As one of the largest and most diverse public universities in the South, MTSU attracts traditionally aged students, nontraditional students, transfer students, members of the workforce seeking additional training or skills, distance learners, graduate students, and international students; we also seek to attract and retain faculty with varied backgrounds, interests, and skills. Our University family consists of tens of thousands of students, alumni, faculty and staff, friends, and supporters.

The colleges, schools, departments, centers, programs, and offices of MTSU have strong individual identities and areas of expertise. However, it is essential for the University itself to present a consistent and unified brand that builds on our successes, inspires new ones, and allows MTSU to continue with momentum and pride. **By sharing a common identity, we send a message that we are a single entity with one goal: being the best comprehensive university in Tennessee.**

While each area of MTSU has different needs for print, video, photography, web, and other types of media and outreach, every communication from the University reflects on the institution as a whole, and every person sending out a University communication is a guardian of MTSU’s public image. The MTSU brand provides a single, consistent representation of who we are. If Middle Tennessee State University is to maintain a consistent image of quality, it is imperative that the University community adhere to established visual and style guidelines in respect to graphic standards, marks, colors, images, and language.

Consistent and unified branding allows MTSU’s voice to be strong amidst many competing brands. Our uniqueness and areas of specialization are all stronger when we speak together rather than across one another.

This style guide will help units within the University understand our visual identity and brand message so that we may present ourselves consistently, provide a way for units within the University to enjoy the benefits of marketing under the MTSU brand, and offer visual tools to help MTSU stand out from competitor institutions.
MTSU’S BRAND PROMISE

Our brand is our promise. We are a single entity with one goal: being the best comprehensive university in Tennessee.

Middle Tennessee State University is a comprehensive university that embraces its role as the destination of choice for Tennessee undergraduates while expanding its reach nationally and internationally through signature programs and select master's and doctoral programs. The University generates, preserves, and disseminates knowledge and innovation and uses scholarship to enhance teaching and public service. The University is committed to preparing students to thrive in their chosen professions and a changing global society.

PURPOSE

To fulfill its mission, Middle Tennessee State University:
• fosters a student-centered environment conducive to lifelong learning, personal development, and success
• offers a broad array of high-quality, affordable academic programs grounded in a common core of arts and sciences
• enhances access and academic opportunity for a diverse student population, including distance learning and other special services and programs for first-generation, nontraditional, high-achieving, and transfer students
• challenges students through diverse teaching methods and media, including educational technology, experiential learning, undergraduate and graduate research, and cocurricular and extracurricular activities
• recruits exceptional faculty and develops resources to support excellence in instruction, research, creative activity, and public and professional service
• develops and sustains academic partnerships, entrepreneurial activities, outreach, and public service that support instruction and research and that meet the needs of communities throughout the region
• serves as an emerging center for international study, understanding, and exchange

Middle Tennessee State University educates students to:
• think logically, critically, and creatively
• make sound judgments with an awareness of ethical, moral, and aesthetic values
• acquire a working knowledge of a discipline or a group of related disciplines
• examine, analyze, and shape the contemporary world through scientific knowledge, creative undertakings, and an understanding of culture and history
• communicate clearly and precisely and understand the proper role of free expression in our society
• demonstrate the effective and adaptive use of current and/or emerging technologies

VISION

Middle Tennessee State University will be a vibrant hub for educating accomplished students who are civically engaged and globally responsible citizens; a seedbed for research and entrepreneurship; and an engine of cultural and economic development.
COMMUNITY STANDARDS

MTSU is committed to developing and nurturing a community devoted to learning, growth, and service. Each person who joins or affiliates with the community does so freely and accepts and practices the following core values and expectations:

Honesty and Integrity.
The notions of personal and academic honesty and integrity are central to the existence of the MTSU community. All members of the community will strive to achieve and maintain the highest standards of academic achievement in the classroom and personal and social responsibility on and off campus.

Respect for Diversity.
The MTSU community is composed of individuals representing different races, ethnicities, sexual orientations, cultures, and ways of thinking. We respect individual differences and unique perspectives and acknowledge our commonalities.

Engagement in the Community.
All members of the community are encouraged to participate in educationally purposeful activities that support and enhance the MTSU experience. Active involvement and personal investment in the classroom and throughout the community are hallmarks of an engaged citizen.

Commitment to Nonviolence.
MTSU is committed to the principles of nonviolence and peaceful conflict resolution. Community members will freely express their ideas and resolve differences using reason and persuasion.

MTSU is a community committed to learning, growth, and service. We hold these values dear, and there’s a simple phrase that conveys them: “I Am True Blue.”

