

Central Scotland Green Network

**BRAND GUIDELINES** 



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# Central Scotland Green Network

# **BRAND ESSENCE: STYLE GUIDE**



# **Brand Personality**

The Central Scotland Green Network (CSGN) will transform the landscape of Central Scotland and enhance the lives of the people who live and work there. It will take time and resources and will involve many partner organisations working together to accelerate change and secure its delivery.

The CSGN brand represents this drive for change, providing a distinctive foundation for all our communications.

Personality is crucial to a brand, giving it life and helping to build empathy and support amongst audiences. Personality attributes are collectively what make up the individual character of a brand and differentiate it over time.

The CSGN brand has 4 main personality attributes that influence how we communicate with our audiences. We should always remember these attributes when we are planning and delivering any communications activity. However, they are not intended to be used as a set of words or sound bites.

#### Our set of personality attributes are:









A full descriptor of each of these is outlined overleaf.



## **Brand Personality**

#### **Ambitious & Bold**

The CSGN is the biggest initiative of its kind in Europe, encompassing some 3.5 million people across 10,000 sq km and 19 local authorities. It has been accredited with national priority status by the Scottish Government to help its aim of promoting sustainable economic growth. It is an ambitious initiative that will be instrumental in shaping the face of Central Scotland. This will not be without its challenges and will often require a different way of thinking and acting - a bold, confident, focused approach with a real strength of character to overcome obstacles and produce action.

#### **Exciting & Inspiring**

The scale and scope of what will be delivered by the CSGN is truly exciting and inspiring. Inspirational places or people encourage followers, evoke strong emotions, bring about action, and add a sense of value to lives. Many places and brands strive to be inspirational. The CSGN is one of the few that actually can achieve this.

#### Collaborative & Accessible

The collaborative role of the CSGN is vital to its success. The CSGN Partnership Board and lead partners want to work closely with politicians and councillors, public, private and third sector partner organisations, the media, and community representatives, to identify, deliver, look after and utilise the CSGN. The Partnership Board will act in the role of supportive leader, using its status, support and expertise to help partner actions and facilitate key projects. This role will create trust, and trust brings loyalty and commitment.

#### **Real & Enriching**

The CSGN is about placemaking, working with local people and nature to transform settlements and the wider countryside. The CSGN projects will create real and lasting benefits for the people who make up these communities, helping to enrich lives now and in the years to come.



# **Key Messages**

The following key messages have been formulated as guiding sentiments across various communications relating to the Central Scotland Green Network (CSGN). It is worth noting that the CSGN initiative is ambitious, multi-faceted and complex. Therefore, in order to avoid misinterpretation of the CSGN, there is a need to be consistent in communicating its key messages.

#### **About Us**

- One of the Scottish Government's 14 National Developments under the National Planning Framework 2
- The biggest greenspace project of its kind in Europe
- Stretching from Ayrshire and Inverclyde in the west to Fife and Lothians in the east, encompassing 19 local authorities across 10,000 sq km
- Helping to make Central Scotland a more attractive and distinctive place to live, to visit and to do business in
- Potential for 3.5 million people to benefit - that's 70 per cent of Scotland's population

- An all encompassing remit, far beyond just a 'green' initiative, helping to improve the social, physical, cultural and environmental well-being of Central Scotland
- Transforming places for the better and actively supporting the Scottish Government's economic and social objectives
- Helping Central Scotland to meet the challenge of climate change

#### **Partnership**

- A programme with wide political and partner support
- Building on the great work of existing greening partnerships and initiatives

- Adding value by bringing the right expertise, resources and people together to realise ambitious projects
- Being prepared to think differently and encourage new ways of tackling problems for even greater results

#### **Places**

- Bringing back to life Central Scotland's vacant and derelict land
- Significantly increasing woodland cover
- Delivering a strategic network of high-quality routes for active travel and recreation throughout Central Scotland
- Contributing to the delivery of welldesigned future development

#### **Communities**

- Engaging communities in the development, management and use of locally important assets, both old and new
- Creating a place to feel good in an environment which supports healthy lifestyles and well-being
- Delivering a significant increase in the area of land for community growing – allotments, orchards and gardens
- Ensuring that every home in Central Scotland will have access to attractive, safe and well maintained greenspace
- Providing physical links to join communities and greenspaces together



# **Our Strapline**

#### The CSGN strapline is:



Our strapline - 'Bringing Change to Life' – expresses the core philosophy of the CSGN and is all embracing, across all areas, all times of the year, all of its themes, and all audiences and partners. It signifies that the CSGN will bring about dramatic change and make a real difference for future generations.

