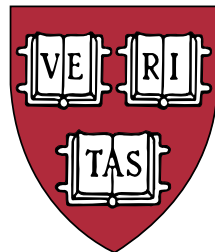


# HARVARD UNIVERSITY



## Graphic Identity Standards Manual

JULY 2017

*DEVELOPED BY HARVARD PUBLIC AFFAIRS & COMMUNICATIONS*

# WELCOME TO THE IDENTITY GUIDELINES FOR HARVARD UNIVERSITY

This guide is a resource for designers, vendors, and anyone who is visually representing Harvard University - whether online, in print, or in person. These guidelines are primarily for use by Central Administration and Faculty of Arts and Sciences departments.

## **Why does Harvard University need identity guidelines?**

The graphic elements we use to represent Harvard enable us to establish and maintain a clear, unified University identity, both within the Harvard community and beyond. We developed these to both improve consistency and reduce costs associated with units having to develop their own marks.

If you have any questions about the guidelines or the specifics, please contact Harvard Public Affairs & Communications at **[identityguidelines@harvard.edu](mailto:identityguidelines@harvard.edu)**.

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# INTRODUCTION

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Definitions, Wordmark vs. Signature

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Harvard competes with academic institutions across the nation and around the globe. Given this dynamic environment, it is important for us to express a single, compelling voice in everything we do.

The totality of the graphic elements, visuals, and words we use to describe Harvard will enable us to establish and maintain a clear, unified university identity, both within the Harvard community and beyond.

This manual provides general guidelines for the visual articulation of the Harvard graphic identity, as well as specific direction for the application of our updated signatures and related elements.

We recommend that you refer to this guide whenever you develop communications materials.

**CONTACT INFORMATION**

If you have questions or need assistance developing communications materials, please email **[identityguidelines@harvard.edu](mailto:identityguidelines@harvard.edu)**.

For questions about the licensing or use of Harvard's trademarks on merchandise, the unauthorized use by others or the protection of Harvard's marks, or the use of any of Harvard's trademarks, including the Harvard wordmark or shield, in any manner other than prescribed in this graphic manual, please contact:

Harvard Trademark Program  
**[trademark\\_program@harvard.edu](mailto:trademark_program@harvard.edu)**  
trademark.harvard.edu  
(617) 495-9513

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**GENERAL GUIDELINES**

- > DO USE THE ORIGINAL ARTWORK IN ITS PROVIDED FORMAT
- > DON'T MANUALLY ALTER THE ARTWORK IN ANY WAY

- > DO TREAT THE SIGNATURE AS ARTWORK
- > DON'T TYPESET THE HARVARD WORDMARK

- > DO USE THE SHIELD ALONGSIDE THE WORDMARK
- > DON'T REPLACE THE SHIELD WITH A NEW MARK

- > DO SCALE THE ARTWORK PROPORTIONALLY
- > DON'T STRETCH THE ARTWORK OR TYPE

- > DO GIVE THE SIGNATURE ITS OWN SPACE
- > DON'T PLACE THE SIGNATURE TOO CLOSELY TO OTHER GRAPHIC ELEMENTS, LOGOS, OR MARKS

- > DO USE THE SIGNATURE AND VERITAS SHIELD ON AN APPROPRIATE BACKGROUND COLOR

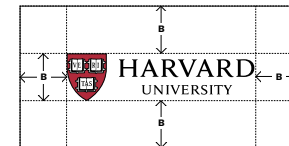
- > AVOID PLACING THE VERITAS SHIELD ON A CRIMSON BACKGROUND OR ANY OTHER CLOSE VALUE

- > DO MAINTAIN THE PROPORTION OF THE SIGNATURE, WHILE KEEPING PRIMARY EXTENSIONS TO ONE LINE

- > DON'T STACK PRIMARY EXTENSIONS

**DO:**

**DON'T:**



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This chapter outlines the use of a few different graphic elements. This includes:

**Signature:** A signature represents the wordmark and shield when they are used together

**Wordmark:** A wordmark is when Harvard/Harvard University are used in conjunction with an extension (such as the Faculty of Arts and Sciences).

**Shield:** The shield refers to the Veritas shield.

**WORDMARK VS SIGNATURE**

When a Central Administration department includes "University" in its official name, the alternate-use or "University" signature system may be used. The alternate presentation incorporates "Harvard University" into the signature, as well as one or two levels of office information, depending on the signature orientation. In some cases, where brevity and design necessitate, a sub-institution of significant stature (i.e., Harvard Library or Harvard College) may substitute their institution for "University," provided the institution follows a similar naming construct.

Extension signatures indicate an office, group, or department within Harvard University. These signatures are built upon the Harvard wordmark, within a structure for primary and secondary information. It is important to note that the primary signature system is preferred, and the alternate signature system should only be used after first exploring the primary system as there are limitations to the alternate system.