TRUE BLUE PLEDGE

I am true blue.
As a member of this diverse community, I am a valuable contributor to its progress and success.
I am engaged in the life of this community.
I am a recipient and a giver.
I am a listener and a speaker.
I am honest in word and deed.
I am COMMITTED to reason, not violence.
I am a learner now and forever.
I am a Blue Raider.

TRUE BLUE.
Quick Reference

1. **Middle Tennessee State University** should be clearly and prominently identified on the cover/front panel of every publication, either by the full name or by the official wordmark. MTSU has a strong preference for use of the wordmark.

2. The “True Blue” mark must also appear in all MTSU publications but it does not need to be on the cover.

3. The MTSU wordmark, seal, athletic symbols, True Blue mark, and MT logomark are the only graphics approved to represent the University. Colleges, departments, schools, offices, and other individual academic units are not permitted to develop and use logos other than through the MTSU visual identity. The official marks for MTSU can be ordered via the Creative and Visual Services (CVS) website at mtsu.edu/creativeservices/wordmarks.php or by emailing creativeservices@mtsu.edu.

4. The MT logomark may be used in publications as long as it is not used as the academic or sole graphic mark used to identify the University. The wordmark is the academic visual identifier for MTSU.

5. The Athletics marks are reserved for athletics use unless permission is granted by Athletic Communications for their use. Athletics marks cannot be used as the sole visual identifier for academic programs.

6. The MTSU seal is for Board and presidential-level and formal documents and for commencement. It is used on diplomas, legal documents, official announcements, and certificates. It is not available for departmental, office, student, or other uses.

MTSU logos and marks may vary in size but cannot otherwise be altered, tampered with, modified, or overprinted. Creative and Visual Services (in the Division of Marketing and Communications) must approve uses of MTSU’s registered marks in publications. The Collegiate Licensing Co. must approve uses of MTSU marks on manufactured items.

Official MTSU marks appear in all black, black and (PMS 300 or its equivalent) MTSU blue, all white (on colored backgrounds), or all blue. Athletics marks may add 10 percent gray per the trademarked images. Other colors are not permitted.

Only licensed vendors can produce items that bear the MTSU registered marks or name. The appropriate registration or trademark notation should appear next to the mark or name of the University. For more information about appropriate use of Middle Tennessee State University’s federally registered trademarks, contact our Collegiate Licensing Co. representative, 615-494-5135, Danielle.Mayeaux@mtsu.edu, or goblueraiders.com/sports/2016/9/29/GEN_0710140222.aspx.

A link to the MTSU web site (mtsu.edu) should appear in all publications.

An equal opportunity statement is required by Tennessee law to be in all recruitment materials for external audiences. Creative and Visual Services will provide this statement upon review and approval of the proposed publication. (See mtsu.edu/creativeservices.)

An authorization number also is required for all publications for external audiences. Authorization numbers are assigned by Creative and Visual Services upon review and approval of the proposed publication or automatically assigned when CVS creates a publication. (See mtsu.edu/creativeservices.)

Creative and Visual Services can help plan and produce materials, graphics, publications, and photography while ensuring that visual guidelines are met. The office proofreads external documents to ensure they comply with University style. To request the creation or review of materials and to obtain an authorization number and equal opportunity statement for printed pieces, visit mtsu.edu/creativeservices, email creativeservices@mtsu.edu, or call 615-898-2744.

The Information Technology Division’s web applications team can assist with your web pages. Visit mtsu.edu/itdacad/web-development.php for more information and guidelines.

The office of Academic Marketing (615-494-7800) can assist with advertising, promotional video, and social media outreach. Visit mtsu.edu/mac/index.php. Please coordinate all advertising purchases with Academic Marketing to prevent cross-advertising and take advantage of greater volume discounts.

MTSU Printing Services (615-898-2924) is the printer for MTSU and is the only vendor authorized to print letterhead, business cards, and other stationery items. Printing Services also can print a wide array of materials from banners to magnets. Creative and Visual Services works closely with Printing Services to create the designs that will achieve University marketing goals. Visit printing.services@mtsu.edu.
MTSU VISUAL IDENTITY

The University’s name, wordmark, MT logomark, True Blue mark, Athletics mark, #True mark, mascot, and seal are trademarks and property of Middle Tennessee State University. These elements may only be used by authorized units of MTSU or, through approval, by certain entities for external use. When in doubt about which mark to use, please contact Creative and Visual Services at creativeservices@mtsu.edu, mtsu.edu/creativeservices, or 615-898-2744.

Use the correct file for the media you are using. Creative and Visual Services can provide the correct file to you. See mtsu.edu/creativeservices/wordmarks.php.

