

For the Church in the World

# **Brand Identity Standards and Style Guide**

Updated August 2025

### "A brand is not what you say it is. It's what they say it is." — MARTY NEUMEIER, THE BRAND GAP

The purpose of this manual is to provide a guide for the internal and external use of the Union Presbyterian Seminary logo and visual identity in all writing, publications, branded items, and other representations of the seminary.

#### A graphic identity system:

#### Symbolizes the brand positioning

A brand is defined by the feelings individuals have about an organization like Union Presbyterian Seminary. These feelings can be emotional and intuitive, and while organizations cannot control these feelings, they can influence them by effectively communicating the qualities that make their organization special and different from others. The graphic identity system, which includes the logo, visually reinforces the core values, vision, and promises of the Seminary's brand.

#### Reinforces our name

The symbol and name together create a signature that helps deliver brand meaning to the name of Union Presbyterian Seminary.

#### Represents a whole greater than the sum of its parts

Without consistent guidelines for display of the Seminary's brand identity, divergent messages and impressions may be presented to our constituencies. Consistency in application of our distinctive identity can enforce a powerful brand message.

#### For further guidance on the use and dissemination of our logo, please contact:

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### **Overview**

To harness its power as an educational institution, Union must present itself as having a unified cause, with shared values and a common voice.

The brand elements listed below are the visual tools in this endeavor.

#### Page 3: Glossary

Understanding the terminology in this guide.

#### Page 4: Our Name

How to correctly refer to our institution.

#### Pages 5: The Logo

How to correctly use our brandmark.

#### Page 15: The Color Palette

A new color palette that is focused, yet flexible.

### Page 16: Typefaces

Typefaces for print and web design, along with alternatives to use with Microsoft Office products.

#### Page 17: Stationery

Templates for letterhead, envelope and business card.

### Page 19: The Brand Tone

An introduction to design guidelines for a look that is bold, clean, engaging, and inclusive.

# **Glossary**

Below are some of the terms you will find in this brand guide.

**Bitmap image** is an image made up of a grid of tiny squares. Each individual square is a pixel that contains color information. The amount of pixels is its file size and is related to its "dpi." Jpeg, tiff, psd, png file formats are all examples of bitmap images. Bitmap images have a set resolution and cannot be enlarged without becoming "pixelated," thus corrupting the file quality.

**Brand tone** refers to the personality and emotion infused into an organization's communications. It encompasses everything from the visual elements of graphics, color, and typefaces, to the words and language you use. It conveys the personality and image your brand aims to invoke.

**Color Palette** refers to a standard set of colors you use to represent your organization in its logo and design. It assists in making your marketing visually more consistent — thus more recognizable to your audience.

**Color Space** refers to a file's range of colors. Color spaces include CMYK (for printing), Grayscale, RGB (for web), and also Duotones, Indexed Color, Lab Color.

**CMYK** stands for Cyan, Magenta, Yellow and Black which combine to create a multitude of colors. It is the color space most frequently used for printing. Unfortunately, color tone can vary from printer to printer and job to job using CMYK —or "4-color process." *All printing is CMYK (or PMS)*.

**DPI** stands for "dots per inch" for a bitmap image. Each "dot" is a pixel. 300 dpi is needed for printing and 72 dpi is used for web. A 300 DPI image measuring 1200 x 1800 pixels will print at 4 in x 6 in. *To find DPI on a PC, right-click the image, click "Properties," click the "Details" tab and find the DPI underneath the "Image" header. On Mac, click Command + I.* 

**File format** refers to the extension on the file name like ".ai, .pdf, .jpeg, .doc," etc.

**Font or Typeface** refers is a set of characters of the same design. Although typeface and font now are used interchangeable, technically a font is a specific size and style of a typeface. Garamond is a typeface, Garamond 10pt bold is a font.

**Graphic Identity System** refers to the visual devices that an organization uses to communicate its brand, such as images, color, typefaces, and logo.

**Grayscale** is the color space where all art is a shade of black or white. It is used for one-color printing.

**PMS** stands for "Pantone Matching System" and is a standardized system of colors for printing. Every Pantone shade is numbered, making it much easier for people to reference and identify exact shades of color. Pantones are usually spot colors but can be CMYK as well. *PMS is used in print only*.

**RGB** stands for Red, Green, and Blue and is a color space that is used for on-screen purposes. RGB is an additive color, meaning that when mixing colors, we start with black and end up with white as more color is added. RGB is used for web and also Microsoft Office products like Word and Powerpoint.

