

LACC Editorial Manual of Style

Formatting

- **Bold** should be used for emphasis to denote important information, and highlight key phrases. Use it sparingly for best results.
- *Italics* should be used for book titles and other works of art, and for foreign phrases. Do not use it for emphasis.
- Underlines are reserved for links in content. Do not use underlines for emphasis.
- Complicated information should be presented in **bulleted lists** or **numbered lists** whenever possible.
- Tables should only be used when absolutely necessary as they are difficult to read on mobile devices. Do not use tables for layout purposes.
- Use one space after punctuation, not two.
- Use the Oxford (serial) comma as the final comma after the last item and before the word "and" in a list.
Example: *LACC offers transfer, CTE, and foundational skills programs.*
- Ampersands (&) should be used only when part of a formal name or title.
Example: *Visual & Media Arts; Health & Wellness Center.*

Headings

Use Heading options to organize large amounts of text. All headings should be written in title case.

- H4 is a subheading, and divides the pages content into major sections.
- H5 is used to divide the content of an H4.
- H6 is used to divide an H5.

Capitalization

- Capitalize course titles, do not put them in quotation marks.
- Capitalize "department" or "college" only if it appears within the name of a department or as the name of the college.
Examples: *In order to contact the English Department, call the department's main line. We at Los Angeles City College are proud of our college's reputation.*
- Capitalize the word "professor" only if it appears before the name of a person.
Example: *I saw that Professor Watkins spoke to a second professor.*
- For titles and positions, capitalize a title preceding a name if it's a title by which the person may be called (President McAdams, Dean Chen), but leave it lowercase if it is a functional title (program director Jane Johnson). Plurals are always lowercase (music professors Smith and Vasquez).

Linking

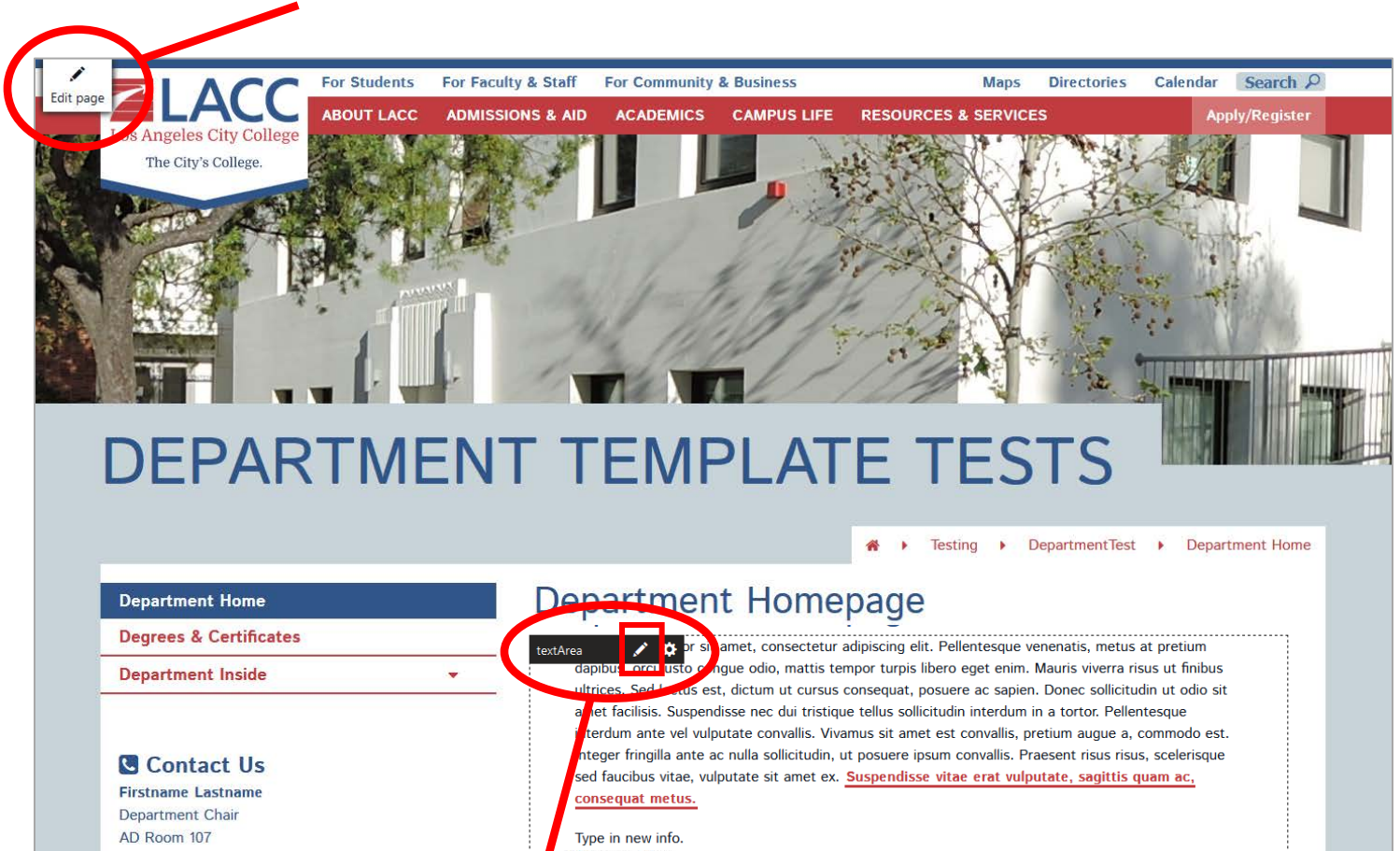
- Do not use the phrase "click here" as link text. Instead, place a link on descriptive wording. Use directive verbs to introduce PDFs that provide printable versions of HTML page content.
Example: *View and download the [full list of LA City College Committees](#).*
- Do not use the full URL as the text of a link. Instead, place a link on descriptive wording (you may include the website name for clarity).
Example: *additional information available at [website.com](#).*
- For website URLs, omit the "http://" prefix when web addresses appear in text content
Example: *google.com is preferable to <http://www.google.com>*

