

ST MARY'S

COLLEGE *of* MARYLAND

The National Public Honors College

BRAND STYLE GUIDE

UPDATED JANUARY 20, 2023

Contents

3 OUR BRAND

- 6 Brand promise. Brand essence.
Brand position.
- 7 Brand chapters
- 10 Brand story

11 LANGUAGE

- 12 AP Style
- 13 Notes and exceptions
- 14 How we refer to ourselves
- 15 Email signature format

16 VISUALS

- 17 Primary palette
- 18 Secondary and tertiary palettes
- 19 Primary font - Baskerville
- 20 Supporting font - Montserrat
- 21 Copy font - Roboto
- 22 General use fonts -
Arial and Times
- 23 Intro to College Logos
- 24 Our primary logo
- 25 Color variations
- 26 Rules and usage

27 Other guidelines

- 28 The brand position mark (The
National Public Honors College)
- 29 Color variations
- 30 Horizontal lockup
- 31 Rules and usage

32 SMCM Logo

- 33 Nautical flag mark
- 34 Other guidelines
- 35 In use

- 36 LEAD
- 37 Color variations
- 38 Rules and usage

39 The College seal

- 40 Past logos
- 41 Other associated marks

42 Photography

43 APPLICATION

- 44 Stationery

- 45 Business cards and envelopes
- 46 Powerpoint
- 47 Banners
- 48 Wearables
- 49 Digital Advertising
- 50 Event advertising

51 ATHLETICS

- 52 Athletic marks
- 53 Color variations
- 54 Athletics apparel guidelines
- 57 Athletics College
supplemental font
- 58 Other guidelines
- 59 The club burgee

60 QUICK REFERENCE

62 CONTACT

APPROVAL REQUIRED

At points throughout this guide, certain information has been highlighted where approval from the Office of Marketing and Communications is required. Contact information can be found on page 57 at the end of this guide.

OUR BRAND

Our brand is a promise. It's an expression of our values, our successes, our community. And brand consistency keeps that promise.

When people see or hear the marks of our brand—our logos, our colors, our language and phrases—they understand our commitment and know what follows represents the values and mission of St. Mary's College of Maryland.

It's not enough to just build awareness of St. Mary's College—brand awareness is simply a first impression. It puts us on the radar and brings people through the door. But brand consistency is how we build on that awareness to create trust and nurture that growing relationship. Strong brand consistency helps us to:

- **Maximize the effects of reach and frequency.** Reach is the number of people exposed to our brand. Frequency is the number of times they are exposed. When we reach multiple people with the same brand, we give them a common experience upon which our brand and reputation can grow virally—the “Oh, St. Mary's College of Maryland? Yeah, I know them!” effect. When we keep our brand consistent over multiple exposures (frequency), we build familiarity and trust. We don't need to keep introducing ourselves and can instead build a conversation about who we are.

- **Speak with a unified voice.** Following brand guidelines when speaking about ourselves and presenting ourselves to the world magnifies the impact of our efforts. Brand consistency across departments and divisions demonstrates an institution whose members not only communicate with each other efficiently, but are also independently committed to the same institutional mission.

- **Leverage our successes across the College.** When we present our diverse community as a unified brand with a singular voice, then success in one area—say, a faculty member's paper being published in an influential journal or a student winning an award in their field of study—will positively impact other areas, such as undergraduate recruitment or alumni engagement. A rising tide lifts all ships.

Brand awareness makes us known.

Brand consistency makes us trusted.

Our brand is important because we believe in the value of this place. The success of the brand and its consistency aren't the goals. The goal is the success of the College—*the people and the place.*

Think of brand consistency the way you think about properly maintaining your house. You don't change the filters in your furnace because you believe in the power of filtration to change lives, nor do you clean your gutters out of a longstanding commitment to the values of proper drainage.

You take care of your house because it protects you. It holds the things you love and cherish. It gives your family a safe place to live and grow. And even after the kids grow up and venture out on their own, you all come home as a family. You maintain your house because it's home.

Our brand matters to us because whether someone is here for only four years or the length of an entire career, *St. Mary's College of Maryland is our home.*

BRAND PROMISE

Our Value Proposition

Extraordinary Value + Prestige = the rigorous, relevant, experiential liberal arts honors education preparing students for 21st century career and lifetime success.

BRAND ESSENCE

Our Core Belief

Rigorous, relevant and experiential education should be accessible to everyone with the talent, ambition and potential to do the work.

BRAND POSITION

Our Differentiator

The National Public Honors College

Brand chapters

1. Prestige + Access

When you choose St. Mary's College of Maryland you choose a legacy of excellence. A founding school of our nation, our tradition of nurturing intellectual ambition through rigorous, relevant and experiential education has endured for 180 years and has placed us among the nation's top liberal arts colleges. But that's just part of our story. We're the nation's first public honors college and one of only two in the United States with that designation. If you think you don't belong here, think again. Here, an honors education isn't just about where you've been, but about where you're going. This is a place where prestige and access intersect making this selective top-ranked honors education accessible to everyone who has the talent, ambition and potential to do the work.

2. LEAD with an EDGE

What makes our graduates stand out? The undeniable career-ready edge they get by Learning through Experiential and Applied Discovery (LEAD). **Woven into our liberal arts and sciences honors curriculum, LEAD's innovative approach to learning is custom designed just for you**—active and hands-on from the very start. To LEAD at St. Mary's College means you'll do internships, study abroad and research; shape your own career plan and portfolio; and work with fellow students and faculty across disciplines to solve real-world challenges. Most of all, when you LEAD at St. Mary's College you graduate not only with the career-long value of a top-ranked liberal arts honors education, but with the professional skills employers told us they want now. It's a combination that gives you everything you need to handle whatever challenges the 21st-century work world may have in store. And that's an edge worth having.

Brand chapters (continued)

3. Uncommonly Worth It

Choosing the right college is a big decision. Choosing one that delivers remarkable ROI can be a game changer. We're cited by *Money* magazine among one of the "Best Colleges for Your Money," and among the top 100 in *Forbes* Best Value Colleges. But value is about more than having your name on a list. St. Mary's College has among the highest four-year graduation rate in Maryland and the lowest debt among graduates of all Maryland's public 4-year institutions. What does that mean for you? It means getting an exceptional quality education at a price you can afford. Graduating on time with low or no debt makes us practically a unicorn in today's higher education world. We'd say it makes us uncommonly worth it.

4. Be Here. Be Proud. Be Your Best.

Where we are informs who we are. Our namesake, St. Mary's City, with whom we share much of our residential campus, is home to Maryland's first colony and first capital. It is here where the nation's early seeds of democracy gave life to the ideals of freedom and inclusiveness—values we treasure and work tirelessly to promote today. Students choose St. Mary's College because they embrace differences, seek out new perspectives, and appreciate beauty in all its diversity. It's no wonder we've been ranked fifth for "happiest students" by *The Princeton Review*, fourth for "most beautiful campus," and named one of the most "green" campuses in the nation. The river that borders our historic 361-acre home is deeply connected to our identity. Its energy, perseverance and movement ever forward inspire our community to be, and give, our very best.

Brand chapters (continued)

5. Tailored for You

As you might expect of an honors college, close personal attention is the norm here. But as a public institution what you might not expect is our low student-to-faculty ratio. Our incredible world-class professors are advisors, advocates, confidants and friends. They care about your interests, believe in your potential and go above and beyond to help you succeed. Our size makes us nimble so that you can tailor your education to your goals. With more than 75 academic programs you'll find an area of study just for you. From the humanities, social sciences, natural sciences and mathematics, to crossdisciplinary studies and pre-professional programs including Pre-Med, Pre-Law and Pre-Engineering. We have one of the highest percentages of any Maryland school for degrees earned in STEM fields.

Brand story

We are one of the nation's best public honors colleges—ranked top six in *U.S. News & World Report*, a Best Value for in-state and out-of-state students, and one of the country's "most green" campuses. Our students are also ranked among the happiest in the nation. St. Mary's College of Maryland defines outstanding liberal arts and sciences education at an affordable price. We offer a rigorous, relevant and experiential education accessible to everyone who has the ambition and potential to do the work.

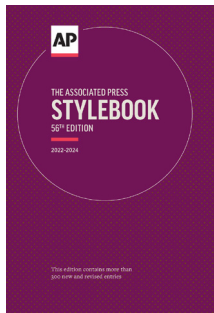
Better still, we are designed for today's students who want an active, hands-on education. As a St. Mary's College graduate, you stand out with an undeniable career-ready edge by Learning through Experiential and Applied Discovery (LEAD). LEAD's innovative approach to learning through internships, research, career planning and real-world projects ensures that you graduate not only with the career-long value of a top-ranked liberal arts honors education, but with the professional skills employers want.

You work closely with incredible professors who care about you and your success and you're part of a community that believes in, and promotes, the ideals of freedom and inclusiveness, which saw their beginnings right here in our namesake city.

The river that borders our beautiful campus inspires us each day to appreciate beauty in all its diversity, to move ever forward, and to be, and give, our best—and for nearly two centuries that's exactly what we've been doing. St. Mary's College is where tradition and innovation; prestige and access; ambition and ethics; theory and practice; and success and purpose all deliver an extraordinary education that is uncommonly worth it in every way.

