Communication Standards for Institutional Brand Identity
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Introduction

The importance of brand consistency

Maintaining a strong and recognizable brand is a key component to NIU’s success in student enrollment. We created this guide to make it easier for you to correctly and consistently represent the NIU brand when you develop new communications.

Please submit all print and digital communications to the Clearinghouse Review at go.niu.edu/clearinghouse at least three days before the communication is due. For more information, see page 64.

How to use this guide

Brand Basics — This section highlights the basic components of our brand, including value proposition, brand personality, brand narrative and tagline.

Brand Voice — This section covers what the NIU brand voice is, plus guidelines and examples to help you put the brand voice into practice.

Visual Elements and Marketing Templates — These sections provide concrete direction on how to use specific elements, such as logos, photography and typography.

Resources — This section includes Clearinghouse Review information and a list of resources to help you.

Any questions regarding these communication standards can be directed to the following areas:

Communication standards and institutional branding
University Marketing
marketing@niu.edu

Logos and sub-branding
University Marketing
marketing@niu.edu

Website design
Web & Internal Communications
webcommunications@niu.edu

University letterhead and business cards
Document Services
dOCUMENTSERVICES@NIU.EDU

Athletic identity
Athletics Marketing
sportsmarketing@niu.edu
Brand Basics
The NIU value proposition is a brief aspirational statement that clearly describes the value we offer students and why they should choose us over other institutions. This statement is not intended to be used literally in communications. Instead, it is the prevailing thought behind every communication.

Value proposition:

A university experience tailored to who I am today and what I will be tomorrow.
Our brand personality shines through in everything we do.

A brand’s personality represents the characteristics or traits people associate with a brand. For designers and writers, it helps define “the look and feel,” or how the brand comes across at a personal and emotional level.

NIU’s updated brand personality is made up of three simple words. Supporting phrases and second-tier descriptors help deepen understanding of their meaning.

**personalized**

Be who you are. Discover who you want to become.

- Emotional
- Journey
- Choice
- Individual attention
- Experiential learning
- Real-world ready

**inviting**

Open up. Try new things.

- More backgrounds, more futures
- Magnetic
- Community
- Fresh perspectives
- Sense of challenge
- Warm
- Welcoming

**charged**

Come to take on the world. Leave ready to change it.

- Motivated
- Inspired
- Purposeful
- Spirited
- Invested
- Life-changing
Our narrative is the story we want to share.

How do we prove we’re committed to delivering on our value proposition? By expressing the tangible key strengths and benefits that make up our narrative. In other words, our narrative is the story we want to tell about ourselves at every opportunity through our voice and visuals.

**NIU KEY STRENGTHS**

- Personal attention/mentoring
- Professors who care
- Knowledgeable advisors
- Welcoming of all cultures
- Accessible (affordable and close to home)
- Variety of majors/programs
- High academic rankings
- Distinguished faculty
- Athletic team spirit
- Robust social programs/activities
- Prominent research
- Experiential learning
- Academic excellence
- Strong internship/job placement programs
- Chicago-connected/widely respected
- Engaged alumni networks

**NIU BENEFITS**

- Individual-centered/small-college culture
- Big-university advantages
- Career success

**VALUE PROPOSITION**

Your Future. Our Focus.

**TAGLINE**

University experience tailored to who I am today and what I aim to be tomorrow.
The NIU tagline helps unify us all.

Another component of the NIU brand is our tagline. It distills our value proposition and brand narrative into a memorable phrase that’s meaningful across all departments and colleges.

Your Future. Our Focus.

Please note the punctuation. The use of periods gives our tagline more emphasis and an attitude of greater commitment. The tagline may be used as a headline, a sign-off, in copy or in conjunction with the university logo (see pages 17–25 for specific logo usage guidelines).

Do not modify, create or use other taglines for the university or any college or department.
Brand Voice
Brand Voice

How we sound

The NIU VOICE is how we want to sound. Use language carefully and craft your writing to express our brand personality, taking into consideration content and tone.

Our BRAND PERSONALITY is personalized, inviting and charged. For more about brand personality, see page 6. For how-tos and examples, see pages 11-14.

CONTENT is the message — the points you want to make within a communication to inform and inspire your reader to take action. Content can be anything from informing students of test requirements to information about housing. When appropriate, include one or more NIU key strengths and benefits (see page 7) as part of your content.

TONE is the variation of voice you might use depending on the audience and medium. For example, an email explaining the steps to apply for financial aid will sound different than a Facebook post announcing a Huskie pep rally.

Follow Associated Press style.
The official style manual for all Northern Illinois University communications is The Associated Press Stylebook. All university units are expected to follow AP style. Webster’s New World College Dictionary at m-w.com is used for spelling and usage issues not covered in The AP Stylebook.
How to put the NIU brand voice into practice

Our brand voice reinforces our brand personality through the careful use of language. Below are the three brand personality words along with how-tos. See the next page for examples.

**Personalized**
- Personalize with student’s name whenever possible
- When applicable, include a real person’s quote or signature to convey personal, one-on-one communication
- Think of what the student wants or needs — what is the end benefit for them?

**Inviting**
- Look for opportunities to convey inclusiveness
- Use encouraging, aspirational ideas and phrases
- Write from a place of warmth and empathy
- Talk to the student, not at them

**Charged**
- Choose words that are encouraging and energetic
- When appropriate, use short bursts of encouraging phrases (e.g., let’s do this, we’re going places, no-limit learning)
- Write content that is bold and action-oriented
How to combine brand personality with brand narrative

Below are examples of writing that combine brand personality with brand narrative.

**Personalized**

- You’ll get to know your instructors and work closely with them as they share their expertise and passion with you.
- Suraiya, we’re excited you’re joining us for our open house this spring.
- “We’re committed to giving students from all over the world, from all types of backgrounds what they need to become their best selves. Whether they’re returning to their communities or moving on and up in the world, NIU is behind them.”
  — Dr. Vernese Edghill-Walden
  Chief Diversity Officer
- Be who you are. Discover who you want to be.
- Our faculty will help cultivate problem-solving and leadership skills that you’ll find useful far beyond the classroom. You’re already a thinker, dreamer and doer. We’ll just help you find your way.