These things are not allowed:

Don’t distort, change proportions, or redraw any part of the wordmark or font or tamper with the marks in any other way.

Do not combine any MTSU registered marks with other graphics, borders, lines, drawings or images.

Don’t enclose any MTSU registered marks in a shape.

Avoid placing the wordmark or other MTSU registered marks on busy or strongly patterned backgrounds or overprinting the marks.

Avoid placing other text or graphics within ¼-inch of MTSU registered marks. Whenever possible, leave a clear field of space around an MTSU mark.

MTSU registered marks should not be reproduced smaller than ½-inch tall.

Don’t use elements from the wordmark, especially the “swoosh,” to make a derivation of the mark for other entities, whether internal or external to MTSU.

Athletics is treated separately in the visual identity system from MTSU academic units and follows their own visual identity guidelines.

MTSU Wordmark

MT Logomark

True Blue Mark

#TRUE/#TRUEBlue Mark

MT Athletics Mark

MTSU Mascot

University Seal
MTSU COLORS
The official colors of Middle Tennessee State University are blue and white. For readability, black is used with these colors to build the official marks and logos. Precise color matching can be difficult depending on the medium, art, or special effects being used. We recommend the following color formulas for consistency across media:

MTSU Blue
Pantone 300
C:100 / M:44 / Y:0 / K:100
Hexadecimal #0066CC
R:0 / G:102 / B:204

Black
Pantone Process Black
C:0 / M:0 / Y:0 / K:100
Hexadecimal #555555
R:0 / G:0 / B:0

Secondary Gray
C:0 / M:0 / Y:100 / K:10
Hexadecimal: #838383
R:124 / G:124 / B:124

Secondary Green
C:50 / M:0 / Y:100 / K:0
Hexadecimal: #29C83C
R:41 / G:198 / B:63

Secondary Light Blue
Pantone 292
C:50 / M:5 / Y:0 / K:0
Hexadecimal #59B6E6
R:89 / G:182 / B:231

Tertiary Cyan
Process Cyan
C:100 / M:0 / Y:0 / K:0
Hexadecimal #00FFFF
R:0 / G:255 / B:255

Pantone (PMS) is a registered trademark of Pantone, Inc.

A Note About MTSU Blue
For printing on paper, use PMS 300 or its CMYK equivalent for MTSU blue. For color matching of merchandise such as fabrics and plastics, most vendors have a “royal blue” available that is a close approximation of MTSU blue. A color match prior to printing of any kind should be obtained and viewed in advance whenever possible. When in doubt, please consult with Creative and Visual Services.

TYPOGRAPHY
The MTSU wordmark typeface family is Optima (aka Zapf Humanist), chosen for its modern, refined, and readable characters. This is, then, the “official” University font and may be used in any publication or outreach. MTSU does not own a site license for Optima, however. If your area would like to purchase and download the font, a reputable font foundry is suggested. Without implying endorsement, some reputable font foundries are Linotype, fonts.com, and myfonts.com, all of which sell Optima. CVS purchased Optima within the larger Adobe Font Folio package.

The University allows for flexibility in body copy and text fonts, although all fonts should be carefully chosen to complement the official font and be readable. It is best to use no more than two font families per document. Acceptable web font suggestions can be obtained from Information Technology and should be chosen for ADA and cross-platform consistency.

OPTIMA

Roman
The MTSU wordmark typeface family is Optima.

Italic
The MTSU wordmark typeface family is Optima.

Demi
The MTSU wordmark typeface family is Optima.

COLLEGE OF BEHAVIORAL AND HEALTH SCIENCES

SCHOOL OF MUSIC

Demi Italic
The MTSU wordmark typeface family is Optima.

Department of Accounting

Center for Chinese Music and Culture

Bold
The MTSU wordmark typeface family is Optima.

Black
The MTSU wordmark typeface family is Optima.
What is a Trademark/Registered Mark?

A trademark (or mark) is any logo, graphic, image, symbol, name, nickname, letter(s), word(s), slogan, or derivative used by an organization, company, or institution to identify its goods/services and distinguish the institution from other entities or competitors. It is “owned” by the organization and cannot be legally used outside of the organization without permission. The name “Middle Tennessee State University” is a trademark and can be only be used on promotional materials or merchandise with permission. Other symbols and icons are also protected trademarks. When a product makes reference to Middle Tennessee (as the University), such reference requires approval.

Middle Tennessee State University reserves the right to disallow or request changes to designs that do not adhere to the University’s visual identity standards, that may conflict with current trademarks, or that might be seen as offensive or in poor taste. Sometimes, proposed designs fall into a “gray” area for which there is no firm standard, and in these cases the University again reserves the right to disallow a design and/or to recommend an appropriate alternative.