LANGUAGE

We must write with a singular voice about who we are—whether in print, online, or social media. Though each of us writes in our own unique way, by agreeing to uniform writing style guidelines, we ensure that our readers’ focus is on what we write, not how we punctuate or capitalize or the vagaries of formatting.



This is why, when it comes to how our writing is composed and published, we need to all be on the same page...or, rather, in the same book—the AP Stylebook, that is.

Why AP style?

The Associated Press Stylebook is the gold standard of mainstream media publishing. Its guidelines are clear and concise, emphasizing accuracy and brevity. What’s more, because it is used so much in journalism, it is familiar to most readers. So, when reading our literature, they will not be distracted by unfamiliar styling and formatting practices. Instead, they’ll simply take in what we’re saying and become part of the conversation.

How to use AP style

All departments and, especially, people tasked with writing for the College should have access to the AP Stylebook. You can order a copy from www.apstylebook.com/ or buy a subscription to it. It is updated every two years.

The AP Stylebook is designed for ease of use: It is organized just like a giant glossary. Want to know when to use a person’s title and whether it should be capitalized? Titles are right there under T. Whether to spell out or use a numeral? That’s found under N. It’s simple, direct and set up for your success.

Notes and exceptions

- **African American.** We do not hyphenate African American, no matter how it is used.
- **Black.** We always capitalize Black when it is used to speak of a person's race.
- **Books, articles, magazines.** Use quotation marks around the titles of books, songs, TV shows, computer games, poems, speeches and works of art. Do NOT use quotation marks around magazine or newspaper titles or the Bible. Do not underline or italicize any of the above.
- **College.** When referring to ourselves ("The College was founded in 1840" or "it is College policy that...") we capitalize College.
- **Colons.** Capitalize the first word after a colon only if it is a proper noun or begins a complete sentence.
- **Commas.** In general, if a comma does not make clear what is being said, it should not be there. If omitting the comma could lead to confusion or misinterpretation, then use the comma. Do not put a comma before the conjunction in a series unless doing so avoids confusion. For example: The flag is red, white and blue.
- **Dates.** Abbreviate the month, use a figure only for the day (no st, nd, rd or th). A comma is not necessary if only a year and month are given, but do use a comma to set off the year if both month and day are given. Use figures with the letter s but no apostrophe when discussing decades—the 1950s. Use figures for centuries—the 20th century. Capitalize days of the week, but do not abbreviate.
- **Hyphens.** Hyphens are joiners. Use them to avoid ambiguity (He re-covered his roof) or to form a single idea from two or more words: small-business owner, first-quarter touchdown, well-known man (but: He was well known). However, do not use with adverbs: a very good time, an easily remembered rule.
- **Numbers.** In general, spell out one through nine; use figures thereafter. Always use figures for units of measure, when referring to someone's age and in all tables and statistics. Use figures with time, along with a.m. and p.m.
- **PhD:** We drop the periods in PhD as well as in MAT (Master of Arts in Teaching). All other degrees (B.A., B.S., M.S., etc.) keep their periods.
- **Titles.** In general, only capitalize when it is a formal title (not simply a job title) and used directly before someone's name—President Tuajuanda C. Jordan, but: Tuajuanda C. Jordan, president.

How we refer to ourselves

We all have different names in different contexts. We may use our complete first and last name when meeting a professional contact for the first time, but we have a fun nickname among our closest friends. Our brand name allows the same flexibility as we establish relationships and connections among our community.

- **St. Mary's College of Maryland.** Our formal name. This is the name used in all formal College literature and in the first instance in larger publications, such as recruitment materials; thereafter, we may adopt our more casual moniker:
- **St. Mary's College.** Our familiar name. This is who we are among our community. To aid with differentiation, this name is never appropriate for display ads, signage, print piece covers, or the first mention of our name on a web page or interior of a print piece. It may be used on second mention of the College.
- **St. Mary's.** Not our name. This name is never an appropriate way to refer to the College. It leads to brand confusion and may not be used in any context.
- **SMCM.** Our acronym. This acronym is only approved for use when preceded in a document or web page by our full name, St. Mary's College of Maryland. It is never appropriate as a first mention. It may be used in logos, event marks, or in more casual communications when deemed appropriate by the Office of Integrated Marketing & Communications.

- **Seahawks.** Our athletic name. This name is especially appropriate when speaking or writing about our athletic teams. However, it may also be used when referring to the entire St. Mary's College community in a more familial tone. The Seahawk Nation. The Seahawk pride shared by all alumni.

How we talk about ourselves

A critical part of our brand is community, and this needs to resonate in how we refer to ourselves as well as our voice and tone. All of our writing needs to welcome people in, include them in who we are, and establish a warm and inviting relationship with them.

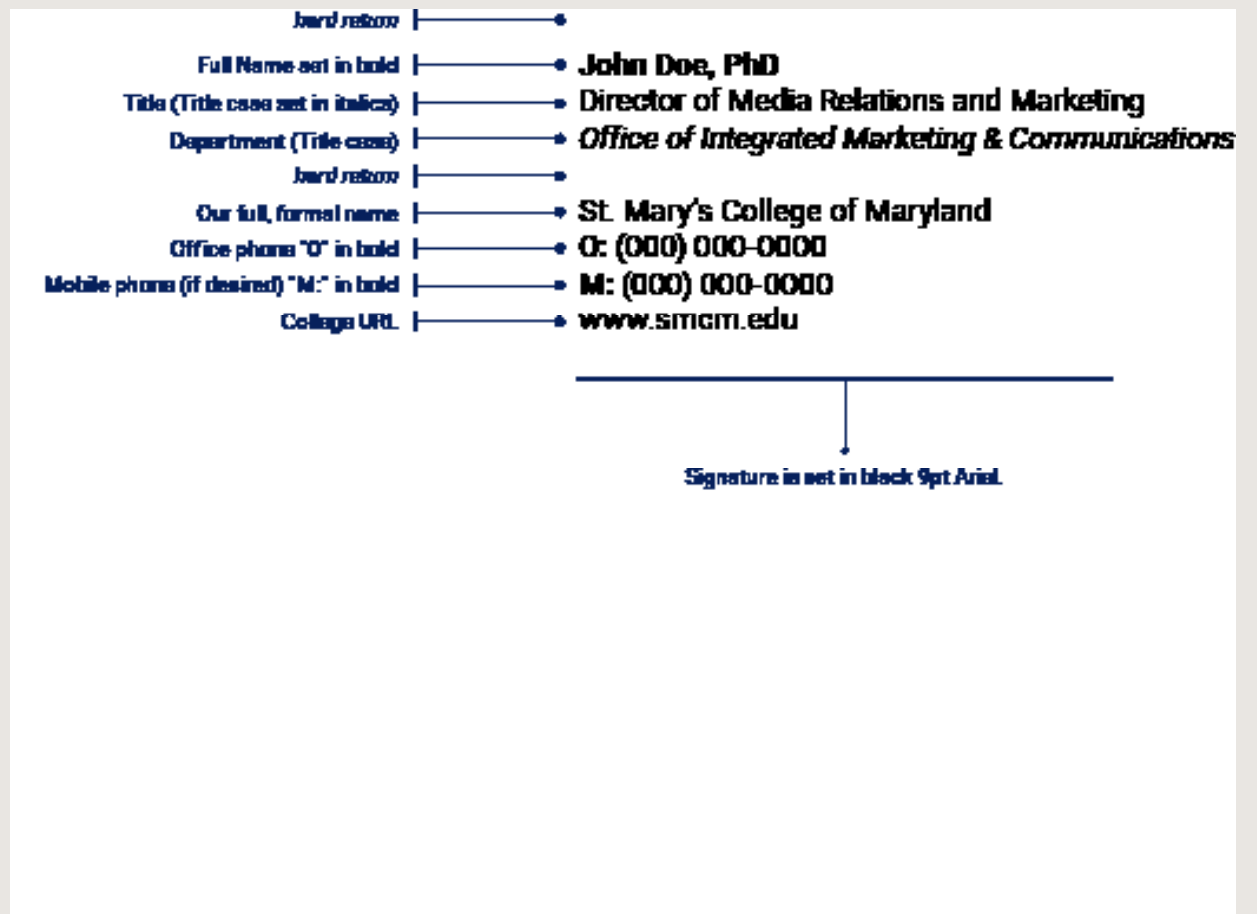
- **First-person plural.** We don't want to sound stuffy or pretentious. We must always speak like we are inclusive representatives of a community, not an inaccessible institution. For this reason, we use we, us and our whenever possible. For example: Our students, not St. Mary's College students. We believe, not St. Mary's College believes. We are not observers writing about the College. We are the voice of the College itself.
- **Tone.** Our Brand Personality should come through in all of our communications. We want to be sure to strike a nuanced and personable tone—not a caricature or concept. This requires a sense of balance: friendly but not overly casual, intelligent but not academic, confident but not cocky. Ensure that you gather a clear sense of the full Brand Personality before putting fingertips to keyboard for any College communications.

Email signature format

In official College emails, all faculty and staff should follow a complete and consistent signature format (at right).

