macaulay honors college identity guidelines

as of June 2013

# macaulay

## identity guidelines

Macaulay is the honors college at The City University of New York, and we're increasingly recognized as one of the best honors colleges in the country.

#### **Our mission**

Our mission is to offer exceptional students transformative opportunities to develop their potential beyond what they ever imagined.

#### **Our vision**

Our vision is to inspire and prepare students to solve the challenges facing New York City, our nation, and the global community.

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## our name

## and how to use it

#### William E. Macaulay Honors College at The City University of New York

This is the formal, official name of the College. It is used in formal situations such as all legal and financial documents as well as student diplomas. It is not used in marketing communications materials, advancement communication materials or enrollment materials.

#### **Macaulay Honors College**

This is the most common and frequent use of the name. It is used extensively in all communication material including the website.

#### Macaulay

This usage is also used extensively in all communications materials.

#### Macaulay Honors College at CUNY

This is how the name appears in the logo. It is not used this way in any other application.

## Macaulay. The honors college at The City University of New York.

Not really a name per se, this is used as an identifier on the covers of several current publications. The sentence "Macaulay is the honors college at The City University of New York" is used as the opening identifier in copy in our publications.

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# house style

## a few important guidelines

 Identifying students When identifying students in a layout we include their name, their date of graduation and their campus. There are two styles we use to do this.
 Style 1 works well as a caption to a photo. Style 2 works well in a list. Note that when using Style 2, you drop the word "College."

#### Style 1

Zujaja Tauqeer '11, Brooklyn College

#### Style 2

Zujaja Tauqeer '11, (Brooklyn)

When discussing a student in copy, in the first instance use their full name and class: Zujaja Tauqeer '11. In the second instance, use just their last name: Tauqeer was Macaulay's second Rhodes Scholar.

- No periods in abbreviations For degrees it is BA, MA, and PhD. Other abbreviations include US, NYC, MTA etc.
- Oxford comma In a set of three or more items, always include a comma before the word "and". For example, April, May, and June.
- Capitalize the "The" Always capitalize the word "the" in The City University of New York. It is a part of the name.

#### style 2

In a list put the name of the college in parentheses after the name and year of the student

#### style 1

In quote attributions or captions use a comma after the name and year of the student and before the name of the college

The photos in our viewbook are either of or by Macaula Credits are given in clockwise order.

#### it can happen

Siwen Liao '11 (Baruch)
Julia Gorbach '13 (Hunter)
Spring Picnic / Arpi Pap
James Manzello '08 (Hunter)
Alisa Umanskaya '09 (Hunter)
Macaulay Building / Harry DiOrio
Ayesha Lewis '10 (Lehman) and Jocelyne Jeannot '11 (Lehman)

er)

The most compelling aspect of Macaulay is that it allows each student to create his or her own unique college experience.

MAISHA LOPA '13, HUNTER COLLEGE

# our logo primary treatments

There are three acceptable primary treatments for the Macaulay logo. All three are shown to the right.

#### A. The Macaulay signature in white on a red box

This is the recommended top choice to use for the logo whenever possible. It offers the greatest prominence and flexibility and stands out on any background. This is the preferred treatment of the Macaulay logo.

#### B. The Macaulay signature on a black box

This is intended for those occasional uses when a job is printed in black only or is copied or faxed.

#### C. The two color logo on a transparent background

Here the Macaulay signature words are in red with the surrounding rules in black. The background is transparent, so will show whatever color or image is behind the logo. This logo treatment is intended primarily for the Macaulay stationery package.

Approved versions of all three of these logo treatments in suitable file formats and resolution are available from the Macaulay marketing department. Please do not recreate them, modify them or create special alternate treatments.

#### **Primary logo treatment 1**



Α



В

#### **Primary logo treatment 2**



C

# our logo

## secondary treatments

There are four secondary treatments for the Macaulay logo that are also acceptable to use. Because all four of these are on a transparent background, great care must be taken to assure that there is adequate contrast between the logo and the color or image behind the logo.

#### The four secondary acceptable logo treatments are:

- **1.** The Macaulay signature in red on a transparent background.
- **2.** The Macaulay signature in black on a transparent background.
- **3.** The Macaulay signature in gray on a transparent background.
- **4.** The Macaulay signature in white on a transparent background.