Our strapline is intended for use in all the CSGN communications, external and internal, except for circumstances where only the CSGN brand mark is required to be used.

Do not alter this set of words and always adhere to the guidelines in this document on the placement of the strapline with the CSGN brand mark.



#### **Tone of Voice**

The CSGN is the largest green network project of its kind in Europe, with ministerial support giving it both inherent status and stature. To be effective it must connect with and engage national, regional and local organisations in its development and delivery, which will be instrumental in realising common goals for improving the landscape, society and environment of Central Scotland.

The CSGN is a complex programme, so communications need to be clear, compelling and consistent at all times if messages are to be understood and acted upon by audiences. It is vital that the CSGN develops a voice that is positive, relevant, and reflects the brand attributes whenever people encounter it.

The tone of voice of any copy should reflect the personality attributes of the CSGN by being:

Ambitious & Bold – confident, focussed yet reflective of its grounded nature

Exciting & Inspiring – full of energy, with a particular ability to motivate

Collaborative & Accessible – always respectful and aware of others' contributions

Real & Enriching – engendering a real sense of value

As a check when developing copy, put yourself in your audience's shoes and ask yourself:

Does it communicate a sense of scale and longevity?

Does it encourage action and a different way of thinking?

Does it recognise the role and action of other organisations involved?

Is it respectful of the area, its heritage and its people?

Does it connect with its audiences and create trust?

Does it truly reflect the CSGN and what we can do?

Is it clear and easily understood?



# **Copy: Best Practice**

- Avoid copy that is arrogant, impassive or complicated
- Be personal. Use 'we' and 'you' rather than 'it' and 'they'
- Keep your main message focussed. Use adjectives sparingly. Fewer considered words make more impact
- Audiences are interested in what makes us different, surprising yet relevant facts, benefits to them and what to do next
- Tailor the message for the business or organisation for which it is intended
- Use bullet points if they help convey the supporting information quickly
- Ensure factual information is adequately described for the target audience
- Check your facts
- Avoid exclamation marks. If a fact is truly amazing, it won't require an exclamation mark to make it more so
- Limit highly technical or scientific language to communications to specialist audiences
- Avoid jargon and abbreviations: they make people feel excluded
- Do not use slang and idioms because they quickly date and could be confusing



## **Imagery**

Photography is a key part of the CSGN brand. Our images should be thought-provoking and inspiring. They should demonstrate a knowledgeable perspective of the CSGN and its brand personality.

We want to show a unique angle on the environment and society we live in within Central Scotland, presented in a way that makes the audiences think differently about it.

The images should be warm with an element of vibrancy, depicting natural actions and positive emotions of people within them. They should create a sense of place and capture aspects of the CSGN across its five themes:

- A place for growth
- A place in balance
- A place to feel good
- A place of belonging
- A place for nature



# **Imagery: Best Practice**

- Ensure the image has a natural enriching warmth and feels balanced in colour
- Keep people shots genuine and vibrant, full of natural energy
- Use images which portray people doing real things that are part of our everyday lives
- When showing the CSGN team members or partners aim to show people working together, to demonstrate the collaborative nature of the initiative
- In the main use positive images that portray the potential of development
- Only use images which have negative connotations about the landscape, society or environment to demonstrate that change is required or has been delivered (i.e. as a 'before' shot)
- Do not use images which are dull. Use images that inspire and are refreshing, that reflect the ambitious and bold aspect of the CSGN
- Keep the image graphically clean and simple with a clear focal point; avoid clutter and complicated imagery
- Ask yourself if the imagery is life-enhancing and thought-provoking. Could the image be cropped in a better way to make the subject matter more engaging; has it got a good composition and interesting use of light; does it have a good colour contrast?
- Always credit the photographer



# Central Scotland Green Network

**BRAND MARK: BASIC COMPONENTS** 

How to use the logo, logotype, colours, sizes and exclusion zone



## **The Components**

There are two main components at the heart of the CSGN brand mark: the logo and the logotype. Both are chosen to complement one another and also to ensure maximum clarity and legibility. They are also designed to integrate fully with our brand personality.

