THROUGH THE COLLEGES AND PROFESSIONAL SCHOOLS, The City University of New York offers an unequaled combination of academic diversity and excellence. This "integrated" University is a source of great intellectual vitality and richness.

With so much to offer so many, it is essential that the University's symbols of identity be clear, unified and consistent. Visual symbols of CUNY's identity bring recognition not only of the institution, but of its values and goals, as well.

The CUNY iD branding book provides examples and illustrations in each area of use, and expands assistance to help with the ever-increasing use of visual symbols of the University's identity.

When all of our colleges, professional schools and University offices use the CUNY logo in a consistent way, everyone benefits. The strength of the individual identities of our institutions is enhanced by the clear connection to the University and its values as a whole.

Senior Vice Chancellor for University Relations and Board Secretary Jay Hershenson will be in touch with you and your chief external affairs officer as we continue to develop and strengthen the integrated University. Thank you for your cooperation and support.

Sincerely,

James B. Milliken
Chancellor
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VERY DAY, THE CITY UNIVERSITY OF NEW YORK and its colleges and professional schools display an identity to millions of people. From websites to publications to correspondence to the signs for its buildings, from advertisements and exhibits to the venerable business card, the University chooses how it will be recognized with its visual symbols. In communications of every nature, at every point of contact, the opportunity exists to enhance the University’s image, reputation and identity.

Visual symbols, when used in a clear and consistent manner, have the power to make that identity instantly recognizable, and provide the branding that leverages the strengths of the University and its colleges and schools with each other, while building a shared sense of community and pride. With consistency of design and application, a strong brand identity can be instilled and reinforced, with the elements becoming ever-stronger signs of the University’s quality, value and diversity of opportunity.

The Office of University Relations has developed CUNY iD to set forth standards for a full range of identity and branding matters. It provides guidance for the use of the CUNY Logosquare and Logotype, which are the central elements in the branding and the identity of the University, and the co-branding relationships with the colleges and professional schools.

Standards are also set forth to ensure a consistent visual identity of CUNY’s stationery system and for print media such as newsletters, display advertising, brochures and flyers, as well as promotional material. The use of visual elements of identity for the Web is outlined in a way that provides both consistency and flexibility. This manual also provides a system of guidance about sign development, choice and placement. With the size of the University, its growth and the number of its buildings, questions frequently arise about the use of signage, both interior and exterior.

For external audiences, CUNY iD’s clear and consistent identity standards will enhance the University’s relationship with city, state and federal entities, alumni, donors and other philanthropic partners, private sector and local communities, prospective students and other constituencies. Within the University, the system of co-branding described in this manual will benefit public relations, recruitment, continuing education activities, and relationships among students, faculty and staff.

CUNY iD reflects the good work of Director of Communications and Marketing Michael Arena, who implemented an extensive review of industry best practices and standards in higher education as well as the nonprofit and for-profit sectors.

A new manual was created and benefited greatly from the suggestions, comments, advice and examples provided by professionals at the campuses in marketing, communications, advancement and development.

We view this as a living document. The inexorable rush of technology and the ever evolving nature of the University itself are among the forces that will require editorial vigilance to ensure this document remains useful to the communities it serves. For now, with the standards of this manual in place, and the coordinated use of our graphic elements, CUNY and the college brands will be enhanced, communicating the strengths of both the University and its schools and colleges and the unity of CUNY’s purpose.
1. CUNY graphic elements

The CUNY Logosquare is the foundation of the University’s visual identity system. Developed in 2005 by Pentagram, it replaced the pentagon logo and initially was created as part of the “Invest in CUNY” program.

In the intervening years, the CUNY Logosquare has seen widespread use, with only limited guidance. CUNY visual identity standards have developed and improved steadily since then and can provide much more assistance now. In the following pages, this manual will provide guidance and standards for the use of the University Logosquare and with the Logotype name of the University.