The signature format can also be copied [here](#) and pasted into Gmail via the settings (gear wheel icon), then “see all settings.” Email signature is located near the bottom of all settings.

Our email signature format



VISUALS

The St. Mary's College color system consists of primary, secondary and tertiary palettes.

Primary palette

Our primary palette consists of a single color: SMCM Blue. Though our other palettes introduce useful and complimentary tones, no viewer should be left with the impression that the color of St. Mary's College is anything other than SMCM Blue.

In pieces with multiple pages (a viewbook or brochure, for example) or multiple elements that will appear in close proximity (a series of banners or posters) it is not necessary that SMCM Blue appear on every page or every element. However, blue should be used somewhere on those materials in a prominent manner.



SMCM BLUE
PMS 281
C100 M93 Y32 K31
R0 G32 B92
HEX 00205C

Secondary palette

Our secondary palette consists of only two tones: SMCM gold and white. These lighter tones provide contrast to our primary palette. These colors are appropriate for use in combination with SMCM blue across all athletic and academic communications.

Tertiary palette

The four colors of our tertiary palette bring depth and variety to our brand executions. It is important to note here that the role of the tertiary palette is to support the primary and secondary palettes. They bring contrast, energy and a visual pop to our brand. They should always be used in conjunction with the primary and secondary palettes. The more rooted the excitement of the tertiary palette in the tradition of the primary and secondary palettes, the more they will strengthen our brand.

These colors must be printed at 100% opacity. Shades or tints of these colors are unacceptable.

Secondary palette

	
SMCM GOLD PMS 7406 C0 M25 Y100 K0 R243 G193 B243 HEX F3C10D	WHITE C0 M0 Y0 K0 R255 G255 B255 HEX FFFFFFFF

Tertiary palette

	
RED PMS 1797 C10 M100 Y85 K0 R208 G52 B58 HEX D0343A	LIGHT BLUE PMS 292 C59 M14 Y0 K0 R89 G178 B231 HEX 59B2E7
	
DARK GRAY PMS Warm Gray 9 C48 M47 Y51 K12 R132 G120 B112 HEX 847870	LIGHT GRAY PMS Warm Gray 1 C15 M14 Y17 K0 R214 G209 B202 HEX D6D1CA

The St. Mary's College
typography consists of
one primary display font,
one supporting font,
one copy font and
two general use fonts.

Primary font - Baskerville

Our primary display font is Baskerville. Copies of the font may be obtained through the Office of Marketing and Communications. It is a timeless, classic serif face and is suitable for use in all print and online applications.

As Baskerville has slightly more character than your average font, it is often used to greatest effect at a slightly larger size (headlines or callouts). Though it may be used to set body copy at smaller sizes, we typically recommend one of our supporting fonts (Arial or Roboto) for such purposes.

Baskerville

Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Semibold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Semibold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Supporting font - Montserrat

Our supporting font is Montserrat. Montserrat is available in 18 separate weights and styles—from thin to black with italic faces for each. Several examples are displayed at right. For everyday use, the following four weights will be enough to accomplish most tasks:

- Regular
- Italic
- Bold
- Bold Italic

Although Montserrat is a flexible and distinctive font, it can overpower a layout or document if implemented without restraint and is best suited for headlines, display, and promotional marks.

Montserrat is a Google font and is available to all users free of charge at <https://fonts.google.com/specimen/Montserrat>.

Montserrat

Thin

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Black

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Copy font - Roboto

Our copy font is the workhorse of our brand. While a bit less distinctive than our primary and supporting fonts, it is exceptionally readable at small sizes in both online and print communications. It brings a practicality to our brand and ensure clear communication.

Roboto is a clean and slightly compressed sans serif face available in 12 weights and styles—from thin to black with italic faces for each.

Roboto is a Google font and is available to all users free of charge at <https://fonts.google.com/specimen/Roboto>.

APPROVAL REQUIRED

Use and guidelines

Consistent and thoughtful use of these fonts will bring an underlying sense of unity to our brand. If you wish to introduce a new font for promotional or limited use in College communications, please contact the Office of Marketing and Communications for approval and guidance.

Roboto

Thin

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Condensed

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Black

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

General use fonts - Arial and Times

The vast majority of the College community will only make use of these two fonts. While the primary, supporting and copy fonts will prove invaluable to marketers, designers and web developers, most users will only need these two readily available fonts.

Arial is one of the most widely distributed fonts in the world. It is clean and legible at small sizes and available in a large number of weights.

Times is a classic serif face best suited for communications that are personal and a bit more formal (whereas Arial tends to work best with informational or casual communications). Though it may be used to good effect online, it is primarily a font for printed communications.

Both Arial and Times are widely available and come as pre-installed system fonts on many machines.

Arial

Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Italic

*ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910*

Times

Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910

Italic

*ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345678910*

ST MARY'S
COLLEGE of MARYLAND

Primary mark. Who we are. The primary mark to which all other marks are subordinate. From signage to print collateral to wearables, this mark is appropriate for use and mandatory in all college communications. (pg. 24)

The
NATIONAL
PUBLIC
HONORS
College

Brand position mark. What makes us different. A supporting mark typically used in conjunction with (but never in lockup with) the primary mark. Particularly useful in promotional and marketing materials, it should be used on its own only when otherwise tied to the St. Mary's College brand (e.g. on-campus displays). (pg. 28)

LEAD

LEAD mark. How we do it. A supporting mark that identifies our curriculum and academic mission. It should only be used when speaking directly to that curriculum and mission and may be locked up with the primary mark. (pg. 36)



The College seal. Our voice of authority. This mark carries with it the official institutional endorsement and support of the College. Therefore great care should be taken in its use. Diplomas, communiques from the office of the president, College. All usage requires approval by the Office of Marketing and Communications. (pg. 39)

Our primary logo

The official St. Mary's College of Maryland logo is the primary graphic element of our brand system. Its consistent application and reproduction strengthens our brand and reinforces the reputation of the College with our community of students, faculty, staff and alumni; other academic institutions; the people of Maryland and surrounding regions; and the wider world.

Effort should be made to use primary logo with the supporting line lockup whenever it will be reproduced at large size (greater than 100 pixels in height online or greater than .75 inches in print), in a place of prominence (the cover of a print piece, homepage of a website, or outdoor display), or on items meant for communication with an external audience. However, the Office of Marketing and Communications may approve use of the logo without the supporting line even under the aforementioned circumstances.

When the logo will be reproduced at small size (less than 100 pixels in height online or .75 inches in print), the supporting line must not be used as readability would be compromised.

The supporting line must not be used when the Brand Position Mark (see page 22) is already being used.

Production-ready and print-quality files for all College logos may be obtained through the Office of Marketing and Communications.

ST MARY'S
COLLEGE *of* MARYLAND

The National Public Honors College

ST MARY'S
COLLEGE *of* MARYLAND

ST MARY'S COLLEGE *of* MARYLAND
The National Public Honors College

Color variations

APPROVAL REQUIRED

The primary logo should be reproduced in SMCM Blue as a one-color execution whenever possible. SMCM gold or white are also acceptable, especially when printing on a darker color. Reproduction of the logo in our tertiary palette is discouraged and must first be approved by the Office of Marketing and Communications. Reproduction of the logo and wordmark in other colors not included in our brand palettes is prohibited.

When placed on a light-colored background, the primary logo should only be reproduced in SMCM Blue (PMS 281). If reproduction capabilities are limited, it may also be reproduced in solid black. These colors must be printed at 100% opacity. Shades or tints of these colors are unacceptable.

When placed on a dark background, the primary logo may be reproduced in either white or SMCM gold (PMS 7406). Either color is acceptable, but the logo must be reproduced in a single color only.

ST MARY'S
COLLEGE *of* MARYLAND

The National Public Honors College

ST MARY'S
COLLEGE *of* MARYLAND

The National Public Honors College

ST MARY'S
COLLEGE *of* MARYLAND

The National Public Honors College

ST MARY'S
COLLEGE *of* MARYLAND

The National Public Honors College

Rules and usage

Clearspace

To ensure visibility and clarity, all text, graphic elements and other logos must observe a clear space on all sides of the logo and wordmark. The width and height of the clearspace should be equal to the height of the “T” in “St. Mary’s College of Maryland.” No other typographic or design elements may be placed within this area.

Minimum size

To ensure legibility, the stacked configuration of the official College logo must be reproduced no smaller than .375 inches in height in print media and no smaller than 50 pixels in height on screen. When reproducing below 1 inch or 150 pixels in height, the supporting line “The National Public Honors College” may not be included, as legibility would be compromised.

Inappropriate uses of the official College logo can cause confusion and weaken the effectiveness of our brand. For this reason, our marks may not be redrawn or modified without the express consent of the Office of Marketing and Communications.

St. Mary’s College reserves the right to determine visual identity symbols and standards that are linked to the College’s name, brand and operations. Sub-brand or program logos must adhere to College brand standards, as determined by the Office of Marketing and Communications. Alternative logos are not permitted and College resources are not approved to support purchases using nonstandard logos.



Other guidelines



Do not skew or scale disproportionately.



Do not rotate or set on an angle.



Do not reproduce in unapproved colors, even if those colors are part of our tertiary brand palette.



Do not set the logo as a tint or screen.



Do not distort.