There may be only two components to the brand mark, but they are powerful. Please use them well and never in isolation of each other.

When used with partner brands we introduce a third component by the addition of the line 'Helping to deliver the'. Please refer to pages 37-42 of this document.







# **Full Colour Logo**

The CSGN colour palette is easy to specify, and helps us maximise the impact of our brand mark.

It is integral to our identity.





# Central Scotland Green Network





# **One Colour Logo**

When reproducing in a single colour, the CSGN 'C' Blue should be used.

Please use the CMYK reference when this is being incorporated within full colour print production process. An optional Pantone reference is noted opposite for when no other colour is required in the print production.



K 8
-----



# Central Scotland Green Network



Pantone 7468 EC



# **Black & White Logo**

When reproducing in black and white, solid black version (K:100) and white version should be used. Do not use tints in the mono version of the brand mark.



Solid Black Version - K:100



White Version



## **Brand Mark: Correct Usage**

The brand mark is immensely powerful as a marketing and communications tool. We must take care to use it to best effect. In addition to the previous 'colour variant' pages, the examples shown here demonstrate the correct usage of our brand mark.

The full colour on white version of the brand mark should be used whenever possible.

If the full colour on white version conflicts with its background, either the one colour on white or solid black on white version should be used.

When using the brand mark on a photographic background, a solid white version should be used. However, if white conflicts with the background, black should be used.

Full colour on white



One colour on white



Solid Black on white



Solid White on photographic background





#### **Brand Mark: Incorrect Usage**

**Do not** change the colour within the brand mark **Do not** reproduce the brand mark white out of a

light coloured background

**Do not** reproduce the brand mark on a conflicting or photographic background that is cluttered and affects legibility

**Do not** vary the proportions of the brand mark, width to height, by stretching or elongating it **Do not** change the arrangement of the brand

**Do not** place the brand mark at angle other than horizontal

**Do not** 'decorate' the brand mark in any way **Do not** 'crowd' the logo with other matter and
never place anything in front or behind the
brand mark

**Do not** use the brand mark as a background or as a watermark



















#### **Brand Mark: Preferred Size**

To maintain consistency and quality across our communications, we have drawn up specific size requirements for using the brand mark on certain standard-size applications, as shown opposite.

To aid legibility, it is recommended that the brand mark is not reproduced smaller than a width of 35mm. If a smaller brand mark size is required please use the top left version shown with the name in full split over two lines. The brand mark should never be reproduced smaller than 26mm in width.

The proportions of the brand mark, width to height, should never be varied by stretching or elongating it.











#### **Brand Mark: Exclusion Zone**

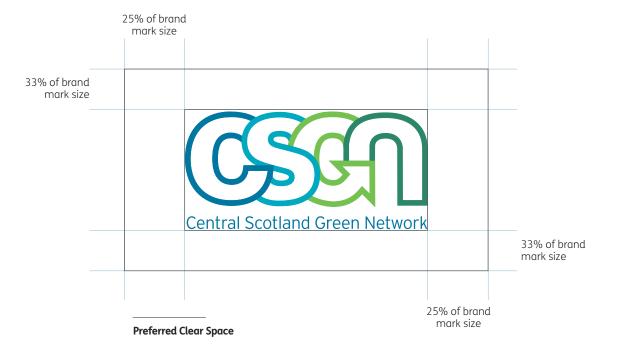
The brand mark should always command clear space around it – this is our 'exclusion zone'.

Using the exclusion zone ensures maximum standout, sustains legibility and defends the brand mark against other visual, textual or graphic elements.

Please remember that the brand mark should never be reproduced smaller than our minimum width of 26mm (see 'Preferred Size').



#### **Minimum Clear Space**





## **Brand Mark & Strapline**

To ensure maximum clarity, consistency and aesthetic value, when adding the strapline to the brand mark, the layout regulations on this page must be adhered to.

When the strapline is used above the minimum space above the brand mark is 33% of the brand mark size.