**Inviting**

- Our faculty cares about the person you are and the dreams you have. We’re here to help you achieve success in all areas of your life.
- We encourage students, instructors and corporate leaders to look beyond the classroom and apply skills and ideas through innovative internships.
- We treat all students as the individuals they are, with unique talents and challenges, from a range of cultures and backgrounds, together on a journey to build a future.
- Making friends isn’t always easy for everybody. But with Huskie Link, you can quickly find lots of opportunities to meet up with people who are into the same things you’re into.
- NIU students have the best of both worlds. They can live and learn at a place that has the advantages of a big, top-tier university and, at the same time, feel at home with people who support and nurture them.

**Charged**

- Tomorrow is within reach. Chase it.
- See it. Seek it. Be it.
- Learn lessons you’ll use. For life.
- Do you. Do more. Do it for real.
- Ready. Set. Graduate.
- At NIU, our people and resources are organized around you. What are your strengths? What energizes you? What do you want to be? Our purpose is to help students like you get what you need to lead the life you want today and after college.
Additional guidelines for building our brand voice

Below are some writing best practices that can help build a brand voice that is personalized, inviting and charged.

<table>
<thead>
<tr>
<th>Craft</th>
<th>Organize</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Write in a way that’s friendly and conversational</td>
<td>• Organize your communication with a clear hierarchy so the reader can scan for key information</td>
<td>• Make any next steps or what students can expect next very clear</td>
</tr>
<tr>
<td>• Use active voice rather than passive</td>
<td>• In long communications, use headlines and subheads</td>
<td>• Read your writing aloud — if it sounds unnatural, it probably needs to be revised</td>
</tr>
<tr>
<td>• Use personal-sounding words such as “we,” “us” and “you” rather than “one” or “students”</td>
<td>• Carefully edit to eliminate unnecessary words, sentences or ideas (and remember that your communication is one of many the student will receive from NIU)</td>
<td></td>
</tr>
<tr>
<td>• Use contractions when appropriate for a more casual, friendly tone (“you’ll” versus “you will”, “we’re” versus “we are”)</td>
<td>• Use quotes from faculty, staff and students, but make sure the quotes are compelling and authentic</td>
<td></td>
</tr>
<tr>
<td>• Avoid formal, stiff or academic-sounding language</td>
<td>• Use examples to clarify or add empathy</td>
<td></td>
</tr>
</tbody>
</table>

**Craft**

- Be clear and aligned on objective.
  Before writing a communication, be clear about your objective and the points you need to convey. It’s helpful to have the objective and key message points agreed-upon and in writing, ready to be shared with stakeholders at every stage of review.
Examples

Below are some examples of writing best practices.

Write in a way that’s friendly and conversational.

It’s your responsibility to do the following...

Come join us! All you need to do now is...

Use active voice.

Courses in accounting may be found...

You can find our accounting courses...

Use personal-sounding pronouns.

One may reach our campus from the east...

You can reach our campus from the east...

Avoid formal, stiff or academic-sounding language.

Environmental education courses prepare formal and non-formal educators to use community and out-of-classroom resources to enhance school curricula and non-formal education programs in diverse settings.

Using the area waters and woods as our classroom, you’ll learn how to plan courses that teach students and others how to be better stewards of the earth.

Make sure quotes are compelling and authentic.

“‘It’s a good starting point for a freshman in college. It’s a good way to get to know students and professors.’”

“The TLC class gave me more confidence in presenting my work to a roomful of people. Plus, I got to know people I wouldn’t have met in my regular classes.”

Remember the value proposition and narrative.

Voice and visuals work together to reflect a university experience with the professional and academic excellence needed to succeed as a student and in the world.
Visual Elements
The NIU Institutional Identity

Northern Illinois University’s visual identity is established through the appropriate use of the following marks: the university logo, the Huskie athletics logo and the university seal. These elements should be used only in the circumstances and according to the specifications described in this guide. **Never recreate or typeset NIU logos. Use only official logo files in communications.**

**University logo**
The university logo represents NIU as a whole. It’s used in all communications (internal and external) and acts as an umbrella identity under which all other NIU identities fall. Download logo files at [go.niu.edu/logos](http://go.niu.edu/logos). For assistance, please contact University Marketing at marketing@niu.edu.

**Huskie athletics logo**
The Huskie logo is intended for use on materials related to NIU Athletics programs. For usage permission, contact the NIU Athletics Marketing office at [sportsmarketing@niu.edu](mailto:sportsmarketing@niu.edu). Access logo standards at [niuhuskies.com/sports/2016/6/13/ot-licensing-information-html.aspx](http://niuhuskies.com/sports/2016/6/13/ot-licensing-information-html.aspx).

**University seal**
The university seal is reserved for use on materials related to the Office of the President, Board of Trustees or university documents of a formal and official nature (e.g., diplomas, certificates, transcripts). Please contact [marketing@niu.edu](mailto:marketing@niu.edu) for information on the appropriate use of the university seal.
The University Logo

The NIU logo is central to institutional branding. Consistent and correct use of this logo significantly contributes to maintaining and strengthening the identity and reputation of NIU.

The university logo is composed of two parts: the **NIU brandmark** and the **NIU wordmark**. These parts combine to make a logo that identifies the university to the world. **Never use the brandmark alone to represent the university except in specific cases, which must be approved in advance by Creative Services.**

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**The Role of a Logo.**

A university logo serves to identify messaging with a “signature” of that institution. Generally, the logo appears at or near the bottom of the page and, occasionally, elsewhere. The logo should not be used as or incorporated into a heading within a message.
Logo with tagline
Our logo with the tagline is an opportunity to say something bold about ourselves that differentiates us from other universities. Through consistent use, we build up the strength and equity of our tagline.