Proper sizes in proportion to other identity elements as well distances that work most effectively are outlined. Examples are displayed of choices in the use of the University logo at the top or bottom of an element. Standards have also been developed for the selection of typefaces to be used for a consistency in the presentation of graphic identity elements, with a full range of weights and styles to provide the necessary diversity. The primary font family is Trade Gothic, with Chronicle now being introduced as the secondary font where a classic serif look is appropriate. An expanded family of primary and secondary colors is also offered for use with the Logosquare.

The Logosquare, cited by one design firm as one of the 10 best university and college logos in the country, supersedes all the previous graphic identity elements that have been used by the University system.
The Logosquare
For all usage.

The CUNY Logosquare is a perfect square that is central to all aspects of the University’s graphic identity. Its proportions must remain at the heart of all permutations and extensions of the brand.

The letters are set in Trade Gothic Bold Condensed No. 20 and “knock out” in white from the Logosquare.

Throughout this guide, the term “Square” refers to the Logosquare.

Graphic identity elements no longer used, as illustrated on this page, include the University name set on three lines of type, used for a limited amount of time from 2003 until 2005, and the pentagon enclosing the CUNY letters, used until the end of 2004. Use of the name bands, which began with the Logosquare in 2005, is no longer required.
The Logosquare

Incorrect usage

Do not distort the Logosquare horizontally or vertically.

Do not fragment.

Do not tilt the Square on an angle.

Do not fade the color.

Only use approved colors in the Square.

Do not substitute another font.

Do not use more than one color within the Square.

Do not relocate the type within the Square.
The Logotype
For all usage.

The CUNY Logotype combines the Logosquare with the full name of the University set flush left on four lines in Trade Gothic Light to the immediate right of the Square. The top and bottom edges of the type align with the top and bottom edges of the Square, respectively.

The distance from the Square to the left edge of the type should equal the space to the left of “CUNY” within the Square itself.

Whenever the Logosquare is used in conjunction with the words “The City University of New York,” the official Logotype seen here is the only approved configuration.
The Logotype

Incorrect usage

Do not allow the type to touch the Logosquare.

Do not shrink the type so that it does not align top and bottom.

The University name cannot appear above or beneath the Square.

The font must be Trade Gothic Light. Do not use other fonts or weights.

Do not rebreak the type.

Do not place the type to the left of the Square.

Do not set the type in all caps or all lower case.

Do not add graphics to the Square.
Logotype placement

Clear space and page placement.

It's important that the Logotype be given room to maintain its individual identity. Thus, other graphic elements, including type, should remain outside of a clear space that measures at least 1/2 the Square’s width from the Logotype.

RECOMMENDED

The logo should be placed so that there remains at least a Square’s width space between it and the edge of the piece on which it appears.

It should not be located less than 1/2 the Square’s width from the edge.
Logotype size/proportions

Absolute and relative sizes.

Generally, the Logosquare should never be reproduced smaller than 1/4” (.25”) in height. When you add the stacked University name, the Logotype’s smallest reproduction size is slightly larger, 5/16” (.3125”) in height.

But the smallest acceptable size will also depend on the context of the item or location in which it appears. For instance, a long horizontal billboard will require a larger proportional branding presence than a small oblong postcard.

In cases where one dimension (height or width) of the item is greater than 2X its other dimension, the minimum height for the Logosquare is 10% of the smallest measurement. (A)

In cases where one of the item’s dimensions (height or width) is less than 2X its other dimension, the minimum size for the Logosquare is 5% of the smallest measurement. (B)

The absolute minimum sizes still apply.
Color Choice
For all usage.

The four primary colors shown are the only ones in which the Logos may be reproduced. The CUNY letters appear opaque white, except when the Logo itself is reproduced in white, when the letters may appear transparent (so that the background shows through).

For signage and other instances where materials without applied colors form the Logo, neutral materials such as stainless steel, brushed aluminum and frosted glass are recommended. See Chapter 6, “Signage.”

Our secondary color choices mesh particularly well with our primary choices and are recommended as backgrounds for the Logos.

* Note: Print values for some colors shift when printed on uncoated stock. For instance, the Primary color Pantone Orange 716C reproduces poorly on uncoated stock and Pantone Orange 151U should be substituted. It is recommended to speak with your printer when printing on uncoated stock to ensure the closest color match is made.

