

Identity Standards

service empathy justice integrity transformation

academic nurturing spirited engaged confident principled

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Graphic Standards

Concordia University strives to challenge its students to grow intellectually, personally, and to positively affect the community. This is supported with Christian values of service, empathy, justice, integrity, and transformation. Using these guidelines consistently will elevate the Concordia brand image and reinforce its values.

This guide is a reference tool for applying a consistent look, feel, voice, and tone for all Concordia University communications. The identity conveys a look that is academic, nurturing, spirited, engaged, confident, and principled. These words help keep Concordia University Portland distinct from other academic institution and other Concordia schools. You will find in this book elements such as color, photography, typefaces, and use of the logo. You will also find guidance for organizing elements, rules, and guidelines focusing on branding.

Use this as a foundation to keep the overall University brand consistent. However, we don't not want to discourage creative thinking in order to communicate successfully to the varied audiences from alumni to prospective students. Language, image choice, and additional design elements can be used to communicate to these varied audiences as long it supports the overall brand image.

You can access this guide, logos, and our PowerPoint template from the internet. (intranet.cu-portland.edu/identity)

All questions regarding the Concordia University graphic identity program should be addressed to:

Concordia University Foundation 2811 NE Holman Street, Portland, OR 97211 503-288-9371 or 1-800-321-9371

Primary Signature - Vertical



Alternate Signature - Horizontal



Special Use Logo



Identity Reproduction

LOGO STRUCTURE

The Concordia University logo is a signature consisting of two components: the logomark and the logotype. These components are always placed in a fixed relationship and should never be separated, altered, modified, or redrawn in anyway.

The vertical signature is the preferred format for most applications. When space limitations or size of reproduction preclude the use of the primary configuration, the alternate horizontal configuration may also be used. Any other configuration of the signature is not authorized for use.

The introduction of the new logo requires a strict adherence to the standards in order to increase recognition. At this time, it is imperative that the signature is kept intact. Do not use the logomark alone or the logotype alone.

The special use logo is to be used only for long banners (proportions of 5:1) and display advertising, where the logo needs to have maximum impact on extreme horizontal applications.





Minimum Clear Space

MINIMUM CLEAR SPACE

To ensure its integrity and visibility, the Concordia University logo should be kept clear of competing text, images, and other marks. It must be surrounded on all sides by an adequate clear space—a space equal in size to three times the cap height of the logotype (the capital "C" in Concordia).

Recommended Print Size



Minimum Print Size





1.2" width

1.5" width

Minimum Screen Size





1.25" width

Size Requirements

RECOMMENDED SIZE

The suggested size for the Concordia University logo is 1.75" on a typical 4" x 9" rack brochure, and 2" on larger (e.g., 8.5" x 11") publications.

For electronic applications, the suggested size for the logo is 2.5" in PowerPoint, and 3" on the Web.

MINIMUM SIZE

Minimum size refers to the smallest dimensions allowed for the Concordia University logo. It is stated at minimum width. The minimum size for the vertical logo is 1.2" and the minimum size for the horizontal logo is 1.5".

For electronic applications, the minimum size for the vertical logo is .85" and the minimum size for the horizontal logo is 1.125".

NOTE: The minimum size logo has been modified with larger "1905" date numbers. Use only when the logo is smaller than 1.5".

Preferred Usage





Logo Usage

CHOOSING THE CORRECT LOGO

The preferred usage of the Concordia University logo is the color version on a white background. Use the vertical logo when possible. Use the color version when possible. The reverse logo treatment may be used on a dark background if sufficient contrast exists (see the Contrast Recommendations, page 11).

Acceptable Usage









COLLEGE OF EDUCATION



Additional Logo Usages

LOGO WITH ADDED INFORMATION

When there is an additional line of information (i.e. department, college), always use DIN. Center the information underneath the logo and use upper-typography. The use of a set of en-dashes can occationally be used to enclose Portland, Oregon.



Logo File Names

LOGO FILE NAMES

Use this naming convention guide to select the appropriate logo for reproduction. EPS files can be imported into or opened through page layout and illustration software such as InDesign, QuarkXPress, Freehand, Illustrator, or Photoshop. The EPS logos should be used for high-resolution print applications. TIFF or JPEG images can be placed in applications such as Microsoft Word, Publisher, and PowerPoint.