When to use the NIU logo with tagline

Recruitment (prospective student) communications
A general rule of thumb is to use the logo with tagline whenever possible, especially in communications that target an audience outside of the university. For example, use the NIU logo with tagline in advertising, on our website, in the view book or in other recruiting materials that can benefit from the tagline.

Retainment (current student) communications
The general rule of thumb is to use the logo with tagline whenever possible to reinforce the benefit of remaining a student at NIU. For example, campus posters, flyers, course information, financial aid or student housing communications, letterheads and more can benefit from the logo with tagline.

Exceptions to the Rule.
Do not use the logo with tagline in signage, non-student-focused communications or when the size of the tagline becomes too small to be easily legible, such as on small premium items. When in doubt, please consult with University Marketing at marketing@niu.edu.
Logo configurations
To give designers flexibility, the university logo is available with and without the tagline and in three configurations: vertical, horizontal and extreme horizontal.

Vertical version

Horizontal version

Extreme horizontal version
### 4-Color positive logos
Use the 4-color positive logo on white or light-colored backgrounds.

![4-color positive version](image1)
![4-color positive version with tagline](image2)

### 4-color reversed logos
Use the 4-color reversed logo only on dark backgrounds.

![4-color reversed version](image3)
![4-color reversed version with tagline](image4)

### 2-color logos
A 2-color logo is also available. Use this black-and-white logo on light, non-white backgrounds for print communications and apparel where a limited number of colors are available. Do not use 2-color logos in digital communications.

![2-color version](image5)
![2-color version with tagline](image6)
1-color logos

Single-color logos are available for print communications and merchandise when color production is limited. Do not use single-color logos in digital communications. Black (positive) versions are for use on white and light-colored backgrounds. White (reversed) versions are for use on dark backgrounds. Do not use 1-color logos in any color other than black or white. The tagline should always appear the same color as the logo.

The logo may only appear as black or white.

The castle should never be darker than the area around it.
Sub-branded logos

Sub-branded logos are an extension of the university’s brand identity. Use them to identify entities under the university umbrella that need their own branding. See The Role of a Logo on page 17.

Two options for sub-branding are available: Use college-focused logos when promoting the college in its entirety. Use department-/school-focused logos when the communication is coming from or promoting a specific department or school within the college. Do not use taglines with department-/school-focused logos.

For custom sub-branded logos, please contact University Marketing at marketing@niu.edu.

Do not use college names as sub-branding components under the university name.

Do not use department/school names as sub-branding components.
**Clear space buffer**
A minimum amount of space is required around all edges of the NIU logo to buffer it from other graphics and type. The space between the logo and all typography (with the exception of the tagline and sub-branding of colleges), other logos, graphics and photos should be equivalent to or greater than the width of the brandmark (illustrated at right).

**Minimum size**
Use the NIU brandmark and wordmark on all materials. To maximize legibility, the brandmark may not appear smaller than shown in the examples here.

- **Print:** 3/8” (.375”) width of brandmark
- **Digital:** 38 pixels at 72 dpi width of brandmark
**Legibility**

In order to ensure the legibility of the university logo, place it on background images with simple, uniform fields of color. Avoid placing it on visually complex photography or patterns. If needed, place the logo within a solid, single-colored box over the background.

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**Do not place the logo on high-contrasting backgrounds.**

**Do not place the logo on busy, complex backgrounds.**
Improper usage
Below are examples of logo modifications that are not acceptable for use.

- Do not alter the proportions or distort.
- Do not change the size or proportion of the tagline or sub-branding component.
- Do not alter the tagline.
- Do not use different taglines.
- Do not add graphic elements.

The NIU tagline should not function as an independent logo; do not separate the tagline graphic from the logo lockup. When displaying the tagline copy outside of the logo, it should be typeset in either Gotham or Chronicle — never in Lucida Bright.
Our **primary** brand colors are NIU Red and black. Gray (or silver metallic when applicable) is used as an accent color within both the NIU and Huskie Athletics logos. The formulas for NIU Red, black and gray are shown at right in their various forms for print and web display, as well as for embroidery in soft goods.

In addition to the brand colors of NIU Red, black and gray, a **secondary** color palette introduces a bright, fresh set of options that are helpful in extending the primary palette. Use these colors to separate information within charts and diagrams.

### Primary colors

<table>
<thead>
<tr>
<th>Color</th>
<th>CMYK</th>
<th>sRGB</th>
<th>HTML</th>
<th>RA Thread</th>
<th>Pantone</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIU Red</td>
<td>2/100/85/6</td>
<td>200/16/46</td>
<td>#C8102E</td>
<td>5563</td>
<td>186</td>
</tr>
<tr>
<td>Black</td>
<td>0/0/0/100</td>
<td>0/0/0</td>
<td>#000000</td>
<td>5596</td>
<td>422</td>
</tr>
<tr>
<td>Pantone 422</td>
<td>0/0/0/33</td>
<td>165/167/168</td>
<td>#A5A7A8</td>
<td>5783</td>
<td></td>
</tr>
<tr>
<td>Pantone 877 Metallic</td>
<td>0/0/0/33</td>
<td>165/167/168</td>
<td>#A5A7A8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>0/0/0/0</td>
<td>255/255/255</td>
<td>#FFFFFF</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Secondary colors

<table>
<thead>
<tr>
<th>Color</th>
<th>CMYK</th>
<th>sRGB</th>
<th>HTML</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pantone 166</td>
<td>0/76/100/0</td>
<td>227/82/5</td>
<td>#E35205</td>
</tr>
<tr>
<td>Pantone 108</td>
<td>0/5/98/0</td>
<td>254/219/0</td>
<td>#FEDB00</td>
</tr>
<tr>
<td>Pantone 389</td>
<td>21/0/85/0</td>
<td>208/223/0</td>
<td>#D0DF00</td>
</tr>
<tr>
<td>Pantone 7716</td>
<td>83/0/40/11</td>
<td>0/150/143</td>
<td>#00968F</td>
</tr>
<tr>
<td>Pantone 2995</td>
<td>83/1/0/0</td>
<td>0/169/224</td>
<td>#00A9E0</td>
</tr>
<tr>
<td>Pantone 7687</td>
<td>100/78/0/18</td>
<td>29/66/138</td>
<td>#1D428A</td>
</tr>
</tbody>
</table>
Color usage
The following graph depicts the relative ratio of color usage within the NIU color palette.