The trademark or registration symbol appropriate to the mark should be affixed to it.

Licensing and Approvals for Use of Marks

Printed materials covered under the policies of MTSU’s Marketing and Communications office, such as brochures, letterhead, note cards, posters, and banners, for example, do not require licensing but do require approval from Creative and Visual Services. If any of these printed materials will be sold, such as a calendar or cookbook, the product must comply with MTSU’s licensing policies and the publisher must be licensed through Collegiate Licensing Co. Any material items that will be stamped or imprinted with an MTSU mark and given away or sold need to be approved by the Collegiate Licensing Co., and Creative and Visual Services can assist. Any vendor who produces material items must be a licensed vendor. The licensing process is simple, and the CLC representative housed in Athletics can help.

In general, items containing the MTSU name, logos, or other licensed marks; items obviously connected with the University in some way or conveying or implying MTSU sanction, support, or association; and items to be paid for by University funds must follow the visual identity guidelines. In addition, please note:

- For items or events co-sponsored by an MTSU entity and an outside group, the MTSU sponsor must be identified. For example, a festival event can include the festival design/graphic, but the co-sponsoring department should also be readily identifiable.

- Only those student organizations recognized by the MTSU Student Government Association are allowed to use the University’s name.

- To avoid being perceived as an official University logo, student organization and/or student event logos should not contain the MT logomark or the Middle Tennessee State University name within them. However, stating that an event or organization is “at MTSU” in text may be acceptable. Separate, prominent, and clear use of an approved MTSU mark can be elsewhere on the item (for example, on a T-shirt the logomark might appear on a front pocket or a sleeve, while the independent event/organization design appears on the back) but not directly connected to the organization or event graphic.

- Student organizations and campus departments may include a sponsor name/logo along with University marks on products and some advertising. However, the student organization/department’s name must be included in such a way as to convey that the relationship is a partnership and not an endorsement by MTSU. University departments will need to secure approval of any joint advertisement from Academic Marketing.

- Small items such as lapel pins should use a single design in appropriate colors or metals. Longer or formal names for schools and colleges, departments, or events should be on larger buttons or badges, not lapel pins. Creative and Visual Services can design or recommend treatments.

- Use of a current student-athlete’s name or likeness on commercial merchandise is a violation of NCAA rules and can result in the student-athlete being declared ineligible. Any use of a student-athlete’s name, nickname, or picture must be approved by the Athletics Compliance Office.

- Use of art or other intellectual property owned by a third party must be approved by that entity in writing and submitted to Creative and Visual Services along with the desired artwork.

- Marks saved from websites are not high enough resolution for any other use.

- If you will be purchasing items for giveaway or resale, please consider coordinating the purchase with Creative and Visual Services. Not only can we ensure that you use the correct marks and
reduce vendor fees and issues with licensing, but Marketing and Communications may elect to add on to your order, reducing your cost per piece due to higher quantities.

- For usage requests falling outside the above guidelines, Creative and Visual Services personnel or the Marketing and Communications office will review the specific request and determine if the usage is appropriate. All commercial use of the MTSU registered marks also must be approved by CLC.

**MTSU REGISTERED MARKS**

**MTSU Wordmark**
The MTSU wordmark is the primary academic mark for the University. The only allowable modifications of the wordmark are the additions of department, office, center, or program names within the visual identity system.

The wordmark should be used only in official configurations as created by Creative and Visual Services and should appear superior and larger than any other MTSU identifier or secondary mark(s).

**Wordmark Presentation**
The “color” version (either two-color or four-color) of the MTSU wordmark contains the words MIDDLE TENNESSEE and STATE UNIVERSITY in black, along with a “swoosh” in MTSU blue. Do not reverse the colors of this treatment.

The mark can also be rendered in all black, all blue (Pantone Matching System [PMS] 300), or reversed in all white on a solid background color. The wordmark should not be reproduced in any color other than black, MTSU blue, or white. Contact Creative and Visual Services for appropriate files, creativeservices@mtsu.edu, mtsu.edu/creativeservices, or 615-898-2744.

**MT Mark Presentation**
Likewise, the MT may be rendered in all black, MTSU blue (PMS 300) and black, in all MTSU blue, or reversed in white on a solid background. No other color treatments are allowed.

**Wordmark and True Blue Stack**
The I Am True Blue mark can be combined with the MTSU Wordmark in order to minimize space allocated to both marks. The same color restrictions apply.
MTSU Academic Signatures

The official names of departments, colleges, centers, offices, and other units may be positioned with the MTSU wordmark in conformity with the University’s visual identity. Please request that CVS design the appropriate suite of marks for your area.