**Usage:**

- The Harvard wordmark should be present on all official, departmental Harvard communications
- Treat the wordmark as artwork, not as typography
- It may not be manually altered, except for proportionally in size/scale
- Use original artwork only and do not try to replicate

# IDENTITY ELEMENTS

These elements (shield and wordmark) make up the signature

shield



university wordmark  
do not use without the shield

**HARVARD**  
UNIVERSITY

university signatures



**HARVARD**  
UNIVERSITY





# SIGNATURE ELEMENTS

## Harvard wordmark

for use on mobile

HARVARD

### EXTENSIONS:

Faculty of Arts and Sciences

FACULTY OF ARTS AND SCIENCES

OFFICE FOR FACULTY AFFAIRS

## signatures - large shield



HARVARD  
Faculty of Arts and Sciences

Best for web use



HARVARD  
Faculty of Arts and Sciences  
OFFICE FOR FACULTY AFFAIRS

HARVARD

FACULTY OF ARTS AND SCIENCES



Best for signage

HARVARD

FACULTY OF ARTS AND SCIENCES



OFFICE FOR FACULTY AFFAIRS

## signatures - small shield



HARVARD  
Faculty of Arts and Sciences



HARVARD  
Faculty of Arts and Sciences  
OFFICE FOR FACULTY AFFAIRS

HARVARD

FACULTY OF ARTS AND SCIENCES



To obtain small shield signatures, please email

[identityguidelines@harvard.edu](mailto:identityguidelines@harvard.edu)

VERITAS SHIELD

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#### DIGITAL APPLICATIONS

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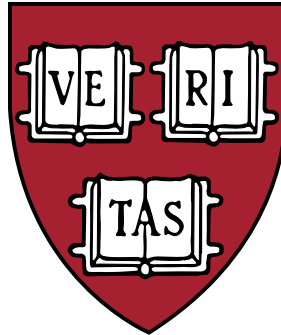
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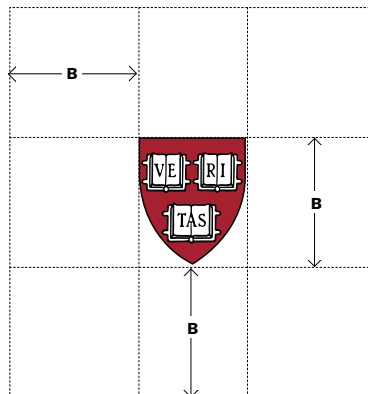
## VERITAS SHIELD: ARTWORK

The Veritas shield should be used in combination with Harvard/Harvard University wordmarks and related signatures. It is a central element of the University's graphic identity, and should not simply be treated as a dingbat or afterthought.

The Veritas shield may not be altered nor may appendages be added to it.



A clear zone of "**B**" (b = shield height) around the shield will give it the room it needs to stand out.



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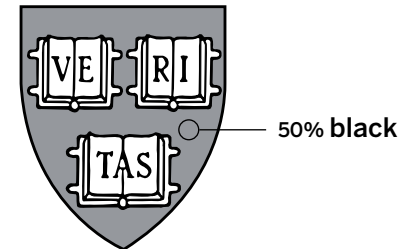
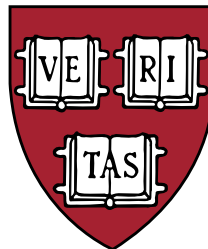
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## VERITAS SHIELD: COLOR AND GREYSCALE

Whenever possible, the Veritas shield should be represented in its original color combination of Harvard crimson, black, and white. These values should never be altered. The shield may be displayed in black and white if necessary. In reproducing Harvard University colors for print, recognize the recommended mixes herein serve as a starting point. Proof against a printed Pantone chip and adjust mixes for best match.

### IN GENERAL:

- The shield should be used in its original form, and not be outlined or used in reverse
- Whenever possible, the shield should not be applied against a crimson background



crimson

PMS 187U  
 PMS 1807C  
 CMYK C-7 M-94 Y-65 K-25  
 HEX# A51C30  
 RGB R-165 G-28 B-48



ink

PMS PROCESS BLACK U  
 PMS PROCESS BLACK C  
 CMYK: C-0 M-0 Y-0 K-100  
 HEX# 1E1E1E  
 RGB: R-30 G-30 B-30

**INTRODUCTION****VERITAS SHIELD**

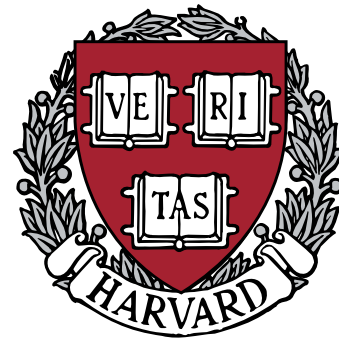
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**UNIVERSITY SIGNATURE****SIGNATURE ELEMENTS****UNIVERSITY SEAL****TYPOGRAPHY****COLOR PALETTE****DIGITAL APPLICATIONS****UNIVERSITY STATIONERY****MERCHANDISE****APPENDIX****VERITAS SHIELD: ADORNED**

The Veritas shield with wreath and banner, which is also known as the adorned Veritas shield, is used by the University for commemorative purposes, for other official University functions and purposes where the University is being represented as a whole, and by offices that represent the senior-level leadership of the University, such as the Office of the President, the Office of the Provost, and other comparable offices. Please contact [identityguidelines@harvard.edu](mailto:identityguidelines@harvard.edu) for permission before using.