Examples of all four are shown to the right. Option 4, the Macaulay signature in white, is shown both on a field of color and over a photo.

Approved versions of all four of these logo treatments in suitable file formats and resolution are available from the Macaulay marketing department. Please do not recreate them, modify them or create special alternate treatments.

#### **Secondary logos**



1



2



3





4

# our logo

## do's and don'ts

To the immediate right are all the approved treatments for the Macaulay logo. Approved versions of these logo treatments in suitable file formats and resolution are available from the Macaulay marketing department. Please do not recreate them, modify them or create special alternate treatments.

To the center and far right a few of the most common logo mistakes are shown to give some guidelines on what to avoid.

#### **Acceptable treatments**















#### **Unacceptable treatments**



Do not modify box color



Do not modify type color



Do not remove rules



Do not modify rules



Do not change typeface



Do not create novel festive logos



Do not reproduce without sufficient background contrast



Do not reproduce as a background supergraphic

# clear space

## and minimum size

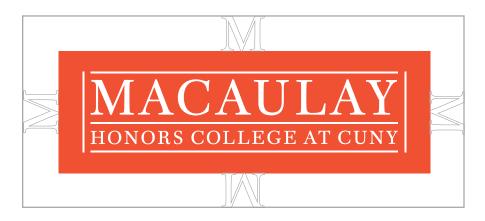
#### Clear space

It is important to leave adequate "clear space" around the Macaulay logo to assure prominence and avoid competition with text and other graphic elements. At an absolute minimum the clear space should be the height of the letter "M" in Macaulay in whatever size you are using the logo as shown to the right.

#### Minimum size

The absolute minimum size the Macaulay logo should ever appear is 1" wide x .32" high. However, judgment should be used regarding the size of the logo in proportion to the page size of your document. For example, don't use the 1" logo on a large poster.

#### **Clear space around logo**



#### Minimum size

width 1" height 0.32"



# cuny cube and our logo

On all "out-facing" communications, it is important to include the CUNY cube somewhere on the piece. It should be carefully balanced with the Macaulay logo and never "overshadow" it.

When the CUNY cube and the Macaulay logo are used together on the same page, the cube should be the same height as the Macaulay logo. They should be separated either vertically or horizontally by a distance of at least one cube as shown to the right. If they are further apart, the distance should be in increments of the size of the CUNY cube.

**CUNY** cube



#### Locked up with the Macaulay logo



Minimum horizontal space at least one cube apart from logo



Minimum vertical space at least one cube apart from logo

# logo lockups

## community and advancement

#### Community lockup logos

The "community lockup" logos are used to show our association with the eight partner colleges of our cross campus community. Their most frequent use is on business cards for Macaulay staff working at the individual campuses or partner college staff working on behalf of Macaulay at our campus.

To the right you see examples of how each of these community lockup logos should look. Approved versions of these logo treatments are all available from the Macaulay marketing department. Please do not recreate them, modify them or create special alternate treatments

#### Advancement lockup logos

To the very far right are the Macaulay Advancement logos. They are used for the Macaulay Foundation, the Parents Fund and the Friends of Macaulay. Approved versions of these logos are all available from the Macaulay marketing department. Please do not recreate them, modify them or create special alternate treatments.

#### **Community lockups**

## MACAULAY BARUCH COLLEGE















#### **Unacceptable treatments**



Do not create new logos to show other relationships

QUEENS COLLEGE

Do not create additional proprietary logos for each campus



Do not modify the messaging



Do not decorate the logo with each school's colors

#### **Advancement logos**







# stationery

## system elements

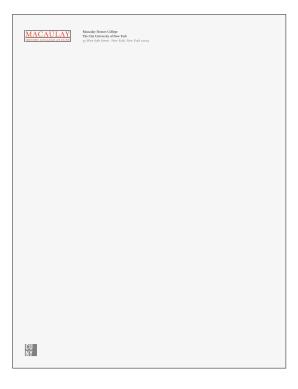
The elements of the Macaulay stationery system include the letterhead, #10 envelope, mailing label and two versions of the business card, one for Macaulay staff and one for Macaulay/Partner Campus staff.