For all approved Logotype art files, downloads are available at [cuny.edu/iD](http://cuny.edu/iD).

See Chapter 3, “Web and digital media” for more information about accurately achieving these colors onscreen.
**Color choice**

- Use only primary colors in the Logotype.

- The CUNY letters should always be white (or transparent).

- Multiple colors should not be used within the Square.

- Transparent CUNY letters should only be used with a white Logotype.
Font standards
For print and desktop usage.

Our primary University font family is Trade Gothic, designed in 1948 by Jackson Burke for Linotype. The typeface is a simple grotesk sans serif that remains a common choice due to its wide interior spaces and easy legibility. It implies a strong character and sturdiness, especially in condensed weights and smaller sizes, and was chosen for the University to maintain a solid underlying foundation in all brand communications.

RECOMMENDED WEIGHTS:
- Trade Gothic Light
- Trade Gothic Bold Two
- Trade Gothic Condensed No. 18
- Trade Gothic Bold Condensed No. 20
Other weights are available.

The Italic (or Oblique) form of each weight is permitted, although it should never be formatted as a “style” within an application.

For Web usage, Arial, found on most computers, is the preferred typeface. (See Chapter 3, “Web and digital media”)

TRADE GOTHIC LIGHT and OBLIQUE

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

TRADE GOTHIC BOLD TWO and OBLIQUE

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

TRADE GOTHIC CONDENSED NO. 18 and OBLIQUE

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

TRADE GOTHIC BOLD CONDENSED NO. 20 and OBLIQUE

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890
Secondary font standards
For print and desktop usage.

Our secondary University font is Chronicle, a serif font recently designed by the Hoefler & Frere-Jones Foundry and inspired by 18th-century Transitional style fonts. It is preferred for publication and long text usage.

Not merely designed for newsprint, Chronicle was created to be space efficient in all media where space is at a premium, yet it maintains an even visual texture through its carefully calibrated serifs.

The range of weights, from Chronicle XLight to Black, is augmented by the choice of Text and Display weights, which allow designers total control of the typographic density of the page. Some of these weights are displayed at right.
Graduate School of Journalism
The City University of New York
WITH CUNY’S BROAD BASE of individual and unique educational strengths, consistent, unified standards of visual identity provide enormous benefits to the University at large and to its colleges and schools. In the past, with limited guidance and few examples to draw upon, co-branding with the CUNY Logosquare at times was neglected, or did not take full advantage of the possibilities.

With new standards developed for the Logosquare, the following pages illustrate ways colleges and schools can link visual identity with the University, providing examples of what works well while offering the flexibility to meet individual needs.

The strong identities of each of the CUNY colleges and schools will remain in place, but the successful co-branding of the identity of the University at large with its institutions will enhance the reputation and recognition of all.
Any of the shown three co-branding options are available. It’s important to remember that the purpose of this system is to ensure the presence of the CUNY identity, either together with or apart from the college brand.

**A. College logo together with CUNY Logosquare**

The college brand should always appear to the left of the CUNY identity.

**B. College logo apart from CUNY Logosquare**

**C. College logo apart from full CUNY Logotype.**
CUNY with its colleges
Relational size.

The University brand may be used separately or together with the individual college’s logo.

In either case, the size of the University Logosquare should appear no smaller than 35% (roughly one-third) of the college logo’s height or width, whichever is the smallest dimension.

The two logos should be separated by approximately 1/2 the Square width.

CUNY Logosquare is too small.

CUNY Logosquare is too close.

CUNY logo should be no smaller than 1/3 height of college logo
Both logos sit on same baseline

Approx. 1/2 Square width away from college logo
Letterhead co-branding
For external usage.

When printed along with a college logo on stationery, the CUNY logo may be reproduced in either Pantone Blue 286U or black.

The CUNY logo should align with some graphic element of the letterhead and should adhere to the other guidelines regarding placement and size. An example is shown at right.

The preferred letterhead stock is Strathmore Writing Bright White Wove 24 lb. text weight.