Do not rearrange, alter the proportions or recreate any constituent parts.



Do not substitute fonts or alter typesetting.



Do not abbreviate the College name.



Do not alter approved lockups.



Do not stack or place multiple copies of the logo on top of each other.



Do not apply filters such as drop shadows, outer glows or faux embossing (NB: This does not apply to print materials that are physically embossed).



Do not reproduce on busy or competing backgrounds.

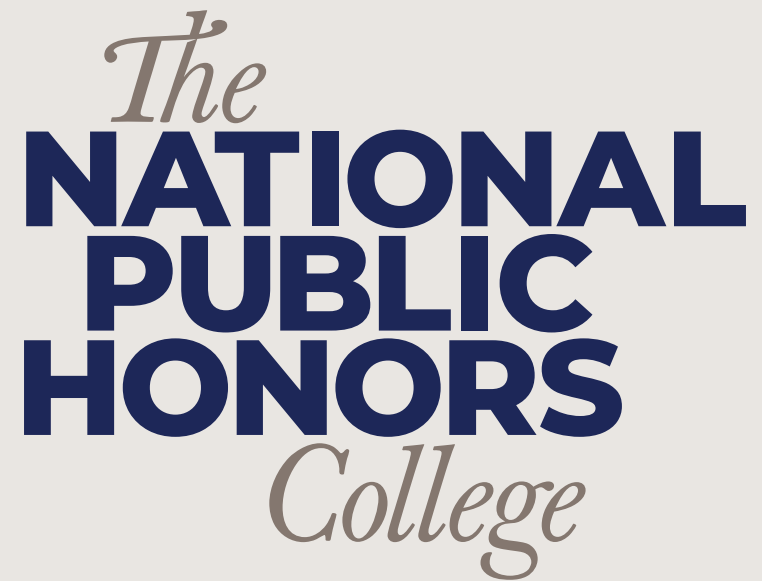


Do not combine with other College marks.

The brand position mark

If the primary logo explains who we are, this mark tells the world what makes us different. This mark should always be used in conjunction with the primary mark, with certain exceptions for situations where its association with St. Mary's College of Maryland would be assumed (such as on-campus banners or displays). It should never be directly locked up with the primary logo or other College marks, but should be physically separate from other College logos.

It is particularly useful in promotional and marketing materials and helps to differentiate SMCM from other colleges with similar names (e.g. Mount St. Mary's, St. Mary's in Indiana, St. Mary's in California, etc.).

The logo for The National Public Honors College. It features the word "The" in a brown script font at the top. Below it, the words "NATIONAL", "PUBLIC", and "HONORS" are stacked in a bold, dark blue, sans-serif font. At the bottom, the word "College" is written in the same brown script font as "The".

The
**NATIONAL
PUBLIC
HONORS**
College

Color variations

When placed on a light background, this mark should be reproduced in SMCM Blue (PMS 281) and PMS Warm Gray 9. If reproduction capabilities are limited, the mark may be reproduced in grayscale (solid black and a 50% screen of black) or as a one-color solid black mark. No other color combinations are acceptable.

When placed on a dark background, the mark should be set in SMCM Gold (PMS 7406) and white. Alternatively, a pairing of PMS Warm Gray 9 and white is also acceptable. Finally, a single-color knockout version of the logo in solid white is available.

The
**NATIONAL
PUBLIC
HONORS**
College

The
**NATIONAL
PUBLIC
HONORS**
College

The
**NATIONAL
PUBLIC
HONORS**
College

The
**NATIONAL
PUBLIC
HONORS**
College

The
**NATIONAL
PUBLIC
HONORS**
College

The
**NATIONAL
PUBLIC
HONORS**
College

Horizontal lockup

The brand position mark is also available in a horizontal lockup. This lockup may also be executed in any of the branded palettes shown at right. Though the stacked orientation of the mark is preferred across all media, there are instances where the use of this longer, shorter mark drastically improves readability or visibility and is therefore appropriate. These include, but are not limited to:

- Long horizontal web display ads (leaderboards)
- Horizontal banners or pennants
- Book spines
- Imprintable areas on pens or pencils
- The footer or signoff of larger documents or presentations
- The footer of a Powerpoint presentation

The **NATIONAL PUBLIC HONORS** *College*

The **NATIONAL PUBLIC HONORS** *College*

The **NATIONAL PUBLIC HONORS** *College*

The **NATIONAL PUBLIC HONORS** *College*

The **NATIONAL PUBLIC HONORS** *College*

The **NATIONAL PUBLIC HONORS** *College*

Rules and usage

Clearspace

To ensure visibility and clarity, all text, graphic elements and other logos must observe a clear space on all sides of the logo and wordmark. The width and height of the clearspace should be equal to the height of the “H” in “Honors.” No other typographic or design elements may be placed within this area.

Minimum size

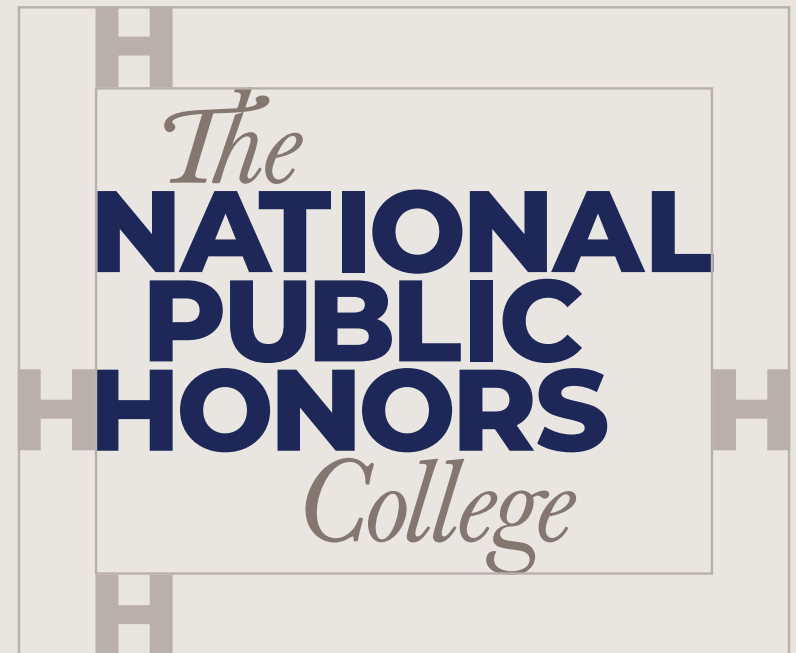
To ensure legibility, the stacked configuration of the official College logo must be reproduced no smaller than .5 inches in height in print media and no smaller than 75 pixels in height on screen.

Lockups

Under no circumstances should this logo be locked up with our primary logo. If both the primary logo and the brand position mark are used on the same page (print or web), the same poster, or in any other manner where they will be seen at the same time, the primary logo must be used without the supporting line of “The National Public Honors College.”

The two marks may be used sequentially in video or online. In that case, the supporting line must also be removed from the primary logo.

Inappropriate uses of the official College logo can cause confusion and weaken the effectiveness of our brand. For this reason, our marks may not be redrawn or modified without the express consent of the Office of Marketing and Communications.



SMCM Logo

Rules and usage

Clear space

To ensure visibility and clarity, graphic elements and other logos must observe a clear space on all sides of the logo and wordmark. The width and height of the clear space should be equal to the height of the “S” in “SMCM” and no other typographic or design elements may be placed within this area.

Minimum size

To ensure legibility, the “SMCM” logo must be reproduced no smaller than 0.5” in height in print, promo products and apparel and no smaller than 50 pixels in height on screen.

Maximum size

Because **the SMCM logo is designed specifically for use when space is very limited**, it should be reproduced no larger than 0.75” in height in print, promo products and apparel and no larger than 75 pixels in height on screen. If available space is larger than that, the primary College logo should be used instead of the SMCM logo.

Lockups

Because the SMCM logo is designed specifically for use when space is very limited, it should not be locked up with any other logo.

Inappropriate uses of the official SMCM logo can cause confusion and weaken the effectiveness of our brand. For this reason, our marks may not be redrawn or modified without the express consent of the Office of Integrated Marketing.



The nautical flag mark

The nautical flag mark is used by the St. Mary's College Marketing and Communications to identify print, video, and digital materials. It is composed of the nautical flags for the letters S, M, C, and a simplified motif derived from the Maryland state flag. Typically, it sits along the spine or edge of a printed piece, or at the edge of a screen in digital or video executions.

The nautical flag mark is never overtly identified or explained. It is the graphic equivalent of a secret handshake. It is hidden knowledge whose meaning must either be uncovered through research, or passed on first hand from a member of the SMCM community.

In application, the flag mark should be used subtly as an identifier (such as along the spine of a print brochure), or singularly with limited interference from other SMCM graphic elements as an icon (on wearables or merchandise).

APPROVAL

To obtain a copy of the nautical flag mark or permission for its use, contact the Office of Marketing and Communications.

STACKED



VERTICAL



HORIZONTAL



Other guidelines



Do not explain or caption the mark.



Do not rotate or set on an angle.



Do not lockup the mark with any other logos or text.



Do not stretch, skew, manipulate, or distort the logo



Do not recolor.



