Discover
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The primary benefit of a strong brand is trust.
Introduction

Our approach to branding is based on several core beliefs about human behavior. People generally –
1. Judge a book by its cover
2. Prefer what is familiar
3. Desire meaningful connections

A strong brand responds to these human qualities and delivers benefits to an organization when it –
1. Looks attractive
2. Expresses consistency
3. Establishes relevance

We have a system to help us achieve the benefits of a strong brand identity. The system’s elements include –
1. Logo
2. Color palette
3. Typography system
4. Graphic design elements
5. Writing style guide

The primary benefit of a strong brand is trust. Trust is built over time through high-quality, consistent behavior. Using the brand identity system to represent Chemeketa will contribute to high-quality consistency and strengthen trust in Chemeketa so that our students are confident we can help them, our funders are comfortable with our stewardship and our community sees us as an asset.
Logo Usage

The Chemeketa logo is derived from our name. Chemeketa means “Place of Peace” in the language of the local Kalapuya Native Americans.

The rich-earth colored circle marks the perfect boundary of a gathering place.

The flourish-green arrows represent aspirations flowing into this place where they connect and interact.

That interaction inspires the human figures enveloped in harvest gold to return to their communities enriched and inspired to serve because of what they learned at Chemeketa.

The tagline “Discover” functions as both a promise of expanded potential and a call to action to learn more about what Chemeketa offers.
Primary versus secondary versions

The primary version of the logo includes the tagline and is preferred for most uses. The secondary version without the tagline is useful when the application is so small that the tagline would be illegible.

Size

The dimensions listed here in inches and pixels represent the smallest allowable size for the Chemeketa logo in both print and digital applications.

Clear space requirements

The clear space around a logo amplifies its significance and enhances its appearance. It must never be crowded by text, images or other design elements.

Color versus black and white versions

Always use the white version of the logo on a dark background. The black version is used in black and white reproduction. Use the color version of the logo in all other cases.
Unacceptable uses

The Chemeketa logo has three elements –
1. The seal illustrating the Place of Peace
2. The logotype treatment of the words Chemeketa Community College
3. The tagline Discover

These three elements must always be used in precisely the same relationship when representing the college. Logos for subbrands like locations, programs and departments have a variation on the college logo.

We have more flexibility when using the elements apart from the logo. For example, the seal can be used as a stand-alone graphic element.
Color Palette

Our brand identity system consists of primary and secondary colors.

The primary colors are found in the logo and as part of the foundation of our graphic language.

The secondary palette provides complementary accents to the primary colors.

Each of the colors in our palette may be used in tints ranging from 1% to 99%.
Chemeketa marketing communications uses the Avenir family of fonts. That font is not standard in Microsoft Office, so Arial is the preferred alternative font for general college communications.

Use only initial capital letters followed by lower-case letters when writing –

- Chemeketa Community College
- Discover
Legal Mandatories

All external communications must include the appropriate version of the following legal statements.

Long—Use for multi-page publications

Chemeketa Community College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age, gender, gender identity, sexual orientation, pregnancy, whistleblowing or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state or local laws.

Under College policies, equal opportunity for employment, admission, and participation in the College’s programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other College efforts designed for that purpose.

Persons having questions or concerns about Title IX, which includes gender-based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking, contact the Title IX coordinator at 503.365.4723, 4000 Lancaster Dr. NE, Salem, OR 97305, or http://go.chemeketa.edu/titleix. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer at 503.399.2537, 4000 Lancaster Dr NE, Salem OR 97305

To request this publication in an alternative format, please call 503.399.5192.

Short—Use for single page, single or double-sided publication

The College is an equal opportunity/affirmative action employer and educational institution committed to an environment free of discrimination and harassment. Questions regarding sexual harassment, gender-based discrimination and sexual misconduct policies or wish to file a complaint contact the Title IX coordinator at 503.365.4723. For questions about equal employment opportunity and/or affirmative action, contact 503.399.2537. To request this publication in an alternative format, please call 503.399.5192.

Mini—Use for statement only in newspaper/journal advertisements where space is at a premium

EO/AA/ADA/Title IX institution
Production Process

The Office of Public Information, Marketing and Student Recruitment provides resources to help you represent Chemeketa in accordance with the brand identity system.

