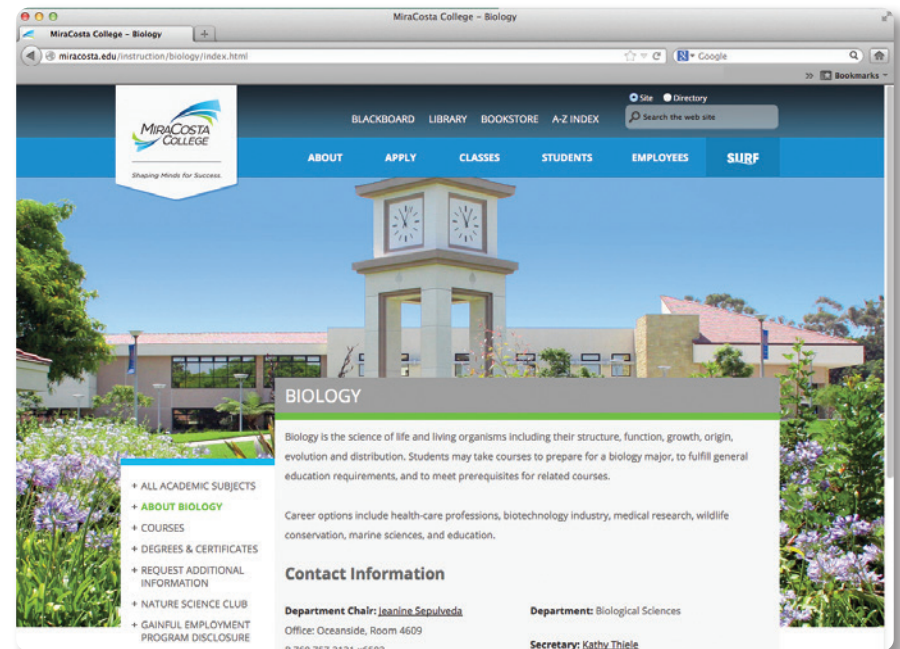
Tagline must be centered vertically with MiraCosta College logotype.



Shaping Minds for Success.



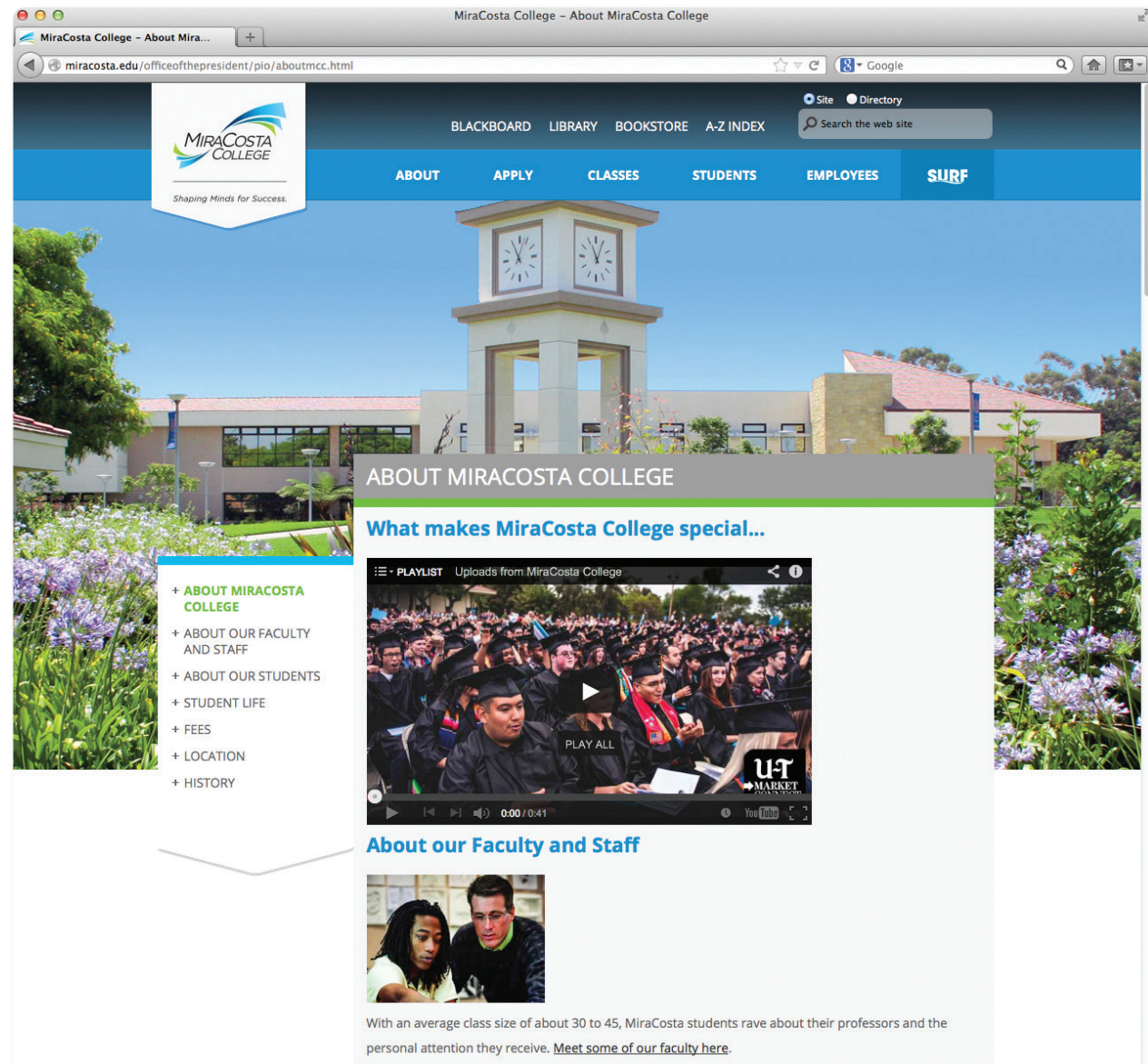
Length of tagline must be same as width of MiraCosta College logo.