Do not set photography within any portion of the mark.



Do not add a box or containing shape around the mark.



Do not create one-color versions of the logo.



Do not apply filters such as drop shadows, outer glows or faux embossing (NB: This does not apply to print materials that are physically embossed).



Do not rotate individual flags within the approved lockups.



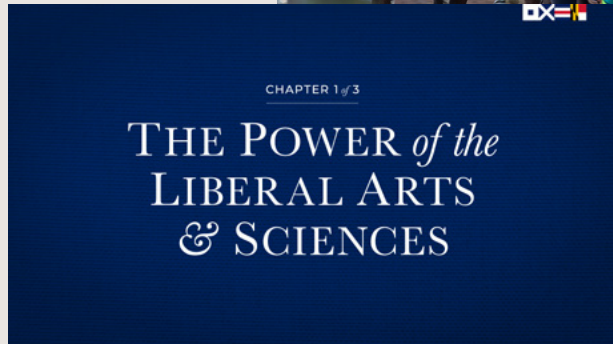
Do not alter or rearrange the approved lockups.

In use



TRAVEL PIECE COVER

VIEWBOOK COVER



VIDEO TITLE CARD



APPROPRIATE PLACEMENT OF NAUTICAL MARK ON CLOTHING:

- SMALL, LESS THAN 3 INCHES LONG
- SNUG TO EDGE OR SEAM (PREFERABLY)
- USE AS EMBELLISHMENT, NOT CENTRAL FOCUS

APPROVAL REQUIRED

Commercial use

Any use of our College logos on wearables, memorabilia, souvenirs and other items for commercial purposes is strictly prohibited without prior approval from the Office of Marketing and Communications. Any party interested in commercial application of our marks must formally request usage in writing.



HATS



PHONE RING + CREDIT CARD HOLDER

LEAD

The primary logo explains who we are. The brand position mark explains how we differentiate ourselves. The LEAD logo explains how we do it. This mark identifies our curriculum and academic mission. It should only be used when speaking directly to that curriculum and mission and never as a replacement for the primary mark.

The LEAD mark should not be locked up with other College logos, except for the primary logo (see p. 27). It can be used on its own within academic contexts (on a spread discussing majors or areas of distinction in a viewbook, in the academics section of the website, etc). If used on a single page or single screen execution (an online landing page, a poster, or an ad) it should be visually separated from other College logos. For example, if the Primary logo is used at the top of an ad, the LEAD logo can be utilized toward the bottom of the ad as part of a sign off, or it may be used on its own inset into a block of copy. See page 27 for additional details.

This logo must only be reproduced in a single color and can be used with or without the supporting line of “Learning through Experiential and Applied Discovery.”

The word "LEAD" in a large, dark blue, serif font. The letter "A" is stylized with a flame-like shape integrated into its upper right portion.

LEARNING through **EXPERIENTIAL**
and **APPLIED DISCOVERY**

The word "LEAD" in a large, dark blue, serif font. The letter "A" is stylized with a flame-like shape integrated into its upper right portion.

Color variations

When placed on a light-colored background, the primary logo should only be reproduced in SMCM Blue (PMS 281). If reproduction capabilities are limited, it may also be reproduced in solid black. These colors must be printed at 100% opacity. Shades or tints of these colors are unacceptable.

When placed on a dark background, the primary logo may be reproduced in either white or SMCM gold (PMS 7406). Either color is acceptable, but the logo must be reproduced in a single color only.



Rules and usage

Clearspace

To ensure visibility and clarity, all text, graphic elements and other logos must observe a clear space on all sides of the logo and wordmark. The width and height of the clearspace should be equal to the height of the “L” in “LEAD.” No other typographic or design elements may be placed within this area.

Minimum size

To ensure legibility, the stacked configuration of the official LEAD logo must be reproduced no smaller than .375 inches in height in print media and no smaller than 50 pixels in height on screen. When reproducing below 1 inch or 150 pixels in height, the supporting lines “LEARNING through EXPERIENTIAL and APPLIED DISCOVERY” may not be included, as legibility would be compromised.

Lockups

The LEAD logo may be locked up with the primary logo, but only in a horizontal orientation with both logos separated by a vertical pipe. This pipe should be equal in weight to the horizontal pipe separating the primary logo and its supporting line.

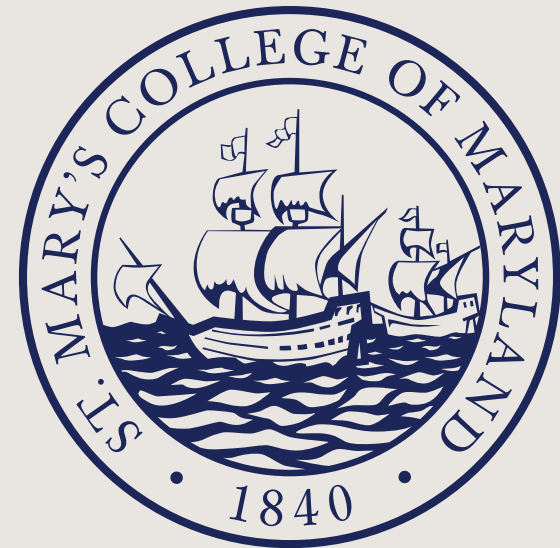
Inappropriate uses of the official LEAD logo can cause confusion and weaken the effectiveness of our brand. For this reason, our marks may not be redrawn or modified without the express consent of the Office of Marketing and Communications.



The College seal

APPROVAL REQUIRED

This College Seal is to be used only by the Office of the President or those so authorized by the President's office. It is the official legal seal of the College and authenticates signatures on documents issued or authorized by the Trustees. It should not be used on any other documents. Inappropriate application of the seal not only dilutes our brand but can also be legally compromising. Therefore, the highest caution must be taken in its application, presentation and reproduction. It is for this reason that any use of the College seal must first be reviewed and approved by the Office of Marketing and Communications.



ST MARY'S
COLLEGE of MARYLAND

The National Public Honors College



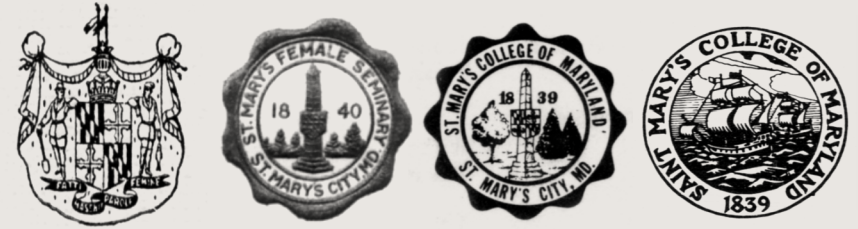
ST MARY'S
COLLEGE of MARYLAND

The National Public Honors College

Past logos

APPROVAL REQUIRED

It is not appropriate to use any past logo, seal, wordmark, or identity to represent the College. These marks may only be used in the interior of a printed piece or in online executions to speak to the history of the College. They are not suitable for any advertising or promotional purposes. To use or obtain any historical logo or identity mark, please contact the Office of Marketing and Communications.



St. Mary's College of Maryland
at Historic St. Mary's City



St. Mary's College of Maryland
at Historic St. Mary's City

ST MARY'S
COLLEGE of MARYLAND

The Public Honors College

Other associated marks

Other marks

Rules for the usage of all other logos associated with St. Mary's College (event specific, promotional, advancement, alumni organizations, etc.) along with their approved production files may be obtained from the Office of Marketing and Communications. Several examples of approved supporting marks are reproduced here.

Creating new marks

Any new associated marks that will carry the St. Mary's College of Maryland name or its associated abbreviations (St. Mary's College, SMCM, etc.) or are intended to lock up with an approved St. Mary's College logo (the primary mark, the seal, the brand position mark, or the LEAD logo) must obey all usage rules outlined in this document and must be approved by the Office of Marketing and Communications before implementation.

To encourage creativity and differentiation, alternative colors and fonts may be used in associated marks. However, we encourage the use of approved brand fonts and colors (especially SMCM Blue (PMS 281)) whenever possible.

If the associated mark is formally locked up with an approved St. Mary's College of Maryland logo, it may appear as a single unit in all print and online communications. If the mark is not in a formal lockup, an approved St. Mary's College of Maryland logo must also appear somewhere on print and online communications.



Center for the
Study of Democracy



Photography

Photographic style plays a critical role in establishing an authentic visual identity. When capturing photography, we should focus on locations and situations that feel specific to *our* campus and

nowhere else. All imagery should support our Brand characteristics as listed on page 5.



APPLICATION


Stationery

Letterhead

College letterheads follow the format at right. The typing format for the standard letterhead and letterhead second sheet (shown at right) is an integral part of the design and should be followed.

Letters should be set in Times at 11 pt. The left and right margins should be set at 1". The upper margin should be set at 1.75" and the bottom margin at 1". The signature should be set flush left. The body copy is flush left—not justified.

The date line of the letter begins one and three quarters inches from the top of the letterhead. Allow one line space above the addressee's name, title, company name, etc., and two lines above the salutation. In the body of the letter, add one line space between paragraphs. There are no indentations. The maximum line length should not exceed six and one half inches. Allow three line spaces for the signature above the name of the sender.