UNIVERSITY SIGNATURE

**INTRODUCTION****VERITAS SHIELD****UNIVERSITY SIGNATURE***Artwork*

Reverse

Placement

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**SIGNATURE ELEMENTS****UNIVERSITY SEAL****TYPOGRAPHY****COLOR PALETTE****DIGITAL APPLICATIONS****UNIVERSITY STATIONERY****MERCHANDISE****APPENDIX****UNIVERSITY SIGNATURE ARTWORK**

Please **DO NOT** add the shield to the University wordmark manually. Use provided artwork instead. Your Harvard University contact can help obtain the appropriate logo files. Treat the wordmark as artwork, not as typography.



**HARVARD**  
**UNIVERSITY**

horizontal

**HARVARD**  
**UNIVERSITY**

vertical



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Please use the Veritas shield in its original form; do not attempt to add a white outline to the shield. Your Harvard University contact can help obtain the appropriate logo files with white text.

**horizontal****vertical**



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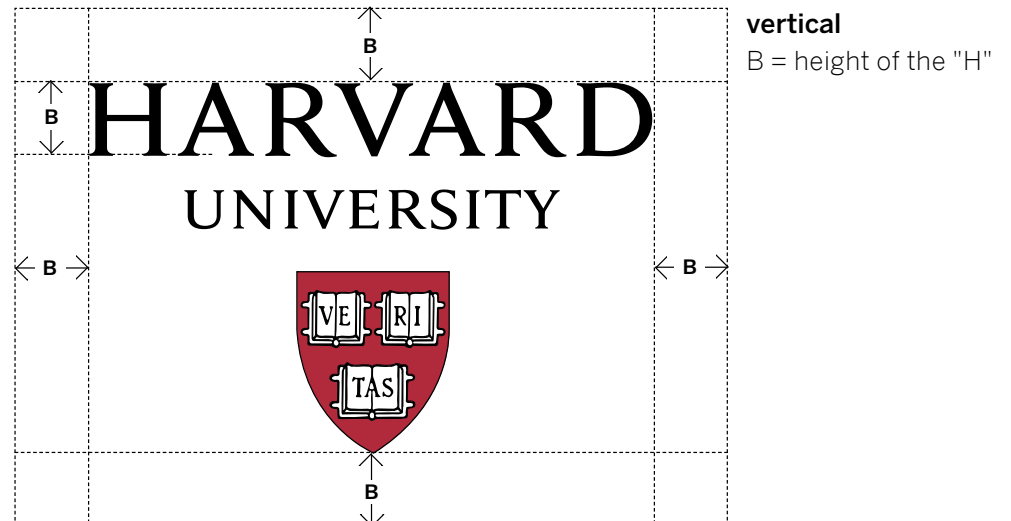
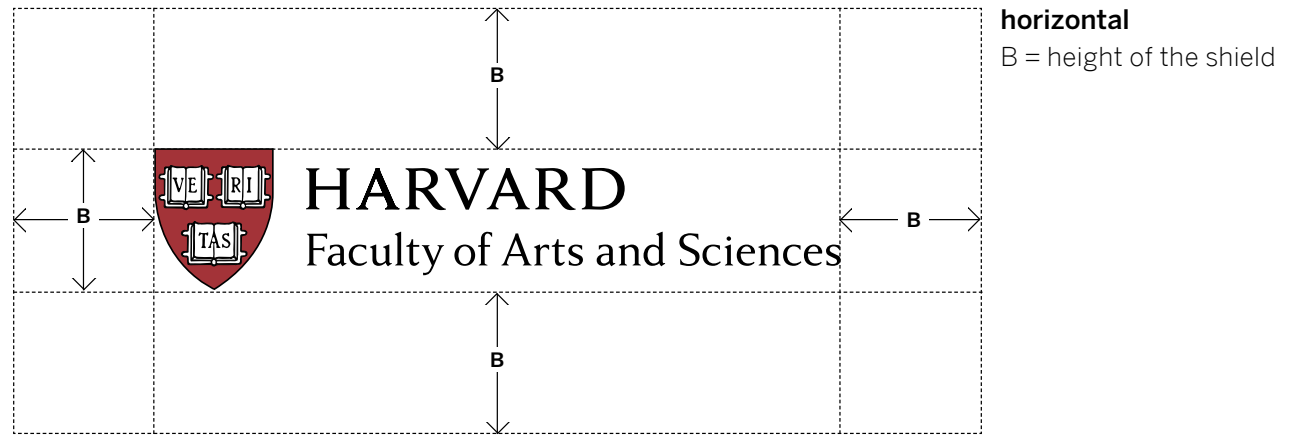
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**UNIVERSITY SIGNATURE: PLACEMENT**

**GIVE THE SIGNATURE ITS OWN SPACE**

The University signature should be treated as artwork and the space between the shield and wordmark should never be manually adjusted.

