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For all questions relating to the Brand Identity Standards, contact ATSU Communication & Marketing (C&M):
660.626.2272
communications@atsu.edu
atsu.edu/communications
Photography and imagery

Photography and imagery

Photography is an integral ingredient to ATSU’s brand expression. Learn about how to access ATSU photography, required general photography release forms, and photography services.

Photography and imagery standards provide clear guidance on the use of visual details that build brand presence. In the following section, you will find detailed guidance related to photography appropriate for ATSU’s brand. Using these photography and imagery standards will make ATSU-branded materials more visually compelling—by consistently aligning with these standards—and more immediately recognizable to our audiences.

Photography and Imagery:
- Two-tier imagery system
- Preferred photography
- Portraiture
- Architectural photography
- Historical imagery
- Protecting the patient or student
- Model release policies

ATSU
Always keeping the brand in mind

The brand imagery creation involves a system that allows for the combination of aspirational, conceptual imagery and dynamic lifestyle photography which is authentic, meaningful, and immersive.

• Representation
• Optimistic tone (not neutral)
• Singular concept per image
• Avoiding progress/premise storage

Style
• Natural lighting
• Bright focal point
• Profiles or flat view of subject matter
• Clear, simple areas of white space

Photography don'ts
• Avoid overly fashion- or art-oriented shoots
• Do not go for a formal approach; instead try to capture spontaneous moments and life as it happens.
• No filters or overly edited photos
• No selfies
• Don't stretch images when placing for printed or online use
• No filters or post-production effects of any kind.
Portraiture

Executive and staff portraits personify authenticity, exuding an emotionally appropriate expression. Their gaze or conversation is very slightly pointed off camera, enhancing engagement.

Format
Vertical, portrait orientation.

Composition
Individually can be seated or standing—orienting posture slightly facing left. For headshots, position subject in center of frame, capturing an amount of space above the head equal to five times the distance from the subject’s mouth to eyebrow line. For full-figure poses, align portrait relevant to scene.

Lighting and background
Unless there is a need for a location-specific background for editorial purposes, all professional headshots/portraits should be taken in front of ATSU’s gray background available on each campus. Subject lighting should be directional. Align light source in the path of the subject’s view so that the subject will look directly into the light. The image should have minimal to no shadow, and use no filters or post-production effects. Ambient bounce and, if needed, fill light will ensure shadows are open.

Expression and body language
Subject should be posed appropriately for position with soft smile or casually engaged in a group conversation.

Result
An authentic, relaxed, and believable subject placed in a high-key, clean, and spacious environment. Head sizes are 40% larger. Minimal background accommodates interactive, video, and graphic design implementations.

Photography and imagery

Video testimonials

Portrait style and format, female and male examples.

Backgrounds should be all white unless Sr. Director of Marketing indicates otherwise.

Recommended headshot style

Video testimonials

Portrait style and format, female and male examples.

Backgrounds should be all white unless Sr. Director of Marketing indicates otherwise.
Historical imagery

Use historical photography to put the present in the context of the past. Historical photography works best when it subtly complements topical and cultural photography.

Copyright notice

No historical images may be copied, stored, printed, reproduced, or used in any way without express written consent of the Museum of Osteopathic Medicine and the International Center for Osteopathic History. For access to historic ATSU images, please contact communications@atsu.edu.

Signature exterior photography

Campus architecture-approved hero photos

Publishers are to use the approved campus architectural hero photos (shown) whenever possible. If these do not meet your needs, please contact C&M to help facilitate your specific needs.

Please visit atsu.photoshelter.com for more options.
Photography and imagery

Protecting the patient or student

A person’s right of publicity is the right to protect his or her name and likeness from being commercially exploited without consent and, potentially, compensation. In one sense, the right is treated like a property right (the right to profit from the use of one’s name or image). In another sense, it’s treated like a privacy right (protection from unjustified intrusion and exploitation).

To avoid violating someone’s right of publicity, you must be careful about using their:
• Image (photos, videos, film)
• Likeness (drawings, paintings, prints, etc.)
• Name (this includes nicknames and former names)
• Signature

You may not:
• Use visual content other than as expressly provided by the license you purchased or written permission provided with respect to such visual content.
• Portray any person depicted in visual content in a way that a reasonable person would find offensive, excluding but not limited to, depicting a model.