LOGGING IN

To log in to Kentico, visit: lacitycollege.edu/Admin

ON-SITE EDITING

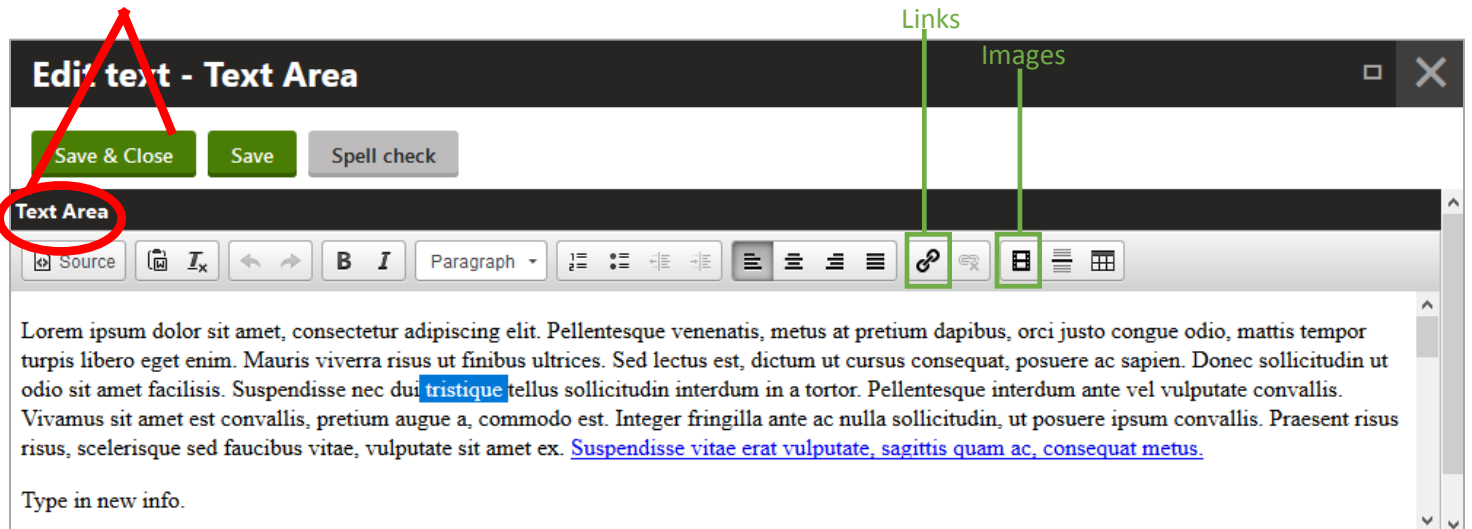
1. Click **EDIT PAGE** button.