A clear zone of “**B**” around the signature will give it the room it needs to stand out.



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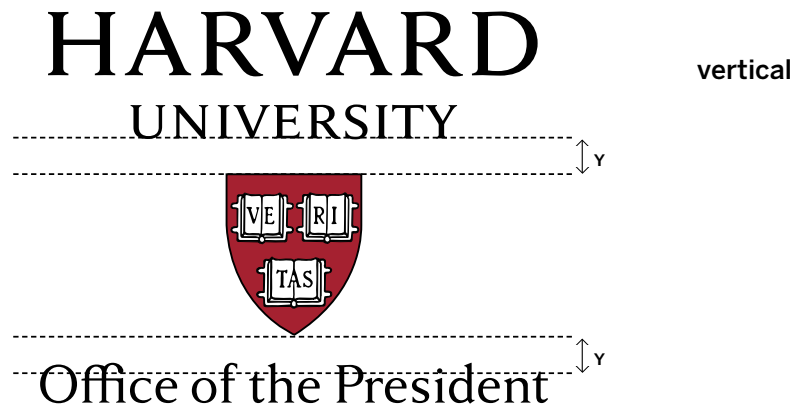
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**UNIVERSITY SIGNATURE: WITH EXTENSION**

Your Harvard University contact can help obtain the appropriate logo files.



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Additional applications of the approved University signature have been provided to accommodate small space use occasions. This includes a horizontal version with an enlarged Veritas shield and a treatment of the University signature on one line for more extreme horizontal applications. Your Harvard University contact can help obtain the appropriate logo files.



For websites,  
headers/footers

# SIGNATURE ELEMENTS

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## INTRODUCTION

The central identity elements (Veritas shield, Harvard wordmark) are the building blocks for additional signatures used across Central Administration offices and schools.

**In a Central Administration signature there are two layers:**

1. Harvard or Harvard University
2. School or primary office affiliation

**In a FAS or School signature there are three layers:**

1. Harvard or Harvard University
2. School
3. Primary office affiliation

There may occasionally be a secondary office affiliation for Central Administration, but generally we do not encourage this. In the case of multiple layers, consider separating the School or office as a headline, instead of incorporating within the signature.



**HARVARD**  
 Faculty of Arts and Sciences

horizontal wordmark  
 with school or primary  
 office affiliation



**HARVARD**  
 Faculty of Arts and Sciences  
 OFFICE FOR FACULTY AFFAIRS

horizontal wordmark with  
 FAS (school) and primary  
 office affiliation

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## HARVARD SIGNATURE ELEMENTS

The combination of the Harvard wordmark and shield is the Harvard signature.

The Harvard signature is the common thread across Harvard communications. It serves as the basis upon which all additional graphic identity elements are added. Deliberate, consistent placement of the wordmark will establish Harvard's name and institutional credence without distracting from your message.

- The Harvard wordmark must be present on all Harvard communications.
- Treat the wordmark as artwork, not as typography.
- It may not be manually altered, except for proportionally in size/scale.
- Use original artwork only and do not try to replicate.

The following elements should be used in signatures when black and white variations are necessary.

- The shield should be used in its original form and not be outlined or used in reverse
- **The shield and Harvard should not be used alone and should always have extension**

**avoid outlining the shield**



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## SIGNATURE ELEMENTS: EXTENSIONS OVERVIEW

### PRIMARY EXTENSIONS

Primary extensions refer to the Central Administration offices and Schools. The primary extension is set in Anziano Pro Roman for horizontal signatures and Anziano Pro Roman, small caps, for vertical signatures.

#### B. Horizontal Signatures

##### Faculty of Arts and Sciences



#### A. Vertical Signatures

##### FACULTY OF ARTS AND SCIENCES



### SECONDARY EXTENSIONS

Secondary extensions refer to an office, department, or program within the aforementioned primary extension. They are set in Benton Sans medium, small caps.

#### A. Horizontal Signatures

##### OFFICE FOR FACULTY AFFAIRS



#### B. Vertical Signatures

##### OFFICE FOR FACULTY AFFAIRS



OFFICE FOR FACULTY AFFAIRS

Use only large shield for vertical signatures with secondary extensions

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Whenever possible, the wordmarks should be typeset by a design professional. They should not be manually typed. If this is not possible, please follow the below guidelines:

- Begin with the Harvard wordmark. This should never be manually adjusted, as it is artwork.
- The extension should be set in Anziano Pro regular.
- The extension should be left aligned under the Harvard wordmark.
- The extension should be tracked in to avoid overly open letter spacing.



When the extension is longer than 2 times the width of the Harvard wordmark, as seen below, it must be minimized to fit within the 2 times guidelines. The distance between the Harvard wordmark and extension should remain consistent with the above guidelines.