• NIU Red, black and white are the foundation of our palette and should be used prominently throughout all communications

• Gray (silver) is an accent color and can be used to highlight key information

• Secondary colors should only be used sparingly; they can act as pops of color to help create hierarchy and emphasis, and can be used within graphics and diagrams

• Always use color purposefully, keeping in mind the proportions shown in the chart to the right
Typography

Typography is an essential element of the NIU brand identity. When used consistently, it unifies messaging and creates familiarity.

While Lucida Bright is used within the NIU logo, it may not be used in text. Use body copy and headline fonts to complement the brandmark — do not attempt to match it.

Use **Gotham** and **Chronicle** as the primary typefaces of the NIU brand. In situations where these are not available, use Arial and Times New Roman.

Gotham and Chronicle are licensed, OpenType fonts available from Hoefler & Co. at typography.com. Arial and Times New Roman come standard with Windows- and Macintosh-based computers.

**Gotham**

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

1 2 3 4 5 6 7 8 9 0 ! @ $ %

**Chronicle**

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

1 2 3 4 5 6 7 8 9 0 ! @ $ %

**Arial**

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

1 2 3 4 5 6 7 8 9 0 ! @ $ %

**Times New Roman**

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

1 2 3 4 5 6 7 8 9 0 ! @ $ %
Primary typeface

Gotham is the primary typeface of the NIU brand. Modern, flexible, easy to read, open and inviting, Gotham is suitable for most communications. A wide range of weights and stresses allows for multiple levels of typographic hierarchy, impact and clarity.

Gotham XNarrow is a condensed version of Gotham that is available for use in content-heavy communications.

Alternative typeface

Due to typeface limitations in some digital applications, Arial is the primary typeface for email, PowerPoint and web communications.
## Secondary typeface

Use Chronicle as the support typeface of the NIU brand. Refined, intelligent and attention-grabbing, Chronicle balances Gotham to add sophistication and to position NIU as institutional and engaging. Use Chronicle in communications that focus on educational topics.

Use **Chronicle Display** in headlines and large display-sized type (18+ pts). In standard body copy-sized applications, **Chronicle Text G2** has been selected for its legibility and versatility in a wide range of printing methods and paper grades.

<table>
<thead>
<tr>
<th>Font</th>
<th>Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chronicle Display Extra Light</td>
<td>Italic</td>
</tr>
<tr>
<td>Chronicle Display Light</td>
<td>Italic</td>
</tr>
<tr>
<td>Chronicle Display Roman</td>
<td>Italic</td>
</tr>
<tr>
<td>Chronicle Display Bold</td>
<td>Italic</td>
</tr>
<tr>
<td>Chronicle Display Black</td>
<td>Italic</td>
</tr>
<tr>
<td>Chronicle Text G2 Roman</td>
<td>Italic</td>
</tr>
<tr>
<td>Chronicle Text G2 Semibold</td>
<td>Italic</td>
</tr>
<tr>
<td>Chronicle Text G2 Bold</td>
<td>Italic</td>
</tr>
</tbody>
</table>

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1 2 3 4 5 6 7 8 9 0 ! @ # $ %
Default typefaces

If the primary typefaces are not available, such as in Microsoft Office documents, use Arial and Times New Roman instead.

Arial

Arial Regular
Arial Bold

Times New Roman

Times New Roman
Times New Roman Bold
Graphic Elements

Shield pattern
A brand pattern composed of the shield shape of our logo is available for use as a background texture and to add visual interest to large areas of negative space.

How to use
Always use the pattern in low contrast on backgrounds of no more than 15% black. Alternatively, on black backgrounds the pattern may be used as a minimum 80% tint of black.

Always maintain the scale of the pattern so that the individual shapes are small and blend together to create an even color and texture. Maintaining this scale and low level of contrast is critical to avoid the pattern appearing busy or overbearing.
Containment devices

Two styles of graphic containment devices are available to help segment and highlight content within communications.

Highlight frame
The highlight frame is a black background surrounded by a thick NIU Red rule. Use it to call attention to a self-contained idea or story.

Shield frame
The hexagon-shaped shield frame uses our gray (Pantone 422) around a white background. Use it to create a strong focal point and draw attention to a message. The shield frame should always maintain the same proportions as the university logo shield. Do not distort the shield frame in any way.
Photography

Imagery is one of our strongest opportunities for creating an emotional connection. It provides a platform to engage with our audience and reflects NIU’s personality traits:

- **Personalized**
- **Inviting**
- **Charged**

See page 6 for more information on our brand personality.
Image library
From buildings and landscapes to students and faculty, you can access a variety of photos from the Creative Services Image Library at images.media.niu.edu. If you cannot locate a suitable image in the library, you can request assistance in locating an image or schedule a photographer. For help with the Image Library, contact Wade Duerkes at (815) 753-6669 or wduerkes@niu.edu.

Original photography
When original photography is needed, we recommend using the professional photographers in Creative Services. Their expertise in lighting and composition is essential for creating dynamic and engaging photos. Discussing the project ahead of time with the creative team can help focus the direction of the photography. For photo assignments, contact Wade Duerkes at (815) 753-6669 or wduerkes@niu.edu.
**Selecting imagery**
Always select photos that reinforce NIU’s brand personality and narrative. Imagery should convey student engagement that is authentic and creates an emotional connection with our audience. Look for photos that are warm and full of spirit and energy. **Only select photos that have adequate image resolution.**

- Inviting, warm personality
- Genuine, authentic emotions
- Rich, saturated color
- Personal and engaging
- Energetic with good use of selective focus
- Interesting perspective with bright, natural lighting
- Replace with engaging scenarios with good lighting.
- Replace with unexpected angles and compositions.
- Replace with exciting and energetic students.
**Color correction**

Lighting is a critical component in the quality of photography. When available images are overly dark or dull in color, it may be necessary to make some file adjustments. Three simple steps can increase the vibrancy of images:

- Lighten the highlights
- Increase the contrast
- Boost the color saturation

---

**Cropping**

When selecting and cropping imagery, look for ways to add interest and eye movement. Tighter cropping allows the viewer to focus on the subject matter more quickly and eliminates unnecessary, distracting elements within the photo.
Marketing Templates
Postcards

A collection of postcard templates has been designed to fit varying communication needs. Select the option that best fits your content and adjust accordingly.