Model release policies and consent

ATSU requires a signed model release form from any person whose name, likeness, voice, participation, comments, or appearance will be used by the University for print, virtual, or audio/visual marketing initiatives.

No photo, video, audio recording, or other multimedia project may be published, posted online, or shared publicly without the express written consent of all participants.

Subjects under 18 years old may not be photographed, videotaped, or audiotaped without the written consent of a parent or legal guardian.

ATSU Model Release forms are available for download or print at:
atsu.edu/release-forms

Please contact Communication & Marketing at 660.626.2272 or communications@atsu.edu for questions related to this topic.
Business communication design guidelines

Stationery systems, including business cards, letterhead, and labels, all communicate volumes about a brand. These items are often the first point of contact, helping to create the all-important first impression of our brand. With thoughtful design, dependably executed, they help make our brand approachable and respected.

Consistency in ATSU’s business communication materials helps strengthen this perception by presenting a unified message. Consistency also generates increased efficiency by making communication more easily recognized by employees, students, friends, and the media.

This section provides direction on how graphic consistency and communication is applied to letterhead, business cards, envelopes, labels, and fax cover sheets, as well as guidance on corporate presentations and public relations materials.

Any unauthorized reproduction of any of the ATSU design, photography, or wordmarks is strictly prohibited without express authorization from Communication & Marketing.
Stationary system

Institutional business cards

All official ATSU business cards must be ordered through C&M. It is imperative all ATSU stationary be consistent; therefore, it is not acceptable to alter business card designs.

All questions concerning business card content should be directed to C&M at communications@atsu.edu or 660.626.2272.

Information that MUST be included:

Name, degrees
Title (per Human Resources)
Address
Phone
ATSU email address
ATSU URL

Optional information that may be included:

Cell phone
Fax number
ATSU URL, departmental segment

Information that may NOT be included:

Home phone number
Second email address
Personal information
Honorary degrees
Badges
Quotes

A minimum order of business cards is 100 quantity, 250 recommended maximum for most University clients.

Requests for different business card stock other than what is being provided is prohibited.

To order business cards, complete a Print Shop Pro work request via the ATSU portal:
Departments/Communication & Marketing/Print Shop Pro

For questions related to Print Shop Pro orders, contact C&M at 660.626.2272.

ATSU A. T. Still University

Sally Jones-Johnson, DMD, MPH
Assistant Professor, Public Health College of Graduate Health Sciences American School of Dentistry & Oral Health Board Certified Neurologic Clinical Specialist

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Stationery system

Institutional letterhead and envelope

All official ATSU stationery must be printed through C&M. It is imperative all ATSU stationery be consistent; therefore, it is not acceptable to personalize stationery.

Individual letterhead is available for schools, colleges, departments, and ATSU-owned facilities upon request.

An electronic version of the letterhead file is available upon request through C&M.

Please email communications@atsu.edu to request any letterhead styles or files.

Name badges

Every University employee and student is required to have and wear an ATSU-branded photo ID name badge for identification on both campuses. All University employees and students should have a recent photo on file with the University.

Magnetic name badges are used by ATSU employees and students for formal, official campus events or off-campus events. Departments may place orders via Wist Office Products at 480.921.2900 or orders@wist.com.

Magnetic name badges are not considered the same as an official ATSU ID badge and should not be used as such.

Magnetic badges may only list your name, master's or doctoral degree(s), pertinent certifications, and department. All badge orders are subject to approval by C&M.

ITS creates, prints, and issues official photo ID badges that are color-coded.

ATSU Arizona School of Osteopathic Medicine & Biomedical Science
John B. Doe, DMD
Main Clinic
Required email signature content

- First and last name, degrees in descending order of importance
- Use 2-3 lines, if appropriate, with commas and a colon to separate
- Include ATSU’s mission statement
- Include ATSU’s logo (should be linked to atsu.edu)
- Include ATSU’s mission statement
- Include ATSU’s mission statement
- Include the school or department
- Title and department
- Include A.T. Still University or A.T. Still University-INSERT College/School name
- A.T. Still University or A.T. Still University-INSERT College/School name
- Preferred contact method (it is not necessary to include all the ways to get in touch with you, unless it is essential to your position)
- Use the font included in the C&M form
- Left align all text & elements
- In the signature settings area, there is a checkbox to move your signature above the quoted message. This helps move your contact information up if others are looking for it.
- “Insert signature before quoted text in replies and remove the “--” line that precedes it.”