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**HORIZONTAL WORDMARK:  
 PRIMARY AND SECONDARY EXTENSIONS**

- The primary extension should be set in Anziano Pro.
- The secondary extension should be set in Benton Sans, medium small caps.
- The wordmark "Harvard" should not be used alone and should always have the shield and at least one extension.



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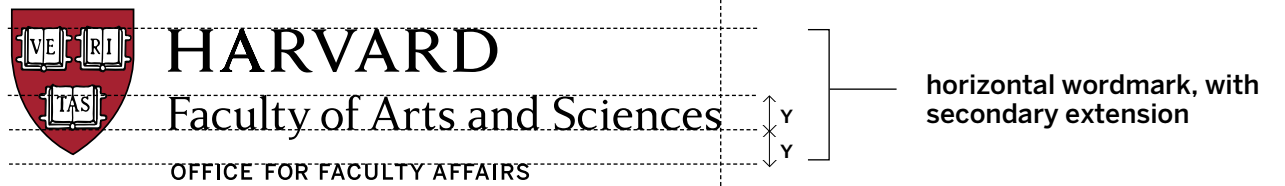
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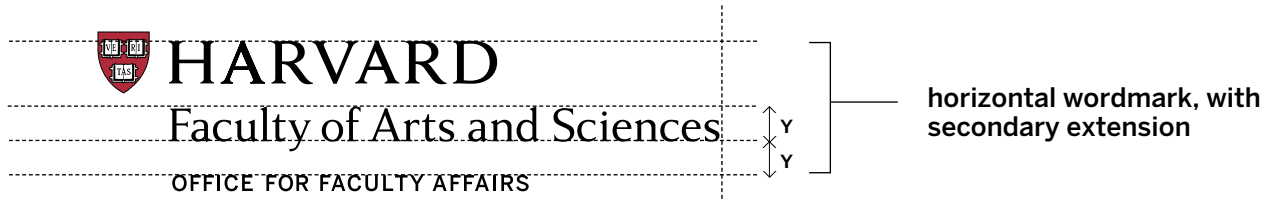
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# HORIZONTAL LARGE AND SMALL SHIELD SIGNATURES

**LARGE SHIELD:**



**SMALL SHIELD:**



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**VERTICAL LARGE SHIELD SIGNATURE:  
 PRIMARY EXTENSION**

Whenever possible, the wordmarks should be typeset by a design professional. They should not be manually typed. If this is not possible, please follow the below guidelines:

- Begin with the Harvard wordmark. This should never be manually adjusted, as it is artwork.
- The extension should be set in Anziano Pro, small caps regular.
- The extension should be perfectly centered under the Harvard wordmark.
- The extension should be tracked in to avoid overly open letter spacing.
- The wordmark should not be used alone and should always have the shield and extension.



When the extension is greater than 1.5 times the width of the word Harvard, it must be minimized to fit within 1.5 times the width of Harvard. The distance between the Harvard wordmark and extension should remain consistent with the above guidelines.

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**VERTICAL LARGE SHIELD SIGNATURE:  
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Your Harvard University contact can help obtain the appropriate logo files.



A clear zone of "B" (b = height of the "H") around the signature will give it the room it needs to stand out.



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**VERTICAL LARGE SHIELD SIGNATURE:  
 PRIMARY AND SECONDARY EXTENSIONS**

Your Harvard University contact can help obtain the appropriate logo files.



A clear zone of "**B**" (b = height of the "H") around the signature will give it the room it needs to stand out.



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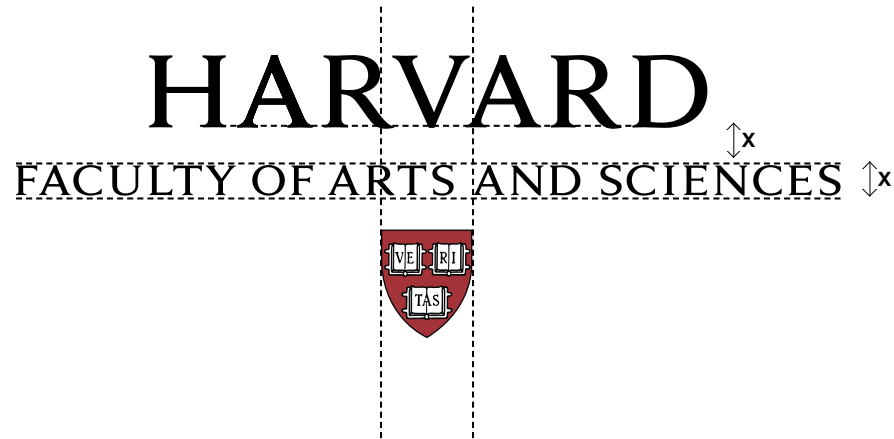
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## VERTICAL SMALL SHIELD SIGNATURE

Your Harvard University contact can help obtain the appropriate logo files.



A clear zone of "B" (b = height of the "H") around the signature will give it the room it needs to stand out.