Instructions:
• Replace headlines, body copy and imagery with content
• Margins and postal requirement areas have been included to aid in the design of your file
• Postal indicia should be added by the mailing house prior to printing
• Avoid placing content within postal marking and address areas

Specifications:
• 7” × 5” plus bleed
• CMYK colorspace
Postcards

Front options A & B

**NOTE**
- Do not move or make adjustments to the logo in any way

**COPY AREA**
- Type may be set anywhere within the defined copy area
- Headline size and style should vary based on content, but suggested starting size is 30pt
- If body copy is necessary, the suggested minimum size is 10pt

Front option C

**NOTE**
- Do not move or make adjustments to the logo in any way
- The headline should be placed with the main baseline 1” from the bottom of the postcard, overlapping the red bar. Headline size should vary based on content and be set in Gotham Black, full cap, with tracking set to -20

---

Northern Illinois University

Your Future. Our Focus.

1.0833"
## Postcards

<table>
<thead>
<tr>
<th>Back option A</th>
<th>Back option B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COPY AREA</strong></td>
<td><strong>COPY AREA</strong></td>
</tr>
<tr>
<td>- Type may be set anywhere within the defined copy area</td>
<td>- Type may be set anywhere within the defined copy area</td>
</tr>
<tr>
<td>- Headline size should vary based on content, but suggested starting size is 30pt/30pt Chronicle Display Light</td>
<td>- Headline size should vary based on content and be set in Gotham Black, full cap, with tracking set to -20. Smaller text within the headline should vary based on content as well. It should be set in Gotham Book, full cap, with tracking set to 40.</td>
</tr>
<tr>
<td>- The suggested size of body copy is 10.5pt/16pt Gotham Book</td>
<td>- The suggested size of body copy is 9pt/15pt Gotham Book</td>
</tr>
<tr>
<td>- If emphasis is desired in the body copy paragraph intro, it may be set as 8pt/16pt Gotham Bold with tracking set to 25 (this sizing is based on the suggested body copy size)</td>
<td>- If emphasis is desired in the body copy paragraph intro, it may be set as 7pt/15pt Gotham Bold with tracking set to 25 (this sizing is based on the suggested body copy size)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSTAL INDICIA</th>
<th>POSTAL INDICIA</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT NAME</td>
<td>UNIT NAME</td>
</tr>
<tr>
<td>ADDRESS 1</td>
<td>ADDRESS 1</td>
</tr>
<tr>
<td>ADDRESS 2</td>
<td>ADDRESS 2</td>
</tr>
<tr>
<td>CITY, STATE ZIP</td>
<td>CITY, STATE ZIP</td>
</tr>
</tbody>
</table>
Brochures

The brochure template contains three cover options with a choice of Gotham or Chronicle on the cover. Chronicle is suggested when the brochure content is academic in nature.

**Instructions:**
- Choose a cover layout option that suits the needs of your content
- When doing a series of brochures about related content, select one cover layout option for the entire series
- Replace headlines, body copy and imagery with content
- Paragraph and character styles have been included along with grids to aid in the design of your file

**Specifications:**
- 8.5” × 3.6875” tri-fold
- CMYK colorspace

**Chronicle-based covers**

**Gotham-based covers**

**Interior spread**

- **Subhead** 10pt Gotham Bold 12pt leading
- **Body** 8pt Chronicle Text G2 Roman 10pt leading
- **Callout body** 10pt Gotham Book 16pt leading
Northern Illinois University

**Brochures**

**Cover option A**
- Brochure title should be set vertically with the baseline nearest the fold.
- The brochure title should be set in 51pt/44pt Chronicle Display Light or 48pt/42pt Gotham Book.
- If a subhead is being used, it should be set in 11.5pt/12pt Chronicle Text G2 Roman, full cap, with tracking set to 120 or 11.5pt/12pt Gotham Book, full cap, with tracking set to 120.
- Do not mix Gotham and Chronicle on the cover of the brochure.

**Cover option B**
- Brochure title should be set vertically with the baseline nearest the fold.
- The brochure title should be set in 51pt/44pt Chronicle Display Light or 48pt/42pt Gotham Book.
- If a subhead is being used, it should be set in 11.5pt/12pt Chronicle Text G2 Roman, full cap, with tracking set to 120 or 11.5pt/12pt Gotham Book, full cap, with tracking set to 120.
- Do not mix Gotham and Chronicle on the cover of the brochure.

**Cover option C**
- Brochure title and subhead should be set vertically aligned to the bottom edge .6667" above the image.
- The brochure title should be set in 50pt/43pt Chronicle Display Light or 48pt/45pt Gotham Light.
- If a subhead is being used, it should be set in 17.5pt/21pt Chronicle Roman or 15pt/21pt Gotham Book.
- Do not mix Gotham and Chronicle on the cover of the brochure.

**NOTE**
- Do not move or modify the logo in any way.

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**COPY AREA**
- The red box containing the logo may be moved vertically within the image area in template options A and B.
- The logo position within the red box should not be changed in any way.

**LOGO PLACEMENT**
- The red box containing the logo may be moved vertically within the image area in template options A and B.
- The logo position within the red box should not be changed in any way.

**IMAGE AREA**
- The image area is flexible and may contain a single or multiple photographs behind the logo box.

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**TIMIN RECESEI LATUM FUG**
- Brochure title should be set in 50pt/43pt Chronicle Display Light or 48pt/45pt Gotham Light.
- If a subhead is being used, it should be set in 17.5pt/21pt Chronicle Display Roman or 15pt/21pt Gotham Book.
- Do not mix Gotham and Chronicle on the cover of the brochure.