Non-acceptable elements in email signatures

- No custom or multiple fonts. Please use the font included in the example provided.
- No custom or multiple colors other than the black and grey for information.
- No handwritten signatures. Using plain text reduces the opportunity for an email to get blocked or caught by spam filters, or for malicious use of your signature to occur.
- The exception to this is the President’s Office.
- No images for your complete signature and contact information. Many devices and email clients have default settings that block images, and email signatures in an image format will not be visible to all. Even if the recipient can see the image, they can’t copy and paste your details or click links.
- No motivational and inspirational quotations, sayings, or phrases.
- No non-work information such as your personal social media, websites, links, etc.
- No centered elements, left align only.
- No variance from social media icons provided.
- Cell phone information.
- Privacy and/or HIPAA statement(s), only if essential to your position.
- An additional address line for another campus location, if essential to your position.

Optional content

- Cell phone information.
- Privacy and/or HIPAA statement(s), only if essential to your position.
- An additional address line for another campus location, if essential to your position.
- Pronouns may be inserted to help individuals share their preferred gender identity.
- Certain badges pertinent to your job may be allowed. Contact communications@atsu.edu with the badges you would like to add to your signature.

Email pronouns

Gender identity is an internal, individual experience of gender. It is directly linked to a person’s sense of self and sense of being male, female, both, or neither.

ATSU values and celebrates the differences that make each of who we are. Pronouns may be integrated within email signatures to identify a person’s preferred gender identity.

ATSU utilizes and celebrates the differences that make each of who we are. Pronouns may be integrated within email signatures to identify a person’s preferred gender identity.

Pronoun examples:
- He/him
- She/her
- They/them
- Non-binary
- None
- Other

Visit gaycenter.org/pronouns to learn more.

ATSU-standard email signature

Optional badge area

Email signature

“Email signature” refers to the information and content listed after your name. Consistency within University email signatures is important to maintain ATSU’s brand recognition among internal and external constituents. Emails sent from an ATSU email account are a representation of ATSU. ATSU employees and students must follow university standards for email signatures to ensure ATSU is referred to correctly and consistently within University email communications.

ATSU faculty, staff and students are considered stewards of the ATSU brand, and must follow university standards to ensure ATSU is referred to correctly and consistently within University email communications.

ATSU-standard email signature

Optional badge area
Email header system

Emails sent to internal listservs should include an email header. Most departments will use their branded logos as their email header. Dean’s offices, vice presidents, and the President’s Office are allowed a prominent email header, with examples shown to the right. Unless express, written permission from C&M, no other custom email headers will be created.

Special headers will be made for:
- Office of the President
- Senior VP of Academic Affairs
- Senior VP of Diversity & Inclusion
- VP of Information Technology
- VP of University Partnerships
- VP of Research & Sponsored Programs
- VP of Student Affairs
- VP & General Counsel
- VP of Finance & Administration/SPD
- VP of Academic Affairs/AD
- ASHS Dean
- CGHS Dean
- KCOM Dean
- MOSDOH Dean
- SOMA Dean
- ASOH Dean
- A.T. STILL UNIVERSITY
- OFFICE OF THE PRESIDENT

Department email headers (just logos)
- Arizona School of Health Sciences
- Kirksville College of Osteopathic Medicine

School email headers (just logos)
- ATSU

Custom email headers (for deans, vice presidents, and the president)
ATSU’s branded presentation templates are designed to provide brand consistency for ATSU faculty, staff, and students who speak or present on behalf of the University. Email communications@atsu.edu to request the presentation backgrounds.
Public Relations

ATSU Communication & Marketing (C&M) serves the entire university community for both internal and external communications. Public relations is a key component of the services provided to administration, faculty, staff, and students which facilitate awareness, coordinate events, collaborate with community partners, and market the brand of the University, programs, and people.

ATSU C&M oversees public relations policies and procedures, coordination of all university media inquiries and requests, assets with special-event, collaborated with universities and external organizations to create an atmosphere that promotes the mission, vision, and values of ATSU. C&M is responsible for relationships with stakeholders, government, media outlets, and public relations representatives. C&M public relations helps ensure that media inquiries are handled in a timely, thorough, factual, and professional manner.

ATSU C&M provides a centralized approach to media inquiries, including the management of media relations, public records, and public opinion. C&M is responsible for the development and implementation of media relations policies and procedures, ensuring the effective dissemination of information to the public, media, and other stakeholders.