RECOMMENDED
If other stock is used, post-consumer waste (PCW) content should be at least 30%.
When printed along with a college logo on stationery, the CUNY logo may be reproduced in either Pantone Blue 286U or black.

The CUNY logo should align with some graphic element and should adhere to the other guidelines regarding placement and size. Examples are shown at right.

The preferred envelope stock is Strathmore Bright White Wove 24 lb. text weight and the business card stock is double-thick Strathmore Bright White Wove 130 lb. cover weight.

**RECOMMENDED**

If other stock is used, post-consumer waste (PCW) content should be at least 30%.
Co-branding independent website
Subsidiary entity within CUNY.

This identity is similar to the CUNY site design (See Chapter 4, “Web and digital media”), but it allows for another institution’s name or brand on the same level as the CUNY Logotype.
Co-branding college website
CUNY college.

CUNY identification on all of its member college websites should follow the branding guidelines in Chapter 1, “CUNY graphic elements.”

In general, if the CUNY brand can be seen at the top of the site without scrolling, the CUNY Logosquare is sufficient (A). If it can only be seen by scrolling down to the bottom of the site, we recommend using the full Logotype (B).

Minimum size for the full CUNY Logotype on the web is 36 pixels high, and 30 pixels high for the Logosquare only.

The use of the “[College name] is CUNY” graphic is no longer recommended.
Co-branding
College building signage.

Exterior building signs are appropriate opportunities for colleges to express the link to CUNY.

Either the full Logotype or the Logosquare may be used. The CUNY logo should align with some graphic element and should adhere to the other guidelines regarding placement and size. Examples are shown at right.

Sizes, shapes and materials vary as required, but should always be of high quality for a degree of permanence.
Co-branding
College interior signage.

The CUNY name or Logosquare can be utilized with its schools and colleges in a number of ways. Most important is the first point of contact in reception or security areas.

The signs should be either centered behind the desk, or mounted on a wall with good sight lines from the entrance or the seating area. Neutral backgrounds are preferred.

The signs are best positioned at eye level (5'6" high to the center) depending on size of space, ceiling height and local conditions.
IN AN AGE OF ELECTRONIC CONTACTS, we cannot forget that one of the most important ways that the visual identity of the University is expressed is through a basic, fundamental means of communication: stationery. Letterheads, envelopes and business cards are daily, wide-ranging expressions of the University, and each letter, envelope or business card provides an opportunity to introduce, enhance or reinforce CUNY’s graphic identity.

With the extensive number of University departments, schools and colleges, and the amount of printed communication generated, consistency in use of the elements of graphic identity is paramount.

This manual provides guidance for the size and positioning of the CUNY Logosquare and Logotype and outlines the differences between use of the University logo for communications within the system of the University and as a co-brand together with its schools and colleges.
Letterheads
For all usage.

The letterhead should strive for consistency in both printed and digital form. The two formats are shown at right: University office (A) and individualized departments (B).

Logo size and placement remains uniform on both, as well as letter text placement and general margins.

When printed, the inks are Pantone Blue 286U and Pantone Gray Cool 9U. The preferred letterhead stock should be Strathmore Writing Bright White Wove 24 lb. text weight.

RECOMMENDED
If other stock is used, post-consumer waste (PCW) content should be at least 30%.
Similarly, the two envelope formats are shown at right: University office (A) and individualized departments (B).

Logo size and placement remains uniform on both, as well as general margins. But the address block alignment differs, with the University information brought under the Logosquare. The departmental information is kept aligned with the University name as shown.

When printed, the inks are Pantone Blue 286U and Pantone Gray Cool 9U. The preferred envelope stock should be Strathmore Writing Bright White Wove 24 lb. text weight and the business card stock should be double-thick Strathmore Bright White Wove 130 lb. cover weight.

RECOMMENDED

If other stock is used, post-consumer waste (PCW) content should be at least 30%.

For all usage.