---

**COPY AREA**
- Brochure title should be set vertically with the baseline nearest the fold.
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- Do not mix Gotham and Chronicle on the cover of the brochure.

---

**NOTE**
- Do not move or modify the logo in any way.

---

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- Brochure title should be set vertically with the baseline nearest the fold.
- The brochure title should be set in 51pt/44pt Chronicle Display Light or 48pt/42pt Gotham Book.
- If a subhead is being used, it should be set in 11.5pt/12pt Chronicle Text G2 Roman, full cap, with tracking set to 120 or 11.5pt/12pt Gotham Book, full cap, with tracking set to 120.
- Do not mix Gotham and Chronicle on the cover of the brochure.

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**NOTE**
- Do not move or modify the logo in any way.

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Brochures

COPY AREA
• Type may be set anywhere within the defined copy area
• Subheads should be set in 10pt/12pt Gotham Bold
• Body copy should be set in 8pt/10pt Chronicle Text G2 Roman
• Content may be set in 2 columns using a .125” gutter if desired
• Content may span panels if necessary

COPY AREA
• Type may be set anywhere within the defined copy area
• Subheads should be set in 10pt/12pt Gotham Bold
• Body copy should be set in 8pt/10pt Chronicle Text G2 Roman
• Content may be set in 2 columns using a .125” gutter if desired
• Content may span panels if necessary

COPY AREA
• Type may be set anywhere within the defined copy area
• Headline size should vary based on content and be set in Gotham Black, full cap, with tracking set to -20. Smaller text within the headline should vary based on content as well. It should be set in Gotham Book, full cap, with tracking set to 40.
• The suggested size of body copy is 10pt/16pt Gotham Book
• If emphasis is desired in the body copy paragraph intro, it may be set as 8pt/16pt Gotham Bold with tracking set to 25 (this sizing is based on the suggested body copy size)

CALLOUT BOX
• Callout boxes are used to draw attention to a specific subject within a brochure
• Callout boxes can either fit to the margins or bleed off the page if they fill an entire panel
Flyers

A collection of four flyer templates has been designed to meet various needs and provide variety amongst communications. Select the option that best meets your requirements and printer capabilities.

Instructions:
• Determine the production method being used to print your flyer (bleed or no bleed)
• Replace headlines, body copy and imagery with content
• Paragraph and character styles have been included along with grids to aid in the design of your file

Specifications:
• 8.5” × 11” with or without bleed
• CMYK colormode
Flyers

Option A

HEADLINE
- The headline should be placed with the baseline .2891" from the bottom of the red box
- Headline size should vary based on content, but suggested starting size is 45pt/42pt Chronicle Display Light

COPY AREA
- Type may be set anywhere within the defined copy area
- The copy area starts .5" below the red logo bar and flexes in height based on the size of the image

LOGO PLACEMENT
- The red box containing the logo may be moved vertically on the page based on the size of the image area
- The logo position within the red box should not be changed in any way

NOTE
- The header area of this template may be adjusted vertically to suit the content

Option B

HEADLINE
- The headline should be placed with the main baseline overlapping the red bar by 6pts. Headline size should vary based on content and be set in Gotham Black, full cap, with tracking set to -20.

COPY AREA
- Type may be set anywhere within the defined copy area
- Suggested subhead size is 15pt/21pt Gotham Bold
- The suggested size of body copy is 10.5pt/15pt Gotham Book
- If emphasis is desired in the body copy paragraph intro, it may be set as 8pt/15pt Gotham Bold with tracking set to 25 (this sizing is based on the suggested body copy size)
- Copy may be set in multiple columns to meet specific content needs

NOTE
- The header area of this template may be adjusted vertically to suit the content
- Do not move or modify the logo in any way
Flyers

Option C

- READY... SET...
- GRADUATE

COPY AREA
- Type may be set anywhere within the defined copy area
- Suggested subhead size is 21pt/21pt Chronicle Display Roman
- The suggested size of body copy is 10.5pt/15pt Gotham Book
- If emphasis is desired in the body copy paragraph intro, it may be set as 8pt/15pt Gotham Bold with tracking set to 25 (this sizing is based on the suggested body copy size)
- Copy may be set in multiple columns to meet specific content needs

NOTE
- The header area of this template may be adjusted vertically to suit the content
- Do not move or modify the logo in any way

Option D

- READY... SET...
- GRADUATE

HEADLINE
- The headline should be placed with the main cap-height overlapping the image by 6pts. Headline size should vary based on content and be set in Gotham Black, full cap, with tracking set to -20.

COPY AREA
- Type may be set anywhere within the defined copy area
- Suggested subhead size is 15pt/21pt Gotham Bold
- The suggested size of body copy is 10.5pt/15pt Gotham Book
- If emphasis is desired in the body copy paragraph intro, it may be set as 8pt/15pt Gotham Bold with tracking set to 25 (this sizing is based on the suggested body copy size)
- Copy may be set in multiple columns to meet specific content needs

NOTE
- The header area of this template may be adjusted vertically to suit the content
- Do not move or modify the logo in any way
Posters

A collection of two poster templates has been designed to meet various needs and provide variety among communications. Select the option that best meets your requirements and printer capabilities.

Instructions:
• Determine the production method being used to print your poster (bleed or no bleed)
• Replace headlines, body copy and imagery with content
• Paragraph and character styles have been included along with grids to aid in the design of your file

Specifications:
• 11” × 17” with or without bleed
• CMYK colorspace

Option A

Option B
Option A

**LOGO PLACEMENT**
- The red box containing the logo may be moved vertically on the page based on the size of the image.
- The logo position within the red box should not be changed in any way.

**HEADLINE**
- The headline should be placed with the main baseline overlapping the image by 6pts. Headline size should vary based on content and be set in Gotham Black, full cap, with tracking set to -20.

