

CHAPTER 1: Organization and Administration

Procedure 1A.4/12: Communication Style Sheet

See the Anoka-Ramsey Community College Style and Word List Guidelines for more information.

Abbreviations and Acronyms

Spell out the abbreviation/acronym the first time it is used, followed with the abbreviation in parentheses so audience knows what subsequent abbreviations refer to.

Abbreviations and acronyms should only be used when copy repeatedly refers to a lengthy name or term that has a commonly accepted abbreviation.

Plurals of Abbreviations and Acronyms

Plurals of abbreviations and acronyms are formed by adding “s” alone.

All the department's MAs, PhDs, and TAs spent several hours at the seminar.

State Abbreviations

Use the U.S. Postal Service format (two letters, no periods) when you must abbreviate state names.

Anoka-Ramsey Community College Names

The name of our institution is hyphenated: Anoka-Ramsey Community College.

In all instances, Anoka-Ramsey Community College should be spelled out the first time it is used in a document, whether that document is intended for internal or external use. Subsequent references can be to the college, if it is still clear that it is Anoka-Ramsey, or Anoka-Ramsey if other colleges are referenced.

The “ARCC” abbreviation should not be used in any external publications but is acceptable, though not advisable, in internal publications at the discretion of the writer.

Approved names and abbreviations for Anoka-Ramsey Community College and its campuses:

- Anoka-Ramsey
- the college
- Anoka-Ramsey Community College Cambridge Campus (not ARCC-CC)
Anoka-Ramsey Community College Coon Rapids Campus (not ARCC-CR)
- The college's Cambridge Campus (not ARCC-CC)
The college's Coon Rapids Campus (not ARCC-CR)

Anoka-Ramsey and Its Campuses

For external audiences, spell out the complete name of a campus the first time you refer to it, unless the context and nature of the document require an abbreviation (for example, in an advertisement).

No commas, hyphens, or dashes are allowed in the full names of campuses.

Anoka-Ramsey Community College Cambridge Campus

A member of the Minnesota State Colleges and Universities System. Anoka-Ramsey Community College is an equal opportunity employer and educator. This document is available in alternate formats to individuals with disabilities by calling 1-866-433-5590 or 763-433-1450 (TTY).

CHAPTER 1: Organization and Administration

Anoka-Ramsey Community College Coon Rapids Campus

Capitalization

Official names and proper nouns are capitalized. Common nouns and various shortened forms of official names are not capitalized. Use the full, official name the first time it appears in a document or section of a document.

Yesterday's campus-wide meeting was the official start of the Strategic Plan Recognition Campaign. The campaign will continue through the end of year and then be evaluated for effectiveness.

Academic Subjects and Degrees

When spelling out degrees, use lowercase: associate of art, bachelor of science, master of business administration, associate's degree, bachelor's degree, master's degree.

Capitalize titles of specific courses, but do not capitalize general subjects, except those referring to a language:

- Marge took Biology 1101 last year; this year she needs another biology course and one in English.

Academic degrees are generally not capitalized:

- Bob thought he'd never earn his associate in arts degree, but he's gone on to earn a bachelor's. (Note the appropriate apostrophe in bachelor's.)
- He earned an AA degree.

Academic and Nonacademic Units and Bodies

Capitalize only the complete and official names of departments, offices, and official bodies, such as:

- the Business Office
- the Admissions Office
- the Cambridge Campus Foundation,
- the Coon Rapids Campus Foundation
- President's Council
- Student Government
- Therapeutic and Holistic Health Center
- Campus Center
- Visual Arts Center

Buildings

Names of our buildings are capitalized:

Business/Nursing	Humanities	Student Center
College Services	Library	Technology
Fine Arts	Performing Arts Center	Professional Training Center
Gymnasium	Science	

CHAPTER 1: Organization and Administration

College

Capitalize the word **college** in Anoka-Ramsey Community College but use lower case when referring to the college in running text.

References to Anoka-Ramsey Campuses

Capitalize the word **Campus** only when it follows the campus locations.

- Cambridge Campus
- Coon Rapids Campus.

Seasons and Semesters

Lowercase seasons, semesters, and terms.

- spring semester
- fall 2007
- the summer 2008 term

Titles

Official and department titles are capitalized when we refer to specific persons or titles on our campus. Those of others generally are not. For example, the following are correct:

- Anoka-Ramsey Community College's Dean of Educational Services will be there.
- If you enroll in our Accounting Program, these are the requirements.
- In general, a college president is responsible for setting campus policy.

Titles used just before names are also capitalized, such as President S and Dean Kane.

Fall Semester (not Fall semester) when referring to a specific semester and definitely when using the year, as in Fall Semester 2002. Summer Session I, II (not summer school.)