Symbols or graphics representing professional affiliation or the mission of an area may be used, and may be used consistently on many outreach materials for the area; however, the graphic must be used separately from the area’s signature and clearly subordinate in size and position to it.

A tiered identification system is used to identify academic areas within the MTSU visual identity system. Colleges and schools are identified in Optima Demi using all caps. Departments and centers are presented in upper and lowercase in Optima Demi Italic. Programs and concentrations appear in italic. It is not mandatory that the full hierarchy be displayed at all times.

Alternative Academic Signatures

There are times when the name of a program, department, or other area needs to garner special attention that the standard visual identity system does not provide. In those cases, and only with prior approval from CVS, an area may make use of an alternate system of identification authorized by MTSU. This system does not supplant the standard identity. All requirements still must be met (wordmark on the cover or most dominant location, EOE statement, publication number, use of the True Blue mark, etc.), but the name of the program or area may be rendered more prominently.

In the alternate signature system, the name of the unit is rendered in Avenir Heavy or a combination of Avenir Heavy and Avenir Light. The primary words in the signature are in all caps for every unit, with subordinate words (and, of, for) in lowercase. Unit names will align with the baseline of the MTSU registered mark and either with the top of the MTSU wordmark or the top of the T in the MT logomark. When placed below an MTSU registered mark, the name of the unit may take up more horizontal space than the name of the University per Creative and Visual Services guidelines and dependent on the number of letters in the unit’s official name.
The MT Logomark
While the wordmark is the preferred branding symbol for MTSU as an academic institution, a less formal mark has been developed for some applications. It incorporates the slanted, interlocking “MT” with the full name of the University and is called the MT logomark.

The MT can be centered above the name of the institution or positioned to the left. The typographic treatment remains the same as on the wordmark, with MIDDLE TENNESSEE in bold and STATE UNIVERSITY in regular weight.

The MT logomark must be accompanied within the publication or website by the name of the University for clarity.

MT Icon Marks
There are times when you want to have a mark that sets your program apart as a unique or special entity. You can work with Creative and Visual Services to create a unique “MT icon” for your college or department for non-academic use.

Mathematics and Science Education
Doctor of Philosophy Program
University Writing Center
Writers’ Studio • Multimedia Composition Center
Walker Library

Please contact CVS to discuss your needs, creativeservices@mtsu.edu, mtsu.edu/creativeservices, or 615-898-2744.
I Am True Blue Mark

The I Am True Blue mark should be included on all external communications. It comes in a version that is all on one line (the horizontal version) or on two lines (the stacked version) with the name of the University underneath. If the name of the institution is prominently displayed elsewhere in the piece, the line underneath the I Am True Blue may be removed. I Am True blue may be rendered in all black, all blue, all white, or in black and MTSU blue. Please request the appropriate file from Creative and Visual Services, creativeservices@mtsu.edu, mtsu.edu/creativeservices, or 615-898-2744.

MTSU Athletic Logos

MTSU athletic marks are used to represent sports teams and organizations. They also appear on trademarked merchandise regulated by Collegiate Licensing Co. These marks, including the MT with the horse, the stylized Blue Raider graphic, and the Lightning mascot cartoon, are reserved for Athletics use only. They are not appropriate for academic publications, electronic media, or web pages. Contact Athletics Communication for more information, owens@goblueradiers.com
The MTSU Seal
The seal is for official or formal materials representing Middle Tennessee State University, specifically the President’s Office and the Board of Trustees.

If rare authorization is granted for using the seal, the following applies with no exceptions:

- The seal may not be altered in any way or combined with other logos or marks.
- The seal may not be screened in patterns, stretched, condensed, or otherwise visually distorted.
- Use of the seal in any colors other than black, PMS 300, or metallic silver or gold must be approved by Creative and Visual Services.
- Authorization to use the seal is for one time only.

You are encouraged to use the wordmark, MT logomark, or one of several versions of the athletic logo (with Athletics’ permission) over requesting the MTSU seal.

Digitized MTSU Trademarks
Official University marks can be combined with school or department names to comply with established standards for embroidered items. When setting up for stitching, spacing of elements is important.

A sans serif font set in all caps is recommended for the name of the school, department, or organization when this type is set up by the vendor. All vendors don’t use the same equipment or software, but a plain block font should be available. This alternative should offer some consistency in maintaining MTSU’s visual standards. Try to match, as closely as possible, the official blue (Pantone 300) for fabric or thread.

How to Get MTSU Registered Marks
You may request MTSU marks from Creative and Visual Services, mtsu.edu/creativeservices, creativeservices@mtsu.edu, or 615-898-2744.