ATSU C&M coordinates information and resources with the public relations team to ensure consistent and accurate information is provided to all stakeholders. C&M is responsible for ensuring that all media inquiries are handled in a professional and confidential manner.

ATSU C&M is responsible for managing media inquiries and requests from the university community and external organizations. C&M provides a centralized approach to media inquiries, including the management of media relations, public records, and public opinion. C&M is responsible for the development and implementation of media relations policies and procedures, ensuring the effective dissemination of information to the public, media, and other stakeholders.

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Event & exhibit design guidelines

Event and exhibit design helps translate ATSU’s brand values into spatial environments, including our campuses, clinic partners, and trade shows. By mindfully applying brand standards to spatial and environmental design, you help enhance and shape a sense of place that aligns with ATSU’s brand promise.

Following, you will find guidelines for commencement ceremony staging, tradeshow displays, and event systems, along with examples. Adhering to these standards helps enable ATSU to extend its brand into the spatial realm attractively and effectively.
ATSU commencements are the culmination of years of training and study. It is the farewell to an institution and hello to a new career path. It is also an event in which exceptional students receive special recognition for going far beyond the standards, investing so deeply in their passion to help others.

With such profound events it becomes equally important that the stage graphics communicate the overall brand image and the unique culture of each graduating school.

Message components:
• ATSU institutional wordmark
• Positioning statement
• School wordmark

Colors:
• ATSU brand standard blues and grays

Graduation items:
• Ceremonial parade flag
• Table skirts
• Podium banner
• Multimedia class poster on easel
• The high horizontal banner
• The center stage screen
ATSU conference displays are designed to effectively and consistently promote ATSU and specific programs.

Center display:
- University logo prominently displayed at the top
- Demographic-specific imagery
- All logos and text placed above the halfway point

Retractable banners:
- University logo prominently displayed at the top
- QR codes included next to URLs
- Visual style matches center display

Tablecloths:
- University logo only
- Fitted to table
- Tablecloths produced with PANTONE 295 blue

Program conference displays

ATSU conference displays are designed to effectively and consistently promote ATSU and specific programs.

Center display:
- University logo prominently displayed at the top
- Demographic-specific imagery
- All logos and text placed above the halfway point

Retractable banners:
- University logo prominently displayed at the top
- QR codes included next to URLs
- Visual style matches center display

Tablecloths:
- University logo only
- Fitted to table
- Tablecloths produced with PANTONE 295 blue
Interactive design guidelines

Communication & Marketing controls all interactive design, including but not limited to websites and advertisements. All third-party vendors must comply with guidelines that C&M sets forth.
Institutional website

ATSU’s main home page is the environment visitors will find when visiting our website. It acts as a vehicle for helping the visitor figure out what they are looking for, what they want to do, etc. It is also the jumping-off point for each of the individual school’s web pages.

Note: content on the following pages are subject to change as we are continually updating copy and images.

College/school websites

The college/school main page acts as a landing page that provides a well-defined, school-based environment for the visitor. The content introduces the school and its mission and offerings. Quick links shortcut to relative content further down the page. This empowers the visitor who already knows what they need, in the flow they have come to expect in a usability design pattern.

Note: content on the following pages are subject to change as we are continually updating copy and images.
Degree pages

The degrees awarded to graduating students are the products of the University and schools. Detailed degree information is crucial to prospective ATSU students in their academic planning and career goals.

Some of the key degree sections include video overviews, program accreditation and outcomes, career advancement, faculty profiles, admissions and tuition requirements, and detailed curriculum overview.

Another key feature of degree pages is the dynamic list of related programs, which provide a big-picture view of options to site visitors who are still in the consideration phase of their academic planning.

Note: content on the following pages are subject to change as we are continually updating copy and images.

Main navigation

The main navigation encompasses the semantic hierarchy of the ATSU online presence, in a way that groups user tasks with their associated paths and goals.

Any new web pages or properties that are created should logically fit into the established hierarchy to maintain the integrity of the system.

All navigation additions must be approved by C&M to ensure strategic hierarchy of upline and downline content.
Interactive design guidelines

In-page navigation

Presenting a vast semantic hierarchy, even within the scope of one subject, degree, or school is made more understandable and approachable for website visitors by zipping them into accordion widgets and labeling them based on category or user action.

The distinct background color of the open section helps confirm and guide the exploration of the contained links.