When the strapline is used to the left, the minimum space before the brand mark is 33% of the brand mark size and should either be in line with 'Central Scotland Green Network' or centred with the 'CSGN' brand mark.





Bringing change to life

33% of brand mark size





33% of brand mark size



## **Primary Colours**

We use just four primary colours. Our distinctive look is very much defined by these colours and how we apply them. The colours represent the CSGN's integral association with both land and water environments (connected green and blue spaces), so 2 different greens and 2 different blues are used. Please do not use tints of any of the colours.

White gives excellent standout to our primary colours, thus dominates most of our correspondence and communications material.

Black is usually employed for text. Tints of black may be used if necessary, for instance in a two colour document.

When creating any of the colours, always double-check their CMYK breakdown. Please also refer to the sections on 'Correct Usage' and 'Incorrect Usage'.

Online R 0 G 119 B 160	C 90 M 18 Y 7 K 29	
Online R 0 G 169 B 192	C 80 M 10 Y 23 K 0	
Online R 116 G 192 B 80	C 59 M 0 Y 92 K 0	
Online R 44 G 135 B 106	C 77 M 17 Y 64 K 19	



# **Secondary Colours**

In addition to the primary colours, a selection of secondary colours may be used across our communications material. These particular shades should be used in conjunction with our primary colours, to complement them, not replace them.

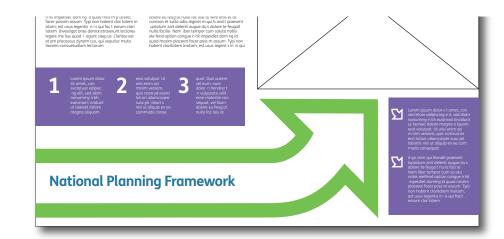


# **Secondary Colours**

Instances of when these would be used are:

- Text breakout box in a brochure
  - To highlight as a bullet point
- As a divider line on a PowerPoint slide

These colours should not be used as text colour in any presentation, literature or report.



- Ambitious & Bold
- Exciting & Inspiring
- Collaborative & Accessible
- Real & Enriching

#### Main Heading - 28pt Aril MT Bd



#### Sub-Head is in 24pt Arial MT Bd

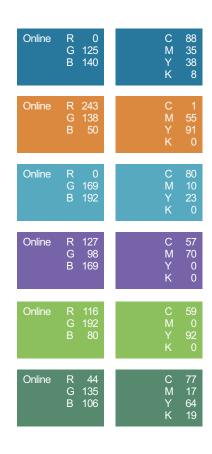
This text is in 24pt Arial MT and ranges left as indicated.

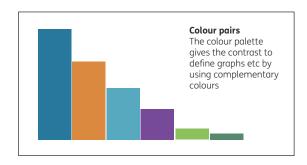
Bringing change to life

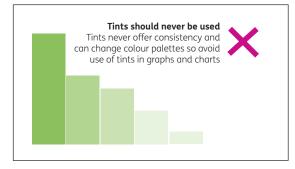


# **Graphics Colour Palette**

The choice of six colours (4 primary and 2 secondary) is designed for use in all internal and external communications, including graphics.







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# **Corporate Typeface Online & Offline**

Our principal typeface is FS Me. It will be used across all communications from headlines to web buttons, but not body copy.

For body copy, across all communications we will use our secondary font, Swiss, as it is a clean, simple sans serif font that is easy to read and to work with.

For in-house production ie when generating PowerPoint slides or typing letters please use Arial.

FS Me Light
FS Me Light Italic
Fs Me
Fs Me Italic
Fs Me Bold
FS Me Bold Italic
FS Me Heavy
FS Me Heavy Italic

**Primary Font** 

Swiss 721 Bt Swiss 721 Bd Bt Arial Bt

Arial MT Bd

**Secondary Font** 

In-house Font



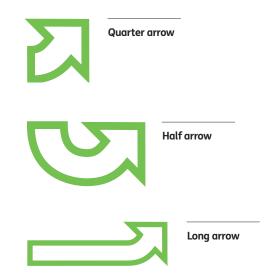
#### The CSGN Arrows

The CSGN arrows, which derive from the G shaped arrow in the brand mark, are a key component of the CSGN visual identity.