University envelope/business card

Kriz Lazarz
Designer/Junior Art Director
Office of University Relations
535 East 80th Street
New York, NY 10075
212-794-5522
fax: 212-794-5588
kriz.lazarz@mail.cuny.edu
As important as unity and consistency are in CUNY’s forms of visual identity in publications, stationery, and signage, it is the Internet today that provides so much exposure to so many. It is unparalleled in providing the daily news of the University and its colleges, the schedules of events for those both within the University community and the greater public, and the instant access to and retrieval of scores of events on a diversity of platforms.

To complement and help maintain a consistency with the graphic identity standards in other areas, such as print products and signs, this manual provides standards for the use of the University Logosquare, including guidance on size, color, and positioning on website pages.

To reproduce colors that match those in print material certain hexadecimal/RGB values have been shown to work best, and standards are established for where the CUNY Logotype should appear on a web page and the pixel height of the logo as well as the pixel space around the logo.
Reproducing the CUNY colors for the Web requires some subtle shifts so that the experience of viewing the colors on screen is as close as possible to seeing them in print.

Hexadecimal/RGB values are provided. See Chapter 1, “CUNY graphic elements,” for spot color and process printing standards for all the CUNY colors.

The primary Web font is Arial Bold and Regular for headline and body copy, respectively. Times New Roman Bold and Regular is a secondary choice, but is generally reserved for use in the “billboard” graphic.

Note: Many graphic programs offer their own numerical Pantone to CMYK to RGB translation values, but since they can differ substantially between applications, we have opted to craft our own formulas that we feel reflect the color experience more truly across a broad spectrum of monitor qualities.
CUNY Web identity
University website layout.

The full blue CUNY Logotype should appear in a band across the top of the website in the upper left corner.

The logo should appear 56 pixels high with 20 pixels above, to the left and bottom as clear space.

No other brand identity should appear on the same level as the CUNY Logotype. In cases where other institutions need to be identified, please see Chapter 2, “CUNY co-branding”.
With the size and diversity of the University, a continual flow of promotional items and products reinforces recognition and strengthens the identity of CUNY. From flags and banners to T-shirts and bags, the Logosquare should be used in ways consistent with standards set forth in this manual.

Thought should be given to the range of promotional opportunities to use the Logosquare, and this manual provides an illustration with a pattern on a public or broadcast backdrop. For promotional items, reproduction guidelines will also help to ensure the highest-quality results for a variety of products. Clarity and consistency of identity are required in other areas, such as the vehicles of the University, and uniform use of our graphic elements serves not only to speed identification but to reinforce recognition as well.
Flags/banners
Public use.

Large display banners can be composed horizontally or vertically, and hung with grommet holes (A) or pole sleeves (B). Vertical pull-down banners (C) are convenient, easy to assemble and travel easily.

The orange logo reads well from a distance and is recommended, but the other approved colors are allowed in the logo as well.
**Freestanding display/backdrops**

For photography and broadcast.

A pattern may be made from the CUNY Logosquare for backdrop/public display usage. Suggested step-and-repeat proportions are 1 1/2 Square width horizontally and a single Square height vertically, as shown at right.

The Logosquare should be fairly large for maximum readability at a distance and for clarity in video broadcast/photo sessions.
Promotional items
Variety of reproduction methods.

For reproduction on a greater variety of surfaces, such as cotton, vinyl, leather or canvas, the usual printing methods are often not applicable. Alternative reproduction methods such as silkscreen, foil-stamping and embroidery often require art files formatted as digital vector art.

RECOMMENDED
When foil-stamping the CUNY Logotype, Pantone Silver 877 is preferred, although White and Pantone Blue 286 are secondary choices when appropriate to the item and available.
University vehicles
Vinyl appliqué.

Seen on all campuses, CUNY vehicles must be easily and quickly identified. They also act as mobile billboards for the CUNY brand.

The CUNY Logosquare should be located on both sides centered above the rear wheel well on all vehicles.
SIGN ARE OFTEN THE FIRST FORM OF CUNY BRANDING, or graphic identity, to greet students, staff and visitors and are a presence that remains with observers throughout the day. Exterior signs, which identify a school and its buildings from a distance and interior signs, which reinforce that presence in entrances and other areas, are one of the primary ways that people experience CUNY and therefore, one of the most useful elements in creating a unified brand for the University.