Background Image

PIO approved images are available to use as backgrounds for secondary web pages. These images must show one of our campuses and must fit inside the designated live area.

Background image



ELECTRONIC SIGNATURE

Basic Application Option

Compatible with most email applications.

Web-safe fonts only.

Examples: Outlook, Mac Mail, Gmail

Sam Spartan

At-Large Ambassador

MiraCosta College

Oceanside Campus

1 Barnard Drive

Oceanside, CA 92056

P 760.795.5555

M 760.795.5556

sspartan@miracosta.edu

miracosta.edu

Selective Application Option

Compatible with selective email applications.

Web-safe fonts plus embedded image.

Examples: Outlook, Mac Mail, Gmail

Sam Spartan

At-Large Ambassador



53 pixels tall

Oceanside Campus

1 Barnard Drive

Oceanside, CA 92056

P 760.795.5555

M 760.795.5556

sspartan@miracosta.edu

miracosta.edu

Sam Spartan

At-Large Ambassador



**ACADEMIC INFORMATION
SERVICES**

67 pixels tall

Oceanside Campus

1 Barnard Drive

Oceanside, CA 92056

P 760.795.5555

M 760.795.5556

sspartan@miracosta.edu

miracosta.edu

Additional Rules

Never add imagery or additional copy to the electronic signature.

Never change the color of the electronic signature. All copy is to be black for accessibility.

The copy must always be Arial REGULAR.

Always place the electronic signature in the lower left-hand corner.

For the Basic Application Option:

The following items must always be Arial BOLD: individual's name, MiraCosta College and campus name.

For the Selective Application Option:

The following items must always be Arial BOLD: individual's name and campus name.

Never change the size of the logo in the electronic signature. The logo must be flush left with the type.

The logo can be found in the share drive: Logos > MiraCosta Logos > Email Signature

Installation instructions can be found on the PIO Portal Page.





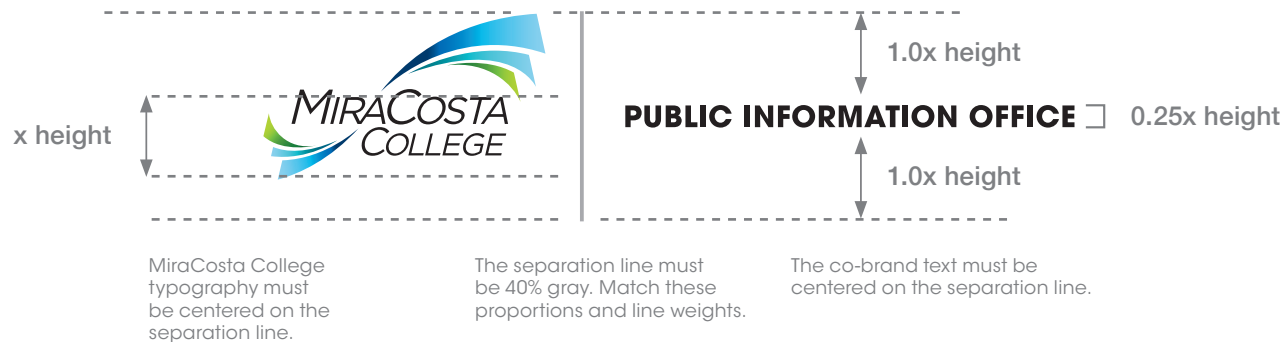
CO-BRANDING

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CO-BRANDING /TEXT-BASED

To maintain consistency and professionalism, the MiraCosta College PIO will create only text-based co-branded logos for college departments and services.

Individual campus departments may not create their own logos. Instead, departments need to use the name of their department as a text-based co-brand with the college logo. This maintains the integrity of the college logo and the professionalism of departments. Department logos that are created outside of this policy will not be posted on the website nor used in official college communication.



**PUBLIC
INFORMATION
OFFICE**

Length of separation line must be the length of the MiraCosta logo.

The co-brand text may not exceed 90% the size of the MiraCosta logo and must be centered on the separation line.



DEPARTMENT OF DANCE



**OFFICE OF
INSTITUTIONAL
EFFECTIVENESS**



ETHNIC STUDIES



**NURSING &
ALLIED HEALTH**



LIBRARY

CO-BRANDING / LOGO-BASED

To maintain consistency and professionalism, logo-based co-branding must follow the guidelines below. These may include MiraCosta College student services programs that have existing approved graphical logos, special student events, and external partnerships.



MiraCosta College typography must be centered on the separation line.



The separation line must be 40% gray. Match these proportions and line weights.

The co-brand logo must be 90% the size of the MiraCosta College logo and centered on the separation line.

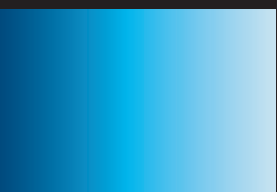


Length of separation line must be the length of the MiraCosta logo.

The co-brand logo may not exceed 90% the size of the MiraCosta logo and must be centered.

Examples





COLOR

MiraCosta College Branding Guide

COLOR PALETTE

The MiraCosta College logo is made up of several colors and gradients. This style guide breaks down the color palette into primary, secondary, and tertiary colors and gradients. Gradients must always be printed in CMYK and never PANTONE spot colors. The percentages below depict the correct color usage by approximate percentage values across the MiraCosta College brand. When applying colors to a MiraCosta College marketing piece, refer to the percentages below for approximate color usage.