Sublinks are outlined within the hierarchy, as determined by the search intent strategy and the users’ goals.

Note: content on the following pages are subject to change as we are continually updating copy and images.

Footer

The visual foundation of the site includes top navigation hierarchy, as well as important campus and support information.

Anywhere the institutional website design is used, it must include this footer. This will ensure a consistent foundation across all pages.

Note: content on the following pages are subject to change as we are continually updating copy and images.
V1.0
About ATSU

ATSU is the founding institution of osteopathic healthcare, established in 1912 by Andrew Taylor Still. As a leading health sciences university, ATSU is comprised of two campuses [Phoenix, Ariz., and Mesa, Ariz.] or more than 320 acres with six prestigious schools. Learning environments include residential and online healthcare-related graduate degrees as well as community-based partnerships worldwide. ATSU has more than 700 employees dedicated to its core for-profit mission and an average annual enrollment of over 5,100 students from 36 countries.

ATSU is renowned for its presence as a multidisciplinary healthcare educator. The University is focused on integrating the leading forces of osteopathic medicine and the growing trends in evidence of today’s sciences. ATSU continually works diligently as the graduate health sciences university with head-to-head training and a community outreach mission to serve the university. The University has a rich history of leadership in both educational and community research.

ATSU meets online students the compassion, competence and knowledge required to address the whole person and whole healthcare in consultation where needs are greatest._magicflight whole person healthcare. ATSU graduates contribute to the future of integrated care while also leading with a selfless passion in the communities they serve.

Online Admissions
Application Guidelines and Academic Calendar
Career Advancement
Online Career Services
The College of Osteopathic Health Sciences has a dedicated Career Services office to build student and alumnae network opportunities. This support office offers career planning services, occupational counseling and job hunting, advising, and interviewing, USA and overseas, as well as adaptation to various businesses and industries.

Note: Career services are available to SOM students and alumni. Contact the Office of Enrollment and Admissions at 480-581-ATSU (2878) or email us on uscfs@atsu.edu.

Online Clubs
Online Scholarships
Online Partnership Programs

Interactive design guidelines

Small icons and graphics help contextualize and organize the information presented to our website visitors. These graphic elements should always be used in a way that fits into and supports the layout, color, style, and size.

Where appropriate, social media icons should be more concerned with ATSU’s color scheme than that of the media platform.
Social media standards

ATSU's social media presences utilize various online platforms to further the University’s mission and message. All visual assets that represent ATSU’s brand must follow the established brand guidelines. This will ensure brand consistency, recognition, and quality.
Interactive design guidelines

Social media branding

Profile and cover images on official University social media accounts will feature a consistent appearance. Profile image colors will be determined by the page type (college, department/program, etc.). Cover images will follow a standard design.
ATSU’s social media graphics are meant to be flexible in their design, sometimes adopting colors outside of the official ATSU color palette when appropriate for specific events or initiatives (e.g., using red for National Wear Red Day).

These images represent a general visual guideline for the graphics; different fonts can be used and different type treatments are allowed, although all variations are at the discretion of C&M.
Interactive design guidelines

On-page SEO practices
These are summaries of best practice tactics for where to place keywords and how to perform on-page optimization. As on-page optimization evolves and as other sources of traffic—social networks, referring links, email, blogs, etc.—have become more important and interconnected, the very nature of what’s optimal is discovered through implementing best practices themselves. The following interactive waste, on-page SEO practices provided herein are to ensure ATSU's on-brand theme, digital equity, and preeminence within the online healthcare education conversation that is most relevant to our key stakeholders and target audiences. Implementing these guidelines generates a greater opportunity for success while also meeting the following critical objectives:

• Creating the best opportunity to rank highly on Google and Bing.
• Earning traffic from social networks like Twitter, Facebook, LinkedIn, Pinterest, Instagram, etc.
• Being worthy of links and shares from across the web.
• Building our brand’s perception, trust, and potential to convert visitors.

Uniquely valuable content
An optimized page doesn’t just provide unique content, but unique value supported by high-ranking factors. Unique content simply means those words, in that order, don’t appear anywhere else on the web. Unique value refers to the usefulness and takeaways derived by visitors to the page. Many pages can be valuable, but few provide a truly unique kind of value—one that can’t be discovered on other pages targeting that keyword phrase.

