# Organizational Style Guide RMN 4-1



Landing, Manticore



THE ROYAL MANTICORAN NAVY The Official Honor Harrington Fan Association

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# THE ROYAL MANTICORAN NAVY

## RMN 4–1 Organizational Style Guide



BuComm, Admiralty House Landing, Manticore

## RMN 4-1

## RMN 4-1 Organizational Style Guide

Published as RMNS–040 Organizational Style Guide 27MAR2011 Revised as RMNS–040 Organizational Style Guide 22MAR2014 Revised as RMN–4–40 Organizational Style Guide 30NOV14 Revised as RMN 4–1 Organizational Style Guide 30MAY17 (unpublished) Revised as RMN 2–2 Organizational Style Guide 25MAY20 Revised as RMN 4–1 Organizational Style Guide 13SEPT20

Admiralty House The Royal Manticoran Navy Landing, Manticore

September 2020

Office of the Forth Space Lord, BuComm Rear Admiral of the Red Doss Buckalew, KCR, MC, SC, OE, OG, CGM, GS, QBM

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Special Notice: The programs, policies, requirements and regulations published in this manual are subject to continual review in order to serve the needs of The Royal Manticoran Navy: The Official Honor Harrington Fan Association members, and are subject to change at any time, as circumstances may require.

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This publication supersedes all previous Style Guides, including 2–2 Organizational Style Guide 25MAY20.



1 MAR 2020

To: All Grand Alliance Personnel Subject : TRMN Organizational Style Guide

Dear Grand Alliance Members,

This is the Sixth Edition of the *Organizational Style Guide*. Ten years ago I had become the Fourth Space Lord, and it was my job to ensure all our art and branding happened from scratch. We had very little in the way of a design language and we had barely any artwork. We were only three years old when I joined, and had less than fifty members.

This was the year that we became the Official Honor Harrington Fan Association. I made it my mission to give us a proper branding and make it consistent over all the components that constituted **The Royal Manticoran Navy: The Official Honor Harrington Fan Association**. The result was an eight page PDF that was freely distributed to all members of TRMN and gave them the basic information for the logos and how and where they could use them. It was a very simple document, but it was half of what makes TRMN one of the most recognizable fan organizations in history (the other being our very distinctive uniforms).

TRMN has evolved significantly over the last decade and our branding and design language need to evolve with it. To that end I present to you the 2020 version of The Organizational Style Guide (Third Revision). Instead of BuComm managing the art and promotion of the organization it is now controlled by the Art Department in BuPlan. The Art Department is lead by Vice Admiral Lady Dame Diane Bulkeley, and Rear Admiral Sir Zach White is her deputy. Both of them have long experience with the art; Admiral Bulkeley was with me at the very beginning helping me make decisions on the original look and feel of the art. Rear Admiral White was my third Chief of Staff and has spent countless hours inspecting, editing, and critiquing submitted and internal bureau artwork. Between the two of them, they have more practical experience with the artwork than I do, even though I literally wrote the book on it.

Read through this manual and get inspiration for the things you can do. Just ensure that when it comes to the organizational branding that follow the guidelines I have set forth here. Have fun with it, for art should be fun, and so should your chosen fandom.

Sincerely,

Robert W. Bulkeley, Jr. KSK, MC, SC, OG, DSO, CGM, GS Admiral, RMN Art Director, BuComm Duke, Mountain View

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#### **ORGANIZATIONAL STYLE GUIDE**

## **TRMN LOGO**

**Color Logo** 

The Color TRMN Logo is the most common version of the organization's logo used. It appears in a large variety of material, including T–Shirts, websites, the rucruiting brochure, banners, and virtually every other type of collateral recruiting material that the organization is likely to produce. It was revised in 2016.

At the size it was created, 3.5 inches in diameter, the Organizational Typeface is Incised 901 Nord BT at 15.3 points. The lower arc is 12 points, in Incised 901 BT Roman. The Manticore, as designed by Thomas Marrone, is 2 inches tall, and centered in a black circle of 2.8 inches in diameter, with a gradient gold stroke of 3 points. The outer ring is 3.5" in diameter with the same weight stroke.