Primary Colors 25%



Blue
C:75 M:5 Y:0 K:0
PMS 2995
R:0 G:184 B:231
HEX: #00B8E7



WCAG Priority 2: #005A9E



Green
C:56 M:0 Y:100 K:0
PMS 368
R:114 G:191 B:68
HEX: #72BF44



WCAG Priority 2: #006700

Primary Color Gradients



Dark Blue
C:100 M:56 Y:0 K:50
R:26 G:61 B:109
HEX: #006BB6



Blue
C:75 M:5 Y:0 K:0
R:0 G:184 B:231
HEX: #00B8E7



Light Blue
C:19 M:3 Y:3 K:0
R:165 G:214 B:236
HEX: #A5D6EC



Dark Green
C:80 M:20 Y:100 K:10
R:34 G:125 B:60
HEX: #227D3C



Green
C:56 M:0 Y:100 K:0
R:114 G:191 B:68
HEX: #72BF44



Light Green
C:36 M:0 Y:100 K:0
R:176 G:210 B:53
HEX: #B0D235

COLOR PALETTE (continued)

The percentages below depict the correct color usage by approximate percentage values across the MiraCosta College Brand. When applying colors to a MiraCosta College marketing piece, refer to the percentages below for approximate color usage.

Secondary Color 10%



Teal
C:94 M:17 Y:20 K:2
PMS 313
R:0 G:150 B:185
HEX: #0096B9

Secondary Color Gradient



Dark Teal
C:100 M:29 Y:19 K:35
R:0 G:98 B:130
HEX: #006282



Teal
C:94 M:17 Y:20 K:2
R:0 G:150 B:185
HEX: #0096B9



Light Teal
C:40 M:0 Y:13 K:0
R:147 G:214 B:222
HEX: #93D6DE

Green 10%

Tertiary Color 5%



Yellow
C:0 M:20 Y:100 K:0
PMS 7404
R:255 G:216 B:0
HEX: #FED700

Tertiary Color Gradient



Orange
C:0 M:60 Y:100 K:0
R:244 G:117 B:33
HEX: #F47521



Yellow
C:0 M:20 Y:100 K:0
R:255 G:216 B:0
HEX: #FED700



Light Yellow
C:0 M:0 Y:75 K:0
R:255 G:244 B:101
HEX: #FFF465

Yellow 5%

ONE-COLOR GRADIENT

The secondary logo is a two-color solution for budget printing purposes only.

If possible, always use the primary logo. The two-color logo is made up of black and PANTONE 2995.



Two-Color Logo



PMS 2995
100%



PMS 2995
40%





TYPOGRAPHY

MiraCosta College Branding Guide

PRIMARY BRAND FONTS

Typography is an integral part of our brand. To ensure that the brand grows and reaches its full potential, it is essential that all communications have a consistent look and appearance. Type standards have been developed to ensure visual consistency and proper brand standards. The primary brand fonts are ITC Avant Garde and Adobe Caslon.

Headline	<p>ITC AVANT GARDE, BOOK ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890</p> <p>Primary Headline Always use ITC Avant Garde BOOK CAPS, for headline treatments. ITC Avant Garde BOOK LOWER CASE, is always used for informal headlines as well as callouts and subheads.</p>	<p>ITC AVANT GARDE, DEMI ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890</p> <p>Secondary Headline Secondary headlines may also use ITC Avant Garde DEMI for extra impact. Never use ITC Avant Garde BOLD for headlines. Never use ITC Avant Garde DEMI for sub headlines.</p>
	<hr/>	
Body	<p>ITC Avant Garde, Book ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890</p> <p>Primary body & legal copy Always use ITC Avant Garde BOOK for body copy. Never allow primary body text size to go below 7 pt or above 12 pt. Kerning and leading should be kept at default settings. Minimum size for legal copy is 5 pt/6 leading with 5 tracking. Always use ITC Avant Garde DEMI for bold.</p>	<p>Adobe Caslon, Regular ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890</p> <p>Secondary body & legal copy Secondary body copy may also use Adobe Caslon. If you use Adobe Caslon for your body copy, you cannot use it with ITC Avant Garde body copy. Never allow secondary body text size to go below 8 pt or above 12 pt. Kerning and leading should be kept at default settings. Minimum size for legal copy is 6.25 pt/6.25 leading with 5 tracking.</p>

PRIMARY EXAMPLE

Always use ITC Avant Garde BOOK or DEMI CAPS for headline treatments.

Always use ITC Avant Garde BOOK or Adobe Caslon REGULAR for body copy.

When bolding body copy, use only ITC Avant Garde DEMI or Adobe Caslon BOLD.

Never use CONDENSED or BOLD in headline treatments.

Use 80 tracking for Headline and 20 tracking for Sub Headline and Sub Headline 2.

Primary headline example.

Secondary headline example.

Headline — [**APPLY AND ENROLL**

Sub Headline 1 — [Transforming lives through education

Sub Headline 2 — [Three beautiful campuses

Body — [MiraCosta College offers both the Associate in Arts (A.A.) degree and the Associate in Science (A.S.) degree. The associate degree is designed to prepare students either for transfer to a four-year college or university or for immediate employment.

Legal — [The district shall provide access to its services, classes and programs without regard to age, ancestry, color, gender, gender identity, gender expression, genetic information, marital status, medical condition, national origin, physical or mental disability, pregnancy, race or ethnicity, religion, sexual orientation or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Headline — [**2024 SPRING SCHEDULE**

Sub Headline — [Enrollment Starts Soon

Body — [Check your enrollment date in the schedule of classes. Beginning fall 2010, concurrently enrolled high school students may enroll two weeks prior to the start of the semester using the SURF online enrollment system.

Legal — [The district shall provide access to its services, classes and programs without regard to age, ancestry, color, gender, gender identity, gender expression, genetic information, marital status, medical condition, national origin, physical or mental disability, pregnancy, race or ethnicity, religion, sexual orientation or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

ADDITIONAL RULES

When written in sentence case, MiraCosta College uses a capitalized 'M' and capitalized 'C'. MiraCosta is always one word, and when possible, always followed by College. If MiraCosta College is within a capitalized headline, use small capitalization set at 85%, or all caps, depending on the readability or desired effect.

MiraCosta College

Sentence Case

MIRACOSTA COLLEGE

Small Caps 85%

MIRACOSTA COLLEGE

All Caps

SECONDARY BRAND FONTS

The brand fonts ITC Avant Garde and Adobe Caslon are not available on all computer systems. In this case, the secondary brand fonts Arial and Palatino may be used.