2. Mouse over content areas to access Text Area Menu, and click **EDIT PENCIL**.

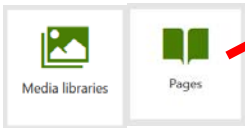
3. In Text Area, edit content using available styling options.

4. Click **SAVE** or **SAVE & CLOSE**.



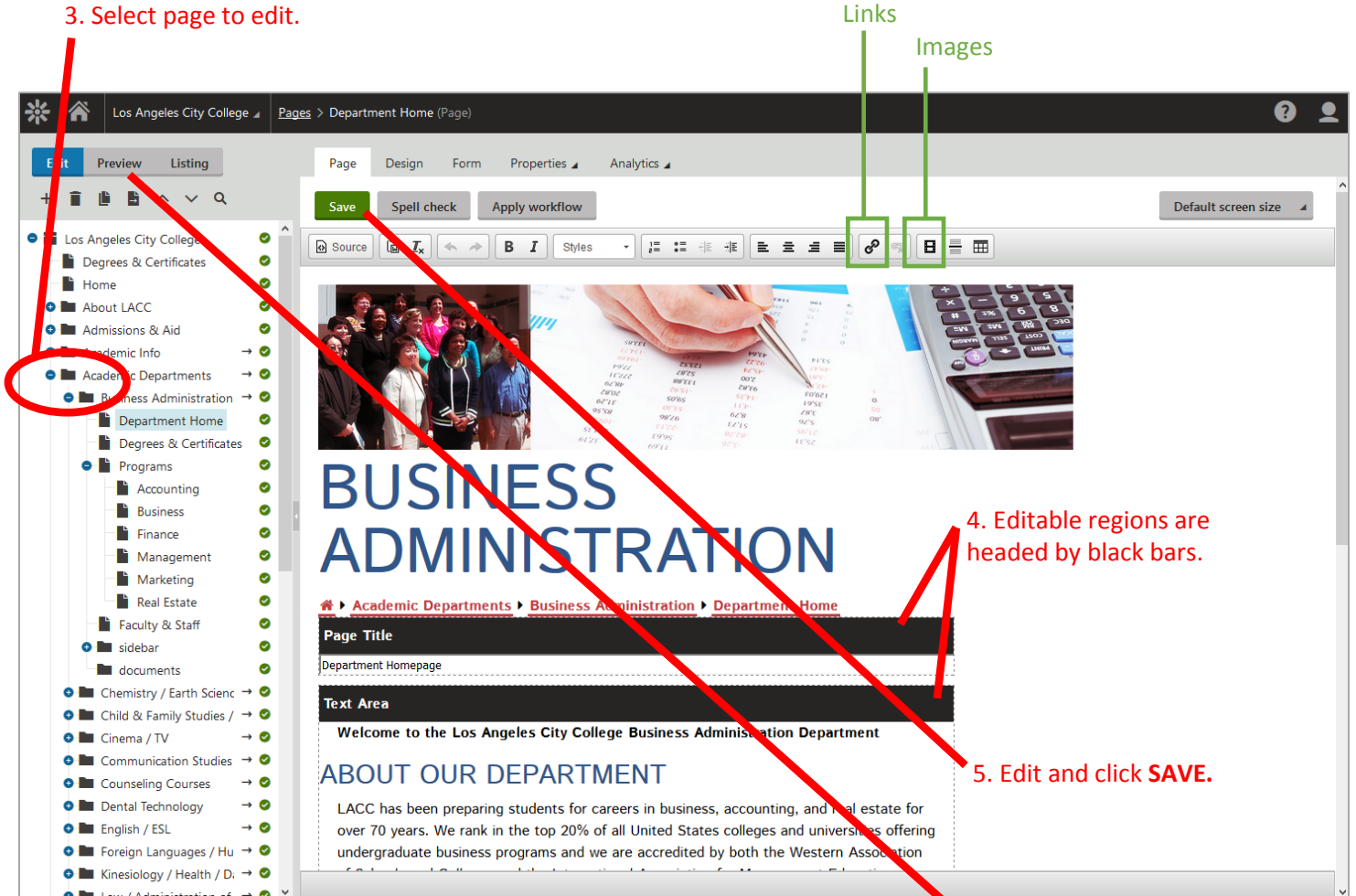
PAGES EDITING

1. From Dashboard menu, click **PAGES** icon.



2. Select your department from tree menu.

3. Select page to edit.



The screenshot shows the page editor interface. On the left is a tree menu with 'Academic Departments' selected and 'Business Administration' expanded. The main content area features a large image of a