**COPY AREA**
- Type may be set anywhere within the defined copy area.
- The copy area starts .6667” below the red logo bar and flexes in height based on the size of the image.

**NOTE**
- The header area of this template may be adjusted vertically to suit the content.

Option B

**LOGO PLACEMENT**
- The red box containing the logo may be moved vertically on the page based on the size of the image.
- The logo position within the red box should not be changed in any way.

**HEADLINE**
- The headline should be placed with the main baseline overlapping the image by 6pts. Headline size should vary based on content and be set in Gotham Black, full cap, with tracking set to -20.

**COPY AREA**
- Type may be set anywhere within the defined copy area.
- Suggested subhead size is 21pt/21pt Chronicle Display Roman.
- The suggested size of body copy is 10.5pt/15pt Gotham Book.

**NOTE**
- The header area of this template may be adjusted vertically to suit the content.
- Do not move or modify the logo in any way.
PowerPoint templates utilizing the university brand are available for download at go.niu.edu/ppt.

**Instructions:**
- Replace headlines, body copy and imagery with content
- Paragraph and character styles have been included along with grids to aid in the design of your file
- Do not move or alter the NIU logo placement in any way except on the cover
- Multiple layout options have been supplied to be customized for your needs
- Only use imagery when it supports or enhances your message; avoid the use of "clip art"

**Specifications:**
- 16 × 9 aspect ratio
- RGB colorspace
Letterhead and envelopes
The Northern Illinois University letterhead system is to be used by all colleges, offices and departments of the institution. Letterhead options are available through Document Services and must be ordered through the storefront at go.niu.edu/documents. Use your Novell login to access order information. If you have questions or need help, call Document Services at (815) 753-1692.

Electronic letterhead for email correspondence is also available from Document Services and can be ordered through the storefront at go.niu.edu/documents.
Dear Name,

Lanum a federico aneob arbo arum deletu eft vir fumma rerum geftarum bloria quod in longo fatis fuit in figni calamit late memo rubus acaptus eiribard qui ad triumphum in germanium ducti tus fuiffe tradir
regibus post carceris catenas fregit in gentique animi virtute decudto non semel caesi barbaris tuitus iniurias patria refti fabulosti s fuit hic vt annales fierunt othonia nepo seque que pen ini tra bein, palesque matri ludine queasumpum in germanium ductus fuiffe tradir aecum communici catic facilcit e confia eque opem rece bus cu guilermo no tiffere ti regulo.

Sincerely,

Name
Title
Unit Name
Email
Phone

Your Future. Our Focus.

1635 W Lincoln Hwy • Dekalb, Illinois 60115-2828 • 815-753-0000 • Fax 815-753-0000 • niu.edu
NORTHERN ILLINOIS UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION.
NIU Business Papers

University-focused #10 envelope

Northern Illinois University

Address lines
8pt Gotham Book or Arial Regular
11pt leading

College-focused #10 envelope

College of Visual and Performing Arts

Address lines
8pt Gotham Book or Arial Regular
11pt leading
**Business cards**

Business cards are available through Document Services and must be ordered through the storefront at [go.niu.edu/documents](http://go.niu.edu/documents). Use your Novell login to access order information. If you have questions or need help, call Document Services at (815) 753-1692.

All business cards printed by Document Services have a standard design to ensure consistency and brand identity. The reverse side of business cards may include faculty and staff dual appointments or job titles with other campus units or foreign translation of information on the front side of the card. The reverse side can also include a QR Code and/or personal URL that links to a specific website, landing page or personal online profile webpage that contains additional information about the individual or campus resources. In certain circumstances the reverse side may indicate associations with scholarly titles or organizations directly related to an individual’s position and/or work with the university. Other logos are discouraged and would need to be approved by University Marketing.

Students employed by campus units are considered staff and may order business cards that list only their official job title and campus-unit contact information. Student employee business cards must be approved by the appropriate human resources staff or campus department/unit employer.
Student networking cards
Campus units may purchase networking cards for students who are representing their department, college, school, division or institute at a conference, presentation or other outreach and at public-engagement events and activities. With the exception of telephone numbers, only campus unit contact information, such as college, department, degree sought, year of anticipated graduation, department mail address and campus email address, may appear on the card. Students’ respective campus unit(s) are responsible for the purchase of student networking cards.

Volunteer cards
Campus units may order business cards for individuals who volunteer their time to the campus or are engaged in special projects or initiatives on behalf of a campus unit. The card must include the name of the department, college or campus unit the volunteer is serving and the volunteer’s personal contact information (home address, phone and email).
Photoshop templates have been developed to aid in the design of email communications. They contain typography and a flexible set of graphic devices to meet most needs.

**Instructions:**
- Replace headlines, body copy and imagery with content
- The main headline should be designed as an image file to allow for graphic typography with varied weights and styles
- Do not move or alter the NIU logo placement in any way
- Multiple layout options and type styles have been supplied to be customized to meet your communication needs

**Specifications:**
- 600px-wide body area
- RGB colorspace
COPY AREA

• Type may be set anywhere within the defined copy area.
• Content may be set in 1–3 columns using a .12px gutter if desired. When using multiple columns, avoid content blocks over 500px long, as they can become cumbersome to read.
• When headlines are designed as an image, remember to provide alt text for screen readers and email clients that default to not loading images.
Prospects and students receive multiple emails from NIU. Consistent email signature structure can help convey professionalism and attention to detail. Please use the format shown below. Be sure to leave adequate clear space around the logo.

Instructions for setting up an email signature in Office 365 (Outlook) can be found at kb.niu.edu/page.php?id=45593. The NIU logo used for signatures is available at go.niu.edu/email-signature. **Do not resize the logo.**

PC users should download the logo to the hard drive, then access it with the picture icon on the signature palette.