Headline	<p>Arial, REGULAR ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678900</p> <p>Primary Headline Always use Arial REGULAR LOWER CASE for headline treatments and subheads.</p>	<p>Arial, BOLD ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890</p> <p>Secondary Headline Always use Arial BOLD LOWER CASE for secondary headline treatments.</p>
	<hr/>	
Body	<p>Arial, REGULAR ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678900</p> <p>Primary body & legal copy Always use Arial REGULAR for body copy. Never allow primary body text size to go below 8 pt or above 11 pt. Kerning and leading should be kept at default settings. Minimum size for legal copy is 5.5 pt/6.25 leading with 5 tracking. Always use Arial BOLD for bold.</p>	<p>Palatino, Regular ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890</p> <p>Secondary body & legal copy Secondary body copy may also use Palatino REGULAR. If you use Palatino REGULAR for your body copy, you cannot use it with Arial REGULAR body copy. Never allow secondary body text size to go below 8 pt or above 12 pt. Kerning and leading should be kept at default settings. Minimum size for legal copy is 6 pt/6.25 leading with 5 tracking.</p>

SECONDARY EXAMPLE

Always use Arial REGULAR LOWER CASE or BOLD LOWER CASE for headline treatments.

Always use Arial REGULAR or Palatino REGULAR for body copy.

When bolding body copy, use only Arial BOLD or Palatino BOLD.

Minimum size for legal copyright is 5 pt/5 tracking.

Primary headline example.

Secondary headline example.

Headline — [**2024 Spring Schedule**

Sub Headline — [Enrollment Starts Soon

Body — [Check your enrollment date in the schedule of classes.
Beginning fall 2010, concurrently enrolled high school students may enroll two weeks prior to the start of the semester using the SURF online enrollment system.

Legal — [The district shall provide access to its services, classes and programs without regard to age, ancestry, color, gender, gender identity, gender expression, genetic information, marital status, medical condition, national origin, physical or mental disability, pregnancy, race or ethnicity, religion, sexual orientation or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Headline — [**Apply and Enroll**

Sub Headline — [Transforming lives through education

Sub Headline 2 — [Three beautiful campuses

Body — [MiraCosta College offers both the Associate in Arts (A.A.) degree and the Associate in Science (A.S.) degree. The associate degree is designed to prepare students either for transfer to a four-year college or university or for immediate employment.

Legal — [The district shall provide access to its services, classes and programs without regard to age, ancestry, color, gender, gender identity, gender expression, genetic information, marital status, medical condition, national origin, physical or mental disability, pregnancy, race or ethnicity, religion, sexual orientation or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

ADDITIONAL RULES

When written in sentence case, MiraCosta College uses a capitalized 'M' and capitalized 'C'. MiraCosta is always one word, and when possible, always followed by College. If MiraCosta College is within a capitalized headline, use small capitalization set at 85%, or all caps, depending on the readability or desired effect.

MiraCosta College

Sentence Case

MIRACOSTA COLLEGE

Small Caps 85%

MIRACOSTA COLLEGE

All Caps

WEB DEFAULT SYSTEM FONT

Open Sans is the web branded font and the only option available when designing pages in Adobe Contribute. If designing an institutional page that links to the MlraCosta College website, Open Sans must be used as well.

Headline	<p>Open Sans, REGULAR</p> <p>ABCDEFGHIJKLMNOPQRSTUVWXYZ</p> <p>abcdefghijklmnopqrstuvwxyz</p> <p>12345678900</p>	<p>Open Sans, BOLD</p> <p>ABCDEFGHIJKLMNOPQRSTUVWXYZ</p> <p>abcdefghijklmnopqrstuvwxyz</p> <p>1234567890</p>
Body	<p>Primary body & legal copy</p> <p>Never allow primary body text size to go below 8 pt or above 11 pt. Kerning and leading should be kept at default settings.</p>	

TYPOGRAPHY SIZE & COLOR FOR WEB/DIGITAL/EMAIL

It is essential that all pages of the website have a consistent look and appearance. Typography size and color standards have been developed to ensure visual consistency and proper brand standards. The use of headers is encouraged, especially to break up pages with a lot of content. Displayed here is a MiraCosta College website two-column page. The website also has a one-column option. The look of the headers vary slightly between the two options, but serve the same functions.

Heading 1 (H1)

- Only used once per page
- White text on gray bar
- Title used in your heading bar should match the title high lighted in the left-hand navigation, as well as the title you have given to your website.

Heading 2 (H2)

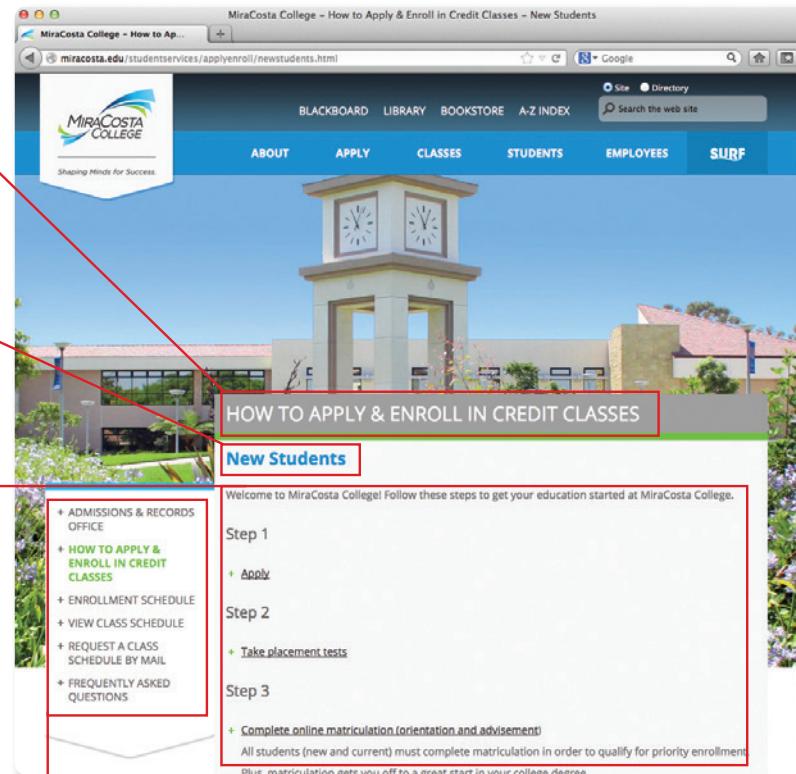
- Used as a headline to a section
- No limit to number of times used
- Blue text