The CUNY identity should be represented in public view at least once at all colleges, schools and institutes. The full Logotype is preferred and should be used wherever possible, especially where it can support and build the image of the smaller institutions.

The following guidelines outline the components and design principles. The signage system employs the main identity elements, the Logosquare and Logotype with associated and approved CUNY fonts.

Standards are provided for a full spectrum of sign usage, including exteriors, entrances, lobbies, interior directories and doors. Guidelines are also offered for the co-branding of the University and its schools and colleges. The material presentation of CUNY’s identity should be of the highest quality and should be appropriate to the environment, adding value not clutter.
Signage elements
Full Logotypes.

The main signage expressions of the CUNY branding are illustrated across the spread at right. Internally illuminated treatments (where desirable) will be treated as custom applications.

Logo signs may be used in public view in both exterior and interior locations. They can be either employed alone, or in relation to college branding, at least once at every location.

**Full CUNY Logotype A**

This type consists of freestanding dimensional cutout logo and letters to be mounted on glass or on light-colored or highly finished smooth walls. Color: Silver or CUNY Blue. Sizes can vary, but the most common sizes will be 18", 24" or 32" Logosquares.

**Full CUNY Logotype B**

In cases where the wall surface is brick, stone or highly textured, the logo should be on a panel to provide an appropriate level of contrast. Note the placement on the panel allows 1/2 X clear space all around. For this type, the color policy is flexible. The color may be a silver logo on painted blue background, polished metal on a brushed metal background, or other combinations following brand policy.
Signage elements

Logosquare only.

If the full CUNY Logotype is not displayed, the Logosquare may be used to link and endorse colleges in a flexible manner.

**CUNY Logosquare C**

This one-color example can be manufactured in aluminum or stainless steel for application on glass or highly finished walls. The finish can be fine horizontal brushed, or satin finished.

**CUNY Logosquare D**

This two-color version can be employed in cases where the logo cannot be displayed with the wall or background color showing through the CUNY lettering (brick walls, for example).

In aluminum or stainless steel, finish as above, but with a back plate (titanium, for example).

**CUNY Logosquare E**

This version incorporates sandblasted-effect vinyl on glass on external and internal entrances.
Building signage

Initial interface.

This type of sign is the first point of contact on approaching or entering a CUNY facility. They may be employed for exterior or interior applications as possible or necessary. The most useful type is wall-mounted.

The full CUNY Logotype is advised.

Layout protocols follow those specified for print. The typeface employed is Trade Gothic Bold Condensed 20 or Trade Gothic Bold 2.

The office or location description is spelled out in upper and lower case letters aligned left with the type in the logo above. The descriptions may be on one, two, or three lines, but should match the size of the CUNY letters within the Logosquare. See 1-line, 2-line and 3-line examples at right.

Most architectural signs are custom made to fit the environment and for distance visibility. They are expensive and should be used selectively. Three dimensional logos and letters may also be used in certain priority locations. These signs may also be internally or front illuminated.

Sizes, shapes and materials vary as required, but should always be of high quality.
Internal signage
Directional and room.

Directional signs
This type of sign should be used in areas where visitors and staff are faced with a multiplicity of choices, a confusing layout or large spaces. They may be placed at entry, in elevator lobbies or at key decision points in the wayfinding sequence.

The department name should align left with the CUNY Logosquare. Department names appear in upper and lower case, while specific rooms are set in a smaller size in all caps.

College directional and information signs may also use the CUNY logo to advantage.

This type of sign will generally be fabricated of vinyl lettering on a rigid metal or plastic substrate.

Mounting height is 60” to the center of the sign.

Room ID and numbers
The CUNY Logosquare has been employed to reinforce CUNY branding within offices and facilities. Illustrated at right is an example that also employs ADA-mandated Grade Two Braille.

Note: The Logosquare may be presented in Pantone Cool Gray 5 in situations where a more subtle presentation is needed.
**Entrance treatment**

For application on glass.

Entrances are an opportunity to brand the transition from public space into CUNY space. They are also subject to industrial codes that require “distraction markings” to prevent accidents from pedestrian collisions.

