



CENTRAL OREGON
community college

CENTRAL OREGON COMMUNITY COLLEGE

STYLE GUIDE

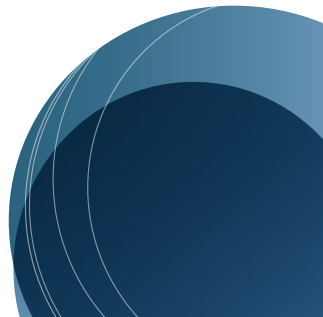


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The COCC Logo

Since 2008, this mark has served as the exclusive logo for Central Oregon Community College. It represents the COCC spirit in that it is positive and hopeful, that it provides light (the sun and moon) and guidance, it is professional, yet friendly and approachable. It was developed by a local agency, The Shop. The logo is comprised of two parts: the logotype and the COCC symbol or mark.



These two components should always be used as **one** unit together. The logotype and symbol/mark should **never** be used separately.

The COCC logo should never be altered or modified. Position, size, and color, along with the spatial and proportional relationships of the COCC logo elements are predetermined and should not be altered. Please see other guidelines and details in this guide.

The COCC Symbol/Mark

Whenever possible, use the complete logo shown above. However, when spatial circumstances are **extremely** limited, it may be possible to use this single mark that has 'COCC' enclosed within the symbol. Exceptions include situations where sizing of the logo proportions would take the tagline below a legible 6 point type size.*



*You **must** contact the Office of Marketing and Public Relations at 541-383-7596 for approval to use this mark.

Logo Variations

We request that you use the color logo whenever possible. However, we understand that there are certain circumstances that require a one-color or tonal version. For that reason, we have these additional logo options. All of these are available to download from our website in multiple formats depending on your needs.



4 color logo



White knockout logo*



Black & White logo



Black knockout logo*

**Note: you must contact the Office of Marketing and Public Relations to use these formats.*

Secondary Identities

Most departments and programs have been approved to have a signature/secondary identity to the College. These logos are available to download <https://intranet.ad.cocc.edu/departments/marketing-pr/departments-logos.aspx>. Please remember that the main COCC logo should be used whenever the usage will be visible to the public community. These secondary identities are to be used internally for stationary, internal promotions and on-campus events. If you have questions about when to appropriately use these secondary identities, do not see the identity you need on the website, or wish to have a new one created, please contact the Office of Marketing and Public Relations.



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NURSING



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ADMISSIONS AND RECORDS



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**MANUFACTURING
TECHNOLOGY**



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**MARKETING AND
PUBLIC RELATIONS**

Logotype

The COCC logotype was created as a specific artistic style to convey the personality and voice of the COCC brand. The sans-serif style is favored for its legibility and strength of communication. In order to protect the integrity of our brand, the logotype must never be altered or replaced by any other type.

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Logo Sizing

Do not reproduce the logo or secondary identities less than 1-¼ inches in width. At widths less than this, the clarity and integrity of the logo is compromised. If an outside vendor must resize the logo, it must not be reproduced smaller than the 1-¼ inches wide.



Logo Proportions

When resizing the logo, it is critical that it be resized proportionately. Use the **shift key** when drag sizing (applies to Word, Excel, PowerPoint, and most graphic and word processing software for both Windows and Macintosh platforms), or use equal percentages when using a scaling tool.

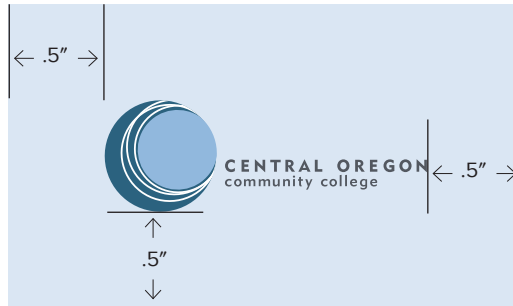


Clear Space

Clear space around the logo and separation from other elements provides graphic impact and preserves the integrity of the logo and brand. A minimum ½" margin must be maintained on all sides of the logo. Other graphic elements or logos should never be stacked on top, below, or directly

next to the sides of our logo. Also the logo should never be positioned at the extreme top, bottom, left, or right edges of a document. Sufficient clear space around the logo will vary, depending on the size of the logo used in your promotional materials. If you have questions or concerns with clear space around the logo, please contact the Office of Marketing and Public Relations.

When producing printed materials, such as brochures, posters, or fliers, the logo must be tastefully (not too large, and not smaller than 1-¼") displayed in a prominent, visible location (preferably in the bottom left hand corner). The logo should never be used as a giant header in a newsletter, flier, or other printed material. Logo placement on office/department printed brochures should have the logo displayed on the front, or immediate back of the brochure. If you are unsure about logo placement in your project, please contact the Office of Marketing and Public Relations.