The Red is PMS 1805 (C18 M94 Y100 K8). The Gradient Gold has no PMS color, and can only be built in process. It is a rounded gradient for each shape of the Manticore, with the light section C5 M26.6 Y100, and the darker out portion of the rounded gradient C21.24 M52 Y100 K4.4. Black is a Rich Black built of C76 M66 Y65 K100. This gives the logo a deep, inky black that appears as the night of space, and doesn't get washed out as a gray in full collor printing.

In RGB for the web the Red is R190 G47 B38 (Hex BE2F26). The Orange is R242 G187 B26 (Hex F2BB1A), with the Dark Orange R195 G129 B42 (Hex C3812A). The Black is R1 G1 B1 (Hex 010101).

Generally the logo is not printed in this form smaller than 1/2 inch, and at that size, only for collateral material like business cards. There is no upper size restriction.



			Color I	.ogo	
Red:	C 18	Orange	C 5	Dark Orange	C 21.24
	M 94		M 26.6		M 52
	Y 100		Y 100		Y 100
	K 8		K 0		K 4.4

Rich Black: C 76 M 66 Y 65 K100

Diameter of 31/2 inches: Upper arc font : Incised 901 Nord BT Lower arc font: Incised 901 BT Roman

### **Grayscale Logo**

The Grayscale Logo is used when the material is printed exclusively in Black and White, and good gray tones are available from the reproduction device. Direct to plate printing systems and laser printers with a 600 dpi resolution are good examples of equipment that can provide the proper output. Copying on a Xerox copier is not an acceptable place to use this logo, since the output will not get the tones, especially in the Manticore, correct.

## Black and White Logo

The Black and White Logo is generally used in places where the organization is falling into the background, and chapters, squadrons, or fleets, are accentuating their identity. This allows for the branding of the international organization to be present, as required, but not to dominate.

The other location where this would be appropriate is if you are using more primitive methods of reproduction, such as a Xerox copier. This version should allow for a crisp presentation of the organizational branding.



Grayscale Logo Outer Ring (yellow): 11.63% K Center Ring: 80.98% K



**Black and White Logo** 

## THE ROYAL MANTICORAN NAVY



#### White on Black Logo

The White on Black Logo is used in much the same way as the Black and White Logo, but is to be used on dark background where the Black and White Logo would have issues contrasting enough. The most common use for the White on Black Logo is its use as cut vinyl decals. It could also be used on a black themed web site, or in collateral literature that has a black or dark background.

White on Black Logo



Foil Logo



**Tenth Anniversary Logo** 

#### **Foil Logo**

The Foil Logo has a very specific purpose, the certification stamp on Promotion Certificates and on very specific awards. Presently the Foil Logo has not been used, though material has been planned to use it in the future. This is an embossed logo, the black parts are raised above the gold portion of the logo, giving a clean seal authorizing the particular document.

#### **Tenth Anniversary Logo**

For the Tenth Anniversary of The Royal Manticoran Navy, a special logo was developed. It appears as the standard circular seal presently used by TRMN, but the outer ring is a deep purple gradient. The rampant manticore is replaced by the rounded pentagon of the same dark purple with a rampant manticore in its center. Below the rounded pentagon is inscribed in the years "2007–2017" in gradient gold.

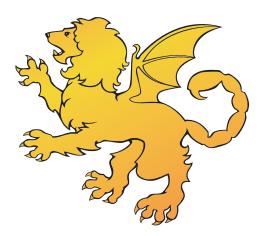
It was used for the duration of 2017 (JJAN2017 to 31DEC2017). The Tenth Anniversary Logo was used by any level of the organization for any level of publicity for the organization. When used by levels below Admiralty House, the logo was used with the two or three line logotype in black or white. When used by Admiralty House it was used with the Gold Gradient logotype. The Tenth Anniversary Logo did not appear with the Red Logotype under any circumstances.