**Spot color** is a specially mixed ink. Since CMYK colors can vary from printer to printer and job to job, spot colors are used for print collateral like letterhead and business cards, when it is imperitive to match the brand colors. Spot colors can only be used by conventional printing presses (as opposed to digital printers).

**Vector Image** is a file format composed of paths connected by points and its graphics content never loses its quality if enlarged. Examples of vector images are .ai, .svg and .eps file formats.

# **Our Name**

Our name represents more than 200 years of equipping Christian leaders for the building of the body of Christ.

#### Reinforcing who we are and our history

When Union Presbyterian Seminary officially adopted its new name in July 2010, it was the culmination of the history of Union Theological Seminary and the Presbyterian School of Christian Education and the forward movement of the seminary to serve the church of the 21st century and beyond. As we continue to grow the scope of our institution in preparing well-learned leaders for the church, it is important for our name to be presented appropriately in order to build on the rich academic traditions and history of our institution and send a consistent message about who we are.

#### Full Name

Union Presbyterian Seminary

#### **Abbreviated Use / Initials**

UPSem (Please do not use "UPS" as our initials.)

#### **Tagline**

For the Church in the World

While our name represents who we are, our tagline embodies what we do. It is a memorable phrase that is a concise way of proclaiming our mission to the world. It summarizes the core promise of Union Presbyterian and should be used whenever appropriate with our name and logo.

### **Primary Logo**

The visual representation of the Union Presbyterian Seminary brand is equally as important as the use of our name.

The primary logo is the two-color, horizontal logo with the tagline, "For the Church in the World." It should be the first choice when the logo is used in order to promote visual consistency, which in turn, creates a stronger visual identity/ brand. Use of a alternative primary logo (next page) or a secondary logo (page 7) may be appropriate in limited cases of design or space restrictions.

The style for our wordmark has been selected as a representation of the heritage, academics, leadership, vision, and strength of the Seminary.



### Primary Logo alternatives

Using the correct logo version promotes identity/brand consistency.

Alternatives of the primary logo retain the same elements of the U with the flame and the name of the Seminary. Both horizontal and vertical configurations have a version without the tagline.

Vertical with tagline



For the Church in the World

Vertical with tagline



Horizontal with no tagline



### Secondary Logos

#### Using the correct logo version promotes identity/brand consistency.

Secondary logos are used sparingly. Do not add any other elements such as department or center name to a secondary logo.

#### The Bug

The Bug is used as shorthand for the logo. Either a primary or secondary logo, which contains the full name of the Seminary, needs to be included somewhere in the communication if used for an external audience. For instance, a banner on campus would not need the full logo, whereas a brochure or flyer would.

#### The Circle

The Circle is primarily used when the space allowed is square and using a horizontal or vertical logo would leave too much empty white space. However, be aware that the Seminary's name is harder to read on this logo version.

The Bug

The Circle



#### Affiliated Identities

Affiliated identities include departments, offices, buildings, programs, etc.

Some units within the Seminary wishing to build a distinct recognizable identity may establish "sub identities" to heighten the brand recognition of their programs. These sub identities still incorporate the primary identity of Union Presbyterian Seminary. This practice that allows the growing strength of the program to benefit from the Seminary's brand. Sub identities must be requested from Communications office.

Please follow the general guidelines for the Seminary's logo (page 10).



# Presbyterians Supporting Christian Education

Affiliated logo



Affiliated logo

### The Corporate Seal

#### **Special Usage**

The use of the seal of the Corporation of Union Presbyterian Seminary is reserved for legal authentication of diplomas and other presidential or Corporation-affiliated documents and certificates. The only occasion on which it is used decoratively is on the cover of Commencement programs to carry the theme of the diploma.

Any use of the Corporation seal must be approved by the Office of the Registrar.

#### **About the Seal**

The seal contains the name of the Seminary, the date of its incorporation, 1812, a bible verse and Christian symbols.

The top symbol is the Chi Rho (/ˈkaI ˈroʊ/; also known as chrismon). It is one of the earliest forms of christogram, signifying Christ and formed by superimposing the first two (capital) letters—chi and rho (XP)—of the Greek word XPI $\Sigma$ TO $\Sigma$  (Christos) in such a way that the vertical stroke of the rho intersects the center of the chi.