On-page SEO optimization
Keyword research forms your base. Even though individual keywords themselves are no longer enough to form the foundation of your content, everything begins with good keyword research. You want to know what terms you are targeting, the relative competition around those keywords, and the popularity of those terms. Ultimately, your goal is to connect your content with the very keywords people type and speak into the search box.

Research around topics and themes. Most meaningful topics and themes are not a single keyword but instead a collection of related terms, synonyms, and secondary keywords related to each keyword. When people talk about your topic, what words do they use to describe it? What are the properties of your subject? Use these supporting keyword phrases as cast members to build content around your central theme.

When crafting your content, answer as many questions as you can. Good content answers questions, and semantically relevant content reflects this. A top ranking for any search query means the search engine believes your content answers the question best. As you structure your content around topics and themes, make sure you deserve the top ranking by answering the questions and offering a user experience better than the competition.

Use natural language and variations. During your keyword research process, it’s helpful to identify common synonyms or phrases to your topic, and include these in your content when appropriate. Semantic keyword research is often invaluable to this process.

Place your important content in the most important sections. Avoid factors and standards for important content. Don’t try to fool search engines with fancy CSS or JavaScript tricks. Your most important content should go in the places where it most matters.

Structure your content appropriately. Headers, paragraphs, lists, and tables provide structure to your content so that search engines understand your topic targeting. A clear web page contains structure similar to a good university paper: hyper-proper introductions, conclusions, topics organized into paragraphs, spelling and grammar, and cite your sources properly.

Interactive design guidelines

Keywords, headlines and anchor texts
• Create a page that is uniquely valuable to your targeted searchers.
• If at all possible, make the page likely to earn links and shares naturally without needing to build links or post people.
• Balance keyword density with usability and user experience, but never obscure the critical keywords like page titles, headings, and anchor text when creating external links between theme silos within your site.
• Manage the equity and balance of page rank by defining the corresponding match between your users’ intent and the relevant search phrase that best correlates with the theme of your web asset or landing page. Mirror your keywords within headlines, anchor texts, and related link topics throughout all your pages.

Interactive design guidelines

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Email marketing

As a component of the integrated lead generation form, the rich media email (HTML email) is a personalized communication that presents the benefits and outcomes of an ATSU degree for aspiring and working healthcare professionals.

The personas, voice, and layout are designed to integrate with the personalized direct mail and landing page.

See personalized direct mail in the print design guidelines section.

Interactive design guidelines

Banner advertisements

Banner display ads follow the industry standards maintained by the Interactive Advertising Bureau (IAB).

Three examples included for reference are the leaderboard, skyscraper, and medium rectangle.

Each ad should consist of proper branding, clear messaging, and a call to action.
Print remains an important component of ATSU’s overall brand communication. So it’s essential to execute printed pieces developed for maximum effectiveness.

These print design guides address ATSU’s visual brand across a variety of print formats. These standards have been developed to ensure your print communications meet ATSU’s graphic standards. You will find preapproved design frameworks for collateral, promotion, advertising, and publications.
Admissions package
ATSU’s Admissions package contains collateral representing schools, colleges, programs, and opportunities that correlate with each prospective student’s areas of interest.

Institutional brochure
ATSU’s institutional brochure is designed to provide all of our various audiences a generous understanding of what makes our university unique. Overviews covering all of our schools and colleges, and the programs offered by each, deliver readers the fundamental information they are looking for, giving them a deeper sense of what makes ATSU students so passionate.

The design sets the tone and pace for the viewer with its use of evocative imagery and ample white space. Not only will it boost readers’ interest in ATSU at the institutional level, but it increases the likelihood that the viewer progresses to a deeper, more specific inquiry.

If you need a resource like this, please contact communications@atsu.edu.
Program brochures

ATSU offers informative brochures highlighting our programs offered. Brochures for all programs are available and distributed at college fairs and given to prospective students who visit our campus by University representatives.

Program brochure template

Each program-specific brochure has been designed to establish an emotional connection with the reader. Information is organized in a logical flow to deliver an overall understanding of the program, followed by more specific information about curriculum, requirement, and next steps for further actions.

This figure calls out the main features of all program-specific brochures.
Diversity & Inclusion collateral

ATSU’s Diversity & Inclusion collateral is designed to provide a comprehensive suite of communications for ATSU’s Diversity & Inclusion department. The pieces cover information including department initiatives, scholarship opportunities, and snapshots of student experiences. The design is minimal, visually striking, and easy to navigate to effectively deliver the intended concepts presented within each individual piece.