Improper Logo Use

Never alter or redraw the logo elements. They should not be rearranged, rotated, animated, shadowed, or rendered in three-dimensional form without prior authorization. Always reproduce the logo from COCC authorized digital files. Please help us maintain the integrity of the logo by not doing any of the following:

Do not rearrange the logo



Do not stylize or redraw the logo



Do not rotate the logo



Do not reset the logotype



Do not change the colors



Improper Logo Use (continued)

Do not add a drop shadow to the logo



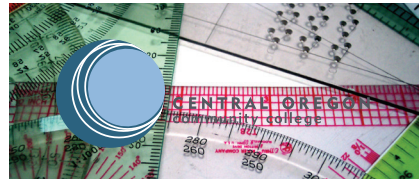
Do not place the logo on top of extremely strong, low-contrasting colors



Do not place the logo on top of busy backgrounds



Do not place the logo on top of other distracting objects or images



Typeface

The sans serif font in the logotype is Geometric black and medium. It is set in our COCC gray color (see COCC colors, page 15).

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Geometric Black

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

Geometric Medium

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

Typeface (continued)

The elected sans serif fonts for Central Oregon Community College marketing are Proxima Nova and Proxima Nova Condensed.

Proxima Nova

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

Proxima Nova Condensed

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

Proxima Nova and Proxima Nova Condensed each have a complete set of weights/styles that include: *Thin*, *Thin Italic*, *Light*, *Light Italic*, *Regular*, *Italic*, *Medium*, *Medium Italic*, **Semibold**, **Semibold Italic**, **Bold**, **Bold Italic**, **Extrabold**, **Extrabold Italic**, **Black**, and **Black Italic**. These typefaces are specifically designed and should be used in documents, rather than applying “styles” to type.

To get a copy of these fonts, you may log into Canva, or contact the Office of Marketing and Public Relations.

Typeface (continued)

COCC users are strongly encouraged to consider how other fonts work with the logo in print and electronic design. Calibri and Cambria are widely available typefaces that are aesthetically pleasing with the logo and are available through most computer operating systems and software.

The use of Calibri (recommend for headers) and Cambria (recommend for body text) is strongly suggested for all College print correspondence distributed to the public. If these fonts are not an option, then the recommended fonts are Arial and Georgia.

For web materials, the typography will be determined by the content management system. There are special “styles” set up to maintain a visual hierarchy. These include body font, headings, and color styles.

There should be a visual hierarchy maintained for all materials. This specifically means that the title of the page should be the largest, then subheadings, then body text. Examples of correspondence include: newsletters, emails, memos, and letters. A visual hierarchy is also mandatory to uphold ADA guidelines.

Help with all other print materials (brochures, posters, news releases, etc.) can be obtained through the Office of Marketing and Public Relations where typography will be determined on the basis of your project, corresponding graphics, and desired look and feel.

Colors

Use of the College's official logo colors is critical when reproducing the College's logo. Below are the color specifications for reproducing the core colors for print and electronic media.



DARK BLUE

CMYK: 71 / 30 / 13 / 41

RGB: 45 / 99 / 127

HEX: #2d637f

PMS (coated stock): 7699c

PMS (uncoated stock): 7699u



LIGHT BLUE

CMYK: 40 / 16 / 01 / 02

RGB: 145 / 183 / 219

HEX: #91b7db

PMS (coated stock): 543c

PMS (uncoated stock): 543u



GRAY

CMYK: 38 / 29 / 20 / 58

RGB: 84 / 88 / 97

HEX: #545861

PMS (coated stock): Cool Gray 11c

PMS (uncoated stock): Cool Gray 11u

Writing Style

For writing style, the Office of Marketing and Public Relations follows the Associated Press Stylebook guidelines. In addition, the College has established its own standards. AP style is a very comprehensive list of writing rules and can be tricky at times. Below we have compiled a list of some common AP style rules that may be helpful when preparing written communication for COCC.

Detailed rules and information can be found on the AP style website: apstylebook.com.

Dates and Times

- Abbreviate the months when used with dates (except March, April, May, June, and July)
- Spell out months when used without dates (“There will be six films shown in September”)
- Use day with date (Monday, Nov. 5)
- In dates, use numerals without “st” or “th” (March 1, not March 1st)
- Always use ‘a.m.’ and ‘p.m.’ instead of ‘o’clock,’ ‘morning’ and ‘evening;’ use ‘noon’ and ‘midnight’ instead of 12
- When specifying a range of time, 7-9 p.m. is the preferred format, though 7 to 9 p.m. is appropriate as well
- Don’t use a.m. or p.m. twice (7 to 9 p.m., not 7 p.m. to 9 p.m.); however, if the times span both the morning and evening, then both should be used (7 a.m. to 9 p.m.)
- Do not use unnecessary zeros (8 p.m., not 8:00 p.m.)