Let us know where the mark will be used and whether it will be all black or black and blue so that we can send the right kind of file. Using MTSU marks implies agreement to follow the branding policy.

Please don’t scan the wordmark from printed pieces nor copy them from the website, both of which are prohibited for external publications due to the poor quality of these images. Don’t try to build a mark from other available logos.
OTHER STANDARDS

EQUAL OPPORTUNITY STATEMENT

Creative and Visual Services affixes the EOE statement to materials that will be used to recruit students or staff. Preference is given to the long EOE statement, whenever possible. A shorter version exists for use when the document itself is too small to accommodate the larger statement. CVS includes the authorization number at the beginning of the EOE statement for ease of use and consistency in placement.

Long EOE statement

authorization number / Middle Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/ expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by MTSU. The Assistant to the President for Institutional Equity and Compliance has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Cope Administration Building 116, 1301 East Main Street, Murfreesboro, TN 37132; Marian.Wilson@mtsu.edu; or 615-898-2185. The MTSU policy on non-discrimination can be found at www.mtsu.edu/titleix.

Short EOE statement

authorization number / Middle Tennessee State University does not discriminate on the basis of race, color, national origin, sex, or disability. See our full policy at www.mtsu.edu/titleix.

STATIONERY

Letterhead and envelopes, including reprints, should be ordered through Creative and Visual Services (online ordering system: mtsu.edu/publications/stationary.php) in one- or two-ink colors. A variety of memos, notepads, labels, and other stationery items also is available.

MTSU Printing Services (615-898-2924) is the only vendor authorized to print MTSU stationery. MTSU letterhead is standard for all offices, departments, units, or centers. Personalized University letterhead is not sanctioned.

The MTSU business card follows a standard template. Only official titles as designated by Human Resources can be used on business cards and other stationery. MTSU typically does not issue business cards to retired or part-time faculty, volunteers, students, graduate assistants, or adjuncts. We use a standard layout for all business cards and do not alter the formatting for individuals. It is possible to print additional information on the back of the card (a second language, for instance) for the cost of a two-sided card. Please contact Creative and Visual Services directly for those special orders at creativeservices@mtsu.edu. In the case of multidepartmental or multorganizational appointments, a second card is recommended.

ATHLETIC STATIONERY

Letterhead, business cards, and other stationery for athletic entities follow a different style than academic areas and are subject to a different set of guidelines. See the MT Athletic Style Guide.

NAME BADGES

Magnetic name badges can be ordered through Creative and Visual Services. A standard design (including the name of the person and department name but no titles) upholds a consistent display of the MTSU brand across campus and in the community. Badges are available in sturdy plastic or metal versions. Order from mtsu.edu/creativeservices/order-name-badge.php.

CAMPUS SIGNAGE

A campus-wide plan has been developed to promote a consistent visual standard for all University signage. Please consult with the Campus Planning office before ordering any internal or external signage.


**ELECTRONIC MEDIA**

**Web Page Guidelines**

Web pages must be regarded in the same light as publications and written communication in terms of significance to MTSU branding and identity. All pages will abide by federal copyright and other applicable laws, as well as University policies. Personal web pages are encouraged, but content should be consistent with MTSU policies.

The University uses a consistent template style for all official and program pages. Official pages represent MTSU and its programs and should follow MTSU branding policy. All official pages should follow MTSU style for electronic information to maintain consistency in the use of punctuation, capitalization, titles, and the wordmark. Review guidelines and access resources at mtsu.edu/itd/itd/web-development.php

While the faculty listings on the MTSU website are consistent, the University recognizes the difference between official and personal pages and allows faculty to link to their personal sites. Personal pages do not have to follow visual guidelines but should not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of MTSU.

Web page design should follow the standards established by Section 508 of the Rehabilitation Act to ensure accessibility for individuals with disabilities. These federal standards can be viewed at section508.gov.

The Division of Marketing and Communications, in coordination with ITD and the Information Technology Division Web Design Committee, oversees the MTSU home page and the pages directly linked from the main page. MTSU reserves the right to review pages that are linked to University pages to ensure consistency.

**Video Production**

The Division of Marketing and Communications produces promotional video for MTSU. Questions about MTSU promotional videos should be directed to the Academic Marketing office at 615-494-7800 or rob.janson@mtsu.edu.

Production Services (mtsu.edu/mtshwrks/index.php) supports the MTSU community with conference and classroom audio-visual assistance, live production, and equipment rentals.

**Social Media**

Official MTSU social media outreach is handled by the Academic Marketing office at 615-494-7800 or john.goodwin@mtsu.edu.
Middle Tennessee State University follows the *Associated Press Stylebook*, with some exceptions specific to MTSU. CVS proofreads external materials to ensure that they conform to University style.