The Brand Identity System site on Employee Dashboard has templates you can use to create –

1. PowerPoint presentations
2. Flyers
3. Electronic stationery

Our staff is available to help should your communication needs go beyond the prepared templates. Our copywriting, graphic design and project management skills are free to you. We usually require that you pay for reproduction. We can provide print estimates for your approval, and we can help you design a piece to fit tight budgets.

We suggest the following process for our collaboration –

1. Contact our office to schedule a meeting to start work
2. Prepare to engage us in a conversation about your audience and how you benefit them
3. Give us a deadline, preferably at least eight weeks after our meeting date
4. Tell us what your budget is for this project

Photographing and Videoing Individuals

When do we need permission to use an individual’s image?

The law requires written permission for use of an image if either or both of two conditions are met –

1. Individuals captured are identifiable and had an expectation of privacy
   This includes individuals in the following spaces unless these spaces are being used to host classes, lectures or other public events: residential spaces; private offices; libraries; in chapels or worship spaces; and in secluded spaces engaged in private conversation.

2. The individuals captured are identifiable and the image is used for marketing or promotional purposes
   This applies when an individual or individuals are identifiable and “featured” — the focus of an image — for websites, publications, e-communications, social media etc. for the purposes of: promoting academic or administrative programs; promoting events in advance; fundraising; recruiting; and encouraging attendance or participation, etc.
Writing Style Guide

This guide is assembled and maintained by the Office of Public Information, Marketing and Student Recruitment. It is intended to help anyone preparing written material on behalf of Chemeketa Community College.

Personality and Tone

If Chemeketa were a person she would be –

- Warm
- Smart
- Sincere
- Caring

Think of Chemeketa as a beloved and respected big sister or aunt who you trust to be real with you. She is compassionate yet clear and direct in her communications, and she always has your best interests at heart.

Writing conversationally helps convey the attributes of our preferred brand personality. Imagine you are talking to a person who represents your audience, write down what you would say. Then use these tactics to shape that conversation into a composition –

- “You” and “we” will create a better impression than “the student” and “the College”
- Eliminate legalese and dry, uninteresting writing
- Simplify
  - Keep text to short sentences and paragraphs
  - Numbered or bulleted lists are effective
  - Use subheads that explain what will be found in each block of copy

Abbreviations and Acronyms

Avoid using abbreviations unless they are universally recognized.

Academic Degrees

- Do not use periods with academic degree abbreviations
- AAOT  AS  ASOT-BUS  EdD  MA  MAT
- AAS  ASD  BA  JD  MBA  MEd
- AGS  ASOT  BS  LLM  MS  PhD

Administrative and Academic Titles

- Place abbreviations of academic credentials after the person’s name
- Jim Eustrom, MEd
- Cheryl Buckholz, PhD
- Only use Dr. for physicians
- In lists, style faculty credentials as follows –


Chemeketa Community College

- Never use CCC as an abbreviation for Chemeketa Community College
  - After establishing our complete name, you may shorten subsequent references to Chemeketa or the College
Dates and Times

- Months of the year should be spelled but those that are 5 letters or longer can be abbreviated with the first three letters:
- Spell out days of the week, but you can abbreviate with the first three letters of their names if space is limited:
- Avoid using numerals such as 6/16/17 to indicate dates as this may be confusing to international students.
- Times should be written with space between the number and am/pm designation. Do not include periods when writing am and pm:
  7 am
  8:15 pm
- Use a hyphen with no spaces to separate times in a range:
  7 am–2 pm

Other Abbreviations

- Avoid shortening common Chemeketa names:
  general education not gen ed
  college preparation not college prep

Acronyms

- Generally colleges use too many acronyms:
  Try to use the full name or a common noun in place of the full name.
- Use full name on first reference followed by the acronym in parentheses, then the acronym may be used on subsequent references:
  The Chemeketa Center for Business and Industry (CCBI) houses our Small Business Development Center (SBDC).

Capitalization

- In general colleges treat too many words as proper nouns:
  - So words with initial capital letters tend to proliferate beyond what is common practice in the English language.
- Try to guard against inventing proper nouns.
- When in doubt, do not capitalize.

Administrative and Academic Titles

- Capitalize and spell out formal titles when they precede a name and use lowercase when used alone or after a name:
  President Julie Huckestein
  Julie Huckestein, president of Chemeketa
  Board of Education Chair Betsy Earls
  Betsy Earls, chair of the Board of Education
- Titles should be lowercase when used without a name:
  The marketing director completed the ad campaign on time.