Heading 3 (H3)

and

Body copy

- Used under a Heading 2
- No limit to number of times used



SIDE NAVIGATION BANNER

Try to keep your left-hand navigation column to only seven (preferably five) items. Your first item should be the department your page is housed in (counseling, student services, admissions, etc.). Your second link should be the title of the page you are currently on and should match your H1. The next links should be relevant to the page you are on and organized logically. When organizing the left-hand navigation, use Google analytics to see which pages are visited most frequently. Contact the Public Information Office for assistance with analytics.

For example:

Admissions & Records Office
How to Apply & Enroll in Credit Classes
Enrollment Schedule
View Class Schedule
Request a Class Schedule by Mail
Frequently Asked Questions



GRAPHIC ELEMENTS

MiraCosta College Branding Guide

GRAPHIC ELEMENTS

Graphic elements may be used to complement a design. It should be a secondary accent to the primary information.



Cropped wave

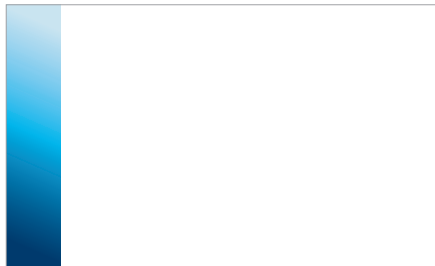


Show students or instructors in learning environment. Images need to be well lit and skintones should look healthy.

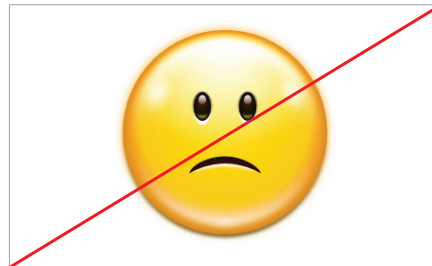


Connect with us.

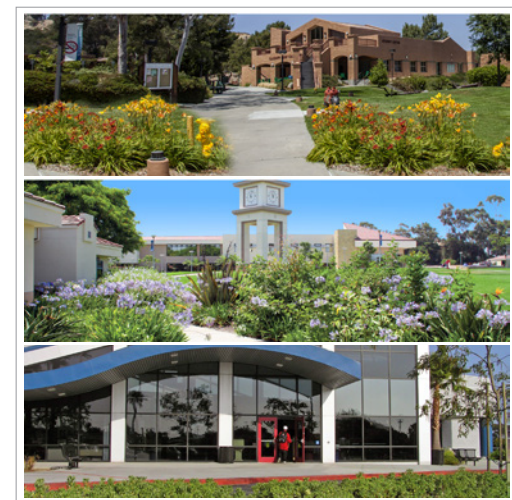
Social media icons must remain consistent and in order. No additional social media icons are allowed. Contact PIO for approved social media icons.



Gradient bars



No clip art



Secondary pages have the option of PIO-approved campus photos.



MOBILE DEVICES

MiraCosta College Branding Guide

MOBILE, LINKS & ADDITIONAL RULES

Shrink your browser by grabbing the bottom right-hand corner and dragging in to see how your pages collapse in tablet and smartphone views. If you see anything that isn't formatted correctly, contact the MiraCosta College web developer or Public Information Office for assistance.



- Remove tables from your page in favor of listing information in one column, so that it translates better on mobile devices.
- When creating links to web pages that do not belong to MiraCosta College, links to long forms or links to PDFs, have your links open in a new window.
- Finally, remember most people are scanning your page. Make it easy to read and scannable by using headers and bullet points. If you need assistance in editing or formatting your page, contact the web developer.





WRITING CONSISTENCY

MiraCosta College Writing Style Guide

THE IMPORTANCE OF THIS SECTION

This writing style section has been designed to help as you prepare publications, fliers, letters and other instructional or institutional documents. Most printed materials distributed on or off campus should find their way to the Public Information Office (PIO) before distribution, giving PIO the opportunity to edit copy and collaborate with a graphic artist and/or photographer; however, not everything needs to be routed through PIO. Sometimes you are on your own.

The following pages are a collection of rules, words and writing problems with which people often wrestle, as well as terms and labels specific to MiraCosta College. The section is intended to serve as a handy writing supplement rather than as a full-length guidebook.

Why is this section important? Because MiraCosta College's printed materials communicate a message to the public, and that message can be positive if publications look sharp and are clear and grammatically correct. Campuswide consistency in writing style conveys the subtle but direct message that we know what we are doing around here—and we take pride in it.

COMMON WORDS & PHRASES

Below are the correct form/spelling of commonly used words and phrases within MiraCosta College publications.

accreditation

award-winning

biennial (every other year)

biannual (twice a year)

bilingual

bylaws

campuswide

child care

example: We need child care.

child-care

example: This is a child-care facility.

collegewide

computer-aided drafting

course work

cross-cultural education

daylong

districtwide

extracurricular

flier

four-year degree

full-time student

fund-raiser

fund raising

example: We believe in fund raising.

hands-on activities

input

intradivisional committee

interdivisional committee

its

example: Its value is apparent.

it's

a contraction for "it is" or "it has"

lifelong learning

midsemester

nationwide

noncredit

no credit

example: I took the class for no credit instead of a grade.

nonresident

mail-in registration

midterm

ongoing

part-time student

part time

example: I work part time.

percent

spell it out; don't use %

postsecondary

preregistration

reentry

roommate

self study

example: The college participated in a self study.

self-study

example: The self-study survey was lengthy.

semiannual

twice a year

statewide

subcommittee

two-year degree

workload

worldwide

x

phone extension when used with a number [x6613]; otherwise spell it out.

yearlong

year-round activities

NOTE:

Many compound constructions are hyphenated only in the adjective form. Examples: Students live off campus because there is no on-campus housing. Our part-time students also often work part time.