		<small>DEPARTMENT OF EDUCATIONAL STUDIES 47645 College Drive St. Mary's City, MD 20686</small>	
<small>The National Public Honors College</small>		<small>www.lamcm.edu TEL: 240-895-2018 FAX: 240-895-4436</small>	
December 7, 2015			
Addressee's Name			
Title			
Company/Institution/Office Name			
Number and Street			
City, State, ZIP			
Salutation:			
This letter demonstrates the recommended typing format for all correspondence using this letterhead. This typing format is an integral part of the letterhead design.			
The body of the letter aligns flush left to a set left margin of one inch for the entire letter. Type the text of letter using Times New Roman (PC) or Times Roman (Mac). Use 11 pt. type for all typed information (10 pt. is an acceptable alternative). The right margin is not justified. Allow one line space above the addressee's name, title, company name, etc. and two lines above the salutation. In the body of the letter, add one line space between paragraphs. There are no indentations. The maximum line length should not exceed six and one half inches. Allow three line spaces for the signature above the name of the sender.			
The body of the letter aligns flush left to a set left margin of one inch for the entire letter. Type the text of letter using Times New Roman (PC) or Times Roman (Mac). Use 11 pt. type for all typed information (10 pt. is an acceptable alternative). The right margin is not justified. Allow one line space above the addressee's name, title, company name, etc. and two lines above the salutation. In the body of the letter, add one line space between paragraphs. There are no indentations. The maximum line length should not exceed six and one half inches. Allow three line spaces for the signature above the name of the sender.			
Sincerely,			
Name of Sender			
Title of Sender			
cc: Name, Title			

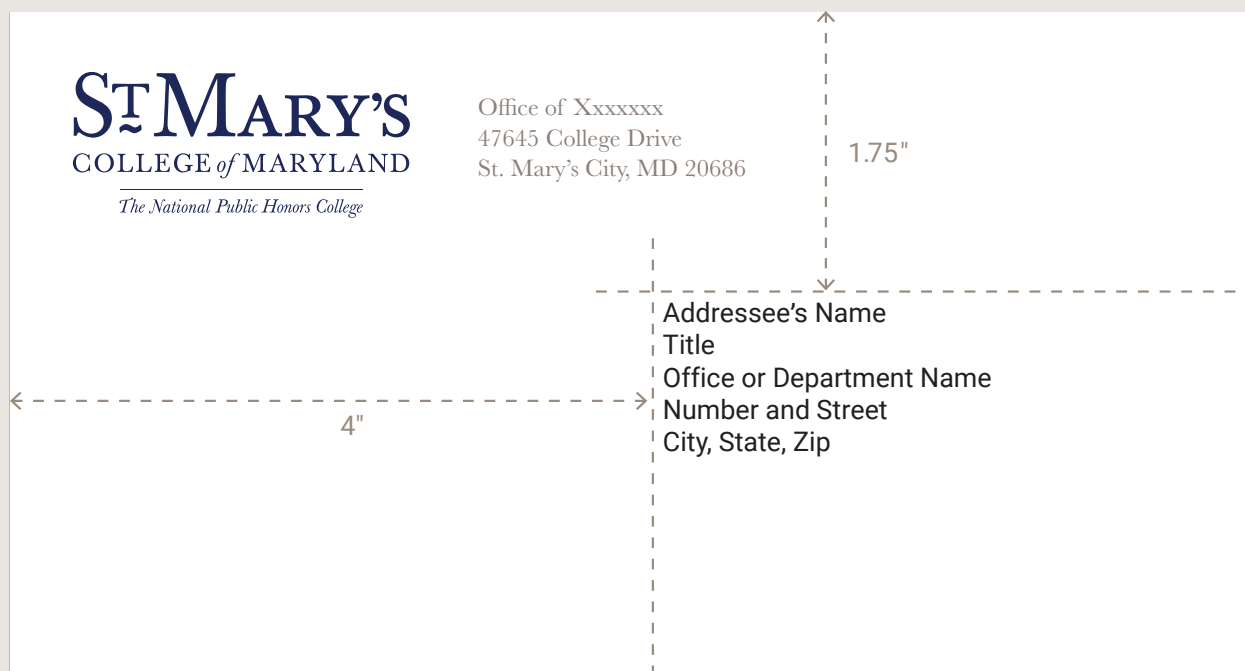
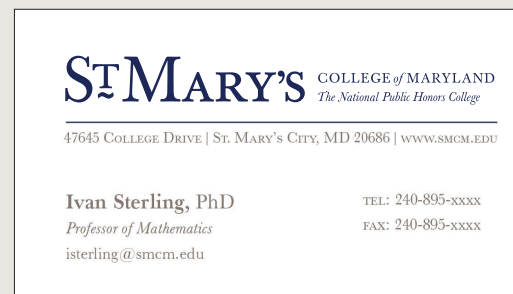
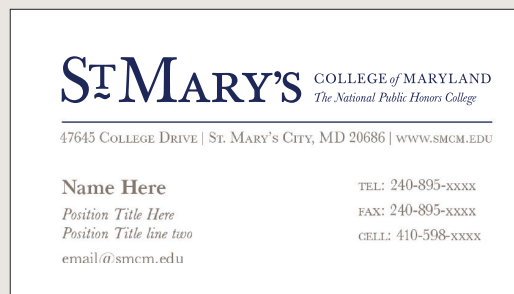
Business cards

Business cards should follow our standard and approved layouts as seen at right. If an alternate or new layout is required for a specific purpose, it must first be approved by the Office of Marketing and Communications.

#10 Envelope

Address on envelope should be typed as shown, 4" from left and 1.75" from top.

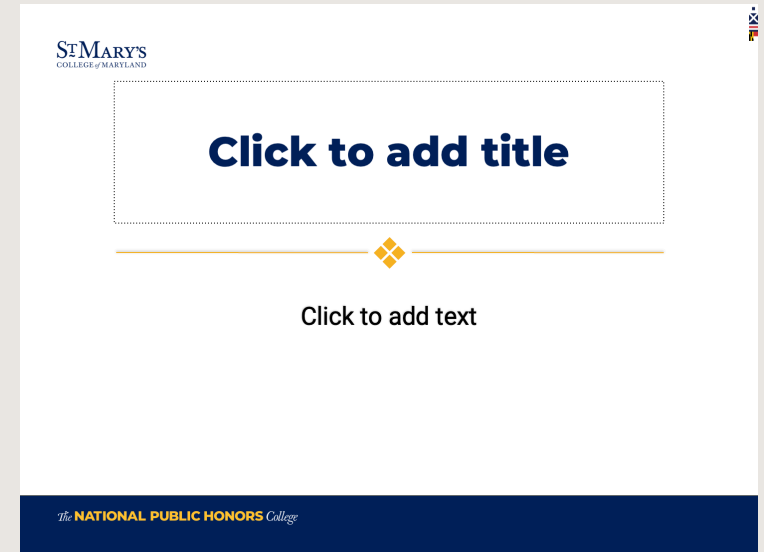
The College has an online vendor for ordering business cards, letterhead and envelopes: <https://smcm.brandworksstore.com/>



Powerpoint

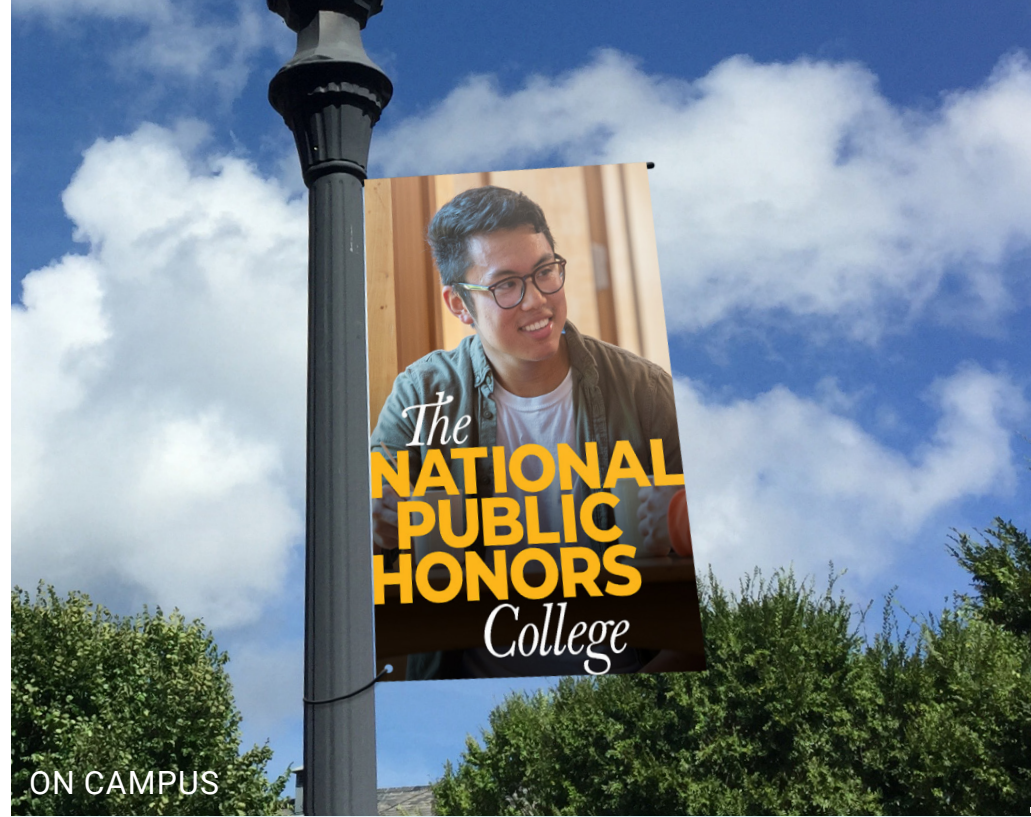
Standardized templates for Powerpoint presentations are available from the Office of Marketing and Communications. While it is not required that all presentations use this template, it is recommended that formal presentations (especially to internal stakeholders) use this file as a starting point.