Specific titles of other agencies are also capitalized. These are correct:

Coon Rapids Fire Department	Anoka-Hennepin District No. 11
Anoka Technical College	Coon Rapids Athletic Association

Do Not Capitalize:

- administration
- classes: freshman, sophomore, junior, senior
- college
- degrees: associate, associate's, bachelor's, baccalaureate, master's
- department
- form names, unofficial: admissions form, drop/add form
- orientation
- program, the (specific)
- seasons: spring, summer, fall, winter
- school
- spring break
- the college, the (when it stands alone in reference to the College of Minnesota)

CHAPTER 1: Organization and Administration

Copyright

Anoka-Ramsey Copyright Statement:

© 2011 Anoka-Ramsey Community College (updated annually)

The copyright prime directive: When in doubt, ask permission and give credit where credit is due.

The ability to download or print a work that exists on the Internet does not grant permission to the user to duplicate or distribute such work. If you are posting material on the Internet, provide copyright information.

See Policy [3H.2 Reproduction and Use of Copyrighted Materials](#) and Procedure [3H.2/11 Reproduction and Use of Copyrighted Materials](#) for more information

Graphic Standards

College Logo:



See [Logo Standards Guide](#) for more information.

The official Anoka-Ramsey logo is at [N:\ARCC Public](#) in the Logos folders.

College Colors

See [Logo Standards Guide](#).

Stationery Items

All units that represent the teaching, research, or public service functions of Anoka-Ramsey should use the standard stationery items (letterhead sheets, envelopes, mailing labels, promotional template and business cards) for their business and professional correspondence or promotion.

Place orders for standard stationery or promotional items with Printing Services.

Nondiscrimination Statements

See [Procedure 1B.2/11 Affirmative Action: Anoka-Ramsey Community College](#) for more information

Use of the nondiscrimination statement is required on all publications for external audiences. Its use is not optional. Where space is restricted, use the shortest version. Do not alter the wording of these

A member of the Minnesota State Colleges and Universities System. Anoka-Ramsey Community College is an equal opportunity employer and educator. This document is available in alternate formats to individuals with disabilities by calling 1-866-433-5590 or 763-433-1450 (TTY).

CHAPTER 1: Organization and Administration

statements, which have been approved by the Department of Equal Opportunity. For more detailed information about the statements, consult the Department of Equal Opportunity. For advice on placing the statement, consult Publications and Creative Services.

The college is legally required to include one of the following statements in all publications intended for external audiences. The statement should be set in small roman (not italic) type.

Complete Long Form (used in catalogs)

Anoka-Ramsey Community College acknowledges its legal and moral responsibility to ensure equal employment and educational opportunities with no discrimination regarding race, creed, disability, color, religion, national origin, sex, age, marital status, Viet Nam veteran status, public assistance status or inclusion in any group or class protected by state or federal law.

The college is in compliance with Title IX and Section 504 and will continue its affirmative action commitment to removing barriers to equal employment and educational opportunity.

Assistance with problems, grievances or questions regarding Title IX and Section 504 may be obtained in the following locations:

- Cambridge Campus:
Maria Barlage, Advisor, 763-433-1872
- Coon Rapids Campus:
Title IX: Lisa Harris, Interim Dean of Educational Services, 763-433-1292
Section 504: Linnea Janas, Interim Coordinator of Access Services, 763-433-1903

Medium Form

Anoka-Ramsey Community College is committed to non-discrimination of any group or class protected by state or federal law and is in compliance with Title IX and Section 504.

Short Form (used on posters)

An equal opportunity institution and employer.

Diversity and Equality Statement (for use on employment advertisements)

Anoka Ramsey Community College is committed to the principles of equal opportunity and affirmative action. In support of that commitment, the following goals are established:

1. Comply with the Board Affirmative Action Policy.
2. Develop a distribution list for full-time unclassified vacancy notices that will include at least the following:
 - a. All Minnesota private and public colleges and universities.
 - b. Comprehensive mailing to colleges and universities outside Minnesota.
 - c. Well established journals or periodicals such as the Chronicle of Higher Education.
 - d. Agencies in Minnesota that deal with or offer services to the disabled.
3. Advertise full-time vacancies in several publications that focus on special interest groups and have wide distribution.

A member of the Minnesota State Colleges and Universities System. Anoka-Ramsey Community College is an equal opportunity employer and educator. This document is available in alternate formats to individuals with disabilities by calling 1-866-433-5590 or 763-433-1450 (TTY).

CHAPTER 1: Organization and Administration

4. Make a responsible effort to achieve goals and timetables established by the Department of Employee Relations Equal Opportunity Division.

History:

11.2011 Updated with new logo and style suggestions.