Mac users will find the signature panel in the preferences menu. Download the logo file to the hard drive then copy and paste the logo into the signature window.

```
Name       — Size: 10pt. Arial Bold; Color: black
Title      — Size: 10pt. Arial Regular; Color: black
<Office/Department> | <Division/College>
<Campus location>  | DeKalb, Illinois 60115
<000-000-0000>    | <Email>
<Website>        — Size: 10pt. Arial Regular
35 pixels

Northern Illinois University
Your Future. Our Focus.

250 pixels wide
```
Motion Graphics/Video

Any video or motion graphics posted on niu.edu, YouTube or any social media channel representing Northern Illinois University should identify the university at the beginning of each segment by using the branded introduction created by the Creative Services’ Video Production team (top right).

If a person is interviewed on camera, they should be clearly identified in the video using the lower-third name key (middle right). Each video should end with the branded closing slide (bottom right).

By law, video captioning is required for all NIU videos shared on the web for public consumption and for any web-based video used for educational purposes and to which an individual with a hearing (or relevant) disability needs access. This requires a text copy of the audio portion of the video.

The Video Production team can answer any questions and assist in all aspects of video production. Contact Wade Duerkes at (815) 753-6669 or wduerkes@niu.edu.

The complete Northern Illinois University Video Standards and Style Guide can be viewed online at go.niu.edu/video-standards.
Social Media

To present a consistent look and feel across the wide variety of social media channels we use to represent NIU, we have created the following guidelines. We recommend that every official NIU account use the same avatar/profile photo to clearly identify each account’s affiliation with NIU. You can further identify your college/department/school when selecting a name for each account and when choosing the cover photo.

Naming guidelines
Facebook/Instagram/Google+/YouTube/Pinterest:
• Northern Illinois University (insert college/department/school)
• NIU (insert college/department/school)

Twitter:
• NIU (insert college/department/school)
Social media avatars and cover photos
Official social media accounts affiliated with NIU should always use the NIU logo with a white background as the avatar/profile picture. NIU accounts run by Marketing and Communications should use the logo with the black background.

Download the logo with a white background, sized for each of the most common social media channels. For questions or logo requests for a specific channel, please contact Taylor Hayden at thayden@niu.edu.

Cover photos are a great opportunity to showcase student engagement in your respective college/department/school. Cover photos with students help reinforce the NIU Core Narrative more effectively than pictures of buildings on campus. SocialTimes has created a simple image-size cheat sheet for cover photos on the most common social media channels. If you’re looking for a good selection of cover photos, try the NIU Image Library.

For additional information about social media best practices, contact the Social Media and Digital Marketing Manager at (815) 753-8427.
Northern Illinois University’s web presence is an important part of our brand identity and, for many, the main channel of communication with NIU.

Websites on the niu.edu domain or under the control and use of Northern Illinois University must adhere to the branding requirements detailed in the NIU Web Standards, which can be viewed online at go.niu.edu/webstandards.

Any website not using the standard university template must be submitted to the Marketing Clearinghouse (go.niu.edu/clearinghouse) for review, both at the design concept stage and prior to launch. Design concepts may be submitted as screen captures or PDFs. A development/quality assurance link should be submitted for live access at least seven days prior to launch.
Resources
Clearinghouse Review

To help strengthen the NIU brand and ensure consistency, the Division of Marketing and Communications created the Clearinghouse Review.

Before printing or sending a communication digitally, please submit the communication to the Clearinghouse Review at go.niu.edu/clearinghouse. Please allow three business days for review. Below are some examples of what to submit:

• Emails
• Brochures/flyers/mailers
• Newsletters (online and print)
• Radio
• TV
• Online display ads
• Videos
• Social media campaigns

For more information, contact University Marketing at marketing@niu.edu.

Written materials submitted to the Clearinghouse are vetted by University Marketing for adherence to Associated Press (AP) style, conformity to NIU tone and voice, and observance of correct and consistent brand usage.
Marketing and Web Resources

Print marketing and advertising
Contact Creative Services at creativeservices@niu.edu if you need help or have questions with print design or the production of print advertising. Postal regulations change frequently, so check with Document Services for mailing requirements. All print marketing and advertising that uses the university brand must be reviewed by the Division of Marketing and Communications through the Clearinghouse Review (see page 64).

The equal opportunity/affirmative action statement appears at the end of all publications produced by Creative Services. It is required by various state and federal acts of legislation and is referenced in the Federal Title IX Resource Guide under Title IX’s Administrative Requirements, section 2.

The following modified version is used for short publications:

Northern Illinois University is an equal opportunity/affirmative action institution. Printed by authority of the State of Illinois.

Longer versions are available by request from University Marketing at marketing@niu.edu.

Billboards and outdoor signage
We have made designated areas of campus available for banner displays. For more information, access the banner-hanging policy online at go.niu.edu/banners or contact Mariano Spizzirri at mspizzirri@niu.edu.

Web support
The web team in Web & Internal Communications supports departments that use the university’s official web templates. The office provides a variety of design, content and technical support, including:

• Cascade Server help desk support
• Cascade Server training
• Content and navigation updates
• Responsive web design (RWD) conversions
• Site assessments and audits
• Web analytics reporting and support
• NIU Event Calendar support
• Web development

Website style guides, best practices and standards
To ensure a consistent user experience websites in the NIU.edu domain are subject to the guidelines published in the NIU Web Standards and Style Guide.
Cascade web server
The web team can assist with content and navigation updates to your departmental or office website if it is hosted on Cascade Server. Request updates at go.niu.edu/webteam.

Custom web applications
ITS Web Services designs and develops custom web applications. For more information, contact webservices@niu.edu.

Additional web resources
NIU-branded URL shortener: go.niu.edu
NIU free web-based survey tool: niu.qualtrics.com (use instead of SurveyMonkey)
Northern Illinois University is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, status based on the Victims' Economic Security and Safety Act (VESSA) or status as a disabled or Vietnam-era veteran. Further, the Constitution and Bylaws of Northern Illinois University provide for equal treatment regardless of political views or affiliation and sexual orientation. Inquiries concerning application of Title IX, Section 504, and other statutes and regulations may be referred to the Affirmative Action and Diversity Resources Center, 1515 W. Lincoln Highway, DeKalb, IL 60115, Telephone (815) 753-1118. Printed by authority of the State of Illinois.