Primary Logo

culogo_vert_blk culogo_vert_4cp culogo_vert_ko culogo_vert_spot

Alternate Logos

culogo_horiz_blk culogo_horiz_4cp culogo_horiz_ko culogo_horiz_spot

culogo_vert_blk_1.2"
culogo_vert_blk_1.25"
culogo_vert_blk_1.55"

culogo_vert_4cp_1" culogo_vert_4cp_1.2"

culogo_vert_4cp_1.25" culogo_vert_4cp_1.5"

culogo_vert_ko_1"
culogo_vert_ko_1.2"

culogo_vert_ko_1.25" culogo_vert_ko_1.5"

culogo_vert_spot_1"
culogo_vert_spot_1.2"
culogo_vert_spot_1.25"

culogo_vert_spot_1.5"

culogo_horiz_blk_1.25" culogo_horiz_blk_1.5"

culogo_horiz_4cp_1.25" culogo_horiz_4cp_1.5"

culogo_horiz_ko_1.25" culogo_horiz_ko_1.5"

culogo_horiz_spot_1.25"
culogo horiz spot 1.5"

culogo_vert_blk_college culogo_vert_blk_pdx culogo_vert_4cp_college culogo_vert_4cp_pdx culogo_vert_ko_college culogo_vert_ko_pdx culogo_vert_spot_college

culogo_vert_spot_pdx

Color Black and White PREFERRED TREATMENT The vertical logo over a white background White CONCORDIA CONCORDIA UNIVERSITY UNIVERSITY 20% NCORDIA UNIVERSITY CONCORDIA UNIVERSITY 40% CONCORDIA ONCORDIA UNIVERSITY 60% CONCORDIA CONCORDIA 80% CONCORDIA CONCORDIA 100% CONCORDIA CONCORDIA UNIVERSITY UNIVERSITY

Contrast Recommendations

LOGO OVER VALUES OF BLUE AND BLACK

For sufficient contrast, reference these diagrams. For light backgrounds (0-20%), use the primary color logo. For a solid black background (100%), use the reverse (knock out) logo. If the color logo lacks contrast against the background (60-100%), use the reverse (knock out) logo to maximize legibility.

Acceptable Usage



White is the preferred background color for the logo.



The logo may be used over light solid backgrounds.



The reverse (knock out) version of logotype should be used when placed over dark colors.



Always position the logo over an image in a way that maintains its legibility.

Unacceptable Usage



Never use the primary logo over a color that renders it unreadable.



Never use over a background that renders the logo unreadable.



Never use over a background that renders the logo unreadable.

Background Guidelines

ACCEPTABLE CONTRAST

Background colors and images can easily overpower or compete with the Concordia University identity.

The preferred treatment of the Concordia University logo is the vertical color logo over an open, white background.

If the logo must be placed on a dark background, you may use a reverse (knock out) version of the logo. Please refer to the Contrast Recommendations (page 12) to view acceptable ranges for using a reverse version of the logo.

The logo may be placed over a background image or pattern only if there is sufficient contrast to distinguish the logo from outside elements.

Never substitute type in the logo.



Never outline elements of the logo.



Never alter the logomark in any way.



Never alter the colors in the logo.



Never change the size relationships or positioning of the logo elements.



Never add effects such as bevels, textures, drop shadows or glow.



Never fill in the interior of the logo



Never use the Concordia University logomark alone.



Never flip or reposition elements of the logo.



Unacceptable Uses

PROTECTING THE LOGO

Always use original Concordia University logo artwork. It should never be edited, recreated, or combined with other graphic or typographic elements. Below are some examples of unacceptable usage:



Approved Concordia University Seal

PRESIDENTIAL MARK

The presidential mark is reserved for academic purposes only. It is used for official university documents, such as diplomas and certificates. The presidential mark should not be reversed nor be combined with another logo.