group of people and a keyboard, with the heading 'BUSINESS ADMINISTRATION'. Below the heading is a breadcrumb trail: 'Academic Departments > Business Administration > Department Home'. The page content includes a 'Page Title' field with 'Department Homepage' and a 'Text Area' with the text: 'Welcome to the Los Angeles City College Business Administration Department' and 'ABOUT OUR DEPARTMENT'. A red arrow points from the 'Pages' icon in the dashboard to the 'Department Home' page in the tree menu.

Links

Images

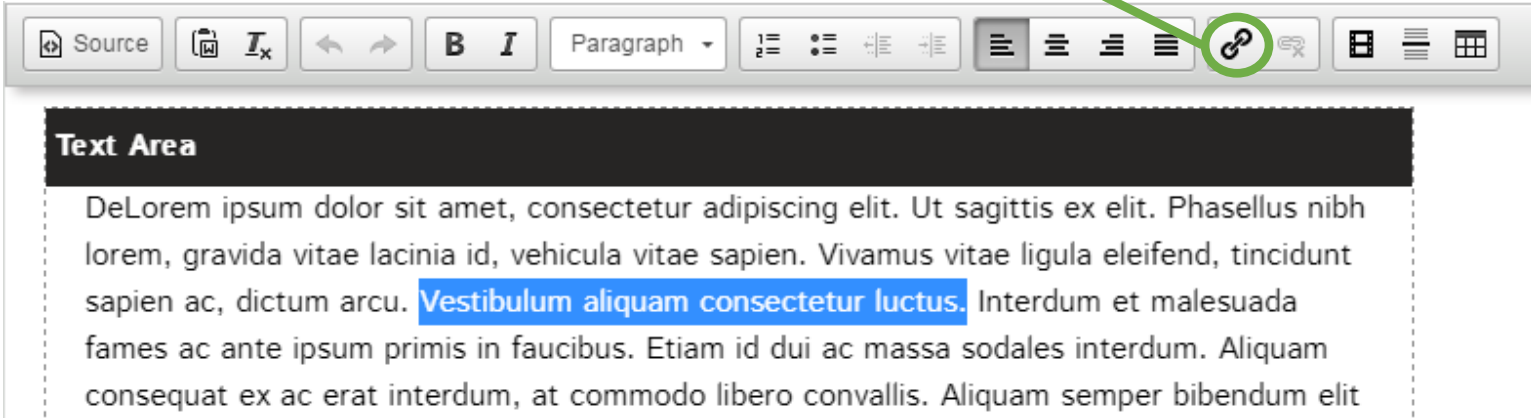
4. Editable regions are headed by black bars.