In the case of the letterhead, #10 envelope, mailing label and Macaulay staff business card, the two-color primary logo (primary logo 2) is used as shown in the examples to the right.

In the case of the Macaulay/Partner Campus staff business card, the appropriate "community lockup" logo is used and the name of the partner campus is used in the name block. An example of this is also show to the right.

In all cases the font for elements of the stationery system is Scotch. Scotch text bold for the name of the person and the institution, Scotch text italic for the title, Scotch text small caps for the telephone and fax information and Scotch text for all other information.

#### Letterhead



#### **Business cards**



Appropriate community lockup

MACAULAY HONORS COLLEGE AT CUNT	Maturky Hotour Collage The City University of New York 35 West 87th Street : New York, New York 100053

Mailing label



# letter

## formatting guidelines

The formatting for our letters is flush left / rag right for the copy.

The date line, salutation, letter body and signature block are left aligned with the left edge of the printed addresses as shown in the example to the right.

Should your letter go to a second page, left-align it in the same position as the first page.

The recommended font for the letters is Georgia. The recommended size is 11 point / 16 leading.

#### First page



The City University of New York 33 West 67th Street - New York, New Yor

March 27, 2013

Dear Ms. Doe,

Macernas elementum ipum vel lectus tempos ultricies. Donce ullamoruper, justo sed tristique suscipit. Illeron metus ultricies seus, vel digination cent mide non cinin. Aliquam tristique suscipit. Illeron metus ultricies seus, vel digination cent mide non cinin. Aliquam tripato benderrat auchtor cent central control de la c

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#### Second page

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CU NY

letter body copy

Georgia 11 pt leading 16 pt

# typography

## scotch roman, myriad pro

Macaulay uses two main font families, one serif and one sans serif. Our serif font is Scotch Roman. Our sans serif font is Myriad Pro.

#### Scotch Roman

In the Scotch Roman family we primarily use Scotch Roman Display and Scotch Roman Small Caps.

Scotch Roman Display is used for all headlines, quotes and special opening copy. Scotch Roman Small Caps is used in a variety of ways. These include attributions of quotes, titles of lists, labels for infographics, and titles and subheads to call attention to particular areas of copy.

The other members of the Scotch family are used sparingly and for very specific purposes. Scotch Roman Text Bold is used to emphasize specific words within a block of Scotch Roman Display. Scotch Roman Display Italic is used for book titles within a block of Scotch Roman Display copy.

#### Myriad Pro

In the Myriad Pro family, we use Myriad Pro Regular, Semibold and Bold. Myriad Pro Regular is used for all body copy. Myriad Pro Semibold is used for body copy introduction paragraphs and for chart and graph labeling in some instances. Myriad Pro Bold is used for body copy subheads and titles of lists in some instances.

#### **Scotch Roman Display**

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789 abcdefghijklmnopqrstuvwxyz

**Scotch Roman Text Small Caps** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789

#### **Myriad Pro Regular**

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789 abcdefghijklmnopqrstuvwxyz

#### **Myriad Pro Semibold**

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789 abcdefghijklmnopqrstuvwxyz

#### **Myriad Pro Bold**

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789 abcdefghijklmnopqrstuvwxyz

# typography

## how it works together

An example of a typical spread from the Macaulay Decennial Report is shown to the right. It gives an overview of how the fonts work together to create the Macaulay look. More specifics on typography are discussed on the following three pages along with additional examples.

#### big headline

Scotch Roman Display 41pt all lower case

#### secondary headline

Scotch Roman Display 20.5pt all lower case leading 31pt

#### introduction

Myriad Pro Semibold 9pt leading 12 pt usually 2 columns wide

#### copy flush left

Copy flush left except for the headline (and the occasional special section)

#### Example of how we use typography on a spread and typical sizes used

#### big & secondary headline as a unit

- keep the size proportion of the big and secondary headline (2:1)
- staggering

#### quote marks

- the quote marks are graphics in gradients (from the color of the type to the background color)
- the opening quote mark hangs outside the quote

#### big quote

Scotch Roman Display 20pt leading 25 pt

#### our students

- the heart of everything we do

Our students come from New York, across the country and around the world. Most of them attended New York public high schools, from all over the state and from all five boroughs of the city. Some of our students will be the first in their families to graduate from college. Many are the sons or daughters of immigrants or are immigrants themselves.