There was no grayscale or black and white versions of the Tenth Anniversary Logo. When a grayscale or black and white logo was needed for a project, the standard organizational seal was used.

## **RAMPANT MANTICORE**

### **Color Manticore**

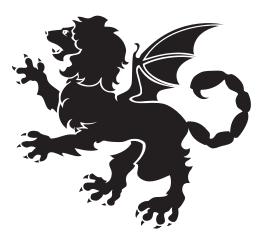
The Color Manticore can be used in several areas, usually coupled with the logotype. Presently it is used with the Royal Manticoran Marine Corps. and the Royal Manticoran Army's logotype, in rarer occasions it can be used with The Royal Manticoran Navy's logotype, but generally this is restricted to just the header of the website and Facebook page.



**Rampant Manticore** 

**Black Manticore** 

The Black Manticore is used in places when a monochrome version of the logo is needed. The most prevalent use of the Black Manticore is as the end of story bullet in the newsletter, but other uses are authorized.



**Black Manticore** 

## TRMN LOGOTYPE

**Single Line** 

The Royal Manticoran Navy is written in all capitals, in Incised 901 BT Nord with 0 for the tracking. It is not to exceed 24 points on a single letter or A4 sheet of paper when printed in this size. Single line logotype does not appear with either the TRMN logo or the Rampant Manticore. It can appear in either black, white, or red. The Red is PMS 1805 (C17.19 M95.31 Y100 K8.59). In RGB for the web the Red is R190 G47 B38 (Hex BE2F26).

The logotype is black when the background is light, white when against a dark background, and can be used by any level of the organization from chapter up to Admiralty House. It is done in red when it is an official piece of art created by Admiralty House. When the red logotype is used against a dark background it has a thin white keyline to help separate it from the background.

With Single Line Logotype, there is the option of including a Space Lord's Office, or a ship's name underneath. The department or ship's name is done in Incised 901 BT Nord Italic. The department or chapter font size is no larger then three quarters the point size of the TRMN logotype.



E ROVA 

**Color Single Line Logotype** 

#### **Multi Line**

There are several varieties of Multiline Logotype. The first one is the Single Line Logotype, with the addition of "The Honor Harrington Fan Association" written underneath the main logotype. The Royal Manticoran Navy is written in all capitals, in Incised 901 BT Nord with leading matches the point size, -3 for the kearning, and 0 for the tracking. If the Logtype is at 24 points, "The Official Honor Harrington Fan Association" is at 22 points for size and line spacing, in Incised 901 Bold Condensed BT. This ratio for the second line of 92% is maintained regardless of the size of the logotype.

The Royal Manticoran Navy is done in Black, White, or Red, with the red reserved for Admiralty House. The Official Honor Harrington Fan Association can match the color of The Royal Manticoran Navy, except in the case of the Red Logotype, where The Official Honor Harrington Fan Association will be in Black or White, depending on the color of the background.

#### TICORA 4 The Official Honor Harrington Association

Multi Line Logotype Version 1

#### The Official Honor Harrington Association

Multi Line Logotype Version 2

The second version of the Multi Line Logotype is the Dual Line Logotype. The Royal Manticoran Navy is written in all capitals, in Incised 901 BT Nord with leading matches the point size, -3 for the kerning, and 0 for the tracking. It is not to exceed 36 points on a single letter or A4 sheet of paper when printed in this size. It appears only in black, white, or red, depending on the background, and how dark the background is. The red will match that of the single line logotype, and again, is reserved for Admiralty house applications. With Dual Line Logotype, no department or chapter name appears with it.

There are two case where dual line logotype is permitted to not be left justified. The first is on the inside cover of manuals and instruction guides. The second is when the Logotype is centered on a large poster or banner advertising the organization. In this case the logotype is centered, and neither the logo or Rampant Manticore appear next to it. The Logo can appear above the Logotype when it is centered, or below. An array of all the component logos and appear below the centered logotype.