5. Edit and click **SAVE**.

6. Preview your page.

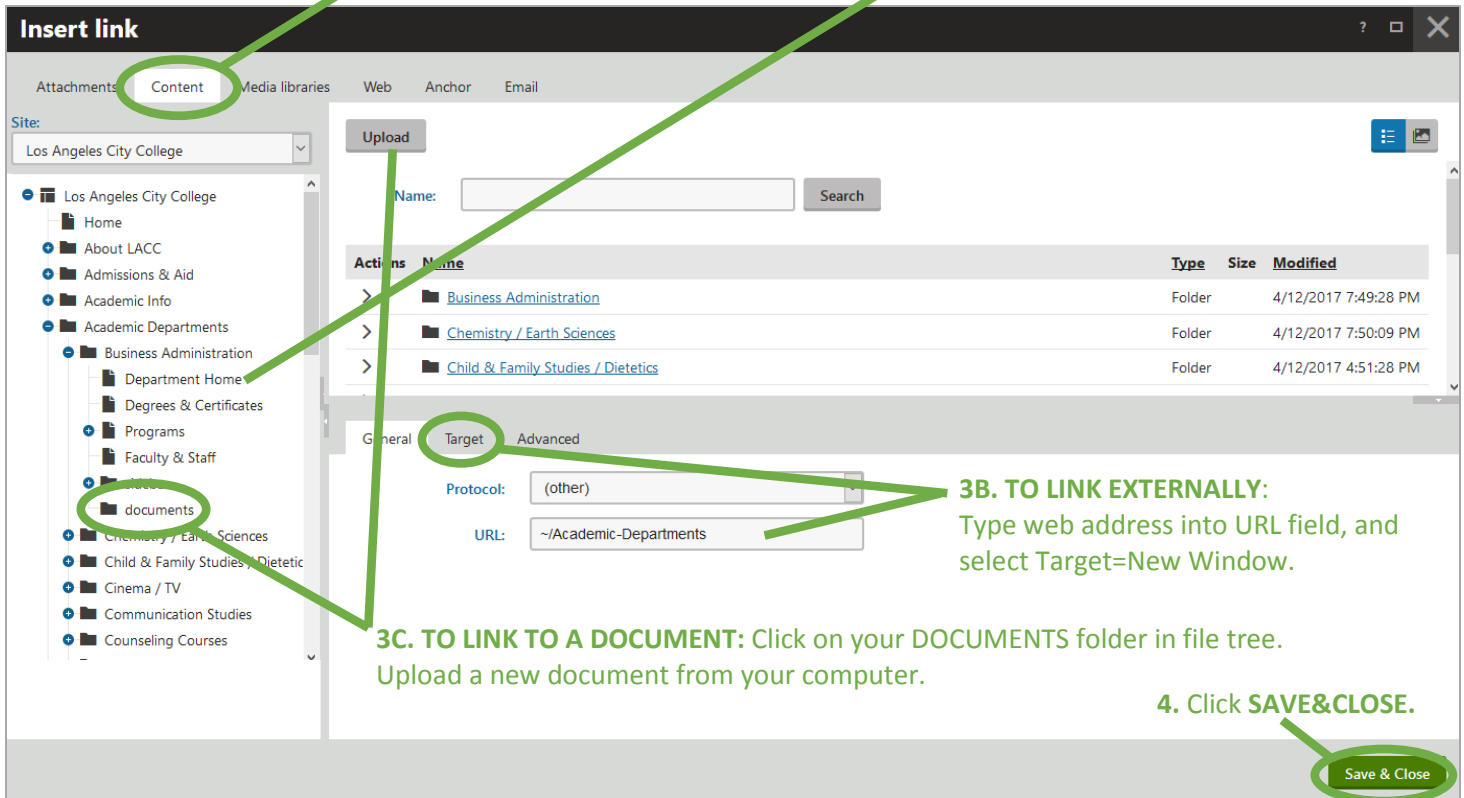
ADDING LINKS

1. Select words that will be the link, and click **INSERT/EDIT LINK** icon.



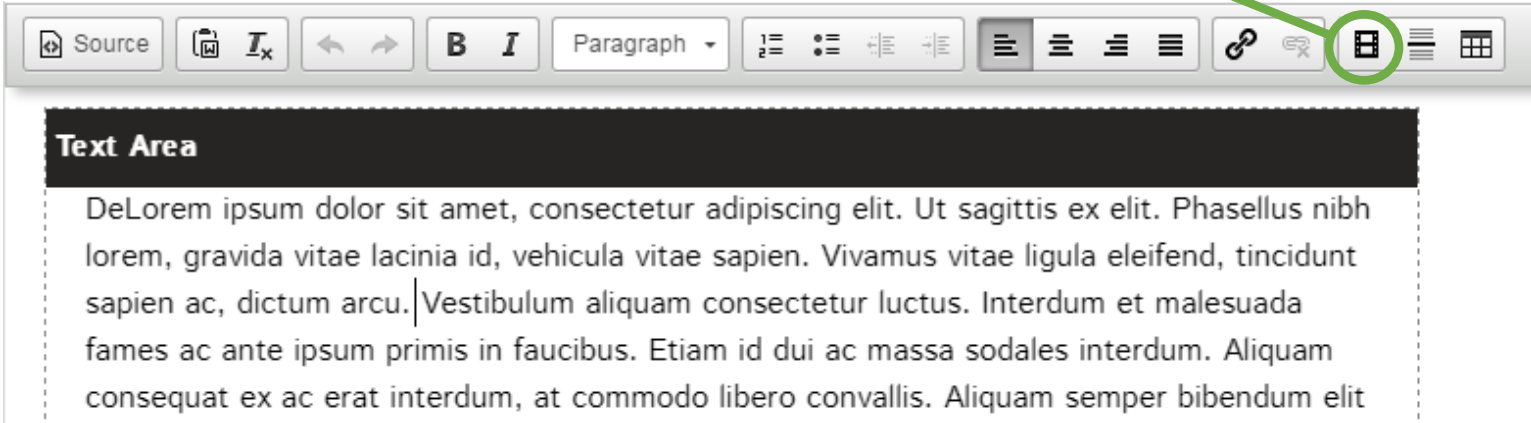
2. Click **CONTENT** tab.

3A. **TO LINK TO SITE PAGES:**
Select from file tree.



ADDING IMAGES

1. Click in content area where you'd like to insert image, and click **INSERT/EDIT IMAGE** or **MEDIA** icon.



Text Area

DeLorem ipsum dolor sit amet, consectetur adipiscing elit. Ut sagittis ex elit. Phasellus nibh lorem, gravida vitae lacinia id, vehicula vitae sapien. Vivamus vitae ligula eleifend, tincidunt sapien ac, dictum arcu. Vestibulum aliquam consectetur luctus. Interdum et malesuada fames ac ante ipsum primis in faucibus. Etiam id dui ac massa sodales interdum. Aliquam consequat ex ac erat interdum, at commodo libero convallis. Aliquam semper bibendum elit

2. Click **MEDIA LIBRARIES** tab.

The 'Insert image or media' dialog box is shown with several elements annotated with green circles and arrows:

- Media libraries** tab is selected.
- Upload** button is highlighted.
- Library:** dropdown menu is open, showing a list of departments with **LACC Media** selected.
- Actions** column in the table below has a green arrow pointing to the **Upload** icon.
- Save & Close** button at the bottom right is circled in green.