Usage of the presidential mark is reserved to the following official documents only: diploma, podium, academic letters and awards

Primary Color



Concordia Navy Blue

Pantone 281C C:100 M:85 Y:5 K:20 R:0 G:38 B:100 Hex # 003E7E

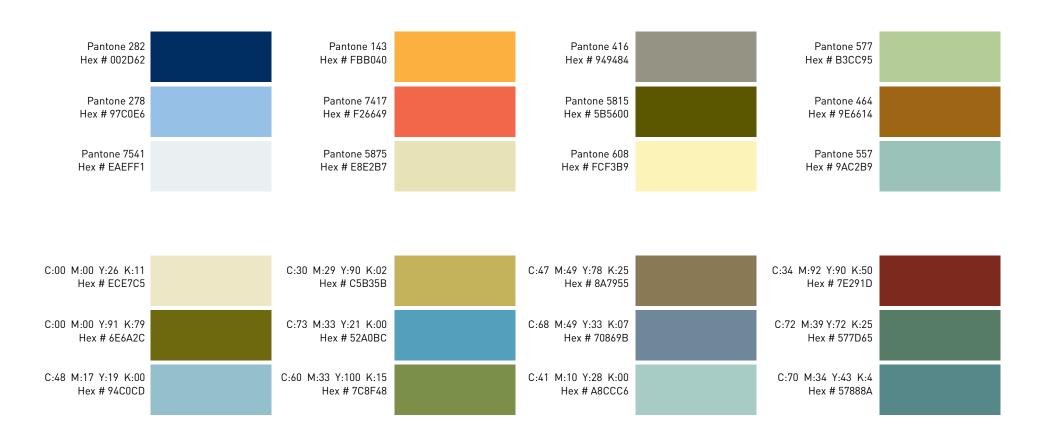
Color Palette

APPROVED CONCORDIA UNIVERSITY COLORS

It is important that Concordia University maintains consistency of visual communications across various media types and materials. Using approved colors in all communications will strengthen Concordia's identity, create impact, and help differentiate information.

The colors shown on this page have not been evaluated by Pantone, Inc. for accuracy and may not match the PANTONE Color Standards. PANTONE® is a registered trademark of Pantone, Inc.

Secondary Color Options



Typographic Style

OFFICIAL FONTS

Concordia University typographic style consists of three typefaces: Hightower as the logo typeface, Hightower (serif) and DIN (sans serif) as primary typefaces. These fonts are used in all printed works to ensure continuity in the visual image of the University.



Hightower TextRoman

Logo Typeface

Hightower is the Logo Typeface for Concordia University. Use Hightower for the Logomark only. Always use Hightower TextRoman.

Concordia

Adobe Jenson Pro Light

Adobe Jenson Pro Light Italic

Primary Serif Typeface

Adobe Jenson Pro is the primary serif typeface for Concordia. Use Adobe Jenson Pro as body text in letters, brochures, catalogs, and newsletters. Adobe Jenson Pro is always left aligned. Do not justify Adobe Jenson Pro. The Adobe Jenson Pro font family comes in several different versions. Adobe Jenson Pro Light is recommended for most uses. The light italic version should be used only where additional emphasis is needed.

Concordia

Primary Sans Serif Typeface

DIN is the primary sans serif typeface for Concordia University. DIN complements the Adobe Jenson Pro typeface and reproduces well at both large and small sizes. Use DIN for titles, headlines, and subtitles.

DIN Light Alternate
DIN Regular Alternate
DIN Medium Alternate

Arial Arial is the substitute font for DIN.

Arial Regular

Arial Bold

Minion Minion is an acceptable substitute for Adobe Jenson Pro. Use standard

Minion unless Adobe Jenson Pro is specified in the template.

Minion Regular

Minion Bold

Georgia Georgia is the secondary/substitute font for Minion. Use Georgia for

web, body copy on letterheads and official documents to improve legibility.

Georgia Regular

Georgia Italic

SECONDARY/SUBSTITUTE FONTS

The recommended typefaces for any electronic or other non-published communications are Arial (in place of DIN) and Minion (in place of Adobe Jenson Pro) and Georgia in place of Minion.

Official fonts must be purchased, and will display consistently on all platforms.