## RO $\mathbf{N}$ **Dual Line Logotype Standard**



The third logotype is the Three Line Logotype, that has "The Royal Manticoran Navy" in two lines, and then "The Official Honor Harrington Fan Association" on the third. "The Official Honor Harrington Fan Association" is exact same width of "MANTICORAN NAVY" in the logotype. In most applications, this logotype is left justified. The sole exception is for the use in manuals where the logo does not accompany the logotype.

The three line logotype can appear in black, white, or red when based on the background the logotype is on top of. Like all other logotypes, Red is reserved for Admiralty House applications. Red will only be used for "The Royal Manticoran Navy" and white or black used for "The Official Honor Harrington Fan Association" depending on the background. If the red logotype is against a dark background, a white keyline will outline the characters. A black three line logotype can have the Association phrase in red, regardless of level.

The three line logotype is left justified, especially if the logo is next to it. The logo only appears to the left of the logotype. The Three Line logotype can be centered if by itself, used on a poster or banner promoting the organization.



The Line Logotype with Logo

For the Tenth Anniversary, a Gold Gradient version of the Logotype was permitted by Admiralty House to promote the Ten Years that TRMN had been in existence. This followed all the rules as set forth for the Red Logotype variants that Admiralty House uses. The Gold Gradient Logotype was only authorized for the calendar year starting 1JAN2017 and ending 31DEC2017. After that point the Gold Gradient Logotype was retired until the next ten year anniversary (the twentieth anniversary in 2027).

Against light backgrounds, the Gold Gradient version may need a black keyline to make it legible. If the keyline is used, it must be aligned to the outside of the shape.



The Line Logotype (Tenth Anniversary Gradient)



**Color Logo** 

Yellow	C 0	Black C 75
	M 0	M 65
	Y 100	Y 64
	K 0	K 90 or 100
PMS:	604	Pantone Black

Diameter of 3 1/2 inches: Upper arc font : Incised 901 Nord BT 12 pts Lower arc font: Incised 901 BT Roman

## **RMMC LOGO**

#### **Color Logo**

The Color RMMC Logo is the most common version of the component's logo used. It appears in a large variety of material, including T–Shirts, websites, the recruiting brochure, banners, and virtually every other type of collateral recruiting material that the component is likely to produce.

At the size it was created, 3.5 inches in diameter, the Organizational Typeface is Incised 901 Nord BT at 15.3 points. The lower arc is 12 points, in Incised 901 BT Roman. The Manticore, as designed by Thomas Marrone, is 2 inches tall, and centered in a black circle of 2.8 inches in diameter, with a yellow stroke of 3 points. The outer ring is 3.5" in diameter with the same weight stroke.

The Yellow is PMS 604 (C0 M0 Y100 K0). Black is a Rich Black built of C75 M67.5 Y67 K90. This gives the logo a deep, inky black that appears as the night of space, and doesn't get washed out as a gray in full collor printing.

The Yellow is R250 G237 B36 (Hex FAED24). The Black is R1 G1 B1 (Hex 010101).

Generally the logo is not printed in this form smaller then  $\frac{1}{2}$  inch, and at that small, only for collateral material like business cards. There is no upper size restriction.

## **Grayscale Logo**

The Grayscale Logo is used when the material is printed exclusively in Black and White, and good gray tones are available from the reproduction device. Direct to plate printing systems and laser printers with a 600 dpi resolution are good examples of equipment that can provide the proper output. Copying on a Xerox copier is not an acceptable place to use this logo, since the output will not get the tones, especially in the Manticore, correct.



Grayscale Logo



## **Black and White Logo**

The Black and White Logo is generally used in places where the organization is falling into the background, and chapters, squadrons, or fleets, are accentuating their identity. This allows for the branding of the international organization to be present, as required, but not to dominate.

The other location where this would be appropriate is if you are using more primitive methods of reproduction, such as a Xerox copier. This version should allow for a crisp presentation of the organizational branding.