Our internal guide continues to develop over time, but please note the following MTSU peculiarities in style as differentiated from AP and some common AP style guidelines.

- Capitalize “University” when referring to Middle Tennessee State University, except when referring to a general university function, service, or event. Do not capitalize when the lone use of university refers to another institution. Likewise, capitalize Commencement when referring only to MTSU’s ceremony, but not for general use.
- MTSU can be used on first reference and thereafter, but Middle Tennessee State University can be spelled out in the first reference in a publication if there is room. However, MTSU does not necessitate a parenthetical reference for its acronym.
- Capitalize “President,” “Dean,” “Chair,” and “Director” when preceding a name, but not following a name.
- Religious and military titles are capitalized when they precede a name, but lowercased when they follow, replace, or are used in apposition.
- After first reference, the last name is used with no titles at all.
- Fall, spring, and summer semesters are not capitalized unless they are referring to a specific semester.
- For the sake of clarity and to avoid misunderstandings, MTSU uses the Oxford, or serial, comma after the penultimate item in a list of three or more items, before “and” or “or.”
- Use periods with abbreviations ending in lowercase letters.
- Acronyms should only be used after the full phrase has been used (MTSU is an exception). Include a parenthetical reference to the acronym after spelling out the word, phrase, or title on first reference.
- Acronyms using capital letters do not need periods after the letters.
- Spell out and use lowercase for: bachelor’s degree, master’s degree, doctor’s degree, or doctorate.
- If you prefer to abbreviate specific degrees, be sure to use periods after all the letters: B.A., M.S., Ph.D., B.F.A.
- Bulleted text that is a sentence fragment does not require an initial capitalization or punctuation at the end of the fragment. Full sentences do require capitalization and punctuation. Try to keep consistency with either fragments or sentences in a list. Strive for consistency in tense and what part of speech begins the point.
- An ellipsis should be #.#.#.# (space dot space dot space dot space).
- No spaces are used before or after an em dash or an en dash.
- Spell out numbers one through nine in most cases. Use numerals for ages, fractions greater than one, and dimensions. Percentages, room numbers, ratios, times, decimals, and floor numbers should be expressed in figures.
- When listing phone numbers, omit the 1 and hyphenate.
- Do not include Tennessee when referencing a city unless the city name is one that is better known in another state or country like Paris or Cleveland.
- Other state names should be spelled out in running text or standing alone when possible.
- Postal abbreviations for states should only be used when part of an address.
- Do not include the www. in URL references.
CONTACT INFORMATION

- Well-prepared communication takes time. For help creating any form of printed material, photography, design or graphics, contact Creative and Visual Services at mtsu.edu/creativeservices, creativeservices@mtsu.edu, or 615-898-2744.
- Questions about advertising should be directed to the Academic Marketing office at 615-494-7800 or david.foster@mtsu.edu.
- Questions about licensed use of MTSU’s trademarked and registered logos should be directed to our Collegiate Licensing Co. representative at 615-494-5135, Danielle.Mayeaux@mtsu.edu, or goblueraiders.com/sports/2016/9/29/GEN_0710140222.aspx.
- Questions about MTSU promotional videos should be directed to the Academic Marketing office at 615-494-7800 or rob.janson@mtsu.edu.
- Questions about MTSU social media outreach should be directed to the Academic Marketing office at 615-494-7800 or john.goodwin@mtsu.edu.
Stationery FAQs

What is considered to be stationery?
Business cards, letterhead, electronic letterhead, envelopes (all sizes), memo pads, notepads, router pads, notecards, and mailing labels are all considered to be stationery. The format, fonts, marks, and colors are defined by the University and may not be altered. Stationery is one of the key branding elements of Middle Tennessee State University.

Where can I find templates of the different kinds of stationery?
Templates for most MTSU stationery can be found at ________________.

Who can have University business cards?
Business cards can be ordered for full-time faculty and staff, some part-time staff as determined by their supervisors, professors emeriti as determined by Human Resources or the Provost Office, some graduate assistants, and some students who have significant recruiting or research presentation responsibilities upon request and approval.

Can I use my own design on my business card or provide a different paper to use?
No. The University has an approved standard format for official University business cards. The standard design applies to the paper the cards are printed on, colors, the typeface used, and the graphics allowed. The standard must be followed.

What if I want something different on my card?
You can order a two-sided business card. The front side will be the approved University format. Ask Creative and Visual Services to design the back of your card to meet additional information or contact needs.

Can I have personal University letterhead and envelopes?
No. Official University letterhead and envelopes can be created for offices (Office of the President, Office of the Dean, Office of the Chair, etc.), colleges, programs, centers, etc., but are not created for individuals. Memo pads and note cards can be produced for individuals.

