

# MCIT - Document Style Guide

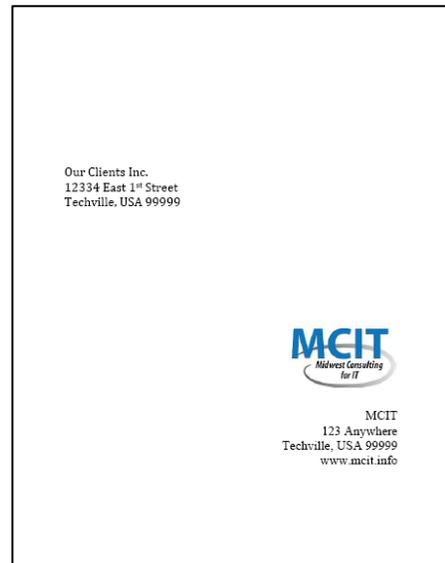
The following document standards should be used by MCIT employees for all written communications. Remember, first impressions happen only once! Make your first impression your best impression.

## Paper

1. Use 8.5 by 11 inch paper.
2. Use off-white (white if off-white is not available) paper.
  - a. Off-white is easier on the eyes.
  - b. Do **not** use colored paper.
3. If you have more than one page, make sure that the paper matches in weight, size, and color.
4. Fold the letter into thirds with the top folded over the bottom.

## Cover Page

1. MCIT always includes a cover page when sending out written communications to our clients.
2. Use Cambria font, 36-point, left-justified for the client's name in the upper left area of the page at approximately 2" from the top of the page. This information should be single spaced.
3. Use Times New Roman font, 18-point for our company name, right-justified in the lower right area of the page at approximately 2" from the bottom of the page.
4. Include the MCIT logo (filename: mcitlogo.jpg) in the right area of the page approximately 5" from top of page.



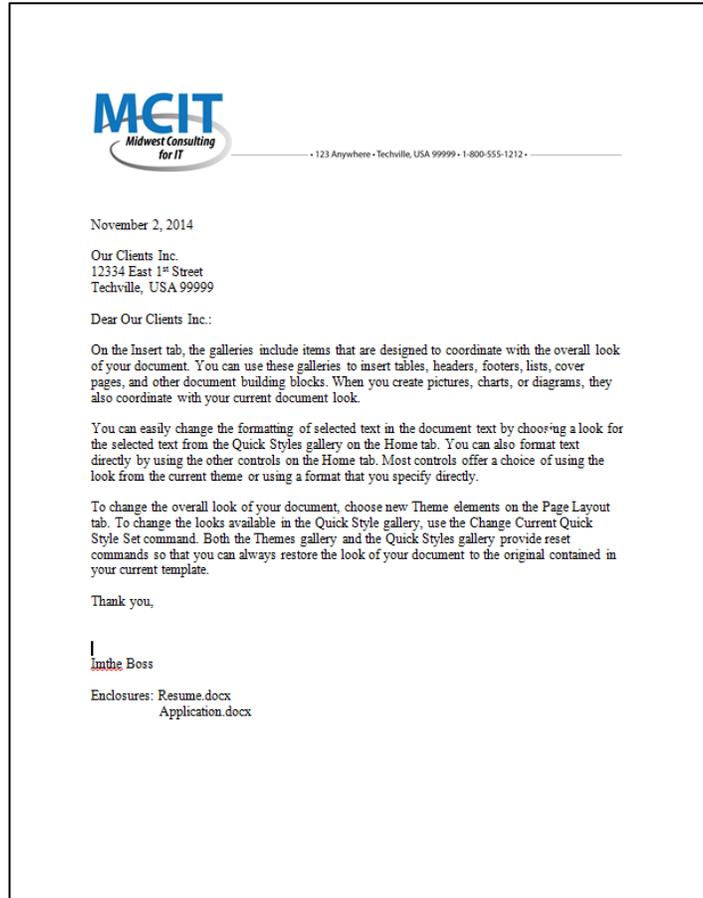
## Letterhead

1. Insert the MCIT logo with address file (filename: mcitlh.jpg) in the upper portion of the letter.

## Body

1. Readability is the most important part of the letter. Since our company is a conservative one, we have adopted using Times New Roman, size 12-point for the body of the document.
2. Use single spacing for the document and double space between paragraphs. The entire letter should be left-justified and margins should be 1" for the top, bottom, left, and right margins.
3. The date with the month, day and year (for example, June 11, 2012) should be two inches from the top of the page.
4. The client's name and address should be two lines below the date.

5. Type a salutation. You should always write to a specific individual at the business to which you are writing if possible. If you know the person and typically address them by their first name, it is acceptable to use only the first name in the salutation (for example: Dear Lucy:). In all other cases, however, use the personal title and full name followed by a colon. Be sure to include a personal title such as Ms., Mrs., Mr., or Dr. For international addresses, type the name of the country in all-capital letters on the last line of the address. Research proper salutations online for help.
6. The subject line should appear two lines below the salutation. Research appropriate subject lines and formats online.
7. Begin the body of the letter two lines below the subject line.
8. For letters longer than one page, include in the header of the second (and additional) page(s) who the letter is addressed to (left-aligned) and the date (right-aligned). Also include in the footer “Page” with the number (For example: page 1). Center the footer. Note: This does not include the Cover Page.



## Closing

1. The closing begins two lines below the last paragraph. Capitalize the first word only (for example: Thank you) and leave four lines between the closing and the sender’s name for a signature. A comma should follow the closing.
2. The sender should sign the letter with his or her full name.

## Enclosures

1. If you have enclosed any documents along with the letter, such as supporting documents or presentation slides, you indicate this simply by typing Enclosures two lines below the closing. As an option, you may list the name of each document you are including in the envelope. For instance, if you have included many documents and need to ensure that the recipient is aware of each document, it may be a good idea to list the names.