The symbol below is Lamp, signifying knowledge

The verse is parts of verse 6 and 7 of Deuteronomy, chapter 6, and may be translated as "These words shall be upon your heart. And you shall teach them diligently ..."



Corporate Seal





Approved color variations (black or white)

### Logo Specifications

Use the correct size, clearance, and version of the seminary logo or brandmark.

Using the correct logo file type is important to ensure the clarity, sharpness and consistency of the UPSem logo. To confirm you are using the correct file type for your project, please review the following file type chart.

#### Resolution

To print correctly, high-resolution graphics must be at least 300 dpi (dots per inch) at the actual size at which they will appear. On-screen resolution for Web, email, and presentations is much lower, and the logo should be at least 72 dpi at the actual size it will appear on screen.

#### **Availability**

The Seminary's logo collection is available to download from the **UPSem** intranet

#### **Preferred Logo File Types Program**

Adobe Illustrator, InDesign or Photoshop.....eps (vector) PowerPoint, Word, Excel

Web including Social Media .....jpeg or .png

or Publisher ......jpeg or .png

#### Minimum Size

Do not use any version of the logo smaller than its minimum height:

Horizontal with tagline: .75" Horizontal without tagline: .5" Vertical with tagline: 1.5" Vertical without tagline: 1.25"

Seal: .75" Bug: .25"

#### Minimum Clearance

Make sure there is sufficient space around the logo—that it is not too close to any other graphic elements or type—by allowing for clearance equal to the height of the word "Union" in the logo.



### **Color Applications**

Each logo specified within the Union Presbyterian visual identity has four color variations, allowing for flexibility of use in different media.

#### Full color logo

The full-color logo is composed of the color red for the flame and blue for the U and type. Specific color builds for the different color spaces (PMS, CMYK, and RGB) may be found on page xx.

#### White (or reversed) logo

The white (or reversed) logo is for use on darker colors when there is not enough contrast for blue and red version.

The white (or reversed) logo with red flame is used when the background color does not provide enough contrast for the dark blue but enough for the red flame.

#### Black logo

The black version for use in print when printing on black and white printer.



Full color logo

White (reversed) logo



White (reversed) logo with red flame



Black logo



### Proper use of the logo

#### Maintaining the Integrity of the Brandmark

Do not alter the brandmark in any way! Do not alter the brandmark in any way! This includes:

- > adding visual effects or graphic elements;
- altering the relationship of the logo elements;
- > changing the colors;
- > changing the proportional scaling;
- using an incorrect file format or scaling up a jpeg or png, causing pixelation;
- > placing over a visually complex graphic or image; not using sufficient contrast between the logo and background;
- and creating a different logo.

The Union Presbyterian logo should always be presented in a clear, consistent and effective manner, and should never be altered in any way. Preserving the integrity of the logo is important for communicating to both internal and external communities the Seminary's rich academic traditions and history of our institution and send a consistent message about who we are.

Only use files provided by Seminary Communications on the UPSem intranet.



no visual effects



no realignment of elements



no added graphics



no color changes



no incorrect resolution



no non-proportional scaling



no complex backgrounds



no insufficient contrast

### Center Logo: The Katie Geneva Cannon Center for Womanist Leadership

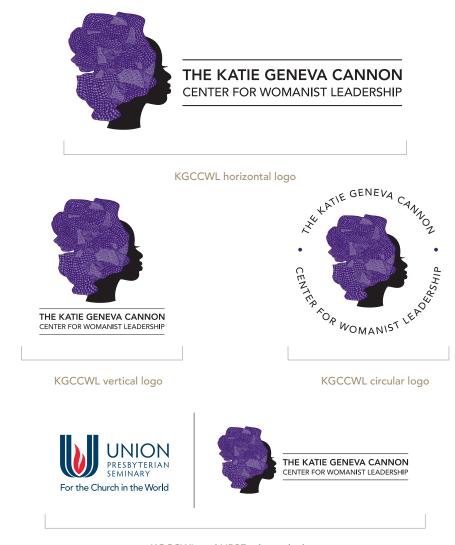
Because of its recognition beyond the Seminary, the Katie Geneva Cannon Center for Womanist Leadership Center has a unique identity to reside beside the Seminary's. Please contact the Center concerning use of their logo.