#### Our students' backgrounds are economically, racially, and ethnidiverse, but they all have a few t

They are academic standouts, intellectually curious, creative, and highly motivated. They are well prepared for college and seize the opportunities Macaulay offers with both hands. They are enthusiastic, appreciative, and serious about the ducation. They add to our offerin with their innovations and reward us daily with their accomplishmen

#### A Love of Learning

Our students have a love or hearning and a voraclous appetite for knowledge that we encourage and nutrue. Our interdisciplinary model and our City Seminars introduce them to new subjects they might not have considered. Our men't scholarship offers the freedom to explore the full range of academic offerings without the debt load that might inhibit their choices.

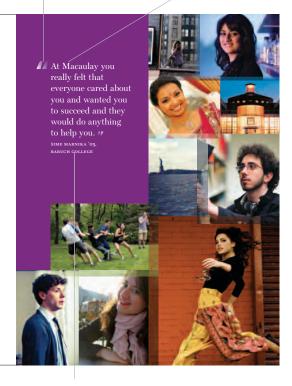
night inhibit their choices.

iome of the most popular majors
include psychology, biology, chemistry,
nathematics. finance/business. political

#### cience, economics, accountancy, nglish/literature/writing, and history

Macaulay is continuing CUNY's rich tradition of providing access to an excellent college education to New York's immigrant population. We value the diversity that immigrants bring to the university experience and their global perspectives.

or the children of immigrants who have found Macaulay to be the crucial bridge



#### subhead

Myriad Pro Bold 9pt, leading 12 pt space before 0.125" Capitalize all words excepts smaller insignificant words

#### body copy

Myriad Pro Regular 9pt leading 12 pt space before 0.125"

#### quote attribution

Scotch Roman Text Small Caps 11.5pt leading 17.7 pt Use this size no matter what size the quote is

# typography scotch roman display

Scotch Roman Display is used for all headlines, quotes, and any special opening copy.

#### Headlines

To create the Macaulay look, headlines are set in all lower case. The headlines are most often broken into two lines, in two different sizes. If this is done the ratio of the two sizes is 2:1. The two lines are typically staggered to give visual interest. The placement of the stagger depends on the nature and length of the headline copy. When breaking the headline, it's important to consider the content as well as the length to create a logical break.

Headlines from page to page in a brochure should align at the baseline of the last line of the headline.

At the right are a few examples of headline treatment.

#### Quotes

Quotes are set flush left, rag right. Their size and line length can vary to suit the layout. An example is shown to the right.

#### Special copy

Special opening copy can be justified, flush left, flush right, or centered line for line. An example appears to the right.



# typography myriad pro

The Myriad Pro family is used for different elements of the body copy in Macaulay publications. The elements include the body copy itself, the intro to the body copy, and the subheads.

#### The body copy

The body copy itself is set in Myriad Pro Regular. It is set 9/12 on a three-column grid. There is no indent for the paragraphs.

#### The intro

In the Macaulay look there is typically a small intro to the body copy. This is usually the first paragraph or first few sentences of the body copy. It is set in Myriad Pro Semibold 9/12. It typically spans the first two columns of the body copy and is set flush left, rag right. Care should be taken to assure that the copy used here works as a stand-alone thought.

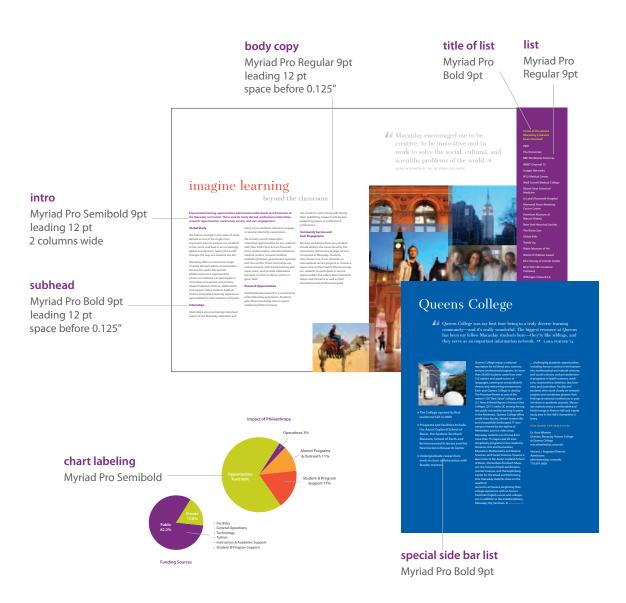
#### The subheads

The subheads are set in Myriad Pro Bold 9/12. They are set flush left, cap initials. The subheads and the intro are always the same color.