**Vinyl application**

Entry door ID is the CUNY Logosquare in 3M ‘Dusted Crystal’ reverse-applied vinyl, giving a sandblasted appearance. The size may be scaled to fit the available space, but the standard will be 10” square. The logo is centered left/right on the door or doors and the height is 60” to the center.

**Safety distraction markings**

To be used in cases where clear transparent glass panels and sidelights are wider than 20” in width and an opaque base is lower than 18”. Horizontal bars, benches, planters and other objects blocking the sidelights exempt the panels from this requirement.

The markings are 2” square, spaced 3” apart and should be applied at two heights, 30-36” and 60-66” high above floor level.
Lobby/reception areas

Wall placement.

CUNY signs are used to identify and brand these first points of contact within CUNY facilities. Consistent use of the logo helps build our brand despite extensive variations in interior environments.

The signs should be either centered behind the desk, or mounted on a wall with good sight lines from the entrance or the seating area. Neutral backgrounds are preferred.

The signs are best positioned at eye level (5’6” high to the center) depending on size of space, ceiling height and local conditions.
Given the large number of separate offices and operations within the University system, recognition and enhancement of graphic identity will also be strengthened by the uniform use of our Logosquare with names and titles.

In these instances of internal co-branding, the Logosquare will appear to the left of the office title. The following pages provide illustrations of the type fonts and weights that should be used and guidelines on alignments and proper proportions of the elements. Flexibility is necessary, but using no more than two lines of type in an office title is visually effective, and whenever possible a third line should be avoided.
CUNY with office name
For internal usage.

There are uniform standards of color, font, typeface and alignment that apply when using the CUNY Logosquare with office and department names to ensure consistency of graphic identity throughout the University system.

The illustrations at right are suggested proportions for 1-line, 2-line and even 3-line examples. Tracking values (from within Adobe Illustrator) for each font are highlighted in the yellow squares at the top of the page.

For the Logosquare’s color, always use Pantone Blue 286 or its equivalent. Use combinations of Trade Gothic Light and Trade Gothic Bold Condensed No. 20.

The type baseline should align with the bottom of the Logosquare, however, the type does not need to align with the top of the Square.

There should be a noticeable size difference between the two different weights of the Trade Gothic family, rather than setting both weights in the same point size.

If it is necessary to break the office name into more than two lines because of an extremely long name, use the two fonts, Trade Gothic Light and Trade Gothic Bold Condensed No. 20.

Variations are acceptable, but please keep the above guidelines in mind.
The length of the type for the office name cannot exceed the total width of 10 Logosquares.

In a three-line name or title, all three lines should not be in the same font. Both Trade Gothic Light and Trade Gothic Bold Condensed No. 20 must be used.

Do not use fonts other than Trade Gothic Light and Trade Gothic Bold Condensed No. 20. Do not mix in other weights of the Trade Gothic family.

The height of the lettering must never exceed the height of the Logosquare, and the ink must always be solid. No use of tinted ink is allowed.

Do not use any other color than Pantone Blue 286 or its equivalent.

In a three-line name or title, all three lines should not be in the same font. Both Trade Gothic Light and Trade Gothic Bold Condensed No. 20 must be used.

Do not use fonts other than Trade Gothic Light and Trade Gothic Bold Condensed No. 20. Do not mix in other weights of the Trade Gothic family.

The height of the lettering must never exceed the height of the Logosquare, and the ink must always be solid. No use of tinted ink is allowed.

Do not use any other color than Pantone Blue 286 or its equivalent.
Appendix
Other resources.

Current logo art and CUNY campaign graphics for print and Web, as well as individual college identity programs are available for download at: cuny.edu/id

Although we have attempted to cover the majority of identity and brand reproduction instances, this document does not cover all situations and is inarguably incomplete. For inquiries about situations that are not addressed by these guidelines, please e-mail: daniel.shure@cuny.edu

Other requests for creative and design support can be made via: cuny.edu/services

Thanks to the University Graphics Identity Committee for their diligent work in preparing this manual. Additional contributions were provided by communications professionals of the colleges of The City University of New York.