Folder design

All of the diversity pieces are designed to be effective as standalone pieces or in different combinations contained within a 9” x 9” folder. The folder is designed primarily to command attention, drawing in the viewer and piquing their curiosity.
Spotlight on “Getting There”

“Getting There” is part of the Diversity & Inclusion collateral suite that focuses on specific GPS scholars’ stories. This piece demonstrates the University’s drive to humanize ATSU programs and initiatives. By focusing on student stories, the subject matter is relatable and warm.
Apparel design best practices

Example of standard t-shirt design

ATSU-branded apparel represents not only the specific event/school/program, but the University as a whole. Therefore, all ATSU-branded apparel needs to fall within approved branding guidelines. This section is for casual apparel, including t-shirts, sweatshirts, hoodies, etc. These guidelines do not pertain to University white coats or scrubs.

Apparel front:
- University/school/club logo is prominently displayed at the left chest.
- When possible, the University logo is preferred.
- Horizontal logo configuration is preferred, but stacked logos may be used, also.

Apparel back:
- The apparel back allows more room for creative freedom to represent your event/club/program etc.
- Approval or revision of graphics and text are at the discretion of C&M.

Preferred colors:
- Preferred apparel colors are shades of blue, black, gray, and white.
- When choosing apparel and text colors, please consider readability and whether the apparel will be embroidered or screen printed. Embroidery often requires additional time to produce and may add to the cost of your apparel item.

Preferred vendors:
- Consider choosing an already established, approved ATSU apparel vendor. Contact C&M to learn about established apparel vendors.

Print design guidelines

Don’t place any graphics or other logos near ATSU’s logo on the front of the apparel. Supplemental graphics may be placed on the sleeve or on the right side of the chest opposite the logo.

Don’t include any inside jokes, questionable, or offensive content on apparel designs.

Do consider design options that represent the University in the best possible light and make sense to someone who is not familiar with ATSU or its schools, programs, initiatives, and your club.

Do allow adequate time for design, approval, and production. Contact C&M to discuss your project request as soon as possible to discuss details and timelines. In doing so, C&M will ensure there is adequate time to deliver a high-quality design.

Do consider size and readability for all design elements in relationship to the imprint area. Screen printing on fabric and embroidery require graphic elements and text to be a bit larger than other printed design materials. Embroidery may also add to the cost and time for production. ATSU requires stitched embroidery samples from all new business vendors.

Do consider the color palette of designs and clothing. In general, we recommend keeping the colors limited to shades of blue, black, white, or gray to ensure brand consistency.

Don’t include any graphics or references to copyrighted materials, including parodies or satire.

Don’t spend time developing specific designs to present to C&M. Instead, speak with a C&M representative about your project request first. C&M team members will listen to your ideas, and then, create a design that is brand compliant.

Apparel limitations

Below are apparel design choices that need to avoid.

Apparel opportunities

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Preferred vendors:
- Consider choosing an already established, approved ATSU apparel vendor. Contact C&M to learn about established apparel vendors.
Communication & Marketing (C&M) team members look forward to working with all faculty, staff, and students to help develop and complete communication requests compliant with ATSU brand standards and style guide.

University stakeholders are encouraged to contact C&M to discuss University-related communication projects as soon as a need is identified. Beginning with the end in mind, C&M will work collaboratively with each stakeholder to discuss project goals, required elements and details, and to establish a realistic production timeline for completion.

C&M staff are located on both the Missouri and Arizona campuses. The Missouri team is located off campus at ATSU’s Annex Building, 1123 N. Osteopathy, Kirksville, Missouri, and the Arizona team is located on campus at 5845 E. Still Circle, Suite 216, Mesa, Arizona.

For additional information or to meet with a team member, contact C&M at 660.626.2272 or communications@atsu.edu.
C&M project requests & production

Communication Basics

C&M at 660.626.2272 or communications@atsu.edu

Determine the audience.

Define the desired outcome of the communication or action requested of the reader.

Advance planning is vital for the timely, accurate production of all University communication projects.

C&M is able to provide both guidance and estimates that fit your needs.

Faculty, staff, and students are encouraged to contact C&M as soon as a communication need is identified to begin planning.

The project request form. An initial, one-time registration will be used.

Several steps are necessary to submit a request. Contact C&M at 660.626.2272 or communications@atsu.edu for questions related to registration or work requests.

