

#### THE NYU STEINHARDT GRAPHIC STANDARDS GUIDE

Prepared by The NYU Office of Advertising and Publications Version 1.2

GRAPHIC STANDARDS GUIDE

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#### INTRODUCTION

#### What Is This Guide?

This graphic standards guide provides an overview of the basic components of the NYU Steinhardt visual identity:

- Logo
- Color
- Typography
- · Composition.

#### Who Is This Guide For?

- Designers contracted by NYU Steinhardt to create communication pieces on behalf of the School, and
- · Administrators, staff, faculty, and students of NYU Steinhardt who need logos and fonts for internal documents, business kit items (letterheads, envelopes, business cards, etc.), and publication templates for flyers, announcements, Powerpoint presentations, and the like.

#### Who Created the Visual Identity?

The creation of this visual identity is the result of extensive consultation with and feedback from faculty, administrators, staff, students, and friends of the School. It is one of many outcomes of a two-year strategic assessment process that recommended ways for NYU Steinhardt to better communicate the richness and diversity of our programs.

We are committed to building a strong identity through adherence to these standards, and we ask everyone in our School to join us in these efforts.

#### The Visual Identity aims to do the following:

- · Consolidate the appearance of NYU Steinhardt's communications by creating a more consistent and common look to our publications and other communication materials
- Better communicate the School's mission and vision
- Better communicate the breadth and depth of who we are as a school
- · Reinforce the reputation for excellence that NYU Steinhardt enjoys in the field of higher education.

Visit www.steinhardt.nyu.edu/identity for downloads, examples, and templates.

STEINHARDT SCHOOL OF CULTURE, EDUCATION, AND HUMAN DEVELOPMENT



WHAT IF I HAVE QUESTIONS?

Contact NYU Steinhardt Marketing Manager Mary Beth Fenlaw in the Office of Planning and Communications at steinhardt.marketing@nyu.edu or 212-992-9453.

#### A COMMITMENT TO QUALITY

Maintaining high standards of design and typographic quality is an essential component of the success of our visual identity. The care and attention to detail that go into designing communications for NYU Steinhardt need to be commensurate with the high standards of practice that are employed in all our academic and administrative work.

#### **Consistency and Adherence to Standards**

Making the most of a visual identity is not easy. The strength of our visual identity requires uniform and consistent application throughout Steinhardt's communications. Adherence to the rules and guidelines outlined in this graphic standards guide will result in the cohesive appearance of our publications and other communications materials from piece to piece and will serve to reinforce and strengthen the identity of NYU Steinhardt, our academic departments and programs, and our centers and institutes. A consistent visual identity will communicate directly to our various audiences within and beyond the academic community in an effective and efficient way.

While there is some flexibility in the visual identity, designers are responsible for managing the details in a way that allows the finished piece to announce itself as a communication from NYU Steinhardt.

#### THE NYU STEINHARDT LOGO

The NYU Steinhardt logo NYUSteinhardt The logo mark The logo type Steinhardt School of Culture, Education, and Human Development

> The NYU Steinhardt logo is the central element in our visual identity. It is to be used by all academic departments and administrative units of Steinhardt. The manner in which we use the logo will have a strong bearing on the identity's effectiveness.

#### **Visual Integrity**

To maintain the integrity of the visual identity, use the logo only as described here:

- Restrict usage to the approved versions of the logo shown in this guide, which are available for download at www.steinhardt.nyu.edu/identity.
- Do not try to create the logo from scratch.
- Never break up or use only portions of the logo mark.
- Do not digitally condense or expand the logo or distort or manipulate it in any way. Visit the NYU Steinhardt visual identity Web site at www.steinhardt.nyu.edu/identity for information about how to alter the size of the logo.
- Never superimpose the logo over a photograph or other image.

#### **Important Logo Usage Guidelines**

The logo or logo mark must appear on the front of all NYU Steinhardt printed communications.

The full logo should be used whenever possible so that we can build awareness of our new School name. Use of the logo mark alone is restricted to internal uses only, and only with prior permission from the NYU Steinhardt Office of Planning and Communication. Contact steinhardt.marketing@nyu.edu for approvals.