The arrows are appropriate for a number of reasons. They symbolise movement, which refers to the CSGN's ongoing initiative of change, progression and regeneration. Through simplicity, they are confident, bold and clearly stand out, referring to the ambitious, all-enveloping nature of the CSGN's programme.

They work as an effective linking device within marketing communications, reinforcing the collaborative nature of the CSGN. The arrows can link the strapline with copy or imagery within the visual, can point to elements (such as a headline) for added emphasis, can flow from our brand mark or act as a device to focus the eye on key images.

For continuity, there are only three types of arrow that can be used across the CSGN communications – the quarter arrow, the half arrow and the long arrow, as shown here.





# **Arrow & Strapline**

The arrow and strapline have a flexible relationship. They can be connected through the combinations shown here.



Beside the arrow



In the arrow



Above the arrow



Below the arrow



# **BRAND MARK: APPLICATION PRINCIPLES**

How to achieve consistency in positioning and proportion across stationery and PowerPoint slides



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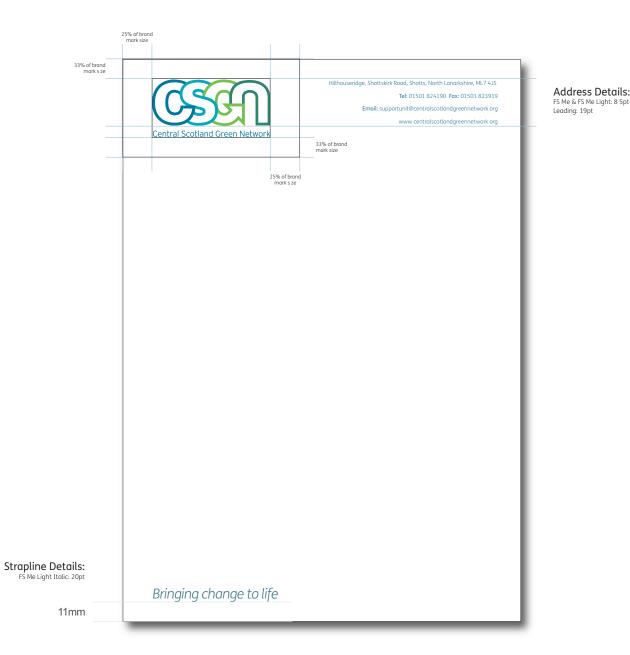
#### Letterhead

If you are producing CSGN letterheads, please always adhere to the specifications provided. All stationery details have been carefully designed and should never be altered, as they help achieve the consistency which is crucial in maintaining our brand image and its values.

The letterhead size is A4, however, the brand mark size should appear as marked. All printed text should be the CSGN 'C' Blue.

If it is absolutely necessary to overprint the address and add legal text then this can appear in black. Always use the brand mark artwork.

All printed copy should use the typeface FS Me. However, please note all typed copy within the letter should use the in-house font Arial.





#### **Business Card**

If you are producing CSGN business cards, please always adhere to the specifications provided.

The business card size is 85mm x 55mm and all text should be printed in the CSGN 'C' Blue. Always use the brand mark artwork.

All copy within the business card should use the typeface FS Me.

25% of brand
mark size

Central Scotland Green Network

33% of brand
mark size

Keith Geddes
Chair CSGN Partnership Board

Hillhouseridge, Shottskirk Road, Shotts, North Lanarkshire, ML7 4JS.
Tel: 01501 824190 Fax: 01501 823919
Email: keith.geddes@centralscotlandgreennetwork.org
www.centralscotlandgreennetwork.org

Name & Position: FS Me: 7 5pt Leading: 8 5pt

Address Details: FS Me Light & FS Me: 7pt Leading: 8pt





# **Compliment Slip**

11mm

If you are producing CSGN compliment slips, please always adhere to the specifications provided.

The compliment slip size is 210mm x 99mm and all text should be printed in the CSGN 'C' Blue. Please always use the brand mark artwork.

Please note all copy content within the compliment slip should use the typeface FS Me.