COLLEGE REFERENCES

Below are specific references to MiraCosta College departments, groups, buildings, etc.

right/preferred

Administration Building
Adult High School Diploma Program
Associate faculty
Associated Student Government
MiraCosta College Board of Trustees
Budgeting & Planning Committee
Building 600
Business Department
Community Learning Center
Community Services Program
Human Resources
Instructional Services
Interdivisional Coordinating Council
John MacDonald Board Room
MEChA
MiraCosta College
MiraCosta College Student Center
Oceanside Campus
Purchasing & Material Management
Room 602
San Elijo Campus

wrong/not preferred

Administration building
High School Diploma Program
part-time faculty; adjunct professors
A.S. or A.S.B.
Board of Governors, governing board
Planning and Budgeting Council
building 600
Business Education Department
Community Learning center
Community Services program
Human Resource
Instruction Services
Inter-division or Inter-Division
board room
MECHA
MiraCosta (sans "College")
student center
Oceanside campus or Oceanside West
Material Management
room 602
San Elijo campus

TITLES OF DOCUMENTS & PUBLICATIONS

Titles of MiraCosta College documents and publications: Use headline style (i.e., capitalize main words) for proper names of documents and publications. Italicize only titles of major works. (A major work is a published plan or report whose title includes a date.) Names of non-specific/unpublished plans or reports are neither capitalized nor italicized.

Examples

Italicized Titles:

MiraCosta Community College District 2011 Comprehensive Master Plan

MiraCosta Community College District Strategic Plan 2014–2017

Educational Plan Addendum 2016–2020

Online Education Plan 2015–2018

Final Budget Fiscal Year 2015–16

Technology Plan 2015–2018

MiraCosta College Student Equity Plan 2015–2018

MiraCosta College 2014–2015 Annual Report

Non-Italicized Titles:

Program Review Handbook

Courses & Programs Committee Handbook

MiraCosta College Catalog

Report of the Institutional Self Study for Reaffirmation of Accreditation

MiraCosta Community College District Governance Manual

Not Capitalized:

strategic plan

online education plan

CAPITALIZATION

Always write out MiraCosta College on first reference; don't use "MiraCosta" or "MCC," but in subsequent references, it is acceptable to use "the college."

MiraCosta College is a top-ranked school. The college is the first choice for many local residents.

Always capitalize District when it refers to the MiraCosta Community College District.

The District quickly and effectively pivoted to remote learning and working as a result of the COVID-19 pandemic.

Don't capitalize generic nouns unless they are part of a proper name.

Do you know what committee she is on?

She is serving on the Courses and Programs Committee.

Capitalize references to specific departments but not general references.

Music Department members are involved in computer technology.

Each department is invited to make suggestions for improvement.

Capitalize the word "building" when it is used in a specific reference.

Student Services is located in Building 3300 at the Oceanside Campus.

You'll find Building 600 at the San Elijo Campus.

Capitalize subjects such as art, geography and accounting only if the subject is part of a specific department or a specific course.

She is a psychology major and plans to enroll in Psychology of Women this fall.

The Psychology Department will hold a meeting on Friday.

Capitalize a season only if the word is part of a title.

Pick up a copy of the MiraCosta College Fall 2014 Credit Class Schedule if you are interested in finding out what courses are offered during the fall 2014 semester.

Note: In titles and subtitles used in fliers, on documents and on other papers, capitalize the first and last words and all other words except articles (a, an, the), the coordinating conjunction (and, but, or, nor, for, so, yet) and prepositions four or fewer letters long (including on, at, by, in, of); capitalize the first word following a colon.

Looking Back: A Chronicle of the Sixties

Capitalize "office" when it is used as part of a formal name.

Chancellor's Office

Financial Aid Office

Public Information Office

Admissions & Records Office

Counseling Office

CAPITALIZATION (continued)

Job titles are capitalized only when they precede a name and only if the title is specific, rather than generic.

Science instructor Keith Cunningham (generic title) will give the lecture.

Facilities Director Tom Macias (specific title) will lead the tour.

Gabe Waite, graphic design coordinator, will create the design.

Capitalize the second part of a hyphenated word only when that word is part of a title or when both words are proper nouns.

Please refer to the MiraCosta College 2011–12 Five-Year Construction Plan.

Five-year plans are useful.

He belongs to an African-American organization.

Use lower case when using part of a title on second reference.

The MiraCosta College Foundation works on fund-raising events. The foundation has been successful in its efforts.

Other notes on capitalization:

- Internet is capitalized
- Testing Services is capitalized
- Words such as “college” and “university” are lower case unless they are part of a complete name, such as San Diego State University or MiraCosta College
- ID card
- Parking Lot-1A; parking lots 1A and 2C

ACRONYMS

Some acronyms—such as PTA and CIA—are so well known that they do not need to be spelled out on first reference. For other acronyms, spell out the full name on first reference followed by the acronym in parenthesis; the acronym may be used alone in subsequent references.

Example: The Community Learning Center (CLC) is located in Oceanside. The CLC is home to MiraCosta College’s noncredit programs.

NOTE: Be careful about making alphabet soup in sentences with plenty of acronyms.