#### Other uses for Myriad Pro

Myriad Pro Semibold may also be used for labeling for charts and graphs. Myriad Pro Bold may also be used as titles for lists.

Examples of these uses appear to the right.



# alternative

fonts for print & web

In those instances when Scotch Roman and Myriad Pro are not available, please use these fonts.

**Print Alternate for Scotch** 

Georgia

**Print Alternate for Myriad Pro** 

Helvetica Neue

Web Alternate for Scotch

Georgia

Web Alternate for Myriad Pro

Helvetica

Serif to replace Scotch for both print and web

Georgia ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789 abcdefghijklmnopqrstuvwxyz

San serif to replace Myriad Pro for print

Helvetica Neue Regular ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789 abcdefghijklmnopqrstuvwxyz

San serif to replace Myriad Pro for web

Helvetica
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789
abcdefghijklmnopqrstuvwxyz

## our palette of colors

Our color palette is shown to the right. The red, purple, black and gray are the main colors used in creating the Macaulay look. The other colors are secondary and serve in a variety of ways as accents to our main palette. Please choose your colors from this palette. Do not introduce additional colors.

#### Pantone colors

The two columns to the left show the palette in the Pantone Matching System (PMS) colors. The far left shows the PMS numbers to use on coated stock, the other shows the PMS numbers for uncoated stock. Use these numbers when you are printing with "spot" or "PMS" colors.

#### 4 color process colors

This column shows the 4-color process combination for each of the colors in the palette. This is also known as the CMYK combination. You will use this formula when creating for jobs that will be printed 4 color process, either offset or digital.

#### **RGB** colors

This last column shows the RGB (red/green/blue) color combinations for the palette. You would use this column when creating for jobs that will be viewed on screen.

Pantone coated	Pantone uncoated	4 color process	RGB (screen)
1788C	Red 032U	0C/84M/88Y/0K	240R/69G/46B
520C	520U	64C/100M/12Y/0K	92R/28G/75B
144C	144U	0C/45M/91Y/0K	249R/157G/49B
390C	397U	22C/0M/100Y/8K	193R/205G/35B
108C	107U	0C/6M/95Y/0K	255R/228G/18B
292C	292U	49C/11M/0Y/0K	121R/189G/232B
313C	313U	100C/0M/8Y/13K	0R/154G/199B
286C	286U	100C/66M/0Y/2K	0R/93G/170B
1815C	1815U	0C/90M/100Y/51K	131R/31G/3B
425C	425U	0C/0M/0Y/77K	126R/128G/131B
Black	Black	100K	0R/0G/0B

## and the macaulay look

#### Use the main colors somewhere

Use the main colors of the palette (the red, purple, gray or black) somewhere early and important on a multi page document. This helps identify it as from Macaulay.

#### Use a dominant color

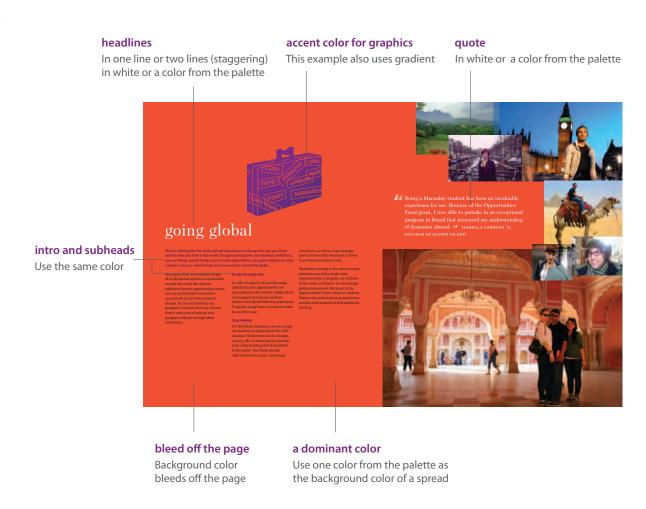
Use a dominant color from the palette (or white) as the background on a given spread or page. You can use other colors (or white) as the dominant color on other spreads in the same document. In the Macaulay look the background color bleeds off the page.