C&M Project Requests

Available at ATSU’s portal, C&M Project Request software is user-friendly and allows users the ability to track work requests and cut costs related to project requests and expenses. The software is also able to be on-site done when or may purchase ATSU-branded apparel and promotional items in stock.

Samples of approved, ATSU-branded stationery items are available for review and to assist clients in placing departmental orders.

Please note:

Before submitting any type of document, all formatted items are available for review and to assist clients in placing departmental orders.

For questions or additional information, contact:

Communication & Marketing

660.626.2272
communications@atsu.edu

Photographs

It is ideal to schedule to shoot, design, proof, and select photos several months in advance. Photographs are created as needed. The following will occur as needed: project requests require photography, client submits examples of approved photographs, C&M works directly with client to determine printing needs, requires a new proof for final approval.

C&M encourages ATSU faculty, staff, and students to review the project request form, unformatted (e.g., single column only, no tabs, no bold fonts, no italics, etc.).

If the job is more complex and less if printing Center may be two to five days. More complex jobs, such as multiple-page project and specialty binding, may require two to four weeks.

How can clients expedite production?

• Plan ahead, and come to us early for scheduling.
• When planning or ordering, try to secure feedback from individuals involved in the project early in your project outline, especially the person who will be the main contact for the project.
• Avoid making design changes once design work is begun.
• Provide all media files in a single file.

(copies) that are previously associated with the document), including the date(s) in which they were approved with noted corrections, or

• Version 1.0 is circulated to stakeholder/client and others, as noted by a new member of the writing staff (who has not been previously associated with the document), including the application of ATSU and Associated Press copy standards.

This edited proof becomes Version 1.0.

Careful, accurate proofreading by the client and their designated proofreader(s) is critical.

This proof for each independent of the other.

Be sure to include departmental approvals.

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Design

to twenty-five days. More complex jobs, such as multiple-page project and specialty binding, may require two to four weeks.

Project complexity and the production schedule for ATSU's digital press may determine the number of days for project production. For some projects (e.g., annual reports, yearbook, or special projects), an external print vendor will be a more efficient or fiscally responsible option.

C&M works directly with clients to determine printing needs, methods, and costs. Printing in-house is more efficient and often lower for larger or more complex projects.

Please note:

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Communication & Marketing

660.626.2272
communications@atsu.edu

Step 1: Be sure to include departmental approval for each independent of the other.

Step 7: C&M project requests & production

Step 2: C&M staff will help University faculty, staff, and students develop a production timeline for each project.

The estimates provided are based upon the client submitting unformatted (e.g., single column only, no tabs, no bold fonts, no italics, etc.).

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C&M project request ticket process

Communication & Marketing’s (C&M) Project Request icon, located on ATSU’s portal, allows faculty, staff, and students to submit a project request directly to C&M’s online ticketing website.

1. Plan your project:
   - Writing
   - Photography
   - Design
   - Audience
   - Objective

2. Place your order. Visit C&M’s online ticketing website on ATSU’s portal by selecting C&M’s Project Request icon.

3. Complete your order by selecting the appropriate icon on C&M’s ticketing homepage.

4. For additional information or assistance, contact C&M at 660.626.2272 or communications@atsu.edu.

C&M services offered

Creative services:
- Collateral development (brochures, flyers, etc.)
- Digital & print design
- Editorial and style review
- Photography (event coverage, headshots)
- Printing and production

Marketing services:
- Branding, university style, and promotional items
- Marketing campaigns and advertising

Public relations & social media:
- Social media campaigns
- Media services and press releases
- News and information distribution
- Social media official pages, content, and community management

Publications:
- Annual Report
- iConnect
- Spark magazine
- Still Magazine

Website:
- Content management and updates
- Design and development
- Search optimization
- Standards, compliance, and accessibility

Submit creative services requests via Print Shop Pro in the ATSU portal: my.atsu.edu

Submit web content updates via the service desk: service.atsu.edu

Submit creative services requests via Print Shop Pro in the ATSU portal: my.atsu.edu

Submit web content updates via the service desk: service.atsu.edu
A.T. Still University
Style Guide

For all questions relating to the Brand Identity Standards, contact ATSU Communication & Marketing (C&M):
660.626.2272
communications@atsu.edu
atsu.edu/communications

Missouri campus
800 W. Jefferson St., Kirksville, MO 63501

Arizona campus
5850 E. Still Circle, Mesa, AZ 85206

atsu.edu