Numbers

- Except for dates, times, prices, budget figures, etc., spell out numbers one through nine and use numerals for 10 and above. Spell out any numbers at the beginning of sentences (or avoid using them at the beginning)
- On prices, do not use unnecessary zeros (\$4, not \$4.00); spell out cents (75 cents, not \$.75).
- Always spell out a number if it begins a sentence; the exception is when using a year.

Titles

- Titles normally go after the name and should be lowercase
- If using a title before the name, use commas only if the sentence could run without the person's name ("The president, Laurie Chesley, spoke")
- Titles that are occupational descriptions should not be capitalized and do not need commas before the name ("Noted author Stephen King will be on campus next Wednesday")
- No comma before Jr. or Sr. (Martin Luther King Jr.)

Breaks

- Do not break words at the end of a line
- Do not break paragraphs at the end of a page

Writing Style (continued)

Various College Standards

- Internet-related words: website, webcam, webcast, webmaster, the web, webpage, web feed, internet (all lowercase)
- Do not use 'http://' or 'www.' when typing web addresses. (cocc.edu, not https://www.cocc.edu/)
- Do not use a slash '/' at the end of a web address
- Use hyphens in phone numbers (541-383-7598, not 541.383.7598).
- Use a comma before the final 'and' in a series (I like dogs, cats, and birds), though omit this when writing for media
- Use only a single space after a period, not two
- When referring to a department or office on campus, it should be uppercase if it is an official part of the name (the Office of Marketing and Public Relations, but Biology department, not Biology Department)
- Do not leave one word on a line or at the top of the page
- Associate's degree is not capitalized unless it starts a sentence (should read associate's degree with an apostrophe), though it's written as associate degree – non-possessive – when writing for media
- Capitalize the name of the term, but not the word "term" (Fall term, Winter term)
- Campus should be uppercase (Redmond Campus, Madras Campus)

- Prerequisite and corequisite are one word with no hyphen
- When referring to COCC as the College, the 'C' should be capitalized
- Never abbreviate our organization's name as 'Central Oregon CC.' It should be completely spelled out or abbreviated as COCC. Also, never use periods in between the letters of our acronym (not C.O.C.C.)
- Wille Hall should be capitalized with no 'ie' in the name (Wille Hall, not Willie Hall)
Coats Campus Center should be capitalized with no 'es' in the name (Coats Campus Center, not Coates Campus Center)

Required COCC Statements

ADA Statement

When publicizing events that are held on COCC campuses (but not off campus), you must include the following Americans with Disabilities Act (ADA) statement.

In advance of College events, persons needing accommodation or transportation because of a physical or mobility disability should contact Caitlyn Gardner at 541-383-7237. For accommodation because of other disability such as hearing impairment, contact Disability Services at 541-383-7583.

It is advised, but not required, to check with off-campus event locations to see if they have a similar or required statement.

Equal Opportunity/Affirmative Action (EO/AA) Statement

The following EO/AA statement should be included in job advertisements and all major College publications, such as the Catalog and the COCC Magazine.

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff, and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy, or any other classes protected under federal and state statutes in any education program, activities, or employment. Persons with questions about this statement should contact Human Resources at 541-383-7216 or the Vice President for Student Affairs at 541-383-7211.

The following EO/AA statement should be used in College recruitment materials and/or when space is limited (such as classified job ads):

COCC is an affirmative-action, equal-opportunity institution.

The College Seal



The official Central Oregon Community College seal is used on formal documents such as diplomas or other official administrative communications emanating from the President's office or the Board of Directors. The seal is also used for official ceremonial functions such as commencement and may appear on approved plaques, flags, or furniture.

The seal is not the College logo. It should not be used on stationery or brochures as a logo. Generally, it should be reserved for official and ceremonial functions.

Please contact the office of Marketing and Public Relations with any questions that you might have concerning proper use and reproduction of the College seal.

The COCC Mascot

The official Central Oregon Community College mascot is the bobcat and was adopted in 1964. The bobcat has no gender or name.

Typically the bobcat is only used for recruiting/marketing purposes. The bobcat should not be used in College email signatures or course materials. The illustrations below were created by local graphic artist Chuck Moser. If you wish to use any of the bobcat images, please contact the Office of Marketing and Public Relations at 541-383-7596.



In 2014 the “fierce” bobcat logo was created. This logo is used only for sports and athletics. If you wish to use any of these, please contact the Office of Marketing and Public Relations at 541-383-7596.



Summary

Our goal is to protect the fragile asset that is the representation of the Central Oregon Community College brand.

Thank you for your dedication and work that will allow COCC to continue its reputation for excellence and value in our community.

For additional information, to request files or for specific questions, please contact the Office of Marketing and Public Relations at 541-383-7596.