**Grayscale Logo** 

13 SEPT 2020

## **ORGANIZATIONAL STYLE GUIDE**

### White on Black Logo

The White on Black Logo is used in much the same way as the Black and White Logo, but is to be used on dark background where the Black and White Logo would have issues contrasting enough. The most common use for the White on Black Logo is its use as cut vinyl decals. It could also be used on a black themed web site, or in collateral literature that has a black or dark background.



White on Black Logo

## **RMMC LOGOTYPE**

**Single Line** 

The Royal Manticoran Marine Corps is written in all capitals, in Incised 901 BT Nord with 0 for the tracking. It is not to exceed 24 points on a single letter or A4 sheet of paper when printed in this size. Single line logotype does not appear with either the TRMN logo or the Rampant Manticore. It can appear in either black or green. The Green is PMS 7484 (C90 M30 Y95 K30). In RGB for the web the Green is R0 G104 B56 (Hex 006838).

With Single Line Logotype, there is the option of including an Office, or a unit's name underneath. The department is always done in Incised 901 BT Roman; the unit's name is done in Incised 901 BT Nord. The department or unit font size is to be no larger then one half the point size of the RMMC logotype.

## THE ROYAL MANTICORAN MARINE CORPS

**Black Single Line Logotype** 

## THE ROYAL MANTICORAN MARINE CORPS

**Color Single Line Logotype** 

#### **Dual Line**

The Royal Manticoran Marine Corps is written in all capitals, in Incised 901 BT Nord with 36 for the leading, and 0 for the tracking. It is not to exceed 36 points on a single letter or A4 sheet of paper when printed in this size. Single line logotype can appear with either the TRMN logo or the Rampant Manticore, but it is not required. If the Logo appears with it, it is on the left. If the Rampant Manticore appears with it, it appears on the right. The logotype appears only in black or white, depending on the background, and how dark the background is..

With Dual Line Logotype, no department or chapter name appears with it.

## THE ROYAL MANTICORAN MARINE CORPS Dual Line Logotype





Color Logo

Green:	C 90 M 30 Y 95 K 30	Yellow	C 0 M 5 Y 93 K 0	Black C 75 M 65 Y 64 K 90 or 100
PMS:	7484		604	Pantone Black

*Diameter of 31/2 inches:* Upper arc font : Incised 901 Nord BT 12 pts Lower arc font: Incised 901 BT Roman

## **RMA LOGO**

#### **Color Logo**

The Color RMA Logo is the most common version of the component's logo used. It appears in a large variety of material, including T–Shirts, websites, the recruiting brochure, banners, and virtually every other type of collateral recruiting material that the component is likely to produce.

At the size it was created, 3.5 inches in diameter, the Organizational Typeface is Incised 901 Nord BT at 12 points. The lower arc is 12 points, in Incised 901 BT Roman. The Manticore, as designed by Thomas Marrone, is 2 inches tall, and centered in a black circle of 2.8 inches in diameter, with a yellow stroke of 3 points. The outer ring is 3.5" in diameter with the same weight stroke.

The Green is PMS 7484 (C90 M30 Y95 K30). The Yellow is PMS 604 (C0 M5 Y93 K0). Black is a Rich Black built of C75 M65 Y64 K90 or 100. This gives the logo a deep, inky black that appears as the night of space, and doesn't get washed out as a gray in full color printing.

The Yellow is R250 G237 B36 (Hex FAED24). The Black is R0 G0 B0 (Hex 000000).

Generally the logo is not printed in this form smaller then  $\frac{1}{2}$  inch, and at that small, only for collateral material like business cards. There is no upper size restriction.

### **Grayscale Logo**

The Grayscale Logo is used when the material is printed exclusively in Black and White, and good gray tones are available from the reproduction device. Direct to plate printing systems and laser printers with a 600 dpi resolution are good examples of equipment that can provide the proper output. Copying on a Xerox copier is not an acceptable place to use this logo, since the output will not get the tones, especially in the Manticore, correct.



#### **Grayscale Logo**



#### **Black and White Logo**

The Black and White Logo is generally used in places where the organization is falling into the background, and units are accentuating their identity. This allows for the branding of the international organization to be present, as required, but not to dominate.