A branded Powerpoint template can be downloaded from www.smcm.edu/brand-resources.



Banners

While all off-campus displays must include prominent placement of our primary logo with supporting line, we have greater flexibility with on-campus displays. Because the viewing audience is already on-campus, banner real estate can be used for other communications and the primary logo while allowed, is not required.



ON CAMPUS

OFF CAMPUS



Wearables

When producing College wearables, our logos can and should be used with enthusiasm. In general, our primary logo should be placed on the upper left chest over the heart. This is not a requirement—merely a suggestion.

When using multiple College marks (such as the example at right), take care not to create accidental logo lockups that would go against rules outlined in this piece. Here, unintended lockups have been avoided by using one logo on the front of the shirt and moving the second to the back.



FRONT

BACK

Digital Assets

When producing college digital assets for social media, our website, or digital advertising, it is important to remember that there are many different sizes and applications. Though we are in an ever changing world, here are a few examples of digital sizes and application for your use and understanding.

It is also important to remember that accessibility is key on the web-- if creating a flat image with text on it, care should be taken to provide alt text either on the image itself, or in the caption so that all can access the image.

Social Media Sizes for Instagram and Facebook: **1080px x1080px**



Common Digital Ad Sizes:
320px x 50px
300px x 250px
300px x 600px
728px x 90px



Web slider size & facebook event header sizes, **1920px x 1080px**



Common email header sizes:
540px x 500px
640px x 150px



Event advertising

If the College logo is used on an advertisement for an event, the logo must live within a clear space at the bottom of the poster or display. InDesign templates with the footer in place and jpg files to place at the bottom of Word and PowerPoint documents are available to download from the brand resources page (www.smcm.edu/brand-resources).

Student groups and organizations

While the creativity and the expressions of our students are of utmost importance, any student group or organization that wishes to use any College logo or mark as part of their advertising, display, or online presence, must first submit their work for review and approval by the Office of Marketing and Communications. Permission for logo usage should not be assumed. Any usage which does not comply with brand guidelines or which has not been approved by the Office of Marketing and Communications may be removed from campus.

Student pieces can be submitted for review to students' club advisers.



ATHLETICS

Athletic marks

Athletic marks

Our Seahawk logo is composed of three components:

- “St. Mary’s College of Maryland” wordmark borrowed from the College logo
- The Seahawk head
- The subhead “Seahawks,” which may be replaced with a specific sports team or athletic department name

No components may be removed from these lockups, other than what is shown at right. The “Seahawks” text may be swapped for a sport’s team or athletic department name only. This portion of the logo may not be removed altogether. This text is set in Franklin Gothic. While this font is appropriate for use in athletics mark lockups, it is not part of our institutional font palette and should not be used outside of the athletic logo lockup.

APPROVAL REQUIRED

To obtain a copy of any athletic logos or permission for its use, contact the Office of Marketing and Communications for approval. Athletic marks may not be used in place of our primary mark or in greater prominence than our primary mark on non-athletic materials.

Please note: *This is a time of transition. Existing marks (signage, environmental graphics, uniforms, etc) need not be immediately changed to the new mark, but any new materials that are produced should use the new mark moving forward.*



ST MARY'S
COLLEGE of MARYLAND
Seahawks



ST MARY'S
COLLEGE of MARYLAND
Seahawks

Color variations

The flush left, centered, and Seahawk head logos are available in the color variations below. At no time should the logos be recreated in any other color or color combinations, including gold which is reserved as an accent color exclusively.



Athletics Apparel Guidelines

Competition Uniforms:

- Home/away uniform solid color options are three: PMS 281 navy, PMS 7406 gold, or white.
- **AWAY UNIFORMS:** “St. Mary’s College” in College Block font on uniform jerseys is encouraged, realizing that “St. Mary’s College of Maryland” will not fit. Using the Seahawk head on the front and “St. Mary’s College” on the back (in College Block font) is also allowed.
- **HOME UNIFORMS** are not required to have “St. Mary’s College” printed on the uniform. You can go with “Seahawks” on the front or use the Seahawk head.
- **NEVER USE** only “St. Mary’s”, always “St. Mary’s College.”
- Uniforms must be approved by Todd Kemp, equipment room manager or Nairem Moran, Director of Athletic Communications.

Club sports:

While club sports are not required to follow brand guidelines, we encourage them to do so. If they do use official College branding, it must be approved by Office of Integrated Marketing & Communications.

STYLIZED NAUTICAL MARK USE ONLY IF APPROVED BY OFFICE OF INTEGRATED MARKETING & COMMUNICATIONS



EXAMPLES OF APPROVED UNIFORM WORDING

AWAY: LEFT, READING ST. MARY’S COLLEGE

HOME: BELOW, READING SEAHAWKS



EXAMPLE OF CLUB WRESTLING SINGLET USING CORRECT BRANDING



Athletics Apparel Guidelines

Logo Usage:

- Omitting the word “Seahawks” or the specific sports name “Men’s Basketball” from the logo lockup is NOT allowed, per style guide page 30.
- Official travel gear (polos, sweatshirts, ¼ zips, etc.), warmups, and gear you plan on selling must have correct logo lockup usage.
- **NEVER** recreate the logo using non-SMCM brand colors.
- While PMS 8 Warm Gray is no longer in the athletics color pallet, that is pertaining to ink/thread for embroidery, not T-shirt or sweatshirt material. It is OK to have a heather gray (standard issue T or sweats material) and put the navy/gold/white logo on it.



NEVER CHANGE THE COLOR OF THE SEAHAWK HEAD LOGO

TOP: NOT APPROVED, LOGO CONVERTED TO NON-SMCM BRAND COLOR

RIGHT: APPROVED, WHITE LOGO ON NON-SMCM BRAND COLOR SHIRT

Athletics Apparel Guidelines

Practice Gear:

- You will have freedom to design what you desire for practice gear.
- It is highly encouraged to stick to brand fonts and colors to aid in team recognition.
- Send to Todd Kemp, equipment room manager, or Nairem Moran, Director of Athletic Communications, for approval.



Athletics College Supplemental Font

Though all official approved fonts must always be used when designing for the College, we allow the use of the “College” athletic font to be used on merchandise and on lettering. This is because our athletics require a block font that can be used on uniforms in conjunction with the approved fonts and the Seahawk logos and lockups.

APPROVAL REQUIRED

To obtain a copy of any athletic fonts or permission for its use, contact the Office of Marketing and Communications for approval. Athletic fonts may not be used in place of our primary fonts or in greater prominence than our primary fonts on non-athletic materials.

COLLEGE

CONDENSED

ABCDEFGHIJKLMNOPQRSTUVWXYZ
ABCDEFGHIJKLMNOPQRSTUVWXYZ
012345678910

SEMI-CONDENSED

ABCDEFGHIJKLMNOPQRSTUVWXYZ
ABCDEFGHIJKLMNOPQRSTUVWXYZ
012345678910

REGULAR

ABCDEFGHIJKLMNOPQRSTUVWXYZ
ABCDEFGHIJKLMNOPQRSTUVWXYZ
012345678910

BOLD

ABCDEFGHIJKLMNOPQRSTUVWXYZ
ABCDEFGHIJKLMNOPQRSTUVWXYZ
012345678910

Other guidelines



Do not swap colors.



Do not rotate or set on an angle.



Do not add additional text to the lockup or create unauthorized lockups.



Do not stretch, skew, manipulate, or distort the logo



Do not reproduce in color variations other than those authorized by Athletics and the Office of Marketing and Communications.



Do not substitute fonts or alter typesetting.



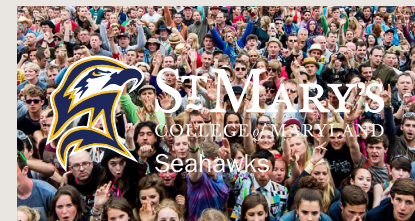
Do not add a box or containing shape around the logo.



Do not create your own one-color versions of the logo.



Do not apply filters such as drop shadows, outer glows or faux embossing (NB: This does not apply to print materials that are physically embossed).



Do not reproduce on busy or competing backgrounds.