Board of Education

- Capitalize when referring to the Chemeketa Board of Education:
  - Use Board on second reference.

College

- Capitalize College when it stands for Chemeketa Community College:
  - The substitute Chemeketa is preferred but the College is acceptable.

Courses, Degrees, Departments, Majors Offices and Programs

- Official names of courses should be capitalized:
  She teaches Applied Geometry.
- Do not capitalize names and descriptions of classes programs when used generically:
  She teaches geometry.
- All references to academic degrees should be lowercase unless abbreviated:
  associate degree
  AAOT
• Capitalize these names of departments, offices and special programs. If use requires a modifying noun, capitalize it also: Capital Projects and Facilities Department.

Academic Development
Academic Progress and Regional Education Services
Applied Technologies Apprenticeship
Auxiliary and Contracted Services
Budget and Finance Business Services
Capital Projects or Facilities or Capital Projects or Facilities
Career Center Chemeketa Bookstore
Chemeketa Foundation Chemeketa Online Chemeketa Press
Chemeketa Scholars College Access Programs
College Advancement College Credit Now
College Support Services Community Education
Copy Center Corrections Education Counselling and Student Support Services
Disability Services Diversity and Equity eLearning and Academic Technology
Emergency Services Enrollment Services
Enrollment Center Financial Aid
Financial Management First Year Programs
General Education and Transfer Studies
Grants Office Governance and Administration
Health, Human Performance and Athletics Health Sciences
High School Dual Credit High School Partnerships
Human Resources Humanities & Communications
Information Technology Institutional Research
Instruction and Student Services International Programs
Library and Learning Resources Legal Resources
Marketing, Public Relations and Student Recruitment
Math and Science Multicultural Center
My Chemeketa Northwest Innovations
Operations Management Planning and Lean Development
President’s Office Public Safety
Risk and Emergency Management Social Science, Human Services, Business Technology, Early Childhood Education
Student Development and Learning Resources
Student Retention and College Life Teaching and Learning Title IX Office Tutoring Services
Veterans’ Services Yamhill Valley Campus (YVC)

• Do not use capital letters when referring to the services of these departments or programs
  budget not Budget
counseling not Counselling
marketing not Marketing

• Do not capitalize the informal names of departments
  the foundation not Foundation
  the bookstore not Bookstore

• In informal names and descriptions of academic departments, capitalize only proper nouns
  (Informal names often begin with the subject)
biology department
education department
English department

• Lowercase academic majors except for proper nouns
  history
  Spanish

• Capitalize the formal names of Chemeketa programs but not the word program
  Automotive Technology program
  Early Childhood Education program
  Hospitality and Tourism Management program

• Do not capitalize the generic term career technical education
  Do capitalize its abbreviation CTE

• Parking lots on the Salem Campus are identified with an initial capital letter
  Blue lot
  Teal lot
Headings and Subheadings

- Capitalize the key words in headings and labels

Locations

- Capitalize our location names
  Salem Campus
  Polk Center

Other Capitalization Rules

- Avoid turning frequently used common nouns into proper nouns
  - general fund not General Fund
  - self-support not Self-Support
  - unit plan not Unit Plan
  - fall term not Fall term
- Compass directions are lowercase unless they are part of an address
  north, south, east or west
  Lancaster Drive NE
- Words referring to specific regions or place names can be capitalized
  Pacific Northwest, the South, the Eastern Seaboard
- Capitalize identifying terms that refer to a specific region
  Hispanic, African-American, Asian-American, Native American, Pacific Islander
- Use lowercase when referring to an ethnicity or race
  black, white

Inclusive Language

- When possible refer to a specific country of origin
  Guatemalan instead of Hispanic
- Use international students not foreign students
- Use people with disabilities or hearing impaired not disabled people or deaf

Confusing Terms

- Advisor, not adviser

Alumna, Alumnae, Alumni, Alumnus

- Alumna: singular, female
- Alumnae: plural, women only
- Alumni: plural, men only or men and women
- Alumnus: singular, male
- Alum: casual form for male or female appropriate for informal contexts

Ages

- Always use figures
  The Chemeketa Scholar is 18 years old.
  She just turned 30.
- If ages are expressed as adjectives before a noun or as substitutes for a noun, use hyphens
  He has a 3-year-old child
  The room was full of 50-year-olds

Buildings and Rooms

- Use initial capital letters and abbreviations
  Bldg. 2, Rm. 208
Other Usage Guidelines