#### The KGCCWL Logo

The new KGCCWL logo represents our trailblazing legacy and innovating future. The logo includes a head wrap that samples the original Cannon "legacy" doodle created by Dr. Katie Geneva Cannon for the inaugural Spring Conference launch of the Center in April 2018. The head wrap draws on the sacred tradition of Black women's culture and celebrates the divinely creative genius of Black women's expressions. It also includes a Black Woman's profile facing right, which represents the forward-facing future of the Center. The logo bears witness to our official title for The Katie Geneva Cannon Center for Womanist Leadership at Union Presbyterian Seminary. As we bear witness to our past, we also embrace what is and what shall be with the mantra "The Future is Womanist."

#### Lock Up

The Union Presbyterian Seminary logo must appear on any collateral coming from the Katie Genava Cannon Center. The two logos maybe combined as a "lock up" as above. Please use a rule line to separate and allow the same clearance space with each logo (see page 10 for the UPSem clearance space requirements).



KGCCWL and UPSEm logos lockup

### Center Logo: The Center for Social Justice and Reconciliation

Because of its recognition beyond the Seminary, the Center for Social Justice and Reconciliation has a unique identity to reside beside the Seminary's. Please contact the Center concerning use of their logo.

#### The CSJR Logo

CSJR's new logo portrays the work and mission of the Center—a dove carrying an olive branch, symbolizing shalom, a Hebrew concept that involves the wholeness of justice being done in this world; for without justice, there can be no peace.

The image that illustrates holistic peace also conveys the notion of reconciliation. The dove is formed by a mosaic of different shapes and colors—representing the diversity of the people, ideas and experiences the Center works to bring together within the walls of the Seminary and in the world. Jesus, represented by the purple (the color of royalty) fish, is always at the heart of the Center's mission and work.

#### Lock Up

The Union Presbyterian Seminary logo must appear on any collateral coming from the Center for Social Justice and Reconciliation. The two logos maybe combined as a "lock up" as above. Please use a rule line to separate and allow the same clearance space with each logo (see page 10 for the UPSem clearance space requirements).



CSJR logo (with name on one line)



csjr

CSJR logo (with name stacked

CSJR abbreviated logo





CSJR and UPSEm logos lockup (also available with name on one line)

### The Color Palette

### Vibrant, Bold, Joyful, Thoughtful, Liturgical

The Union color palette offers a range of brightness, intensity, and hue.

Please use the correct color format:

#### PMS or "spot" color

This color space is used for printing items like stationery, business cards, etc., The PMS spot inks are specially blended to the exact color so color consistency is maintained from job to job. Only the logo is available in spot color and the PMS version is a 2-color print job.

#### CMYK or four color

This print color space uses a build of four inks to create each color. Pantone+CMYK are color book colors and represent a CMYK build. Unlike PMS, actual color may vary from job to job because of printers may use different manufactured ink and be calibrated differently.

#### **RGB / Hex**

This color space is used for web, social media and some programs like Microsoft office. The RGB refers to monitor colors and, like CMYK, color may vary from monitor to monitor. Hex is a six digit code used to represent RBG builds.

A color palette is available for Adobe Creative Cloud applications.

#### **Primary Palette**



PMS: Pantone 2955 CMYK: 100c/55m/10y/48k RGB: 0r/56q/101b HEX: #003865



PMS: Pantone 032 CMYK: 0c/98m/86v/0k RGB: 239r/51q/64b HEX: #ef3340

#### **Secondary Palette**



Pantone + CMYK: P 113-5 CMYK: 68c/12m/0y/16k RGB: 42r/152g/199b HEX: #2a98c7



Pantone + CMYK: P 110-16 CMYK: 100c/35m/0y/36k RGB: 0r/92g/144b HEX: #005c90



Pantone + CMYK: P 49-8 CMYK: 0c/99m/91y/22k RGB: 192r/24g/35b HEX: #c01823



Pantone + CMYK: P 164-7 CMYK: 20c/0m/87y/23k RGB: 170r/180q/58b HEX: #aab43a



Pantone + CMYK: P 10-8 CMYK: 0c/27m/100y/0k RGB: 254r/190g/16b HEX: #febe10



Pantone + CMYK: P 10-16 CMYK: 0c/27m/100y/15k RGB: 219r/165g/16b HEX: #dba510



Pantone + CMYK: P 13-8 CMYK: 40c/42m/63y/0k RGB: 164r/144g/111b HEX: #a4906f



Pantone + CMYK: P 170-11 CMYK: 58c/54m/54y/22k RGB: 104r/98g/96b HEX: #686260



Pantone + CMYK: P 84-8 CMYK: 35c/100m/0y/24 RGB: 138r/13g/114b HEX: #8a0d72

# **Typefaces**

### Bold, Clean, Legible, Classic

Using the appropriate typeface styles will maintain the consistency of our brand look.