AAC	Academic Affairs Committee	CMP	Comprehensive Master Plan
ACC	Association of Community Colleges	CPCC	Courses & Programs Curriculum Committee
ACCJC	Accrediting Commission for Community & Junior Colleges	CRC	Classification Review Committee
ADA	Americans with Disabilities Act	CSC	Classified Senate Council
AED	automated external defibrillator	CSLO	Course Student Learning Outcomes
AIS	Academic Information Services	CSSO	chief student services officer
AP	Administrative Procedure	CTE	career and technical education
A&R	Admissions & Records	DEqC	Diversity & Equity Committee
AS	Academic Senate	DSPS	Disabled Students Programs & Services
ASCCC	Academic Senate for California Community Colleges	EAP	employee assistance plan
ASG	Associated Student Government	EEOAC	Equal Employment Opportunity Advisory Committee
AtD	Achieving the Dream	EMT	Executive Management Team
AUO	Administrative Unit Outcomes	EOPS	Extended Opportunity Programs & Services
BAS	Business & Administrative Services	EPAG	Emergency Preparedness Advisory Group
BOGW	Board of Governors Waiver	FA	Faculty Assembly
BP	Board Policy	FACCC	Faculty Association of California Community Colleges
BPC	Budget & Planning Committee	FAFSA	Free Application for Federal Student Aid
CARE	Campus Assessment, Response & Evaluation Advisory Committee	FAO	Financial Aid Office
C&P	Courses & Programs (Committee)	FBC	Fringe Benefits Committee
CCCCS	California Community College Classified Senate	FMP	Facilities Master Plan
CCFC	Community College Facilities Coalition	FTE	full-time equivalent
CCLC	Community College League of California	FTEF	full-time equivalent faculty
CDC	Child Development Center	FTES	full-time equivalent students
CE&WD	Community Education & Workforce Development	HSP	Honors Scholar Program
CEMC	Classified Employee Manual Committee	IIP	Institute for International Perspectives
CEO	chief executive officer	IPRC	Institutional Program Review Committee
CIO	chief instructional officer	ISLO	Institutional Student Learning Outcomes
CLC	Community Learning Center		

ACRONYMS (continued)

JPA	joint powers authority	RF	receipt form
LACA	Languages & Cultures Alliance	RFP	request for proposal
LIFE	Learning Is For Everyone	RPIE	Research, Planning & Institutional Effectiveness
MCCCDAAA	MiraCosta Community College District Academic Administrators Association	SAC	Salary Advancement Committee
MCCCDCAA	MiraCosta Community College District Classified Administrators Association	SAN	San Elijo Campus
MCCD	MiraCosta Community College District	SAO	Service Area Outcomes
MOE	MiraCosta Online Educators	SARS	Scheduling & Reporting System
		SBDC	North San Diego Small Business Development Center
		SDICCCA	San Diego/Imperial Counties Community College Association
		SLC	Sabbatical Leave Committee
NCHEA	North County Higher Education Alliance	SLO	Student Learning Outcome
		SSC	Student Success Committee
OAC	Outcomes Assessment Committee	SSCCC	Student Senate for California Community Colleges
OC	Oceanside Campus	SSSP	Student Success & Support Program
		STRS	State Teachers' Retirement System
PAC	Professional Advancement Committee		
PADE	President's Advisory Committee on Diversity & Equity	TAP	Technology & Pedagogy (Committee)
PARS	Public Agency Retirement Services	TCI	Technology Career Institute
PDP	Professional Development Program	TIC	Technology Instruction Center
PERS	Public Employees' Retirement System	TPC	Traffic & Parking Committee
PFE	Partnership for Excellence	TRC	Tenure Review Committee
PGE	Professional Growth & Evaluation (Committee)	TSA	tax-sheltered annuity
PIO	Public Information Office	TWOP	time without pay
PSLO	Program Student Learning Outcomes		

More on Acronyms:

Do not use periods in acronyms.

Use a.m. and p.m. or AM and PM.

ABBREVIATIONS

Abbreviate the words "avenue" "boulevard" and "street" in numbered addresses but not when used without numbers. The words "drive" and "road" are always spelled in full.

You'll find the San Elijo Campus on Manchester Avenue.

Write to the San Elijo Campus at 3333 Manchester Ave.

When a month is used in a specific date, abbreviate only Jan., Feb., Aug., Sept. Oct., Nov. and Dec. Spell out when using without a date or with a year alone. In tabular material, use these three-letter forms without a period: Jan, Feb, Mar, Apr, Jun, Jul, Aug, Sep, Oct, Nov, Dec.

A sale is slated for Feb. 3, 2014.

February 2014 was our biggest month ever.

PUNCTUATION

In a series, use semicolons instead of colons if any item in the series requires commas.

The play is scheduled for Friday, Dec. 4; Saturday, Dec. 5; and Sunday, Dec. 6.

Use commas between the date and the year but not between the season or the month of the year.

Classes for the spring 2014 semester are going well. Classes began Jan. 19, 2014.

We hope that by May 2014 we will have our files in order.

When a date appears in the middle of a sentence, follow it with a comma.

Classes that began on Jan. 13, 2014, have been full since registration began.

Use an apostrophe to indicate the omission of letters and numbers.

The '90s brought many changes to education.

I can't find my wallet.

Do not use apostrophes in plurals of acronyms or normal nouns.

The Grossmont and Cuyamaca PIOs use our materials.

Apostrophes are not needed when referring to plural letters.

He received straight As.

Apostrophes are not needed when referring to plural numbers.

There are too many 9s in this report.

Apostrophes are not needed when referring to plural words.

No ifs, ands or buts about it.

NOTE: If confusion can result from the lack of an apostrophe, use one.

He never does cross his t's.

Hyphenate two or more words used as an adjective.

The newspaper's back-to-school issue was full of ads.

Use a comma before and after a descriptive phrase in a sentence.

Lorie Nolte, secretary in the Public Information Office, has a long work history at MiraCosta College.

Or use a dash, not a hyphen, to separate a descriptive phrase.

Her house—a very tidy place indeed—is located on a beautiful two-acre lot.