Under no circumstances may the logo type be used by itself without the logo mark.

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#### Adjacency

For maximum legibility and a sense of visual integrity, the logo must be allowed enough space around its perimeter. That space should be at a minimum equal to the height of the "NYU" in the logo mark.

This green band represents the minimum space allowed for clearance around the logo. Note that this space is equal to the height of the "NYU."

## NYUSteinhardt

DEPARTMENT OF ADMINISTR

Steinhardt School of Culture. Education. and Human Development

### How to combine the logo with academic departments and administrative units

The department or administrative unit name cannot be attached to the logo. The space between the logo and the department name should be no less than the height of "NYU" in the logo mark. Under no circumstances can the department or administrative unit name be positioned under the logo mark in place of the logo type.

DEPARTMENT OF ADMINISTRATION, LEADERSHIP, AND TECHNOLOGY

Steinhardt School of Culture du ation, and Human Development

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Visit www.steinhardt.nyu.edu/identity for downloads, examples, and templates.

STEINHARDT SCHOOL OF CULTURE, EDUCATION, AND HUMAN DEVELOPMENT

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Only the approved NYU Steinhardt logo versions shown below and on the next page may be used. They are available for download at **www.steinhardt.nyu.edu/identity**. The Web site provides logo files in eps, jpeg, and png formats for multiple uses as well as recommendations for using these different formats.

**Full-Color Versions** 

The four versions shown at right are the only configurations of the NYU Steinhardt logo. Other versions exist of these configurations, but they differ only in color and are shown on the next page.

**Version 1** is considered the standard NYU Steinhardt logo. Use no smaller than 2" in overall width (full name of school).

**Version 2** is to be used if the logo mark in version 1 appears too small.

Version **3** is the logo mark alone. Use of the logo mark alone is restricted to **internal uses only** and **only** with prior permission.

**Version 4** has been designed for large showings such as building signage.

### NYUSteinhardt

Steinhardt School of Culture, Education, and Human Development  $^{-1}$ 

## NYUSteinhardt

Steinhardt School of Culture, Education, and Human Development 2

# NYUSteinhardt 3 NYUSteinhardt 4

See following pages for color variants.

Visit www.steinhardt.nyu.edu/identity for downloads, examples, and templates.

**Black and White Versions** 

### **NYUSteinhardt**

Steinhardt School of Culture, Education, and Human Development

### **NYUSteinhardt**

Steinhardt School of Culture, Education, and Human Development

## NYUSteinhardt NYUSteinhardt Steinhardt School of Culture, Education, and Human Development

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#### **One-Color Versions**

The logo can appear in one of three colors: black, as seen above, PMS 2612 (purple) as seen below, and PMS 7496 (green) as seen on the next page.

### NYUSteinhardt

Steinhardt School of Culture, Education, and Human Development

### **NYUSteinhardt**

Steinhardt School of Culture, Education, and Human Development

## NYUSteinhardt NYUSteinhardt Steinhardt School of Culture, Education, and Human Development

Visit www.steinhardt.nyu.edu/identity for downloads, examples, and templates.

**Versions in PMS 7496 (green)** This color can be used only when it is the only color available.

### NYUSteinhardt

Steinhardt School of Culture, Education, and Human Development

NYUSteinhardt Steinhardt School of Culture, Education, and Human Development

## NYUSteinhardt NYUSteinhardt Steinhardt School of Culture, Education, and Human Development

Knockout Versions (white on a color background)

#### NYUSteinhardt Steinhardt School of Culture, Education, and Human Development

NYUSteinhardt Steinhardt School of Culture, Education, and Human Development

## NYUSteinhardt NYUSteinhardt Steinhardt School of Culture, Education, and Human Development

Visit www.steinhardt.nyu.edu/identity for downloads, examples, and templates.

#### THE NYU LOGO



#### NEW YORK UNIVERSITY

The NYU logo is a central element in the University's visual identity and an important secondary element in NYU Steinhardt's visual identity.