1.75"



BUSINESS CARD AND LETTERHEAD

Not to scale. Always use the vertical logo lock-up for the Concordia University stationery system.

at least 1.0" at least 1.0"

17

.75"

Stationery System

FORMATTING A SHORT LETTER

Font:

- Minion (OR Georgia if Minion is not provided)
- 10 point

Spacing:

- Single or space-and-a-half is acceptable, do not double space
- Place 1 space after ending punctuation and beginning of the next sentance

Margins:

- Short letters begin 2.5 inches from the top of the page
- Left and right margins at least 1 inches, if not larger



at least 1.0" at least 1.0"

18

FORMATTING A LONG LETTER

Font:

- Minion (OR Georgia if Minion is not provided)
- 10 point

Spacing:

- Single or space-and-a-half is acceptable, do not double space
- Place 1 space after ending punctuation and beginning of the next sentance

Margins:

- Long letters are to begin 1.75 inches from the top of the page
- Long letters are to end 1 inches from the bottom of the page
- Left and right margins at least 1 inches, if not larger



.75"

1.75"

at least 1.0" at least 1.0"

Writing Style Outline

- 22 Abbreviations and Acronyms
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- 23 Names
- 23 Nondiscriminatory Language
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Writing Style Guide

ABBREVIATIONS AND ACRONYMS

Use abbreviations after the first full introduction of an organization or program. Do not put the acronym in parentheses immediately after the first full reference. See list of Concordia University acronyms in the Appendix.

CAPITALIZATION

In general, avoid unnecessary capitals. For example, use lowercase for the elements of a proper name when they stand alone as a common noun.

Concordia University prepares leaders to transform society. We are pleased that our alumni support the mission of the university.

Academic Degrees

Lowercase names of degrees unless they include a proper noun.

bachelor of arts master of arts

bachelor's degree in nursing master's degree in German.

Use lower-case for baccalaureate when used as a modifier.

baccalaureate nursing program

Course Names

Capitalize the name of specific school courses but not the name of a general subject unless it is a proper noun.

I am taking the Faith for Life course, but I would rather be studying biology and German.

CAPITALIZATION (CONTINUED)

Department and Program Names

Use lower case except for words that are proper nouns or adjectives. For example, capitalize the name of the department or program if it is preceded by Concordia. Lowercase the name of the department if it stands alone.

office of admission
athletic department
board of regents
foundation
nursing program

Concordia University Athletic Department
Concordia University Board of Regents
Concordia University Foundation
Concordia University Nursing Program

Personal Names and Titles

Capitalize a title preceding a name if the person is addressed by that title; otherwise do not capitalize.

Dean Kunert Professor Jan Albrecht Coach Landy financial officer Denny Stoecklin.

When a title follows a name, it is lower-case.

Bobi Swan, dean of admission

Do not precede a name with Dr. unless the person is a physician. Use Professor and, if appropriate, follow his or her name with Ph.D set off from the last name with a comma.

Professor J. D. Wyneken, PhD

Use lowercase modifiers.

division Dean Glenn Smith.

NAMES

Alumni

Class of 2007

Professor Michael Thomas '93

Church

Lutheran Church-Missouri Synod St. Michael's Lutheran Church

President:

Concordia University's president is Chuck Schlimpert. Refer to him as Chuck Schlimpert in general usage.

President Chuck Schlimpert led the meeting.

Use the formal President Charles E. Schlimpert in official or academic situations.

University

Concordia University Athletic Department
Concordia University Student Services Division
Concordia University Foundation
Concordia University College of Education
Concordia University College of Health and Human Services
Concordia University College of Theology, Arts, & Sciences
Concordia University Office of Admission

NONDISCRIMINATORY LANGUAGE

Concordia University School of Management

The term *handicapped* should be replaced with *disabled* in all written communications.

NONSEXIST LANGUAGE

Chairman and *chairwoman* are acceptable when they refer to specific people; otherwise, use *chair*.

Avoid using *he, him*, and *his* to refer to people in general. Recast the sentence in the plural.

OTHER POINTS OF STYLE

Use figures for numbers 10 and higher; write out one through nine.

Use numbers for ages and percentages.

4 years old 9 percent

Write out the word percent except in charts and scientific copy.

To form the plurals of figures, add an s; no apostrophe is needed.