The Union graphic identity features two primary typefaces: Avenir Lt Std and ITC Garamond Std. Having both a sans serif and serif typeface to choose from affords greater flexibility in your design. Please experiment with using not just one face, but combining them. For instance, pair a serif head with sans serif body copy or a sans serif head with serif body copy.

#### **Print Typefaces**

Avenir Lt Std and ITC Garamond Std are the preferred typefaces for print and require purchased licenses. Metropolis and Georgia are acceptable substitutes. Metropolis is an open source free font and can be downloaded at fontlibrary.org/en/font/metropolis. To install on a PC, right click on the font weight (like Metropolis Regular) and choose install. On a Mac, double click font and click on "Install Font" button. Georgia should already be installed on all Microsoft Office products.

#### Web

Use Avenir Lt Std and Adobe Garamond Pro (ITC Garamond Std does not display well online).

Sans Serif

Avenir Lt Std preferred

Light, Book, Roman, Medium, Heavy, and Black (and obliques)

**Metropolis** 

Light, Regular, Medium, Bold, and Black (and italics)

Serif

ITC Garamond Std preferred

Light, Book, Bold, and Ultra (and italics)

Georgia

Regular and Bold (and italics)

# **Stationery**

### Letterhead and No.10 Envelope



# **Stationery**

### Standard Business Card



Front

Preparing people to be leaders of gospel-inspired transformative change in pursuit of a more just and compassionate world.

Back

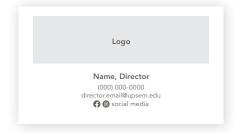
### **Alternative Backs for Centers**











Template for a center card back

### Bold, Clean, Engaging, Inclusive, Authentic

Ensure consistency in communications by bringing together all of the visual tools for a distinctive brand tone. Along with our name, logo, color palette, and typefaces, additional brand elements include:

#### **Graphics**

The new brand is characterized by the use of by using vertical or horizontal lines in a variety of colors and weights—a metaphoric reference for diversity, depth, and activity. Clean graphics, blocks of solid color, and liberal use of white space present a clear and engaging message. While establishing a distinctive look and feel, the system remains flexible for use in the vast variety of communications the Seminary publishes. Color combinations can be established for different purposes, such as recruitment, fundraising, conferences, etc. Infographics such as icons should be easily understood, incorporate simple/flat design, and be used on light or white backgrounds when possible.

#### **Photography**

All photography should tell a story and be expressive and authentic. This can be achieved by appearing to use little or no camera lighting, employing shallow depth of field and interesting composition and perspectives, and drawing attention to a focal point without subjects appearing to be posed. Duotones may be used as backgrounds.



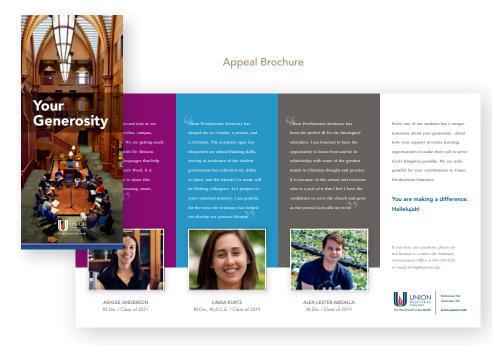
Template for New Brand Tone

#### Resources

Original photography may be downloaded from Flickr at www.flickr.com/photos/upsem/albums. Please download at original size to insure you start with the highest resolution possible.

Additional images, including archival, are available through the development office or library.

# Samples



What's Union's most valuable resource to share with your church? Our faculty!





Westminster Brochure



at Westminster Hall

Can These Bones Live?

THE LEADERSHIP INSTITUTE

Faculty Speakers Bureau Brochure

### Samples







**Outdoor Banner** 







Web Banner

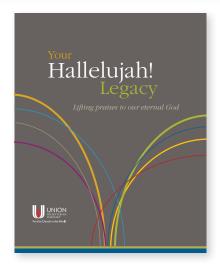
# Samples

Case Statement









Planned Giving Brochure