# Address Details: F5 Me Light: 7 Spt Leading: 13pt F5 Me Light Italic: 20pt S5 Me Light Italic:



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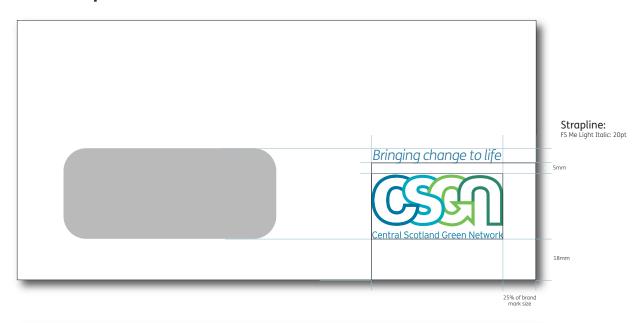


# **Envelopes**

If you are producing CSGN envelopes, please always adhere to the specifications provided.

DL size is 110mm x 210mm, C5 size is 162mm x 229mm. The envelope size (shown) is 110mm x 210mm and all text should be printed in the CSGN 'C' Blue. Please always use the brand mark artwork.

# **DL Envelope**







# C5 Envelope



Strapline: FS Me Light Italic: 20pt Strapline: FS Me Light Italic: 20pt



#### PowerPoint™ Title Slides

The style of PowerPoint presentations should be consistent with the general principles in these guidelines regarding brand mark colours and positioning, fonts, secondary colours and so on. In this section you will find a sample presentation that follows these principles.

On the left you will see an example title slide. If you would like a template, please request one from the contact section of these guidelines.

#### **Typefaces**

All PowerPoint presentations use Arial.



Heading is done in 32pt Arial MT Bd

Sub heading is done in 28pt Arial MT Bd

Bringing change to life



# PowerPoint™ Internal Slides (with text)

#### **Typefaces**

All PowerPoint presentations use Arial.

#### Colour

Please use colours from the colour palette defined in this guide. Use different colour footers to help break up your presentation into clear sections. Do not use the colours at random. If you are covering a single topic please use only one of the primary colours.

Do not use colours for text.

#### **Imagery**

Please refer to the Imagery section of these guidelines when selecting appropriate imagery for use in your presentation.

# Main Heading - 28pt Aril MT Bd



Text only slide

#### Sub-Head is in 24pt Arial MT Bd

This text is in 24pt Arial MT and ranges left as indicated.

#### Main Heading - 28pt Aril MT Bd



# Sub-Head is in 24pt Arial MT Bd

This text is in 24pt Arial MT and ranges left as indicated.

This text is in 24pt Arial MT and ranges left as indicated.





Text and photo slide

Bringing chan

Bringing change to life



# PowerPoint™ Internal Slides (with no text)

#### **Imagery**

Please refer to the Imagery section of these guidelines when selecting appropriate imagery for use in your presentation.

#### **Graphic Colour Palette**

Please refer to the appropriate section of these guidelines for colours which can be used for graphs in your presentation.





# **Report covers**







**BRAND MARK: USAGE WITH OTHER BRANDS** 



# **Brand Mark: Usage with Other Brands**

The CSGN is an inclusive initiative, set up to co-ordinate and widen the effort on behalf of partners and other organisations. Consequently, appropriate third party usage of the brand mark is encouraged and welcomed. This applies to lead partners, other partners and wider stakeholders that have a shared connection with the CSGN through relevant programmes and projects.

This section outlines how to use our brand mark alongside other brands, how to apply for usage of the CSGN brand mark in your communications and our contact details.



# Brand Mark: Usage with Lead Partners & Other Partners

Use of the CSGN brand mark with the logos of its lead partners and approved other partners is shown opposite and key guidance noted below.

Our lead partners are Forestry Commission Scotland and Scottish Natural Heritage.

#### **Guidance for usage**

For all applications, it is recommended that the same degree of prominence in height is given to the CSGN brand mark and its partner brands, as shown in Fig 1.