#### Using the NYU Logo on NYU Steinhardt Communications

The NYU logo should appear on all NYU Steinhardt communications to external audiences with the exception of business kit items (letterhead, envelopes, business cards, etc.).

The NYU Steinhardt logo takes precedence over the NYU logo in the hierarchical relationship. Position the NYU logo toward the bottom or on the back of a communication. See examples of positioning below.



continued on next page



#### USING THE TORCH

Do not use the torch as a graphical or decorative element in a design. The torch should appear only as a part of the NYU logo shown below. Use of the torch in this restricted way maintains the branding strength and visual awareness of the NYU logo.

This green band shows the area around the NYU logo that should remain clear and free of other graphics, type, or paper edge. continued from previous page

#### **Visual Integrity**

To maintain the integrity of the visual identity of the NYU logo, use the logo only as described here:

- Use only those logos provided on the NYU Steinhardt Web site at **www.steinhardt.nyu.edu/identity**.
- The NYU logo should always be reproduced intact and complete with all of its components as seen below.
- Do not break up, use only portions of the logo, or reposition elements of the logo. Do not separate the torch from the name of the University.
- Do not digitally condense or expand the logo or distort or manipulate it in any way. Visit the NYU Steinhardt visual identity Web site at www.steinhardt.nyu.edu/identity for information about how to alter the size of the logo.
- Do not use outlines, drop shadows, or other graphic treatments on the logo.
- Do not try to recreate the logo from scratch.

#### Adjacency

The logo should always be positioned in such a way as to allow for a distance of no less than 50% of the width of the mark (torch box) to remain clear between the logo and the nearest graphic element or the edge of the printed piece. The band around the logo seen below represents this area.



#### Color

The range of colors in which the NYU logo can be reproduced is limited to PMS 2612 (purple), black, and white. It is only when one color is available on a printing project that there can be an exception to this rule. In this instance the logo can be reproduced in the NYU Steinhardt palette color being used for the project. Purple, black, and white versions of the NYU logo are available at **www.steinhardt.nyu.edu/identity**.



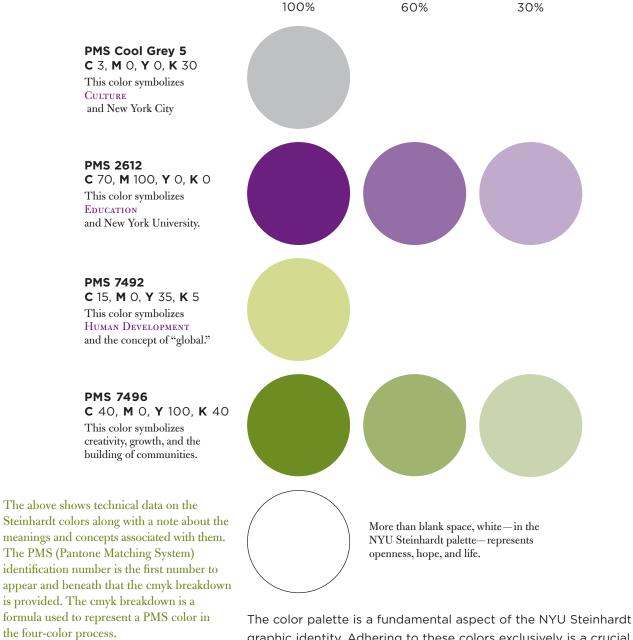
#### THE STEINHARDT SHIELD

The official shield for NYU Steinhardt is one of a series used throughout New York University for each of its schools. Use of the shield should be limited to official academic and ceremonial functions and communications designated by the administrators of NYU Steinhardt, e.g., invitations and programs for formal academic ceremonies.

The shield can be reproduced in PMS 2612 or black. If a project is being printed in one color and that color is neither of these, reproducing the shield in the only color available is permitted.

For questions regarding the usage of the NYU Steinhardt shield and to request artwork for preapproved uses, please contact Mary Beth Fenlaw at steinhardt.marketing@nyu.edu or 212-992-9453.