Bullet Point and Numbered Lists

- Text after bullet points or numbers loses its right to be treated as a sentence
  - Do not place a period at the end of text in a bullet point or numbered list
  - Express a single thought in a bullet point
- And use sub-bullets to convey subordinate thoughts
  - Always use an initial capital letter in the first word of a bullet point

Chemeketa Pronunciation

- According to the cultural resources manager of The Confederated Tribes of Grand Ronde, pronouncing Chemeketa with the hard “cha” is more accurate than saying “sha”
  - Cha-meketa not Sha-meketa

Contact Information

- Preferred order and format for printing is –
  - For more information, contact –
    - Meghan Gallop, Marketing Coordinator
    - Salem Bldg. 2, Rm. 208
    - 503.399.2517
    - meghan.gallop@chemeketa.edu
- For online or digital publications, use –
  - For more information, contact –
    - Meghan Gallop, Marketing Coordinator
    - Salem Bldg. 2, Rm. 208
    - 503.399.2517
    - Email

Email

- Use as one word
  - email
- Do not use the hyphen form e-mail

ESOL

- Not ESL
  - She teaches English to speakers of other languages.

Grades

- Use grade point average on first reference and GPA subsequently
- Use letter grade with no quotation marks
  - She earned an A in Psychology of Human Relations

Internet

- not internet

Locations

- The Chemeketa Board of Education has approved official names of our locations
  - Chemeketa Brooks
  - Chemeketa Eola
  - Chemeketa Yamhill Valley
  - Chemeketa Center for Business and Industry
- Certain programs have a strong affiliation with particular locations but they should not be used in place of the official location name
  - The Northwest Wine Studies Center at Chemeketa Eola
  - The Regional Training Facility at Chemeketa Brooks
- Campus applies only to our Salem and Yamhill Valley locations
  - All other locations are centers
    - Salem Campus
    - Woodburn Center
My (student service)

- Chemeketa has an established method of identifying particular student services using My as a prefix
  - In all cases there should be a space between the names of the service
    - My Chemeketa
    - My Game Plan
    - My Orientation

Money

- Use the dollar sign and the shortest possible designation for currency
  - $4
  - $0.50

Telephone

- Separate with periods
- Do not use parentheses
  - 503.584.7153

Online

- One word, not hyphenated

Websites

- Do not print http:// or www as part of the address chemeketa.edu
- Web URL addresses should be all lowercase or all capital letters
  - Do not mix
- Do not underline sites in print material
- Web page not webpage

Punctuation

Colons

- Use a colon after a complete sentence to introduce a series and capitalize the first word after the colon
  - Robert LaHue has several responsibilities: Social media, the monitor network and electronic signs

Commas

- Use a comma after elements of a series but not before the coordinating conjunction
  - Diversity, sustainability and quality
- Faculty, students or parents

Exclamation Marks

- Exclamation marks are properly used to convey the equivalent of shouting a command
  - What are you doing? Stop!
- Exclamation marks are not effective for motivating or conveying excitement
- Exclamation marks are not allowed in most college communications

Dashes

- Use a dash (–) not a colon (:) to introduce lists or sections of information not in a sentence
  - CTE programs include instruction in –
    - Business
    - Health
    - Technology
Writing for the Web

- Audience
  - Website copy has one purpose: Get the reader to take the step
  - The site visitor has one objective: Find a specific piece of information
- Visitors will decide within 3 seconds of landing on a page if it is worth exploring
  - They determine this by making a quick scan of the page
- Brevity
  - Content should be organized into small chunks
- Provoke interest with the heading being a call to action –
  - Why choose _____?
  - What you will learn
  - Your career opportunities
- Make the first sentence of each copy chunk convey the main message of that block of copy
- Use numbered or bullet-pointed lists wherever possible
  - Word count goal is 350 words per page
- Do not exceed 500 words on a page
- One concept per page
  - Write for a 6th grade reading level
  - Short sentences
  - Common language
  - Avoid multi-syllable words
  - Tone
    - See the description of the Chemeketa brand personality and tone at the beginning of this guide
    - Conversational
  - Imagine you are talking to your target audience
  - Make your first draft as if you were writing down what you said
    - Second person
  - “You will…” NOT “The student will…”
    - Avoid institutional jargon
    - Distinguish between pages that have a goal of persuading the audience versus pages with the goal of providing information to facilitate a transaction
  - Match your writing style to the purpose of the page