NOTE: People, in general, like to use, too, many commas, which, can make writing very choppy. Avoid using exclamation points!

And never use more than one exclamation point!! It looks silly!!!

NUMBERS

Spell out any number that begins a sentence or rework the sentence so that this is not necessary. Do not begin a sentence with a numeral.

One hundred fifty people attended.

Approximately 150 people attended.

Use figures for age.

He is 50 years old.

She's a healthy 4-year-old child.

Use figures with percentages and do not use the % symbol except in tables.

Expenses are up 25 percent.

NOTE: Generally speaking, write out as words numbers less than 10 and use numerals for 10 and over.

Avoid superfluous letters and numbers.

The show starts at 5 p.m. (not 5:00 p.m.)

The catalog costs \$5. (not \$5.00)

The exhibit runs through Dec. 6. (not Dec. 6th)

The program runs from 7–9 p.m. (not 7 p.m.–9 p.m.)

GENDER

Avoid consistently using “he” or “his” to replace “he or she” or “his or hers.” Consider rewriting the sentence to avoid the problem.

Each student should submit his or her application to Admissions and Records.

Students should submit their applications to Admissions and Records.

She is the chair of the department. (Note: not chairwoman, chairman or chairperson)

DEGREES

A.A. Associate in Arts

A.S. Associate in Science

B.S. Bachelor of Science

M.A. Master of Arts

M.S. Master of Science

M.B.A. Master of Business Administration

Ed.D. Doctor of Education

Ph.D. Doctor of Philosophy

GED General Education Development (high school equivalency) test

NOTE: When the degree is specific, both the degree and the field are capitalized.

Master of Business Administration

Academic degrees are not capitalized in general references. The word “degree” is not capitalized.

associate degree

bachelor’s degree

master’s degree

doctorate

Do not use both Dr. and Ph.D. in the same title.

Dr. James Smith

OR

James Smith, Ph.D.

(not Dr. James Smith, Ph.D.)

OTHER PROBLEMS

A run-on sentence occurs when two or more sentences are connected by commas or no punctuation at all.

Incorrect: He loves to go hiking, he goes nearly every weekend.

Correct: He loves to go hiking. He goes nearly every weekend.

Or: He loves to go hiking; he goes nearly every weekend.

Or: He loves to go hiking, and he goes nearly every weekend.

Subject/verb agreement can be tricky, especially when a clause or phrase separates the subject from the verb.

Incorrect: The highway that runs through these isolated mountain towns are steep and narrow.

Correct: The highway that runs through these isolated mountain towns is steep and narrow.

Incorrect: The pleasures of traveling through the country includes getting away from it all and enjoying the scenery.

Correct: The pleasures of traveling through the country include getting away from it all and enjoying the scenery.

Make sure the pronoun agrees with what precedes it in the sentence.

Incorrect: A student should have their ID card handy.

Correct: Students should have their ID cards handy.

NOTE: To those who receive or read MiraCosta College news releases

Newspapers, websites, television and radio follow different rules. For example, many print publications do not italicize or underline major works; they put them in quotation marks. Also, newspapers abbreviate more freely to save space. Thus you may notice variations from the rules presented here and in other standard writing guidebooks.



GENERAL INFORMATION

MiraCosta College Writing Style Guide

GENERAL MIRACOSTA COLLEGE INFORMATION

You may be asked to provide basic information about the college to a student, instructor, community member or business contact. Feel free to use all or part of the following information, but please note that enrollment figures change from year-to-year. The following facts are current for spring 2016. Updated information can be found on the MiraCosta College website at miracosta.edu/about.

- MiraCosta College 2016 Boilerplate

The MiraCosta Community College District serves the north-coastal area of San Diego County, offering credit classes in more than 70 disciplines plus noncredit and fee-based courses on multiple campuses. More than 15,000 credit students and 12,000 noncredit and fee-based students work toward associate degrees, transfer to four-year universities and workforce readiness certificates. The college serves a wide spectrum of educational needs in the region ranging from programs for adult education, basic skills, and ESL, to a California Community College pilot program offering the nation's first baccalaureate degree in biomanufacturing. MiraCosta College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) and the Western Association of Schools and Colleges (WASC).

- MiraCosta College offers career certificate programs and freshman and sophomore classes for transfer or an associate degree. MiraCosta College also offers a tremendous variety of general interest classes, workshops and excursions for the adult learner through its Community Services Program. Free, noncredit classes are available through the college's Community Education Program.
- The MiraCosta Community College District includes coastal communities from Carmel Valley to Camp Pendleton and is served by three campuses, as well as other off-campus locations: Oceanside Campus, San Elijo Campus, Community Learning Center, Technology Career Institute & North San Diego Small Business Development Center
- The Oceanside Campus opened in 1964 and is spread over 121 hilltop acres at 1 Barnard Drive. It has an enrollment of approximately 11,000 students.
- The San Elijo Campus and North San Diego Small Business Development Center opened in 1988 and is spread over 42 acres facing the San Elijo Lagoon at 3333 Manchester Ave. in Cardiff. It has an enrollment of approximately 3,000 students.
- The Community Learning Center is a 7.6-acre campus at 1831 Mission Ave. that houses the Adult High School Diploma Program, ESL and citizenship classes, adult learning courses and more. The Community Learning Center moved from the Mission Square Adult Learning Center on North Horne Street in Oceanside, which opened in 1991.
- The Technology Career Institute facility opened in 2015 and is located at 2075 Las Palmas Drive in central Carlsbad. Classes offered at the TCI are fee-based, noncredit career-training and enrichment courses.
- MiraCosta College also offers a wide variety of courses that are taught entirely online.
- MiraCosta College is governed by a seven-member board of trustees elected by trustee area and representing the communities served by the district: Oceanside, Camp Pendleton, Carlsbad, Encinitas, Olivenhain, Cardiff, Rancho Santa Fe, Solana Beach, Del Mar and Carmel Valley.



For questions regarding the MiraCosta College identity or brand, please contact:

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