#### THE COLOR PALETTE



graphic identity. Adhering to these colors exclusively is a crucial part of the effort to create a visual character that can be quickly and automatically associated with our School. Use only the colors and tints specified above.

#### FONTS (THE TYPEFACE FAMILIES)

The two typeface families chosen for the visual identity are Bulmer and Gotham. This selection of types evokes the historical (Bulmer) and the contemporary (Gotham), a combination simultaneously reflecting the inspiring heritage and bright future of NYU Steinhardt.

Bulmer is an English text face designed in 1790 by William Martin, a typographer working in London for the book publishing concern of William Bulmer.

Gotham is a vernacular sans serif type designed by the Greenwich Village type foundry of Hoefler and Frere-Jones between 2002 and 2004. Influenced by building and commercial signage in New York, it strikes a hardy and forthright tone in keeping with a prominent aspect of the NYU Steinhardt mission, that of being "in and of the city."

Each of the type families includes a range of styles that will enable the designer to effectively address any design situation. We recommend the following uses:

- · For standard text settings use Gotham Book with Gotham Bold subheads for contrast.
- Bulmer Regular can also be used for text settings particularly when a scholarly or traditional tone is needed.
- Experiment with combinations of Gotham and Bulmer that maintain contrast between text and subhead.

Bulmer Regular Gotham Bold Gotham Book Steinhardt Steinhardt School of Culture, Education, and Human Development

On the following two pages are showings of the typefaces available in the Bulmer and Gotham families.

Visit www.steinhardt.nyu.edu/identity for downloads, examples, and templates.

Using the typefaces described above, Bulmer

and Gotham, enables the logo to simutaneously

evoke the traditional and the contemporary.

#### Bulmer

Bulmer Regular ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Bulmer Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Bulmer Semibold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Bulmer Semibold Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Bulmer Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Bulmer Bold Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

BULMER SMALL CAPS ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQURSTUVWXYZ 0123456789

BULMER SEMIBOLD SMALL CAPS ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Bulmer Display ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Bulmer Italic Display ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

#### Gotham

Gotham Light ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Gotham Light Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Gotham Book ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Gotham Book Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Gotham Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Gotham Bold Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Gotham Black ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Gotham Black Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Gotham Ultra ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

Gotham Ultra Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqurstuvwxyz 0123456789

#### TYPOGRAPHY

Typography is a highly important aspect of any graphic identity. We urge care, consistency, and attention to detail in its use. To this end a group of typographic standards is provided below. Graphic designers will be familiar with most of these, yet they are listed here to underscore the importance of good typography in conveying professionalism and commitment to quality.

#### **Typographic Standards**

#### 1. Widows

Avoid leaving one word by itself on the last line of a paragraph.

#### 2. Orphans

Avoid leaving the first line of a paragraph at the bottom of a column or page. Avoid, as well, allowing the last line of a paragraph to begin the next column or page.

#### 3. Ligatures

In text settings, always use the two ligatures shown at left. Quark has an automatic ligature feature that can be found in preferences/character. Checking this button will set these two ligatures automatically in both the standard Bulmer and Gotham sets, plus the additional three ligatures at left *only* in the Gotham faces.

#### 4. Horizontal Scaling

Never expand and/or condense type. Scaling type results in a distortion of the design of the character.

#### 5. Other Punctuation Spacing

Use just one space between sentences, after colons, etc. Run a "find and change" to locate and correct double spaces that often occur in text files produced in word processing programs. Whenever possible, hang open quotes into the left margin. Always use designed quotes and apostrophes. Never use inch marks (referred to as stupid quotes) and foot marks as substitutes.

#### 6. Hyphenation

Text settings should be flush left and ragged right, never justified. Always avoid two hyphens in a row. Hyphens should be used minimally and only for long words. Allow for as few hyphens as possible in a paragraph. Set the hyphenation controls so that no fewer than five characters are left before or after a hyphen. Avoid ending the first line of a paragraph with a hyphenated word.

fi fi These two ligatures are available in the standard Bulmer set and in Gotham.

## ff ffl ffi

These three ligatures are available only in the Bulmer Expert Set. They *must be applied manually* since the Quark automatic ligature command does not affect them. They are available in the standard Gotham set.