Athletic marks

Athletic marks

Our Seahawk logo is composed of three components:

- “St. Mary’s College of Maryland” wordmark borrowed from the College logo
- The Seahawk head
- The subhead “Seahawks,” which may be replaced with a specific sports team or athletic department name

No components may be removed from these lockups, other than what is shown at right. The “Seahawks” text may be swapped for a sport’s team or athletic department name only. This portion of the logo may not be removed altogether. This text is set in Franklin Gothic. While this font is appropriate for use in athletics mark lockups, it is not part of our institutional font palette and should not be used outside of the athletic logo lockup.



APPROVAL REQUIRED

To obtain a copy of any athletic logos or permission for its use, contact the Office of Marketing and Communications for approval. Athletic marks may not be used in place of our primary mark or in greater prominence than our primary mark on non-athletic materials.

Please note: *This is a time of transition. Existing marks (signage, environmental graphics, uniforms, etc) need not be immediately changed to the new mark, but any new materials that are produced should use the new mark moving forward.*

Color variations

The flush left, centered, and Seahawk head logos are available in the color variations below. At no time should the logos be recreated in any other color or color combinations, including gold which is reserved as an accent color exclusively.



Athletics Apparel Guidelines

Competition Uniforms:

- Home/away uniform solid color options are three: PMS 281 navy, PMS 7406 gold, or white.
- **AWAY UNIFORMS:** “St. Mary’s College” in College Block font on uniform jerseys is encouraged, realizing that “St. Mary’s College of Maryland” will not fit. Using the Seahawk head on the front and “St. Mary’s College” on the back (in College Block font) is also allowed.
- **HOME UNIFORMS** are not required to have “St. Mary’s College” printed on the uniform. You can go with “Seahawks” on the front or use the Seahawk head.
- **NEVER USE** only “St. Mary’s”, always “St. Mary’s College.”
- Uniforms must be approved by Todd Kemp, equipment room manager or Nairem Moran, Director of Athletic Communications.

Club sports:

While club sports are not required to follow brand guidelines, we encourage them to do so. If they do use official College branding, it must be approved by Office of Integrated Marketing & Communications.

STYLIZED NAUTICAL MARK USE ONLY IF APPROVED BY OFFICE OF INTEGRATED MARKETING & COMMUNICATIONS



EXAMPLES OF APPROVED UNIFORM WORDING

AWAY: LEFT, READING ST. MARY’S COLLEGE

HOME: BELOW, READING SEAHAWKS



EXAMPLE OF CLUB WRESTLING SINGLET USING CORRECT BRANDING



The club burgee

The club burgee is used by the St. Mary's College Intercollegiate Sailing Association to identify its boats in competition.

APPROVAL

To obtain a copy of the burgee or permission for its use, contact the Office of Marketing and Communications.



QUICK REFERENCE

- **African American.** We do not hyphenate African American, no matter how it is used.
- **Black.** We always capitalize Black when it is used to speak of a person's race.
- **Books, articles, magazines.** Use quotation marks around the titles of books, songs, TV shows, computer games, poems, speeches and works of art. Do NOT use quotation marks around magazine or newspaper titles or the Bible. Do not underline or italicize any of the above.
- **College.** When referring to ourselves ("The College was founded in 1840" or "it is College policy that...") we capitalize College.
- **Colons.** Capitalize the first word after a colon only if it is a proper noun or begins a complete sentence.
- **Commas.** In general, if a comma does not make clear what is being said, it should not be there. If omitting the comma could lead to confusion or misinterpretation, then use the comma. In a series: Do not put a comma before the conjunction in a series unless doing so avoids confusion.
- **Dates.** Abbreviate the month, use a figure only for the day (no st, nd, rd or th). A comma is not necessary if only a year and month are given, but do use a comma to set off the year if both month and day are given. Use figures with the letter s but no apostrophe when discussing decades—the 1950s. Use figures for centuries—the 20th century. Capitalize days of the week, but do not abbreviate.
- **Numbers.** In general, spell out one through nine; use figures thereafter. Always use figures for units of measure, when referring to someone's age and in all tables and statistics. Use figures with time, along with a.m. and p.m.
- **PhD:** We drop the periods in PhD as well as in MAT (Master of Arts in Teaching). All other degrees (B.A., B.S., M.S., etc.) keep their periods.
- **Titles.** In general, only capitalize when it is a formal title (not simply a job title) and used directly before someone's name—President Tuajuanda C. Jordan, but Tuajuanda C. Jordan, president.



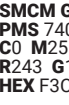




Wordmark

Supporting line

ST MARY'S

COLLEGE of MARYLAND

The National Public Honors College

PRIMARY PALETTE		
	SMCM BLUE PMS 281 C100 M93 Y32 K31 R0 G32 B92 HEX 00205C	
SECONDARY PALETTE		
	SMCM GOLD PMS 7406 C0 M25 Y100 K0 R243 G193 B0 HEX F3C10D	 WHITE C0 M0 Y0 K0 R255 G255 B255 HEX FFFFFFFF
TERTIARY PALETTE		
	RED PMS 1797 C10 M100 Y85 K0 R208 G52 B58 HEX D0343A	 LIGHT BLUE PMS 292 C59 M14 Y0 K0 R89 G178 B231 HEX 59B2E7
	DARK GRAY PMS Warm Gray 9 C48 M47 Y51 K12 R132 G120 B112 HEX 847870	 LIGHT GRAY PMS Warm Gray 1 C15 M14 Y17 K0 R214 G209 B202 HEX D6D1CA

Baskerville, *Baskerville Italic*, Baskerville Bold

Use Baskerville for headlines and display text. Call **Marketing & Communications**.

Montserrat, *Montserrat Italic*, Montserrat Bold

Use Montserrat for display copy. fonts.google.com/specimen/Montserrat

Roboto, *Roboto Italic*, Roboto Bold

Use Roboto for body copy in print and online. fonts.google.com/specimen/Roboto

Arial, *Arial Italic*, Times, *Times Italic*

Use Arial and Times as default fonts or for general office use. **Available everywhere.**

QUESTIONS?

Abby Larsh

Senior Graphic Designer

(240) 895-2128 allarsh@smcm.edu

Lee Capristo

Director of Writing and Content

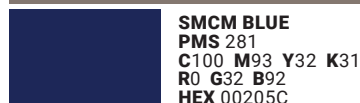
(240) 895-4795 lwcapristo@smcm.edu

We are **St. Mary's College of Maryland** in all formal literature and in the first instance in larger publications. After the first mention in less formal pieces, we can be **St. Mary's College** or **SMCM**. **We are never just St. Mary's.** Our teams, fans, students and alumni are **Seahawks**.

- **African American.** We do not hyphenate African American, no matter how it is used.
- **Black.** We always capitalize Black when it is used to speak of a person's race.
- **Books, articles, magazines.** Use quotation marks around the titles of books, songs, TV shows, computer games, poems, speeches and works of art. Do NOT use quotation marks around magazine or newspaper titles or the Bible. Do not underline or italicize any of the above.
- **College.** When referring to ourselves ("The College was founded in 1840" or "it is College policy that...") we capitalize College.
- **Colons.** Capitalize the first word after a colon only if it is a proper noun or begins a complete sentence.
- **Commas.** In general, if a comma does not make clear what is being said, it should not be there. If omitting the comma could lead to confusion or misinterpretation, then use the comma. In a series: Do not put a comma before the conjunction in a series unless doing so avoids confusion.
- **Dates.** Abbreviate the month, use a figure only for the day (no st, nd, rd or th). A comma is not necessary if only a year and month are given, but do use a comma to set off the year if both month and day are given. Use figures with the letter s but no apostrophe when discussing decades—the 1950s. Use figures for centuries—the 20th century. Capitalize days of the week, but do not abbreviate.
- **Numbers.** In general, spell out one through nine; use figures thereafter. Always use figures for units of measure, when referring to someone's age and in all tables and statistics. Use figures with time, along with a.m. and p.m.
- **PhD:** We drop the periods in PhD as well as in MAT (Master of Arts in Teaching). All other degrees (B.A., B.S., M.S., etc.) keep their periods.
- **Titles.** In general, only capitalize when it is a formal title (not simply a job title) and used directly before someone's name—President Tuajuanda C. Jordan, but Tuajuanda C. Jordan, president.



PRIMARY PALETTE



SECONDARY PALETTE



Baskerville, *Baskerville Italic*, **Baskerville Bold**

Use Baskerville for headlines and display text. Call **Marketing & Communications**.

Franklin Gothic, *Franklin Gothic Italic*, **Franklin Gothic Bold**

Use Franklin Gothic for Seahawks & sport name. Call **Marketing & Communications**.

Arial, *Arial Italic*, Times, *Times Italic*

Use Arial and Times as default fonts or for general office use. **Available everywhere.**

QUESTIONS?

Abby Larsh
Senior Graphic Designer
(240) 895-2128 allarsh@smcm.edu

Lee Capristo
Director of Writing and Content
(240) 895-4795 lwcapristo@smcm.edu

CONTACT

All questions regarding the St. Mary's College of Maryland brand and its proper implementation should be addressed to the Office of Integrated Marketing & Communications.

Abby Larsh

Senior Graphic Designer

Office of Integrated Marketing & Communications

(240) 895-2128

allarsh@smcm.edu

Lee Capristo

Director of Writing and Content

Office of Integrated Marketing & Communications

(240) 895-4795

lwcapristo@smcm.edu