UNIVERSITY SEAL

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## UNIVERSITY SEAL

The President and Fellows of Harvard College have a seal, which is to be used only by the Corporation for its official documents. The seal is not to be used as a design or a graphic element, nor as a decoration. Questions about the seal may be directed to the Assistant Secretary of the Corporation [ogb@harvard.edu](mailto:ogb@harvard.edu).



**restricted use**



# TYPOGRAPHY

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Font selection is a key component in the creation of successful communications. Typography should work in concert with the overall design, photography, and editorial writing to help describe and define the Harvard graphic identity. Since our intention is to depict Harvard as a unified, global institution, representing a tradition of academic excellence, choosing the right style of type is critical. There are many fonts available, but generally we recommend that you:

- Use clean and classic faces, with a preference for sans-serif fonts.
- Don't use fonts that are overly stylized.
- Don't use Harvard crimson for text color.
- Don't use type with drop shadows.
- Don't stretch type. Always scale proportionally.
- Don't outline type.
- Avoid condensing, excessive tracking, or horizontal scaling.
- Use italicized styles sparingly.
- Avoid using more than two different fonts in one piece of communications.

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# TYPOGRAPHY: WEB FONTS

## **Font Licensing:**

Harvard licensed fonts are for print media only and not for web use. Fonts for web use require an extended license. Please contact the below to obtain a web license.

Anziano and Benton Sans are licensed through FontShop

Tel: 415.252.1003

[www.fontshop.com](http://www.fontshop.com)

[info@fontshop.com](mailto:info@fontshop.com)

## **Restrictions**

Harvard licensed fonts are for staff only and cannot be shared. One license is granted per computer.

## **Recommended System Fonts**

We encourage the use of non-licensed, system fonts whenever possible. Please see the recommended system fonts below.

### **System fonts - body copy and headers - sans serif and serif**

**Arial Regular**

*Arial Italic*

**Arial Bold**

***Arial Bold Italic***

**Georgia Regular**

*Georgia Italic*

**Georgia Bold**

***Georgia Bold Italic***

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## TYPOGRAPHY: PRIMARY TYPEFACE FOR SIGNATURES

### ANZIANO PRO

Anziano is Harvard's primary typeface and should be used for the secondary level in wordmarks as well for headlines in communications materials. It is a transitional style font which features a flat apex on its letters "A" and "V" among others, furthering its resemblance to the engraved, Roman style it was based on. Anziano bears some resemblance to the font Albertus but has a softer curve to its serifs. Anziano features a short foot on its serifs—more so than other serif fonts in this classification. Anziano is derived from a Roman engraved style of font and thus uses less contrast in its stroke weights. Each of the three weights available for Anziano Pro are represented below.

#### ANZIANO PRO REGULAR

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890!@#\$%^&\*()?+=

123456789

#### ANZIANO PRO ITALIC

*ABCDEFGHIJKLMNOPQRSTUVWXYZ*

*abcdefghijklmnopqrstuvwxyz*

*1234567890!@#\$%^&\*()?+=*

*123456789*

#### ANZIANO PRO BOLD

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**

**abcdefghijklmnopqrstuvwxyz**

**1234567890!@#\$%^&\*()?+=**

**123456789**

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## TYPOGRAPHY: SECONDARY TYPEFACE FOR SIGNATURES

### **BENTON SANS**

**Benton Sans Medium** should be used as the supporting typeface of Anziano Pro when tertiary information is used. It should **NOT** be used as the primary font. Each of the weights available for Benton Sans are represented below.

#### **BENTON SANS**

Benton Sans Regular  
**Benton Sans Medium**  
**Benton Sans Bold**

#### **BENTON SANS ITALIC**

*Benton Sans Regular*  
***Benton Sans Medium***  
***Benton Sans Bold***

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## TYPOGRAPHY: TYPEFACES FOR GENERAL USE

### System fonts - body copy and headers - sans serif and serif

Arial Regular

*Arial Italic*

**Arial Bold**

***Arial Bold Italic***

Georgia Regular

*Georgia Italic*

**Georgia Bold**

***Georgia Bold Italic***

### print - body copy and headers - serif

Caslon Regular

*Caslon Italic*

**Caslon Bold**

***Caslon Bold Italic***

Garamond Regular

*Garamond Italic*

**Garamond Bold**

### Shelley script is recommended as a decorative font.

*Shelley Allegro*

*Shelley Andante*

*Shelley Volante*

# COLOR PALETTE

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## COLOR PALETTE: HARVARD CRIMSON

### Color Matching

In reproducing Harvard University colors for print and/or on-screen viewing, recognize the recommended mixes herein serve as a starting point. Proof against a printed Pantone chip, adjusting mixes for best match.

### Harvard Crimson

Whenever possible, the Veritas shield should appear in the Harvard crimson. It should never be represented in any other colors. Use only the officially designated shades and always insist upon accurate color matching, as poorly matched colors will weaken the impact and effectiveness of our graphic identity.