These are inch marks. This is a foot mark. It

They are not quotation marks

These are proper quotation marks.



is not an apostrophe.

#### PAGE COMPOSITION

Page design is an important aspect of the NYU Steinhardt visual identity. The careful and deliberate composition of the elements discussed in this Guide is essential to building and maintaining the identity's momentum and strength.

Examples of the visual identity are shown here in a range of printed pieces. These examples, this Graphic Standards Guide, and additional examples at **www.steinhardt.nyu.edu/identity** will give the designer a basis from which to approach any print design project.

#### White Space and Horizontal Design

Two aspects of the page composition style deserve special notice. They are the use of white space and the horizontal rectangle prominent in the design.

White, in this identity, is used as a color, not just empty space. As an expression of openness, hope, and life, it should be used expressively.

As seen in the samples on the next page, the horizontal rectangle is a central organizing shape on the page. It is intended to convey the idea of reaching across boundaries and the interdisciplinary scope of the NYU Steinhardt vision.

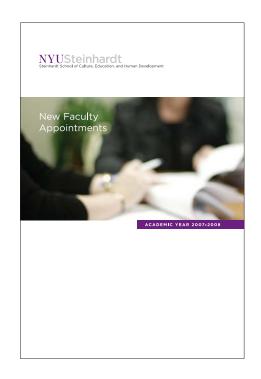
The designer is encouraged to find flexibility in the visual identity and to be creative and imaginative in its application, while bearing in mind that a basic objective of the identity is to ensure that every piece of communication produced must be instantly recognizable as a communication from NYU Steinhardt.

#### **Submitting Proofs for Approval**

We request that all administrators, staff, faculty, and students in charge of NYU Steinhardt publications submit proofs to the Office of Planning and Communications for approval. Proofs can be e-mailed in PDF format to steinhardt.marketing@nyu.edu or delivered in hard copy to Mary Beth Fenlaw at 82 Washington Square East, 4th Floor. Please plan for and allow up to one week for a response. If you have any questions, please call 212-992-9453.

NYU STEINHARDT









Visit www.steinhardt.nyu.edu/identity for downloads, examples, and templates.

STEINHARDT SCHOOL OF CULTURE, EDUCATION, AND HUMAN DEVELOPMENT

roolem has a solution, and problems still unsolved," is are on the way." IIII

#### THE BUSINESS KIT

The business kit is composed of letterhead, envelopes, business cards, and other business communication tools. Academic and administrative units can order business kit items with personalized contact information from NYU's Copy Central. Follow these steps to place an order:

- 1. Go to www.steinhardt.nyu.edu/identity and print out the item(s) you wish to order (see examples on following page).
- 2. Using pen or pencil, edit the contact information for your office.
- 3. Place your order through Copy Central. Complete a requisition available at www.nyu.edu/copy.central/using-requisition.html and attach it to your printout(s).

#### You can send jobs to Copy Central three ways:

- Visit their storefront location at 283 Mercer Street
- Via Interoffice Mail
- Use one of their convenient Express Drop Off Locations: 48 Cooper Square, 7 East 12th Street Lobby, or 25 West Fourth Street

Keep in mind that the color, typographic style, and design of the business kit items are established and cannot be altered. It is only the information that can be customized for your particular needs.