1980s 20s

PUNCTUATION

Abbreviations

Use periods in two-letter abbreviations or in longer abbreviations when two letters are used for one term.

B.S. degree Ph.D. M.Ed.

Do not use periods in longer abbreviations or when the letters are pronounced.

MAT GPA

Periods in abbreviations are not included on business cards or University signage.

Academic Degrees

Do not use an apostrophe when using of in the name of the degree.

Master of Education

Master of Arts in Teaching

Master of Business Administration Bachelor of Arts

Bachelor of Science

Do use an apostrophe in the name of the degree when of is not used.

bachelor's degree master's degree

Compound Modifiers

When a compound modifier – two or more words that express a single concept – precedes a noun, use a hyphen or hyphens to link the words in the compound except with the adverb very and all adverbs that end in –ly.

a full-time job a know-it-all attitude a very good time an easily remembered rule.

Dates

Do not use a comma between month and year.

September 2006.

Use the slash (/) for the numerical date format

##/##/##

Lists

Delineate lists with numbers:

- When the total amount is important to communicate
- When the list is in priority order
- When items exceed 10 in number
- When group discussion of the list is anticipated

Use bullet points to delineate lists in all other circumstances.

A complete thought delineated with number or bullet point has lost its right to be treated as a sentence. Therefore, do not punctuate the end of a numerical or bulleted list. Do not use a period, exclamation point or a question mark. Resist including multiple thoughts in a single listing. Each item in a numbered or bulleted list should be a single thought.

Numerals

Use a comma to separate digits of one thousand, 10 thousand, etc.

1,905 10,000

Other

Punctuation goes inside quotation marks.

Do not use a colon to introduce a list unless you use as follows or the following.

The people attending the conference were Jane Smith, Kevin Simpson and Brad Barbarick.

The following people attended the conference: Jane Smith, Kevin Simpson and Brad Barbarick.

Phone Numbers

No parenthesis on the area code and use a dash.

Area Code- ###-###

Series

Do use a comma before the conjunction in a simple series.

Chuck, Johnnie, and Denny each claimed to have caught the most fish.

ROOM NUMBERS

Put room number s after building names.

Luther 121

TITLES OF PUBLICATIONS

Italicize titles of books, newspapers, magazines, record albums, movies, plays, works of art, operas and other long musical works, ships, aircraft, spacecraft and satellites.

Use quotation marks for titles of articles, poems, short stories, songs, lectures, and TV and radio programs.

WORD CHOICE

Lay vs. Lie

The active verb is lay and its past tense is laid.

I will lay the textbook on the table.

I laid the textbook on the table.

Lie indicates a reclining posture and its past tense is lay.

He lies on the floor to study.

Yesterday, he lay on the floor to study.

Led vs. Lead

Led is the past tense of the verb to lead.

The Concordia University student led the transformation of society.

Lead is a toxic metal.

That vs. Which

Use *that* when the clause it introduces is essential to the sentence; do not use commas to set off the clause. Use *which* when the relative clause is not essential to the sentence; use commas to set off the clause.

The figure that Jim Cullen gave me is correct.

The Concordia Teacher Corps., which is comprised entirely of students, started in the fall.

Other

advisor	Not adviser
alumna	A female graduate
alumnus	A male graduate
alumni	Plural of alumnus (used to describe two or more male graduates);
	also used as the plural to describe graduates of both sexes at
	co-educational institutions
alumnae	Plural of alumna (used to describe two or more female graduates)
emeritus	An honorary status accorded to some male retired faculty
emerita	An honorary status accorded to some female retired faculty
emeriti	Plural of emeritus
freshman	Use freshman class not freshmen
residence hall	Not dorm or dormitory

Concordia University Key Messages 2011-2012

FACTS

- 1. Over 3,000 students are enrolled at Concordia University
- 2. Average class size is 20 students
- 3. The student/faculty ratio is 17:1
- 4. The mediam GPA for Concordia students is 3.5.
- 5. Tuition for 2012-2013 is \$24,900 and room and board average \$7,450
- 6. Average freshmen scholarship is \$12,000
- 7. Concordia University employs over 150 full-time faculty and staff
- 8. The Concordia University Cavaliers compete in over a dozen sports in the National Association of Intercollegiate Athletics

These facts are current as of March 2012. Check the Brand Identity System section of the Intranet for updated information.