**PMS 187U**

**PMS 1807C**

**CMYK: C-7 M-94 Y-65 K-25**

**HEX# A51C30**

**RGB: R-165 G-28 B-48**



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## CORE COLOR PALETTE

A core palette has been defined to provide a neutral field against which the crimson can live.



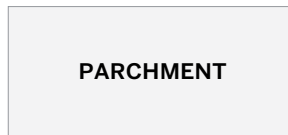
**INK**

**PMS PROCESS BLACK U**  
**PMS PROCESS BLACK C**  
**CMYK: C-0 M-0 Y-0 K-100**  
**HEX# 1E1E1E**  
**RGB: R-30 G-30 B-30**



**MORTAR**

**PMS WARM GRAY 8 U**  
**PMS WARM GRAY 8 C**  
**CMYK: C-16 M-23 Y-23 K-44**  
**HEX# 8C8179**  
**RGB: R-140 G-129 B-121**



**PARCHMENT**

**PMS COOL GRAY 1 U**  
**PMS COOL GRAY 1 C**  
**CMYK: C-3 M-2 Y-5 K-5**  
**HEX# F3F3F1**  
**RGB: R-243 G-243 B-241**



**SLATE**

**PMS 7544U**  
**PMS 7544C**  
**CMYK: C-33 M-15 Y-14 K-17**  
**HEX# 8996A0**  
**RGB: R-137 G-150 B-160**



**SHADE**

**PMS 7542 U**  
**PMS 7542 C**  
**CMYK: C-21 M-0 Y-6 K-20**  
**HEX# BAC5C6**  
**RGB: R-186 G-197 B-198**

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## ACCENT COLOR PALETTE

An accent color palette has been defined for highlighting.



**INDIGO**

PMS 540U  
 PMS 533C  
 CMYK: C-100 M-83 Y-46 K-13  
 HEX# 293352  
 RGB: R-41 G-51 B-82



**IVY**

PMS 363U  
 PMS 363C  
 CMYK: C-68 M-0 Y-100 K-24  
 HEX# 52854C  
 RGB: R-82 G-133 B-76



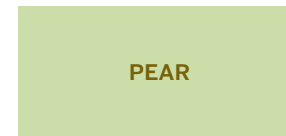
**SAFFRON**

PMS 1595U  
 PMS 1595C  
 CMYK: C-0 M-59 Y-100 K-5  
 HEX# D16103  
 RGB: R-209 G-97 B-3



**BLUEBONNET**

PMS 2727 U  
 PMS 2727 C  
 CMYK: C-71 M-42 Y-0 K-0  
 HEX# 4E84C4  
 RGB: R-78 G-132 B-196



**PEAR**

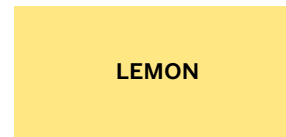
PMS 578U  
 PMS 578C  
 CMYK: C-20 M-0 Y-40 K-6  
 HEX# C3D7A4  
 RGB: R-195 G-215 B-164



**GOLD**

PMS 125U  
 PMS 125C  
 CMYK: C-0 M-26 Y-100 K-26  
 HEX# C4961A  
 RGB: R-196 G-150 B-26

\*COMMEMORATIVE WREATH



**LEMON**

PMS 120U  
 PMS 120C  
 CMYK: C-0 M-9 Y-58 K-0  
 HEX# FFDB6D  
 RGB: R-255 G-219 B-109



**CREME**

PMS 7499U  
 PMS 7499C  
 CMYK: C-0 M-2 Y-15 K-0  
 HEX# F4EDCA  
 RGB: R-244 G-237 B-202

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## STATIONERY INTRODUCTION (FOR HARVARD STAFF ONLY)

The stationery system is Harvard's most widely used communications tool. Its components, both individually and as a whole, are designed to create a coherent graphic identity through consistent use. Therefore, stationery should not be altered in any way.

The stationery system features the University and Harvard signatures and is printed in two colors, Harvard crimson and black. Unless otherwise noted, all stationery items are printed on a bright white sheet.

### Procurement Site

The procurement site ([www.procurement.harvard.edu](http://www.procurement.harvard.edu)) is a resource meant to assist in purchasing goods and services from the University's preferred and contracted vendors. Using these resources may result in significant cost savings and may also support Harvard's effort to become a more environmentally sensitive institution.