Actions	Name	Type	Size	Modified
>	deptHead...	.jpg	165 kB	12/7/2016 3:49:27 PM
>	DSCN2882	.jpg	990 kB	3/29/2017 1:05:24 PM
>	GreekTheatreColorEdit...	.jpg	65 kB	3/22/2017 3:33:23 PM

3. Select your department from **LIBRARY** dropdown.

4A. Either select from images in your library or
4B. Click **UPLOAD** to upload a new image from your computer, and describe image in **ALTERNATE TEXT** field.

5. Click **SAVE&CLOSE**.

UPLOADING DOCUMENTS (PDFs, Word .docx)

Los Angeles City College | Pages > New page

Edit Preview Listing

Los Angeles City College

- Home
- About LACC
- Admissions & Aid
- Academic Info
- Academic Departments
- Business Administration
 - Header-BusAdmin
 - Department Home
 - Degrees & Certificates
 - Programs
 - Faculty & Staff
 - documents
- Chemistry / Earth Scienc
- Child & Family Studies /
- Cinema / TV
- Communication Studies
- Counseling Courses
- Dental Technology

Please select new page type

- Page (menu item)
- Alert
- Blog
- File
- Folder
- Sidebar Item
- Slideshow Item
- Static Page

1. Click on YOUR department's **DOCUMENTS** folder.

2. Click + (add).

3. Select **FILE**.

4. Click **UPLOAD FILE** button to upload a document (.pdf, .doc, .docx) from your computer.

5. Type a file description and click **SAVE**.

Save Save and create another Spell check

Upload file: Upload file

File description: