



Style and Media Guide

***Sharing Our CF Story
Via Branding, Media Relations,
Website and More***

Table of Contents

Section 1: Introduction	4
Sharing the College of Central Florida Story	4
Marketing and Public Relations at CF	4
Section 2: Accuracy, Equity, Integrity	6
Vision	6
Mission	6
Core Values	6
Accreditation	6
Avoiding Misrepresentation	6
Statement of Nondiscrimination	7
Spanish Language Translation	7
Section 3: Media Relations	8
News releases	8
Working with the Media	9
Interviews	9
Section 4: CF Website	11
Section 5: Email Signature Standards	12
Section 6: Style Guidelines	13
Abbreviations	13
Common Abbreviations and Acronyms	13
Ampersand	14
Bullets	14
Capitalization	14
Commas	15
Composition Titles	15
Dashes and Hyphens	16
Ellipsis (...)	16
Numbers	16
Quotation Marks	16
Section 7: Proofreading	17
Review by Marketing and Public Relations	17
Proofing When You Work With an Outside Designer	17
Resources	18
Quick Reference	22
Section 8: Graphics Guidelines	29
Design Principles	29
Typography	30
College Colors	31
Logos	31
College Seal	31
Section 9: College Locations	32
Addresses and Telephone Numbers	32
Names of College Buildings	32

Revised September 2014

Section 1: Introduction

Sharing the College of Central Florida Story

Each member of the College of Central Florida family has a role in sharing the college story. We are all ambassadors for the CF brand that is conveyed through publications, signs, website, billboards and more. That brand is more valuable than the lines and curves that form our logo — it is the impression that is created when an individual sees the logo or hears the college name.

This document serves as a guide for sharing our story at CF. Inside you will find information on how CF Marketing and Public Relations can assist with your projects, style guidelines, logo use, website updates, working with the media, signature standards and more.

To keep this guide as a valuable reference tool, we invite your feedback. Please direct corrections or suggestions for improvements to the Department of Marketing and Public Relations at pr@cf.edu.

Marketing and Public Relations at CF

The Marketing and Public Relations office provides marketing and public relations services, as needed, for all CF campuses, centers, departments and entities. Whether you want to promote a student performance or print T-shirts for a college event, Marketing and Public Relations should be your first stop. We are located in the Ewers Century Center, Room 102, at the Ocala Campus. For information or services, call or email a member of our team.

- **Lois Brauckmuller**, director of Marketing and Public Relations, 352-854-2322, ext. 1374, brauckmuller@cf.edu
- **Staci Biondini**, manager of Marketing and Public Relations, ext. 1565, biondini@cf.edu
- **Shena Grant**, Communications Center specialist, ext. 1587, grants@cf.edu
- **Kathy Morse**, manager of Communications and Web Design, ext. 1373, kathy.morse@cf.edu
- **Amanda Ortman**, part-time Marketing, Public Relations, Graphic Arts coordinator, ext. 5239, ortmana@cf.edu
- **Sandy Welch**, staff assistant III, ext. 1372, welchs@cf.edu

Advertising

The office creates and coordinates placement of all college advertising, including newspaper and magazine, online, radio and other media to support enrollment and promote college events. The college has negotiated special rates to ensure the best use of college funds. Contact Kathy Morse.

Communications Center

The Communications Center is located in the lobby of the Ewers Century Center and can be reached at CFinfo@cf.edu or 352-873-5800. In addition to responding to inquiries for information and assisting walk-in customers, the staff:

- Issues broadcasts about college information that have been approved by a vice president. Information Technology requests that messages contain minimal graphics. Approved messages should be emailed to the Communications Center, CFinfo@cf.edu.
- Updates information for the plasma screen televisions in the Ewers Century Center.
- Provides Ocala Campus tours for new employees as requested.
- Acts as a repository for employee discounts.

Media Relations

The office serves as the news bureau for the college, creating and distributing news releases about college events and accomplishments, as well as handling media inquiries. Requests for the office to create a news release should be submitted at least one month prior to the event or immediately following presentation of an award or honor. Contact Lois Brauckmuller or Staci Biondini. See Section 3: Media Relations, page 8, for full information.

Print Projects

The office produces promotional and informational materials including the annual report, CF Fact Book, campus brochures, view book, bookmarks, fliers, and a series of more than 60 rack-style cards for college programs. The office also provides assistance if you need help in creating promotional materials for your department. If you are new to the college, it is suggested that you consult with the Marketing and Public Relations before starting a project to learn about preferred formats, current taglines, etc. Contact Lois Brauckmuller.

Proofreading

All printed materials created for nonclassroom use should be submitted to marketing for review per College Policy 3.06: College Publications. See Section: Proofreading, page 17, for full information.

Publications

Insider newsletter is created 10 times a year for college employees and retirees. Distribution is via an email link and archived copies are available at Inside.CF.edu. Insider includes Board Notes, a summary of CF District Board of Trustees meetings. **CF Connection**, the college's award-winning newsmagazine, is published twice a year to share the most recent college events. Print copies are available in the Marketing and Public Relations office and digital copies are posted on the CF website. Additional internal communications include the Hurricane Newsletter, Wellness Opportunities and more.

Social Media

Marketing and Public Relations manages the college's social media. If you are interested in setting up a Facebook account for your department or area, contact Kathy Morse at morsek@cf.edu.

Website

The CF website is focused on marketing to reinforce enrollment goals as defined by the Strategic Enrollment Management team. Marketing and Public Relations maintains the site with input from content managers throughout the college. See Section 4: Website, page 11, and contact Kathy Morse for information.

Workshops

Several times a year, Marketing and Public Relations holds workshops on creating fliers and related topics. Customized workshops are also available for your group or department. Contact Lois Brauckmuller.

Additional Marketing Services

- Assistance with community events, receptions, award programs, etc. Contact Lois Brauckmuller.
- Broadcast of Friday Fast Facts, a weekly email of upcoming events. Send information to Staci Biondini.
- Coordination of the electronic sign on College Road. The request form is available online at Inside.cf.edu. Contact Sandy Welch if you have questions.
- Loan of display boards, tablecloths, podium banners for promotional events. Visit pr.cf.edu.
- Loan of six-seat golf cart. Contact Sandy Welch.
- Logos are available by request. Contact Kathy Morse.

Section 2: Accuracy, Equity, Integrity

The college vision, mission, core values and accreditation statement are provided here as reference. It may be appropriate or even required for you to include one or more of these statements in the materials you create. Whenever they are included, they must appear precisely as presented here.

Vision

To be the first choice for quality higher education in our community.

Mission

College of Central Florida provides access to high quality, high value baccalaureate degrees, associate degrees, certificates and diplomas, and promotes the economic, social and cultural development of our community.

Core Values

Empowerment: Cultivating individual and collective strength.

Engagement: Being fully present and involved in the success of our students, faculty, staff and community.

Excellence: Committing to the highest standards of academic quality, performance and service.

Accreditation

The College of Central Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of College of Central Florida. The Commission should be contacted only if there is evidence that appears to support that the College of Central Florida may be in noncompliance with a requirement or standards.

Avoiding Misrepresentation

The College of Central Florida strives to provide accurate, honest and clear information in print, online, broadcast media or oral presentations. The college will make every effort to avoid misrepresentation to students and others in communications made in writing, visually, orally or through other means. Training of employees to avoid any form of misrepresentation as they disseminate communications is a key component of this procedure. All misrepresentations should be avoided. However, this procedure specifically applies to the three areas covered by statute 20 USC § 1094(c)(3). Those three areas include:

- the nature of the institution's educational programs
- the institution's financial charges
- the employability of the institution's graduates.

Statement of Nondiscrimination

Inclusion of Equity Statement

In July 2012, the College of Central Florida was reviewed by the Florida Department of Education Division of Florida Colleges to determine compliance with federal and state equity requirements. The college was commended for its representation of all students without regard to race, color, national origin, gender or disability status in its marketing materials; however, it was determined that the college must “publish its nondiscrimination statement on all major publications, including recruitment materials, posters, brochures, financial aid publications forms, application forms, handbooks, course schedules; and on websites pertaining to all major student and employee related links.” The state has provided further clarification for “all major publications” to include all forms, rack cards, job postings, student-produced fliers, etc. Nearly every **print** project, other than classroom materials, must include the statement.

When space allows, please include this long version that has been approved by the CF District Board of Trustees. Use Arial Narrow font, no less than 7 points.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 352-854-2322, ext. 1437, or smithc@cf.edu.

On forms, rack cards, fliers, or other publications one page or less, it is acceptable to use the following concise statement. Use Arial Narrow font, no less than 7 points.

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437 or smithc@cf.edu.

Material on the website can include a direct link to the full information at the site. A PDF that can be printed from the website must contain the concise statement.

When using the CF logo, continue to include: *–an equal opportunity college–*. The statement should be in Arial italic font with en dashes.

Spanish Language Translation

The review by the Florida Department of Education Division of Florida Colleges determined that some specific information must be provided in Spanish to meet the needs of our Spanish-speaking community. Marketing and Public Relations staff works with representatives in the appropriate departments to ensure compliance.

- The full equity statement is available in Spanish on our website.
- Financial aid information is available in Spanish.
- A statement must be provided in Spanish directing the community to a Spanish-speaking staff member who can assist in the translation of CF grievance procedures.
- Student Affairs maintains a list of Spanish-speaking employees to assist the community.

For assistance or clarification about including our equity statement or Spanish-language materials, contact Marketing and Public Relations at 352-854-2322, ext. 1374.

Section 3: Media Relations

The college's accomplishments and successes are only as good as our ability to let the world know about them. Therefore, the way we spread our news is vital to our reputation as a college. The Department of Marketing and Public Relations should be the college's primary voice to the media.

With that in mind, all news releases, including those for student organizations, should be handled by the Department of Marketing and Public Relations. It is important that the college remain a credible, reliable source for the press. Our credibility is compromised when media outlets receive the same story from various college representatives or when they receive wrong information or information that is not written in Associated Press style. Crisp writing, solid editing, good presentation and excellent proofreading in our publications are a great reflection on CF.

Not all information is news. Each potential story will be evaluated by our staff to determine the interest among the media and other constituents. Once we have identified a story, we will decide the best ways to disseminate the news.

This may include:

- a news release
- photographs
- personal contact with reporters and editors
- accompanying faculty or staff to professional meetings or interviews
- a faculty- or staff-written opinion piece.

The Department of Marketing and Public Relations should be aware of all media inquiries (e.g., requests for interviews) and all instances of the college's name being reported in the media. If you know that something about the college will appear in any media outlet, it is imperative that you notify the Department of Marketing and Public Relations, specifically Lois Brauckmuller or Staci Biondini.

News releases

The Department of Marketing and Public Relations has cultivated a valued relationship with the news media by providing legitimate news, written well and delivered in a timely manner. CF news releases are written in the basic news style (Associated Press style), encouraging newspaper editors to use them with few or no changes. The releases provide sufficient facts to permit the paper to write its own story or to serve as background for an interview.

The making of a story

News releases are created in the same manner as the media creates its stories. Our process includes:

- interviews with appropriate faculty and staff and reviews of written source material
- discussion of content, target audience and timing
- writing of a draft release and initial editing
- final editing and distribution.

News release approval procedure

It is critical to our reputation as a college that all information provided to the media is complete and accurate. Creating a news release is a team effort. Once a news release has been drafted, staff from Marketing and Public Relations will forward copies to the originator, the appropriate vice president, anyone that has contributed information or a quote, and staff assistants or others who may be responsible for accepting RSVPs or registrations for events. All parties should review the news release to ensure that their contributions

are correct and respond with any changes or approval. Approval by the vice president indicates acknowledgement of the content; confirmation that the designated media contact is appropriate for the content; and acknowledgment that the news release will be distributed to the media. Once all parties have approved the news release, Marketing and Public Relations staff will review again before distribution.

Distribution

Marketing and Public Relations sends news releases to up to 90 daily, weekly and monthly newspapers and magazines, and broadcast stations in the tricounty area and beyond. All news releases are posted to the News section and RSS feed on the CF website, and to the college Facebook page, www.facebook.com/CF.edu.

Timing

Ensure adequate time for creation, approval and distribution of news releases, keeping in mind that monthly publications must receive news at least two months before a scheduled event.

Editing

One reason our staff adheres to a strict journalistic style is to reduce the necessity for changes by the media. Often, editors make few or no changes to a CF news release. Others may shorten, change the style or rewrite completely. It may be published today, or filed for use later. We cannot control what the media does with a release after it leaves our department; however, we can increase the potential for accuracy by providing well-written, factual material to reporters and editors.

Working with the Media

A news release is often only the first step in a media process that can continue for some time. Reporters or editors may call to ask the source to elaborate on information in the news release. Reporters are encouraged to contact the Department of Marketing and Public Relations to arrange contact with faculty and staff if they have a question that requires a specific area of expertise.

Permission to visit a classroom may be granted to the media. A representative of the Marketing and Public Relations Office will coordinate the visit with the instructor and supervisor, if appropriate. Members of the media will be asked not to disrupt instruction by unauthorized visitations, interviews or filming.

Editors are under no obligation to print our CF “news.” Decisions are based on space available in the newspaper, other news events competing for the space, and whether the editors consider it newsworthy. No member of the college community should ever contact the media to question news coverage. Any concerns should be directed to Marketing personnel and we will take appropriate action if necessary.

Interviews

If you receive a call from the media, please notify the Department of Marketing and Public Relations immediately. In some cases, it might be appropriate for you to do the interview. In other cases, there might be a better spokesperson for the story. Reporters are usually under tight deadlines, and a delay of a day, or even an hour, can mean the difference between favorable coverage and a lost opportunity or a reporter disinclined to turn to CF for help in the future.

Before the interview

Develop concise answers to a few key questions:

- Why is it important?
- What makes your contribution unusual?
- Who will benefit and how?
- What is your main objective? If you could make only two points, what would they be?
- Have you gathered all the printed materials you need?

During the interview

- Ask what type of story the reporter is pursuing, the context in which you will be quoted and the reporter's background.
- Repeat your main points at least twice.
- Keep your statements clear and concise.
- Spell difficult words or names.
- Avoid use of acronyms.
- Assume everything you say will be quoted. If you feel commenting is inappropriate or outside your area of expertise, politely decline. Beware of going "off the record."
- Don't limit yourself to answering questions. Raise points you think are important.
- Don't hesitate to correct the reporter if he or she makes an incorrect statement.

After the interview

- Don't expect to see the story before it is published.
- Feel free to call the reporter back with further information or clarification, especially if the interview left you feeling uneasy.

Television/radio interviews

The same rules apply to broadcast news interviews, but television and radio have their own rules and limitations. Preparation is still the key to presenting your ideas in a concise way. Other tips:

- Speak in conversational tones. Don't use technical language or jargon. Assume the listener/viewer is completely unfamiliar with the topic. Use anecdotes and metaphors that help simplify concepts.
- Maintain eye contact with the interviewer. Don't look at the camera. Use small, decisive gestures to make points, not big, sweeping motions.
- Don't show anger in your voice or appearance at an unexpected or hostile question. Simply say you are not prepared to answer the question at this time. Avoid the phrase "no comment." It has become synonymous with guilt.
- Use every opportunity to re-state your main points. Remember, however, that few sound bites are more than 20 seconds long.
- Mention College of Central Florida in the sound bite to ensure that your affiliation with CF is not edited out of the story.

For media questions or concerns, contact Lois Brauckmuller or Staci Biondini.

Section 4: CF Website

Purpose

College of Central Florida maintains a public website, www.CF.edu, as a tool to communicate the college mission and vision as well as an informational and marketing tool for college educational programs and services.

Ownership

College of Central Florida has a distributed ownership model for its website. The Manager of Communications and Web Design is responsible for the CF content management system interface, functionality and usability as well as being the liaison to college departments and trainer to faculty and staff who update content through the CMS. The Marketing and Public Relations director and manager of Marketing and Public Relations also have administrative access and responsibility for review of information and publishing to the public website.

Publishing Permissions

Faculty and staff directly involved in the learning process and those responsible for dissemination of information about college programs and services (such as registration, financial aid, library, etc.) are granted permission to edit the college website by administrators in their area. The manager of Communications and Web Design will be responsible for user permissions and training users on the CMS.

Users will be responsible for accuracy of department and program information to be published. Marketing and Public Relations staff will be responsible for proofing and ultimately publishing pages to the CMS.

Design Requirements

The CF marketing website is structured into editable sections. Stakeholders are able to edit template sections with their information. A list of the standardized editable areas is listed below. Any additional customization will be considered on a need basis. Requests should be made to the manager of Communications and Web Design.

- Choice of an image, an image slider, video or nothing at the top
- Page name
- Subheader for brief one-line description of page
- An editable rich-text area for information, photo(s) and links to pertinent information
- An optional html code insertion area to pull in an external webpage (such as a page directly from the college catalog)
- A department navigation box which includes
 - Department header name
 - Links to appropriate department pages or files
- A “My Story” sub-section on the far right panel under the structured site ACTION NAVIGATION for personal story inclusion.

Incremental formal training sessions will be available three times a year. Personal instruction and help will be provided on an as needed basis by the manager of Communication and Web Design. Contact Kathy Morse at ext. 1373.

Section 5: Email Signature Standards

A standard, consistent and clean email signature facilitates communications with our constituents: students, colleagues and community members. The signature is designed to maximize contact information while presenting a professional image. The following are recommended guidelines for email signatures for faculty and staff for @cf.edu email accounts.

John Smith | College of Central Florida

Palatino Linotype, 11 pt.

Title | Department

Building, Room XXX

3001 S.W. College Road | Ocala, FL 34431-4415

(or) Citrus Campus | 3800 S. Lecanto Highway | Lecanto, FL 34461-9026

Levy Center | 114 Rodgers Blvd., Chiefland | FL 32626-1420

Hampton Center | 1501 W. Silver Springs Blvd. | Ocala, FL 34475-6456

352-854-2322, ext. XXXX | Fax 352-873-XXXX

email@cf.edu | www.CF.edu



Please Note: Due to Florida's very broad public records law, most written communications to or from College employees regarding College business are public records, available to the public and media upon request. Therefore, this email communication may be subject to public disclosure.

Send an email to pr@cf.edu requesting a signature template that you can customize.

Section 6: Style Guidelines

This section contains essential style guidelines for CF publications, which include everything from catalogs, handbooks and schedules to posters, fliers and bookmarks. Guidelines have evolved from basic rules of grammar, standard practice, and special application for college terminology. In many instances, detailed information is given with examples of acceptable and unacceptable forms, but it would be impossible to devise a guide that would be all-inclusive. In cases where the precise answer is not given in the guide, use the rule of analogy. For example, if a word or group of words is capitalized, it is safe to treat similar words in the same manner, unless there is a specific rule to the contrary.

Abbreviations

Always write out abbreviations in full on first reference unless the entry in the chart that follows reads *do not spell out*. It is typically not necessary to include an acronym in parentheses immediately following the full name; if an abbreviation or acronym would not be clear on second reference without this arrangement, do not use it. Abbreviate titles when they precede the name — **Dr., Sen., Rep., Col.** — but spell out and lowercase when they follow a name. Do not abbreviate professor, assistant professor, associate professor or instructor. Do not use Reverend as a title; it is an adjective: **the Rev. Joe Jones**. Never precede the name with title and degree: not CF President Dr. Jim Henningsen, instead **Dr. Jim Henningsen, CF president**.

Do not abbreviate days of the week, except within a chart or graph. Spell out months without dates: **November 2012**. Abbreviate months with dates, except for March, April, May, June and July. Do not use the year unless it is needed to specify a time other than the current year. On print projects such as invitations or event programs, include year for archival purposes. Generally, do not abbreviate Fort for cities or military installations: **Fort McCoy**. The same abbreviation should be used consistently throughout the copy.

Spell out the names of states in narrative copy. Use postal abbreviations for states only when presented with a full postal address including zip code.

Common Abbreviations and Acronyms

Spell out on first reference unless otherwise indicated.

Abbreviation	First Reference
A.A. degree	Associate in Arts degree
A.S. degree	Associate in Science degree
ACT	<i>do not spell out</i>
B.A.	Bachelor of Arts
B.A.S.	Bachelor of Applied Science
B.S.	Bachelor of Science
CF	College of Central Florida
CLAS	<i>do not spell out</i>
CLEP	College Level Examination Program
CPT	Computerized Placement Test
CEP	Ocala/Marion County Chamber and Economic Partnership
EOC	Educational Opportunity Center
ESL	English as a Second Language
FAFSA	Free Application for Federal Student Aid
FCAT	Florida Comprehensive Assessment Test
FCSAA	Florida College System Activities Association

Abbreviation	First Reference
FDLE	Florida Department of Law Enforcement
FDOE	Florida Department of Education
FESHE	Fire and Emergency Services Higher Education
FTE	Full-Time Equivalent
GED	General Education Development Tests
GPA	<i>do not spell out</i>
NJCAA	National Junior College Athletic Association
PERT	Postsecondary Educational Readiness Test
PSAV	Postsecondary Adult Vocational certificate
PTK	Phi Theta Kappa
RSVP	Retired and Senior Volunteer Program
SAB	Student Activities Board
SAT	<i>do not spell out</i>
T/LI	Teaching Learning Institute
TOEFL	Test of English as a Foreign Language

Ampersand

Do not use the & (ampersand) except where it is part of a company name which uses the symbol as part of its name: **Harper & Row** or **AT&T**.

Bullets

Use bullet points to aid scanning, organize information and increase retention. There are two styles of bulleted lists: short-entry lists and long-entry lists. A short-entry list is introduced by a colon and the bullet points start with a lower case letter, run on from the introductory phrase and have a period only at the end of the last item. For example, do use capitals for:

- names and proper nouns
- holidays
- titles.

Items in a long-entry list have at least one complete sentence and end with a period. A long-entry list has no lead in sentence. An example follows.

- Always use capitals for names and proper nouns.
- Always use capitals for names of holidays.
- Always use capitals for titles.

Use parallel construction with lists. Do not mix short and long entries. If one bullet starts with a verb, start all items with a verb, etc.

Capitalization

DO capitalize:

- names and proper nouns
- holidays (for example, New Year's Eve)
- CF — never separate the letters with periods or split from one line to the next
- formal names of schools, departments, units, buildings, offices, etc., but not subsequent shortened references: **The Webber Center**; thereafter, **the center**

- names of races and nationalities
- official college degrees when spelled out: **Associate in Science**
- all conferred and traditional educational, occupational and business titles when used in front of a name; do not capitalize a title following an individual's name: **President Henningsen; Dr. James Henningsen, president of CF; Professor Ralph Smith; Ralph Smith, professor of Communications**
- language courses: **German, French, Spanish**
- names of administrative divisions
- full names of committees, boards, etc.: **Catalog Committee, District Board of Trustees, President's Staff**
- North, South, East and West when referring to a section of the United States
- East when used to refer to Asia; capitalize West when used to mean the United States, countries of Western Europe, South America, etc.
- Central when referring to Central Florida
- state when part of a proper name: **the State Board of Education**
- the first word of a direct quotation.

DO NOT capitalize in text:

- the word following a colon or semi-colon
- a.m. or p.m.
- the word state when it is used as a general term: **state officials, state Board of Regents**
- references to subjects or disciplines, unless the specific course is designated by number and/or name: **philosophy, biology; Introduction to Philosophy, General Biology**
- the word board or college unless its full title appears
- the seasons: **winter, spring, summer, fall**
- such phrases as northern England, southeastern France, etc.

Commas

Commas should be used to separate words, phrases and clauses of similar construction used in a series. The comma before **and** or **or** may be omitted when the series contains words or simple phrases and the meaning is clear without the comma. Scientific, technical, governmental and academic publications generally use this comma, but journalistic form makes its use optional as needed.

Commas are used in **pairs** when they include “nonessential” information that would not change the meaning of a sentence if deleted. Some common examples:

- James Reynolds, 32, is from Concord, N.H.
- On Jan. 4, 2005, he visited Pigeon Forge, Tenn., with his wife, Harriet. (Since he has only one wife, the name is extra information and requires a comma. To not include the comma infers that he has more than one wife!)
- Their son Ralph traveled with them. (They have two sons, so commas should not be included.)

Correct use of commas is important to communicate precisely what you mean. Please refer to the punctuation section of your dictionary for additional information.

Composition Titles

Associated Press style dictates the use of quotation marks to set apart the titles of compositions. (Newspapers generally do not use italics or bold in body type.) Therefore, we place quotation marks around the titles of books, art exhibitions, plays, songs, television programs, lectures, speeches, etc. Do not use quotation marks with course names or reference books including dictionaries, encyclopedias, handbooks and similar publications. There may be exceptions. For example, playbills may be printed using italicized work titles instead of quotation marks.

Dashes and Hyphens

A dash (—) is used to indicate an abrupt change in thought and can be used in the middle or at the end of a sentence. It is better to use commas to add information to a sentence. Use dashes sparingly so that their full impact is not diluted by overexposure. When used in a sentence, include a space on both sides of a dash: **Our task is challenging — big enough to last a lifetime — so our work has just begun.**

Hyphens (-) are joiners. Use hyphens to tell readers when combinations of two or more words should be understood as a single concept. Ex. **The Poetry Series is an on-campus event.** The hyphen is also used with a time or date span. Ex. **The event is 4-6 p.m.** Do not include spaces before or after the hyphen.

Ellipsis (...)

The ellipsis indicates the deletion of a word, sentence or section from narrative without altering the meaning. Leave one space before and after the ellipsis. Do not put spaces between each period as it might cause the ellipsis to break between lines.

Numbers

Spell out numbers one through nine when used in narrative copy, but not numbers 10 and above. This rule does not apply to financial and tabular copy, figures containing decimals, statistics, sports scores and records, percentages, sums of money, time of day, day of the month and year, latitude and longitude, degrees of temperature and dimensions.

- Use figures for ages: **John Smith, 25 years old; a 3-year-old boy,** etc. Do not spell out ages under 10.
- Spell out first through ninth and use numerals with letter suffixes for 10th and above. Examples: **the first day, the 10th anniversary.**
- Use numerals for time. Do not capitalize a.m. or p.m. Examples: **5 a.m., 6:15 p.m., 8 a.m.-4 p.m.**
- Do not begin a sentence with a numeral; the first word should be spelled out, even if it is a number. Exception: **1988 was a very good year.**
- Spell out fractions unless used with dimensions: **½ inch of rain, 8½-by-11-inch paper,** etc.
- Combine numerals and words for large round numbers: **Smith's gifts to the college exceed \$1 million.**
- Spell out percent in narrative copy; % is acceptable in a table. Use figures with percents: **5 percent.**
- Use an **s** without an apostrophe to indicate decades and centuries: **the late 1980s;** but **the early '60s.**

Quotation Marks

Periods and commas should always be placed inside closing quotation marks; a colon or semi-colon should be placed outside closing quotation marks, except in rare instances in which it belongs inside as part of the matter quoted. The question or exclamation mark is placed inside or outside the quotation marks, depending upon whether it relates to the quoted matter or to the whole sentence.

Single quotation marks should be used for a quote within a quote. Example: **The student said, "I loved the book 'The Great Gatsby.'"**

Quotation marks around slang expressions, nicknames and the like should be used sparingly. Their usage indicates a slight apology for the use of the word and, in most cases, is not necessary. **Never** use quotation marks for emphasis; they cast doubt on the truth of the statement. Example: **This is a "deal."**

If a quotation runs into more than a paragraph, quotation marks should be placed at the beginning of each paragraph and at the end of only the last paragraph.

Section 7: Proofreading

Review by Marketing and Public Relations

Print materials for any use other than classroom or student-to-student use must be proofed by Marketing and Public Relations staff prior to printing or posting. This ensures a consistent look and style for all CF print projects, as well as compliance with accreditation agencies, inclusion of required statement of nondiscrimination, and confirmation that material is not a misrepresentation of programs, fees or employability of graduates.

Individual offices have unique needs, but if no particular local style prevails, the recommendations of this guide should hold. Professional papers, technical publications and other academic works should conform to the accepted style of the respective discipline.

These steps will ensure that your documents are moved through the system in a timely manner.

1. Provide your document to your department head for approval.
2. Send approved document to Marketing and Public Relations, welchs@cf.edu or by interoffice mail to Sandy Welch, Marketing and Public Relations, Ewers Century Center, Room 102, Ocala Campus. Send the document **at least two weeks** before you plan to distribute to allow adequate time for proofing, revisions and printing.
3. Marketing and Public Relations will proof the document according to college style standards and will return to you with recommended changes or corrections including a stamp bearing the reviewer's initials and date.
4. You then revise the document and submit, along with the stamped version, for printing to printshop@cf.edu.

Provide adequate time for proofing and printing in your plan for distribution. Your project is important to us and the college. Please keep in mind that the Marketing and Public Relations Department serves the entire college and numerous projects may come in at the same time.

Proofing When You Work With an Outside Designer

If you are working with a graphic artist or print shop outside of the college, ensure that copy is carefully edited, proofed and approved by the appropriate college supervisor *before* providing to the vendor. To make changes, additions and deletions after the original copy has been formatted slows production and may increase cost. After copy and artwork is formatted by the designer, it goes through a number of proof stages. Review each proof carefully and check to ensure that all changes have been made. The first proof received should be read carefully against the edited copy that was provided. The final proof received may be the color match. Making a change at this stage is costly and will delay the completion of the project. Please work with Marketing and Public Relations throughout the process. The department will review raw copy, the final copy or both. Approval will be needed by Marketing and Public Relations before you can proceed with printing.


















Resources

Project Checklist

As you begin to create your project or if you are requesting that Marketing and Public Relations assist you with a project, consider these questions.

- Who is your target audience (potential students, donors, community members, internal audience, other)?
- Does this project need to be printed, or could it be distributed electronically?
- Where will this project be distributed (on campus, at high schools, direct mail, other)?
- What is the shelf life of this project? Is it for a one-time event, or will it be revised for upcoming semesters?
- Is this a new project or update of an existing project?
- Will the project stand alone, or is it part of a bigger project?
- Have you gathered all components necessary to complete the project (narrative, photos, etc.)?
- Will you need additional photos or artwork?
- Did you provide photo releases for individuals to the marketing office?
- Do you have permission to use photos if you are not the photographer?
- Has all material been vetted by the department supervisor?
- What quantity will you need printed?
- Do you have funding available from a grant or other award?
- Date for completion of this project?

Proof Marks

	remove space		delete and close		new paragraph
	insert a space		delete a period	no ¶	remove paragraph break
	delete a word		insert a period		move right
	insert a word		spell out or abbreviate		move left
	transpose		lowercase	stet	don't change
	move		uppercase		align horizontally
					align vertically

Error-Free Proofreading Checklist

Document: _____

Date: _____

Text

- Read everything once through for overall feel.
- Read through for punctuation and spelling.
- Read all articles and headlines aloud.
- Look at headlines only.
- Read headlines and most visible text backwards.
- Check spelling of all names and company names.
- Call telephone numbers to verify.
- Check websites.
- Confirm dates and days.
- Confirm that index titles and page numbers match document.

Layout

- Is artwork straight?
- Are fonts correct and consistent?
- Check captions, quotes and attributions.
- Check logos and photos for distortion.
- Is bulk rate indicia included, if necessary?
- Is there consistent spacing between elements (headline, body, column width, etc.).
- Is telephone number, address and contact information included?
- Check for consistent and visible page numbering.
- Is hyphenation turned off?

Project-specific style references

(Company names, unique spellings, infrequently used terms, etc.)

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Style Sheet for CF Forms

Marketing and Public Relations uses the following guidelines to format all college forms.

Models/Examples

- CF Online Application Form
- Common Application Form from Harvard, University of Florida, St. Petersburg College, Santa Fe College, etc.

Guidelines

- Assign priority.
- Use table format whenever possible.
- Make all forms fillable electronically as Word documents.
- Insert college logo with *–an equal opportunity college–*
- Use **Garamond** font throughout forms.
- Use **Former Name** NOT Maiden/Former Name.
- Assign revision date to each form as a footer in 9 point font, left side, and update on revision of form.
- Assign form code and number to each form as a footer in 9 point font, below date.
- Insert footer, in 9 point font, centered to read: www.CF.edu. No hyperlink.
- Insert footer, in 9 point font, right side to read: 352-873-5800.
- Include concise equity statement in footer.
- Use all caps, bold, 14 point font for form titles.
- Use text size font for check boxes.
- For emphasis use bold, not italics or underlining.
- Use bold, 12 point font for section headings.
- Use 12 point to 9 point font for body copy.
- Use 9 point font for words beneath signature lines.
- Align blank lines and boxes vertically and left and right, whenever possible.
- Use thicker horizontal lines sparingly to separate sections.
- Use lightest possible shade of gray “For office use only.” boxes.
- Use check boxes of equal size with no drop shadows.
- Insert one space after colon and before blank line begins.
- Use **Court Representative** or **Representative of the Court** as required.
- Save forms as Word, PDF fillable reader-enabled documents.
- Social Security number should only be collected when required by state or federal law. If the Student ID No. is present it is preferred to use that number to look up SSN when required. **If the SSN is collected on a form the CF Notification of SSN Collection, Usage and Release form AS-1MKPR must be appended to any external form.**
- SSN may not be filled in and emailed.
- Track final approval by department/division.
- Track review and approval by Joe Mazur for any form that may have financial or legal implications.
- Marketing and Public Relations will provide a link for the form in the online directory.

Order and Style (if needed):

1. **Social Security No.:** _____
2. **CF ID No.:** _____
3. **Jenzabar ID No.:** _____
4. **CF Academic Program Code:** _____
5. **Legal Name:** _____
Last First Middle (complete) Jr., etc.
6. **Former Name(s):** _____
7. **Gender:** Male Female
8. **Birth Date:** _____
MM/DD/YY
9. **State of Birth:** _____
10. **Country of Birth:** _____
11. **Country of Citizenship:** _____
12. **Physical Address:** _____
Street City State Zip Code
13. **Mailing Address:** _____
Street/P.O. Box City State Zip Code
14. **Telephone No.:** _____
15. **Email:** _____
16. **High School:** _____
Name City State
17. **County of Residence:** _____
18. **Anticipated High School Graduation Date:** _____
MM/YY
19. **Current Grade Level:** _____
20. _____
Signature Date: MM/DD/YY
21. **Processed By:** _____ **Date:** _____
MM/DD/YY

Quick Reference

	Style	Example
academic year	Use four digits, followed by a hyphen, followed by four digits.	2014-2015
academic degrees, abbreviated	Use periods between letters, no spaces. A.A. degree, A.S. degree, etc.	A.A., A.S., B.A., B.S., B.A.S., M.A., Ed.D., Ph.D.
academic programs	Use complete, accurate names when referring to academic programs. Refer to the college catalog.	Physical Therapist Assistant, not Physical Therapy
accept, except	Accept is a verb meaning receive. Except means to exclude.	I accept all your ideas except for the last one.
addresses	Use Ave., Blvd. and St. only with a numbered address. Spell out when part of a formal street name without a number. Highway, terrace, road, lane, etc., are always spelled out. Capitalize when part of a formal name with a number; lowercase when used alone or with two or more names. Spell out and capitalize First through Ninth when used as street names; use figures with two letters for 10th and above. Use periods in the abbreviation <i>P.O.</i> for postal box numbers.	1600 Pennsylvania Ave. Pennsylvania Avenue The college is located at 3001 S.W. College Road, Ocala. 7 Fifth Ave., 100 21st St.
adviser/advisor	Adviser follows the A.P. style and is preferred but either may be used. Be consistent.	My academic adviser is John Smith.
affect/effect	Affect is a verb, meaning to produce an effect.	Good written communication skills affect one's success as a student. One effect of this manual should be to enhance awareness of CF branding.
African-American	Acceptable and A.P. style, but black is preferred. Not everyone that is black is an African-American. Unless you know that the population or person you are referring to is distinctly African-American, use black.	He is of African-American descent.
African-American Student Union	CF uses a hyphen in the name, and the preferred acronym is A ² SU. Newspapers will not use a superscript, so a news release will need to include AASU instead. For posters, etc., use the preferred acronym.	The CF African-American Student Union meets once a month. The next A ² SU meeting will be held July 10.
afterward	Not, afterwards	Let's eat lunch at the Patriot Café and afterward we can go to the library.
all right	Not, alright or allright	We are all right to believe in the positive impact that CF has on the region.

	Style	Example
a lot	Not, alot. However, you allot a share or portion.	It takes a lot of teamwork to create relevant curriculum. He was allotted 10 minutes for his speech.
alumnus, alumni, alumna, alumnae	Alumnus, a man who has attended a school. Alumni, men or coed group who have attended a school. Alumna, a woman who has attended a school. Alumnae, a group of women who have attended a school.	Jim is an alumnus of CF. The men are alumni of CF. Jane is an alumna of CF. The women are alumnae of CF.
among, between	Among introduces more than two items, between introduces two items.	There is a bond between Amanda and her sister. There is a bond among family members.
amount, number	Amount is a quantity of something that cannot be counted. Number is a quantity of something that can be counted.	The amount of money you will need for your retirement years is difficult to calculate. The Patriot Café has the right number of choices for lunch.
ampersand	Use only where the ampersand is part of the company's official name or in a title. Otherwise use <i>and</i> .	Barnes & Noble Dr. and Mrs. J. Smith
a.m., p.m.	Lowercase, with periods. Avoid the redundant 10 a.m. this morning, 12 noon.	Sessions are held at 7 a.m., noon, 6:30 p.m. and at midnight.
annual	An event cannot be described as annual until it has been held in at least two successive years. Do not use first annual.	The 25th annual Taste of Ocala was held at the Ocala Campus.
area code	Use a hyphen after the area code. Do not use parentheses.	352-873-5800
Associate in Arts Associate in Science	Associate degree. Not, associate's or Associate's degree.	They earned associate degrees at CF.
assure, ensure, insure	Assure means to state positively, ensure means to make sure or certain, insure means to provide or arrange insurance for.	I can assure you that the administration will ensure that the college insures against loss of property.
baccalaureate	Baccalaureate, bachelor's degree, bachelor's or Bachelor of Arts degree are all acceptable.	Jane has a baccalaureate. She obtained a bachelor's degree from CF. Her bachelor's was earned at Harvard. He obtained a Bachelor of Arts degree in 2010.
biannual	Happening twice a year, a synonym for semiannual.	Graduation ceremonies are held biannually for CF students.
biennial	Means every two years.	The installation exhibition is a biennial event.
bimonthly	Not, bi-monthly. Means every other month; semimonthly means twice a month.	The bimonthly meetings will be held in January, March, May, July, September and November.

	Style	Example
biweekly	Not, bi-weekly. Means every other week; semiweekly means twice a week.	In February there were two biweekly meetings.
board	Capitalize only as part of a proper name: CF District Board of Trustees.	Members are appointed to the CF District Board of Trustees. The board meets monthly.
bullets	Use bullets before indented, unnumbered, short lists in the text and place a period at the end of the bulleted list. Use capitalization and terminal punctuation if the items are sentences. See page 14 for more information.	<ul style="list-style-type: none"> • proof • logo • address. <li style="padding-left: 2em;">or • Proof your document. • Include a logo. • Include campus address.
Campus, Center	Capitalize when part of a CF name. No capitalization when grouping names.	Ocala Campus, Citrus Campus, Hampton Center, Levy Center. But Ocala and Citrus campuses, Hampton and Levy centers.
campuswide	One word, no hyphen.	Donations were sought campuswide.
Cashiers Office	No apostrophe.	Make payment at the Cashiers Office.
chair	Preferable to chairman, chairwoman or chairperson.	The chair of the Access Services Advisory Committee is K. Jones.
Charles R. Dassance Fine Arts Center	Not CF Fine Arts Auditorium.	
co-	Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status. No hyphen in other combinations.	Co-author, co-chairman, co-worker, but coed, coexist, cooperate, coordinate.
college	Lowercase when not used with a formal name.	The college is closed today.
College Square Apartments	Not dormitory or dormitories.	The College Square Apartments provide housing.
collegewide	One word, no hyphen.	A collegewide effort was made.
county, counties	Capitalize when part of proper name. Do not capitalize with group of counties.	Marion County is in the heart of horse country. CF has campuses in Marion, Citrus and Levy counties.
coursework	One word.	Please complete all coursework.
curricula	Use curricula for plural form of curriculum.	All college departments' curricula were developed in consideration of learning outcomes.
dash	Space before and after a dash.	That is true — and we know it.

	Style	Example
data	Data is plural, however is most often considered a unit (a collective noun) and should use a singular verb. In some cases it does refer to individual items and should use a plural verb.	Your data is invalid. The data were collected from all three campuses.
database	One word.	All employees are listed in the CF database.
department	Only capitalize when part of a proper name.	The Department of Human Resources is closed today. The department will open tomorrow.
degrees	Always abbreviate and use periods when degree follows a name. Do not combine courtesy titles and academic degrees.	Ph.D., A.A., A.S., B.A., M.S. James D. Henningsen, Ed.D.
Dr.	While A.P. style uses Dr. only for individuals with medical degrees, the college uses Dr. for individuals with doctorate degrees.	Dr. Lawter
email	No hyphen. Capitalize when beginning a sentence.	She checked her email. Email speeds up productivity.
ext.	Not Ext. or extension or x. Set off with commas.	Contact Sandy at 352-854-2322, ext. 1372, or welchs@cf.edu.
fewer, less	Fewer is a smaller number of something that can be counted. Less is a smaller amount of something that cannot be counted.	Amanda took fewer courses this semester than last. Amanda is doing less work this semester.
fax	Not FAX	Please transmit it by fax.
federal	Lowercase except in titles	The federal government can help you. Call if you need assistance with the Free Application for Federal Student Aid.
Florida Legislature	Retain capitalization of Legislature when referring to specific group.	The Florida Legislature is in session. The Legislature works to aid all citizens of Florida.
Foundation	Uppercase when preceded by CF or when used alone.	The CF Foundation hosted Taste of Ocala. The Foundation raises scholarship funds for CF students.
Founders Hall	No apostrophe.	The group meets in Founders Hall Board Room.
full time, full-time	Do not hyphenate when used as an adverb. Hyphenate when used as an adjective.	He works full time. He is a full-time employee.
fundraising	One word in all cases	Fundraising is difficult. The AFC planned a fundraising campaign. A fundraiser was hired. The students are planning a fundraiser.

	Style	Example
GED	GED should be used as an adjective, not as a noun. Those passing the tests earn a GED diploma or certificate, not a GED.	Mary earned her GED diploma.
homepage	One word, lowercase.	Visit the CF homepage at www.CF.edu.
hyphen	No space before or after a hyphen.	March 27-April 14
Internet	Capitalize.	Search the Internet for related articles.
intranet	Lowercase.	CF forms can be found on the intranet.
its, it's	Its: possessive. It's: contraction for it is.	The committee reached its decision yesterday. It's going to be a close game.
junior, senior	Abbreviate as Jr. and Sr. Do not precede by a comma: Martin Luther King Jr. The notation II or 2nd may be used if it is the individual's preference.	Vernon Lawter Jr. Alphabetical listing: Davis III, Berry Dearness Sr., John Lawter Jr., Vernon Upton 2nd, Arthur
letters, grades	Spell out numbers before letters and grades.	He learned the <i>three R's</i> and brought home a report card with <i>four A's</i> .
major	CF does not use the term major when referring to program of study, per guidelines of our accrediting agency.	Her program of study is political science.
master's degree or master's or Master of Arts	All are acceptable forms of use.	He earned his master's degree.
midnight, noon	Avoid the redundant 12 midnight or 12 noon. Do not capitalize.	At noon we will make plans for midnight.
millions	Use figures with millions.	If 1 million residents donated \$1 each, the foundation would benefit.
months	Spell out months without dates. Abbreviate months with dates. Spell out April, May, June, July.	In September 2010 the college will begin to plan the Tuesday, Dec. 6, dinner. I was born April 19, 1970.
non	Hyphen usually not needed when used as a prefix.	noncredit courses
noon, midnight	Avoid the redundant 12 noon or 12 midnight. Do not capitalize.	At noon we will have lunch. At midnight we will sleep.
numbers	Spell out one through nine and use figures for 10 and above. Never start a sentence with a figure; spell it out.	Approximately four weeks ago, I received 25 replies. Fifteen students attended class today.

	Style	Example
numbers with text	Ages: Use figure and hyphens when used as a modifier. Money: Use figures. Percentages: Use figures, spell out percent. Ratio: Use figures and hyphens. Fractions: Spell out, unless used with dimensions.	A 5-year-old boy has a brother who is 10 years old. To save 5 cents a day could mean a total of \$2.6 million over time. The population grew at 38 percent. A ratio of 3-to-1 is better than a 5-1 ratio. Two-thirds of the group voted.
numbers, large	Include comma in all amounts of 1,000 or more. Note use of millions.	\$253,345, 3,456 FTE, \$1.6 million
numbered list	Use only for a sequence of steps.	1. step one 2. step two 3. step three
offices	Office names should be used as they are listed in the college catalog.	Office of the President
online	Lowercase, one word, no hyphen.	CF has an online application.
ordinal numbers	Spell out first through ninth; 10th and above use figures.	He made it safely to first base. She was 10th in line.
percent	Use as one word, spelled out. % is acceptable in a table.	The survey found 12 percent of students ate breakfast.
postsecondary	One word, no hyphen.	Postsecondary courses are available at CF.
prefixes: non, pre, etc.	Generally do not hyphenate when using a prefix with a word that begins with a consonant.	Prelicense, noncredit
quotation marks with punctuation	The period and the comma always go inside quotation marks. Dash, semicolon, question mark and exclamation point go within quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.	“Wake up.” The teacher asked, “How did you prepare for this quiz?” Did you read "Hamlet"?
seasons	Do not capitalize unless part of a proper name.	Visit Summer Spotlight XVII at the Webber.
semester	Use Fall Semester, Winter Semester and Summer Semester. Do not capitalize semester when it stands alone.	The Summer Semester is comprised of two terms, Summer Term A and Summer Term B.
statewide	One word, no hyphen.	statewide
telephone numbers	Use dashes, no parentheses. When listing an extension, abbreviate ext. Use telephone not <i>phone</i> .	352-854-2322 352-854-2322, ext. 1373

	Style	Example
times of day	Use figures except for noon and midnight. Use a colon to separate hours from minutes; a.m. and p.m. are always lowercase and separated by a period. Do not use zeros with a full hour.	8 a.m.-5:30 p.m. 9 a.m. noon midnight
titles	Capitalize and spell out formal titles such as president, manager, etc., when they precede a name. Lowercase elsewhere.	Vice President Vernon Lawter is involved in community events. Dr. Jim Henningsen is president of the College of Central Florida.
T-shirt	Uppercase T, not tee	Student Life is selling T-shirts for \$10.
Theater, theatre	An exception to A.P. Style. Use theater when referring to movie theater, theatre when referring to live performances.	The CF commercial is playing at the theater. I am going to see the CF Theatre performance. Note proper name CF Foundation Dinner Theatre.
tricity	Do not hyphenate.	CF serves a tricity service area.
vice president	Do not hyphenate.	He is vice president of Student Affairs.
Web addresses	No underlining or colored typeface in printed documents. In Microsoft programs right click on hyperlink to remove.	Check out the CF website at www.CF.edu .
website	One word, lowercase w.	Check out the CF website at www.CF.edu .
Web page, the Web, World Wide Web	Always capitalize W.	Our website has fewer Web pages and is a great addition to the World Wide Web.
year	When a phrase refers to a month, day and year insert a comma after the year. No commas when only month and date.	Feb. 14, 2012, was the target date. He was born in July 1960.

Section 8: Graphics Guidelines

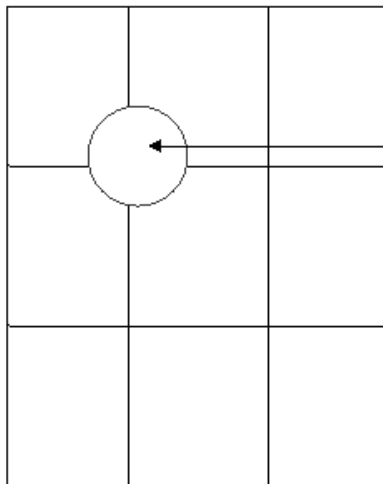
Developing a professional look depends upon a number of factors, including overall design, typography, ink color, paper stock, concise copy and budget for production. Professional design will give your publication a look that promotes readability and response. To help you in the publication process, we offer the following basic guidelines.

In order for an image to look good in a printed document, it must be 300 dpi (dots per inch) or higher. Images look good on your computer screen at 72 dpi. Do not copy photographs or logos from the CF website for your publications as they are not high enough resolution for print purposes. To obtain logos, contact Sandy Welch at welchs@cf.edu or ext. 1372.

Photographs are available from a number of sources for college projects. The Marketing and Public Relations Office maintains archives of CF photos. A photo shoot might be appropriate for projects of a larger scope, and stock photographs are available online for a fee. Do not copy images from the Internet as there may be copyright limitations. If you choose to take your own photographs, have the subject sign the CF Photo Release, which is available on the intranet under Marketing and Public Relations/forms. Consult with Marketing and Public Relations to decide which photo option is best for your project. Clip art is discouraged and is only permitted when photography is not an option.

Design Principles

- There is a delicate balance between too much and too little white space. Don't feel that you must use all of the space that is available to you.
- When creating the focal point, remember that our eyes move left to right and top to bottom (this is how we read).



Focal point. This is where the reader looks first. Use this area to draw the reader in. Place the most prominent visual element or most important text here.

Typography

In order to achieve a consistent typographic standard, the college has adopted the **Garamond**, **Palatino Linotype** and **Arial** typefaces to complement the logo. The typefaces were selected for their legibility and flexibility in a number of sizes, and they should be used on posters, brochures and fliers, and throughout all of your publications. Occasionally it may be appropriate to utilize a decorative font for headline, title or signature devices. Do not use more than **two fonts** on a single document.

The majority of this guide is set in Garamond type. Garamond and Palatino are serif fonts with structured details on the end of the strokes. Serif fonts are considered easier to read in large quantities in print projects. Arial is a sans serif type, with no structured details on the strokes. Sans serif types are preferred for headings, captions and Web material.

Various point sizes may be used to enhance the overall design of a publication.

This is Garamond 12-point type.

This is Garamond 24-point type.

This is Palatino Linotype 12-point type.

This is Palatino Linotype 24-point type.

This is Arial 12-point type.

This is Arial 24-point type.

Headings and Body Text

- Align text left; this is easier to read than justified text. It also avoids excessive and inconsistent spacing between words.
- Do not use smaller than 9-point font for body text; 12-point font is preferred.
- Use one space after a period, not two. The two-space rule was for typewriters, not computers.
- Use tools for emphasis sparingly. You don't want to overuse italics, bold and underlining. USING ALL CAPS REDUCES READABILITY BY 20 PERCENT.
- Overemphasizing text in a document can reduce reading speed, comprehension and legibility.
- Turn off the automatic hyphenation in Microsoft Publisher (Tools > Language > Hyphenation > Uncheck) or other software.
- Avoid "widows." Widows are single lines of text or single words that are left on the bottom or top of a page. For example, you don't want the first line of a new paragraph to be at the bottom of page 2 and the rest of the paragraph to be at the top of page 3. Instead, you should put the entire paragraph on page 3.

College Colors

The official CF colors are red and blue. The colors you select for your publication depend upon several factors, including tone and image you wish to project, your production budget, and whether or not the piece needs to relate to other printed materials. Black text is preferred for body copy, but color might be appropriate on some documents. Limit text and headlines to two colors per document. When using red and/or blue as school colors for CF materials, use Pantone Matching System number **200 for CF red** and PMS number **281 for CF blue**. These are the PMS colors in the CF logo. Colors may vary, however, depending on the printing equipment and the paper selected for the project. Please consult with Marketing and Public Relations if you need assistance in working with colors.

Logos

A logo is an institution's name and/or symbolic representation, designed in a unique, individual form. CF, CF Foundation, CF Patriots, Appleton Museum of Art and additional college logos are available by request from the Marketing and Public Relations Office.



The CF box portion of the horizontal logo, above left, should never be used on its own. If a square logo is preferred for your project, use the box logo, above right, which includes the college name.

Do not alter the proportions, color or orientation of a logo. To resize the logo, make sure you press Shift and drag from a corner. DO NOT stretch the logo horizontally or vertically. If you do not know how to resize your logo, ask for assistance from Marketing and Public Relations staff. For guidance on the use of the logo on clothing, consult with marketing staff.

Any time you use the CF logo, you should use the phrase: *—an equal opportunity college—*. The phrase may appear anywhere on the document; however, most choose to place it directly under the logo. Do not use hyphens before and after the phrase; use an en dash. To insert an en dash in Microsoft programs, go to Insert > Symbol > Special Characters. All words should be lowercase. Use Arial font and italics, no spaces before or after the en dashes.

College Seal

The CF seal is the official seal of the college and should be used only on certain special publications and materials, such as the college diploma, certificates, invitations, special events, programs. It should not be used in a casual manner, e.g., on memo pads, newsletters. **Do not alter proportion or orientation of the seal.** Contact Marketing and Public Relations before using the seal.



Section 9: College Locations

Addresses and Telephone Numbers

Ocala Campus

College of Central Florida
3001 S.W. College Road
Ocala, FL 34474-4415
352-873-5800

Hampton Center

College of Central Florida
1501 W. Silver Springs Blvd.
Ocala, FL 34475-6456
352-873-5881

Citrus Campus

College of Central Florida
3800 S. Lecanto Highway
Lecanto, FL 34461-9026
352-746-6721

Appleton Museum of Art, College of Central Florida

4333 E. Silver Springs Blvd.
Ocala, FL 34470-5001
352-291-4455

Levy Center

College of Central Florida
114 Rodgers Blvd.
Chiefland, FL 32626-1420
352-493-9533

College Square Apartments

College of Central Florida
1994 S.W. 31st Ave.
Ocala, FL 34474-6516

Jack Wilkinson Levy Annex

College of Central Florida
7631 N.W. 151st Lane
Trenton, FL 32693-7369
352-493-9533

Internet Addresses

www.CF.edu
www.AppletonMuseum.org

Names of College Buildings

Use the proper names of CF buildings, not numbers or letters. Do not abbreviate.

- Bryant Student Union or C. Farris Bryant Student Union
- CF Bookstore
- Charles R. Dassance Fine Arts Center or Dassance Fine Arts Center
- Citrus Learning and Conference Center
- Criminal Justice Institute
- Dorothea G. Jerome Building
- Enterprise Center
- Ewers Century Center
- Founders Hall
- Gymnasium
- Health Sciences
- Harvey R. Klein Conference Center or Klein Conference Center (Ewers Century Center is preferred as most visitors enter through the front entrance of this building.)
- Learning Lab School
- Learning Resources Center or Clifford B. Stearns Learning Resources Center
- Newton A. Perry Aquatic Center.