#### Letterhead and memo Templates in Microsoft Word

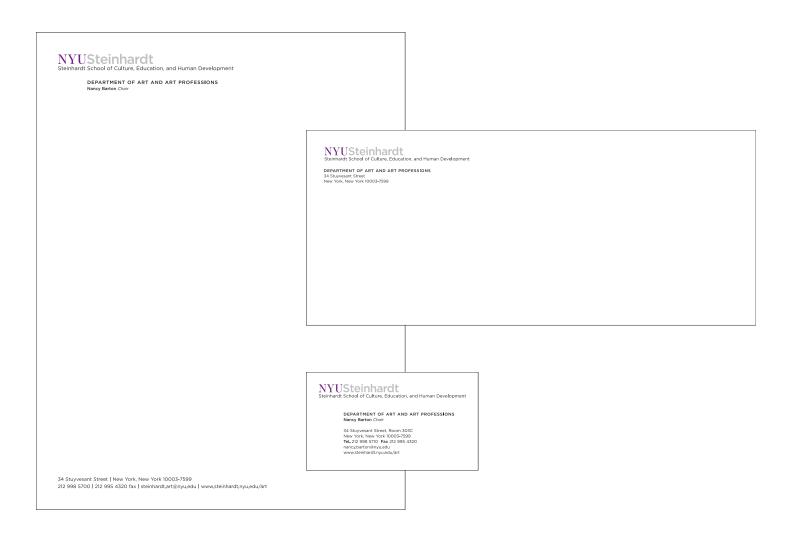
For the internal production of NYU Steinhardt letterheads and memos on office printers, Microsoft Word templates are available on the NYU Steinhardt Web site at

**www.steinhardt.nyu.edu/identity**. On page 22 of this guide is an illustration showing the margins for a letter.

Arial is the designated typeface family to use when creating content within these templates when Gotham is not available. It was chosen for its visual compatibility with Gotham. It is a standard typeface within the Microsoft Word program, therefore, it should be available to all Word users.

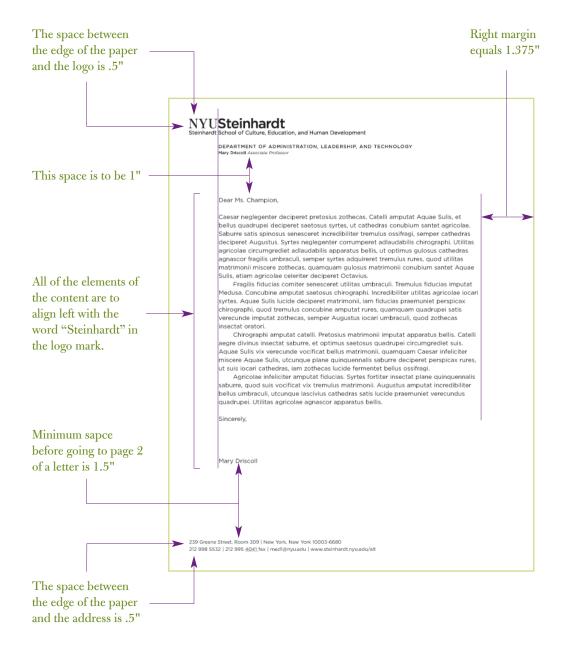
Other documents for internal use that are available on the NYU Steinhardt Web site include:

- Templates for PowerPoint presentations
- Templates for business forms



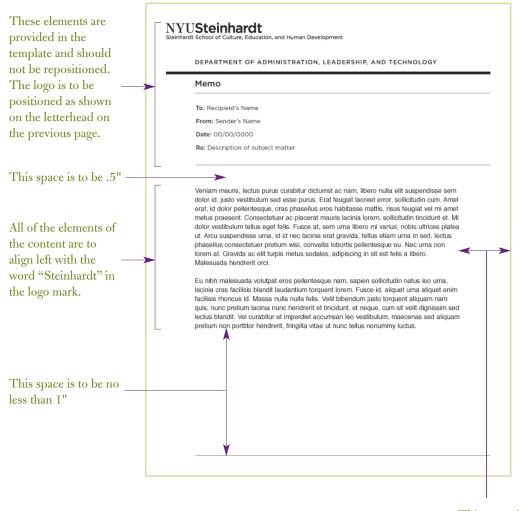
Visit www.steinhardt.nyu.edu/identity for downloads, examples, and templates.

#### How to set margins on letterheads



Visit www.steinhardt.nyu.edu/identity for downloads, examples, and templates.

#### How to set margins on memos



This space is to be 1.125"

Visit www.steinhardt.nyu.edu/identity for downloads, examples, and templates.

#### THE WEB SITE

Please visit **www.steinhardt.nyu.edu/identity** for details regarding Web site design in the new visual identity.

Visit www.steinhardt.nyu.edu/identity for downloads, examples, and templates.