BFS Daniels is a print vendor which handles the printing of Harvard stationery and business cards. Here is their contact information:

### BFS Daniels

12 Channel St., 5th Floor  
Boston, MA 02210  
P: 617.267.8899  
E: [info@bfsdaniels.com](mailto:info@bfsdaniels.com)

### Print Center

Charlie Amaru  
Strategic Account Executive  
[camaru@bfsdaniels.com](mailto:camaru@bfsdaniels.com)  
P: 617-593-3415

Martha Lewitt  
[mlewitt@bfsdaniels.com](mailto:mlewitt@bfsdaniels.com)  
P: 617-869-9102

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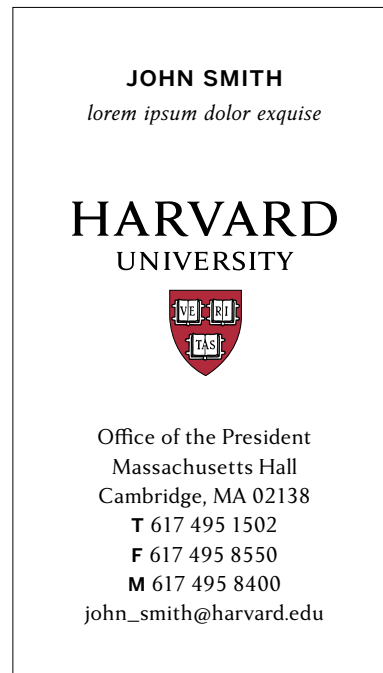
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## UNIVERSITY BUSINESS CARD

**VERTICAL TREATMENT RECOMMENDED**

- Has ability to accommodate longer/multiple titles
- Makes individual name/title more primary

Proportional numbers should be used on business papers and business cards, and not old-style numbers which are also available in Anziano. To set using InDesign, go to Open Type > Proportional lining.



**Recommended**



**Alternate**

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## UNIVERSITY LETTERHEAD

HARVARD  
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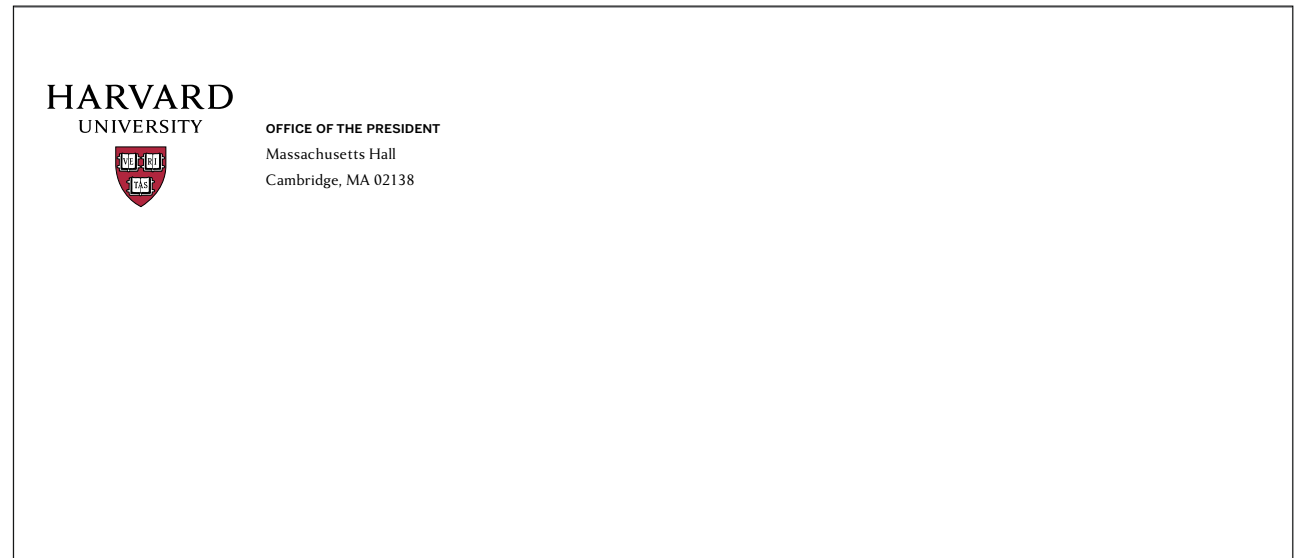
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## UNIVERSITY ENVELOPE



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## MERCHANDISE

Any Harvard unit that wants to have items produced bearing any of Harvard's trademarks (names and/or signatures) must contact the Trademark Program at [trademark\\_program@harvard.edu](mailto:trademark_program@harvard.edu) or (617) 495-9513 before ordering such items. The Trademark Program will provide guidance on how Harvard's marks may be used, information about official University licensees, appropriate forms to be completed by the requesting Harvard unit, and will determine if the items being ordered qualify for royalty exemption. For further information please visit the Trademark Program's website at [www.trademark.harvard.edu](http://www.trademark.harvard.edu). A valuable resources which answers frequently asked questions is <http://trademark.harvard.edu/faq>.

## UNIVERSITY INITIATIVES

The Harvard University wordmark may be used to in combination with other University initiatives, but the wordmark itself may not be altered. Please see the Signatures section of this manual for guidance on creating a secondary signature for University initiatives.

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[Dual Shield Guidelines](#)

## DUAL SHIELD GUIDELINES

Dual shields may only be used when given permission from Harvard Public Affairs & Communications, in consultation with the Trademark Program, for those programs or organizations common to two separate schools.

- The guidelines set for creating signatures should be followed
- Always place Veritas shield first.
- When using vertical format, the shields must always be small, never large.



**HARVARD**  
LOREM IPSUM DOLOR