Fig 1



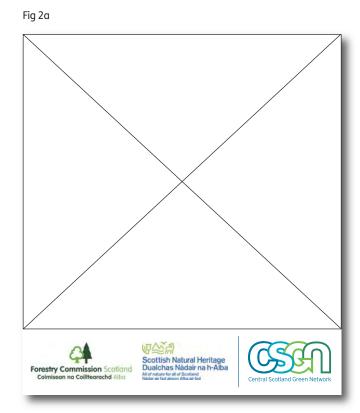
Scottish Natural Heritage Dualchas Nàdair na h-Alba All of nature for all of Scotland Nàdra eir fad eirson Alba air fad

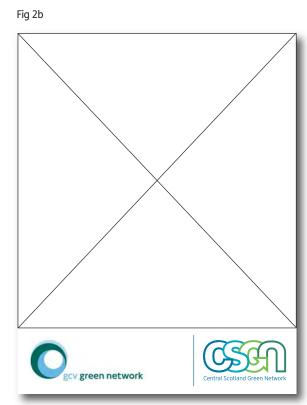


Note: The dividing line should always use the CSGN 'C' Blue.



- In communications produced by the CSGN, where it is the lead brand, the CSGN brand mark should appear in the bottom right hand corner with partner brands ranged left and separated by a vertical line, as shown in Fig 2a and 2b.
- Always ensure the minimum exclusion zone is applied when using the CSGN brand mark, as outlined in the section on exclusion zone within these quidelines.
- Always ensure the CSGN brand mark is not produced below its minimum size of 26mm in width. For further guidance on preferred size please see the appropriate section of this document.
- Do not change the brand mark proportions, typeface or colours in any way.
- To request lead partner and delivery partner brand marks please contact the CSGN Support Unit (as noted in the contact details at the end of this section) in the first instance.







# Brand Mark: Usage by Lead Partners & Other Organisations

• In communications produced by the CSGN partners & other organisations please use the brand mark variant shown in Fig 1 which incorporates the wording 'Helping to deliver the' above CSGN.

• In printed communications where the CSGN is the sole supporting brand, the 'Helping to deliver the' brand mark variant should appear directly to the left of the partner brand (where this is possible) and be separated by a vertical line, as shown in Fig 2a and 2b.

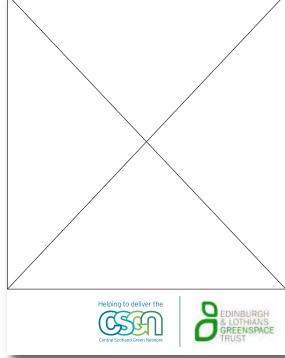
Fig 1
Helping to deliver the



Fig 2a



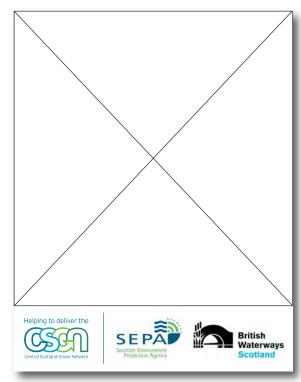
Fig 2b





- In printed communications, where the CSGN is one of several supporting brands, the 'Helping to deliver the' brand mark variant should appear to the far left of the partner brand (where this is possible) and to the left of other supporting brands, separated by a vertical line, as shown in Fig 3.
- When using the CSGN brand mark on your website or in PowerPoint presentations, please use the "Helping to deliver the" brand mark variant. The brand mark should be prominent on your website and follow the guidelines below.
  - Always ensure the minimum exclusion zone is applied when using the CSGN brand mark, as outlined in the section on exclusion zone within these guidelines.
- Always ensure the CSGN brand mark is not produced below its minimum recommended size of 26mm in width. For further guidance on preferred size please see the appropriate section of this document.
  - Do not change the brand mark proportions, typeface or colours in any way.

Fig 3





# **Brand Mark: Applying for Usage**

- The 'Helping to deliver the' brand mark variant is available in all formats and will be sent to you upon approved application to use.
- Use the correct format for your usage. For print the brand mark format should be EPS, for web the brand mark format should be GIF and for PowerPoint the brand mark format should be JPG.
- To apply for usage, please contact:

#### branding@centralscotlandgreennetwork.org

David Wilson CSGN Support Unit Hillhouseridge Shottskirk Road Shotts North Lanarkshire ML7 4JS

Tel: 01501 824777 Fax: 01501 823919

• When applying for usage of the CSGN brand mark, please include details of your organisation, your connection with CSGN, your contact details in full, and your planned usage. Many thanks for your support.