Welcome to our new WordPress Content Management System, which will make editing and managing your faculty page much easier. Please contact Public Affairs by phone (212) 346-8501 or email publicaffairs@bmcc.cuny.edu if you have any questions.

1) Go to the URL https://www.bmcc.cuny.edu/wp-admin to log in to WordPress.

2) Log in to your faculty page with your Outlook email username (just the name part, not @bmcc.cuny.edu) and your Outlook password.

3) You will see your faculty profile from the backend of the site, where you can add or edit information.
4) Editing a Page

Type or edit text in the boxes provided.

Biographical Description

Use third-person singular to create a brief biographical description. You can include a hyperlink to your LinkedIn or personal professional website in the last sentence of your bio.

5) Expertise

Add your areas of expertise.

![Expertise](image)

6) Adding Courses Taught

While in the Courses Taught field, type the three letter code for the subject, (ex. MAT, ENG, BUS, etc.) and you will get a drop down list of courses in that field to select from.

![Courses Taught](image)

**Changing Course Order**

You can change the order of the courses by dragging them before or after another course.
6) Adding Publications

Type or cut and paste your publications in the Publications box.

Move the publications (drag and drop or cut and paste) to be in reverse chronological order, so that the newest publication is first.

You can hyperlink to online versions of your publication.

7) Select **Update** to save and publish your changes.
**Formatting and Style**

**AP Style**
BMCC uses Associate Press (AP) style for print and website.

Some examples of AP style are:

**Time**
AP style uses periods for a.m. and p.m. and lower case letters.

   Ex. 3:30 p.m. or 8 a.m. is correct

**Dates, Months, Years, Days of the Week**
For dates and years, use figures. Do not use st, nd, rd, or th with dates

   Ex. May 12 is correct ... not May 12th

**Technological Terms**
Here are the correct spellings for some common technological terms:
- e-book
- e-book reader
- e-reader
- email
- cellphone
- Facebook

**Numbers**
Spell out numbers used at the beginning of a sentence, except for years.

   Ex. Two hundred students volunteered for the program.
   2018 was the year the college president stepped down.

**Headings**
* Capitalize principal words in headings and subheads
  - minor words such as for, of, a, an, at, are not capitalized
  - see AP Style Title Case for more information

**AP Style References**
A more complete summary of the AP style can be found in the following:
- The Purdue Online Writing Lab
- The State of Colorado AP Cheat Sheet
Office of Public Affairs

Formatting Style

**Use of Bold Type**
Use *occasional* bold type to emphasize **one** or **two words**, not a whole sentence or paragraph.

**Use of ALL CAPS**
This is not a style we use on the BMCC website. It is more difficult to read than mixed case.

**Use of Underlining**
Underlining is not used on our website, because it can easily be mistaken for a hyperlink.

**Headshots**

Our photographer is available to take headshots of faculty. Please contact Public Affairs by phone (212) 346-8501 or email publicaffairs@bmcc.cuny.edu if you do not have a professional headshot on your faculty page.
OFFICE OF PUBLIC AFFAIRS

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