#### Make the color bleed

In the Macaulay look the color bleeds off the page

#### Typography and color

- Headlines may be two color, a single color or reverse out of a color and be white.
- Intros and subheads are always the same color as each other.
- Quotes can be any color in the palette but the quote marks always gradient from the quote color to the background color.



## using a dominant color

Although there is a lot vibrant color in Macaulay documents, the color on a given spread is more restrained. Typically there is one dominant background color on a spread, with photography and graphics providing additional support color.

The dominant color can change from spread to spread. Always make sure your background color is chosen to best coordinate with your photos, illustrations or other supporting graphics.

Some examples of a single dominant color on a spread are shown to the right.



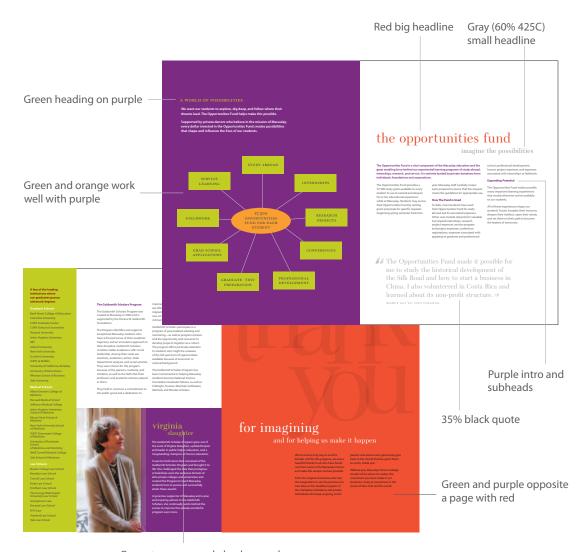


## what looks good together

Almost all the colors in the Macaulay palette can look good together when treated thoughtfully. It is all about proportion, balance, focus and harmony, Here are a few things to bear in mind.

- Be conscious of how the colors look spread to spread in a multi page document.
- Make sure your selected colors bring out the best in any photos that are on a page or spread.
- Make sure your color supports the message and copy of the project. Don't let the color overwhelm the copy.
- Be very conscious of legibility. Avoid using light colored type on a light background. For example PMS 390C green on a white background. However using white type on the PMS green background can work fine.
- Macaulay red and PMS 286C blue have a very strong "American Flag" association. Unless this association is appropriate to your message it's best to avoid this combination.

This page and the next show several examples of how different Macaulay colors can work together successfully.



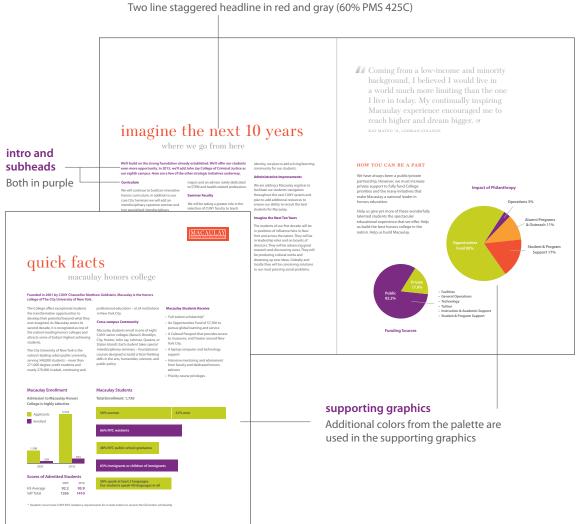
Green type on purple background



## a simple go-to combination

A very useful and attractive color treatment can be found in our Quick Facts document and in the Decennial Report.