DESCRIPTIVE STATEMENTS

One Sentence

As a private, Lutheran liberal arts university in Northeast Portland, Concordia University encourages spirited intellectual inquiry to strengthen our students' commitment to faith, justice, compassion, and moral integrity.

Paragraph

Concordia University is a private, Lutheran liberal arts university located in Northeast Portland that is open to students of any faith. We create a challenging yet supportive learning environment to prepare our students for life and for a living. Our faculty and staff work closely with community partners to provide experiential learning opportunities for our students and crucial services for our neighbors. Spirited intellectual inquiry and community service strengthens our students' commitment to faith, justice, compassion, and moral integrity.

Extended Statement

Located in Northeast Portland, Concordia University is a private, Lutheran liberal arts university that welcomes over 3,000 undergraduate and graduate students of all races, faiths, and backgrounds. Since its inception in 1905, Concordia University has graduated thousands of students who have assumed responsible positions in their communities and workplaces to live out the university's mission of preparing leaders for the transformation of society.

Concordia offers 25 undergraduate and graduate programs. From teachers, church leaders and social workers to business executives, nurses and scientists; Concordia University graduates use their education to benefit the communities in which they live. Concordia University works closely with local civic, educational and faith-based partners to develop a variety of programs that provide crucial services for our neighbors and experiential learning opportunities for our students.

SUPPORT POINTS

Academics

- 1. Concordia University's enrollment has increased over 50 percent since the year $2000\,$
- 2. All Concordia University students seeking a Bachelor of Arts degree complete a senior thesis or project

Service

- 1. Every Bachelor of Arts student experiences 25 hours of community-based service learning through required general education classes
- 2. The Concordia Teacher Corps is a group of students who mentor youths at risk of dropping out of school

Athletics

 As a NAIA Character Institution, Concordia University seeks to create an environment in which every student-athlete, coach, official and spectator is committed to the true spirit of competition through these five tenets:

> Respect Servant leadership Integrity Sportsmanship Responsibility

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Concordia University - Portland Official Names List

UNIVERSITY:

Concordia University - Portland

COLLEGES:

College of Education

College of Theology, Arts, & Sciences

College of Health & Human Services

School of Management

School of Law

OFFICES:

Office of Admission

Office of Alumni & Parent Relations

Office of Christian Life Ministries

Office of Church Relations

Office of Financial Aid

Office of the Provost

Office of the President

Office of Marketing & Communications

Office of Online Education

Office of Student Services

Business Services

Concordia University Foundation

Department of Athletics

Information Technology Services (ITS)

Registrar's Office

Physical Plant Services

Public Safety

BUILDINGS:

Centennial Hall

Coates Apartments (North & South)

Concordia Place Apartments

Concordia House

East Residence Hall

Elizabeth Residence Hall

Fine Arts Building

George R. White Law Library

George R. White Library & Learning Center

Gymnasium

Hagen Campus Center

Hilken Community Stadium

Luther Hall

Mary Neils Building

Navy & White House

Neils Residence Hall (North & South)

St. Michael's Lutheran Church

Throw Center

Weber Residence Hall

CENTERS:

Art & Carol Wahlers Center for Applied Lutheran Leadership (CALL)

Center for Excellence in Learning & Teaching (CELT)

Office for Service Leadership

Center for Volga German Studies (CVGS)

Computing Center

ELS Language Center

FWJ Sylwester Library

Fitness Center

Information & Services Center

Mail and Shipping Services

Printing and Duplicating Services

Jody Thurston Northwest Center for Children's

Literature (NWCCL)

Multicultural Services

Richard Paul & Jane Roe Shakespeare Authorship

Research Centre (SARC)

Robert & Virginia Hilken Family Nursing Center

Student Events & Activities Center

Student Involvement Center

Technology Help Desk

SPACES:

The Bookmark at Concordia University

Brandes Dining Room

Cafe 1905

Campus Green

Cavalier Cafe

Dining Services

Guild Lounge

Luther Courtyard

Luther Front Lawn

Anna Neils Dining Hall

Porter Park

Tuominen Yard