May I put a special graphic or seal on my letterhead?
Certain secondary graphics, such as accreditation seals, may be affixed, smaller than the MTSU wordmark, in the lower right-hand corner of letterhead, pending CVS approval.

Why do I have to have the University street address on envelopes?
The Post Office requires it.

Why do I need an account/index number on envelopes?
If you plan to send through the MTSU Post Office, the account/index number identifies who to charge for postage. If you opt to leave off the account/index number, you must apply postage before mailing.

How can I place my stationery order?
It’s easy! Just go to the Creative and Visual Services webpage (mtsu.edu/creativeservices) and click on the Stationery link (mtsu.edu/creativeservices/stationery.php) to start your order. Just follow the prompts and submit your order.

How can I order a reprint?
Either order through the online stationery ordering system at MTSU.edu/creative services/stationery.php or email creativeservices@mtsu.edu to request your reprint.

Stationery for Athletics is different from other University stationery. Can I use the online system for ordering Athletics stationery?
Athletics stationery can be ordered through mtsu.edu/creativeservices/order_form_pub.php. MTSU’s Athletics Director worked with Creative and Visual Services and the Office of the President to create the official, standard format for Athletics stationery, and that standard format is to be used for all Athletics stationery.

Why do I have to go through Creative and Visual Services to order stationery?
CVS is responsible for making sure that stationery meets the University’s branding standards, that the nondiscrimination statement is current and correct, and for tracking print numbers for reporting purposes. All stationery is to be ordered through Creative and Visual Services and printed on campus by Printing Services.

Who do I contact if I have additional questions?
Contact Creative and Visual Services at creativeservices@mtsu.edu or call 615-898-2744.
APPENDIX A, CONT.

Sample Stationery (Not all items are represented. Not to scale.)
Middle Tennessee State University

Current Revision Date: 02/26/18

Established: 1911
Location: Murfreesboro, TN
Mascot: Blue Raiders

Conference: Conference USA

NOTE: The marks of Middle Tennessee State University are controlled under a licensing program administered by Collegiate Licensing Company. Any use of these marks will require written approval from Collegiate Licensing Company.
APPENDIX C

Marketing and Communications

The Division of Marketing and Communications is responsible for University marketing, advertising, branding, and promotions. The division serves as an internal, full-service public relations and advertising agency for MTSU. We help combine individual department outreach objectives with the larger branding position of MTSU to achieve recruitment and positioning goals for the University.

Marketing and Communications responsibilities include publishing MTSU Magazine, as well as specialty magazines for the colleges and other units; producing videos, television and radio commercials, and programming; generating content for social media, the University’s primary website (mtsu.edu) and its news site (mtsunews.com); serving as a liaison and resource for outside media; creating the University’s major reports; and assisting the Office of the President with messaging and campus communication. The division also includes the offices of Creative and Visual Services, which provides graphic design and photographic services to the campus, and University Printing Services, which includes Blue Print Solutions in the Student Union Building.

Marketing and Communications works to promote MTSU’s mission, goals, and good works in a manner that’s clear, consistent, and compelling.

Andrew Oppmann
Vice President and Spokesman
Marketing and Communications
205 Cope Administration Building
Middle Tennessee State University
Murfreesboro, TN 37132
615-494-7800
andrew.oppmann@mtsu.edu

Marketing and Communications Directors

Ed Arning
Director, Printing Services
Printing Services Building, Room 100
Middle Tennessee State University
Murfreesboro, TN 37132
615-898-2924
ed.arning@mtsu.edu

David Foster
Director, Academic Marketing
Marketing and Communications
205 Cope Administration Building
Middle Tennessee State University
Murfreesboro, TN 37132
615-898-5033
david.foster@mtsu.edu

Jimmy Hart
Director, News and Media Relations
Tom Jackson Building
Middle Tennessee State University
Murfreesboro, TN 37132
615-898-2919, Ext. 5131
jimmy.hart@mtsu.edu

Kara Hooper
Director, Creative and Visual Services
Fairview Building, Room 130
Middle Tennessee State University
Murfreesboro, TN 37132
615-494-8693
kara.hooper@mtsu.edu

Jack Ross
Senior Director, Resource and Operations Management
Fairview Building, Room 130
Middle Tennessee State University
Murfreesboro, TN 37132
615-898-2875
jack.ross@mtsu.edu

Drew Ruble
Senior Editor of University Publications
Fairview Building, Room 130
Middle Tennessee State University
Murfreesboro, TN 37132
615-494-7752
drew.ruble@mtsu.edu