- The headline is broken into two lines and is in the red and gray (60% PMS 425C).
- The intro and the subheads of the copy are in the purple.
- Additional colors are used in the supporting graphics.



two line headline

# photography

## how we use it

Photography is a very important part of the Macaulay look. Most often the photos are collaged in some way, although there are instances where only a single photo is used. A lot of careful thought goes into creating a pleasing, harmonious, yet dynamic collage although the result is seemingly casual.

#### The transparent overlap

A key part of the look is the transparent overlap of selected photos. The overlap can be created in Indesign in two ways as described to the right.

#### Bleeding off the edge of the page

The photos bleed off the edge of the page on at least one side, but usually two or three.

#### Not rectangular

The collages usually are not perfect rectangles, but a photo or two juts out of the edge. Don't overdo this or your collage will look too jumbled.

Examples of all of the above are shown to the right.

#### background color

Try to select a background color from our palette that complements the photos

#### bleeds off the page

At least one side (usually two or three sides) of the collage bleeds off the page



#### variety of photos

- Different sizes of photos, usually have a big dominant one as focus
- Different crops
- Different subject matter where applicable

#### random look

No rigid grid for the photos and no need to have a perfect rectangle shape for the whole collage, nor does the college need to occupy the entire page

#### overlapping and transparent effect

Some photos (not all photos) in the collage should be overlapped and the overlapping area needs to have a transparent effect which, depending on the photos, can be achieved with one of the following effects in InDesign:

- Use multiply effect (can change opacity to less than 100% if necessary, here is using 100%)
- Use normal effect but with opacity less than 100% (usually around 30-70%, here is 70%)

# illustrations

## and other visual elements

Illustrations, infographics, diagrams, charts, and graphic treatments are all used in the Macaulay look to add interest and variety or to communicate additional information in a visual way. A few rules of thumb apply.

#### Color

Always choose colors from the Macaulay palette. Gradients, screens and transparencies derived from the palette colors may also be used. Elements may also reverse out in white.

#### Style

The Macaulay look uses a simple, sophisticated, hard edge but graceful style.

#### Proportion

It's important that your illustration or other visual element has the proper role on the page and does not compete with or overwhelm the message. Size and contrast are a couple of factors that come into play here.

Examples are shown to the right.

# gradient Gradients can be added to create depth and interest transparency Elements can be overlapped and use transparency to create interest I was attracted to Macaulay because they make the investment in you, not the other way around. They were offering so much opportunity and the ability to

**style**Use simple hard edge graphics

color
Choose colors from the
Macaulay palette

select a campus

from among seven senior CUNY colleges

# illustrations

## screened overlapping type



Type on red: 8% black

#### transparent effect

The type use a screen of black set to overprint /multiply



Type on green: 15% black

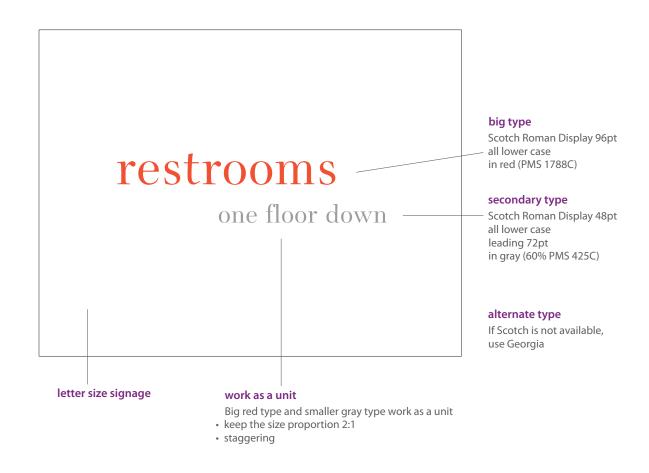


Type on purple: 20% black

# wayfinding

## temporary signage

- Signage copy is in Scotch Roman Display all lower case. If Scotch is unavailable use Georgia.
- The copy is broken into a large headline and smaller headline as shown. The two work as a unit in a 2:1 ratio. The large part of the headline is in red and the small part of the headline is in gray.
- The two lines of the headline should stagger as in the example to the right. The point where the stagger begins is flexible and determined by the copy itself.
- In the case where the gray type runs longer than one line will accommodate, go to a second line.
   Make it flush left with the first gray line.



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