The other location where this would be appropriate is if you are using more primitive methods of reproduction, such as a Xerox copier. This version should allow for a crisp presentation of the organizational branding.

**Black and White Logo** 

## THE ROYAL MANTICORAN NAVY



White on Black Logo

The White on Black Logo is used in much the same way as the Black and White Logo, but is to be used on dark background where the Black and White Logo would have issues contrasting enough. The most common use for the White on Black Logo is its use as cut vinyl decals. It could also be used on a black themed web site, or in collateral literature that has a black or dark background.

White on Black Logo

## **RMA LOGOTYPE**

**Single Line** 

The Royal Manticoran Army is written in all capitals, in Incised 901 BT Nord with 0 for the tracking. It is not to exceed 24 points on a single letter or A4 sheet of paper when printed in this size. Single line logotype does not appear with either the RMA logo or the Rampant Manticore. It can appear in either black or green. The Green is PMS 7484 (C90 M30 Y95 K30). In RGB for the web the Green is R0 G104 B56 (Hex 006838).

With Single Line Logotype, there is the option of including a Space Lord's Office, or a ship's name underneath. The department is always done in Incised 901 BT Roman; the ship's name is done in Incised 901 BT Nord. The department or chapter font size is to be no larger then one half the point size of the RMA logotype

## THE ROYAL MANTICORAN ARMY

**Black Single Line Logotype** 

#### NTICORAN ARM

**Color Single Line Logotype** 

### **Dual Line**

The Royal Manticoran Army is written in all capitals, in Incised 901 BT Nord with 36 for the leading, and 0 for the tracking. It is not to exceed 36 points on a single letter or A4 sheet of paper when printed in this size. Dual line logotype can appear with either the RMA logo or the Rampant Manticore, but it is not required. If the Logo appears with it, it is on the left. If the Rampant Manticore appears with it, it appears on the right. The logotype appears only in black or white, depending on the background, and how dark the background is..

With Dual Line Logotype, no department or chapter name appears with it.

## $\mathbf{T} \mathbf{H} = \mathbf{R} \mathbf{O} \mathbf{Y} \mathbf{A}$ MANTICORAN ARMY **Dual Line Logotype**





**Dual Line Logotype with Logo** 



**Dual Line Logotype with Rampant Manitocore** 





COIOI LUGU

Purple:	C 81	Gold	Black	
	M 83			
	Y 4	Gradient	Gradiant	
	K 0			

Diameter of 3<sup>1</sup>/<sub>2</sub> inches: Upper arc font : Incised 901 Nord BT 12 pts Lower arc font: Incised 901 BT Roman



**Grayscale Logo** Outer Ring (yellow): 11.63% K Center Ring: 80.98% K



## **CIVILIAN LOGO**

### **Color Logo**

The Color Civilian Logo is the most common version of the component's logo used. It appears in a large variety of material, including T–Shirts, websites, the recruiting brochure, banners, and virtually every other type of collateral recruiting material that the component is likely to produce.

At the size it was created, 3.5 inches in diameter, the Organizational Typeface is Incised 901 Nord BT at 15.3 points. The lower arc is 12 points, in Incised 901 BT Roman. The Manticore Royal Crown, as designed by Thomas Marrone, is 1.5 inches wide, and centered in a black gradient circle of 2.8 inches in diameter, with a gold gradient stroke of 3 points. The outer ring is 3.5" in diameter with the same weight stroke.

The Purple is PMS 7670 (C81 M84 Y4 K0, Hex 534998). The Yellow is a custom built CMYK gradient. Black is a Rich Black built of C75 M67.5 Y67 K100, in a radial gradient with a Rich Gray of C75 M67 Y67 K90 for the highlight. This gives the logo a deep, inky black that appears as the night of space, and doesn't get washed out as a dull gray in full color printing.

Generally the logo is not printed in this form smaller then  $\frac{1}{2}$  inch, and at that small, only for collateral material like business cards. There is no upper size restriction.

## **Grayscale Logo**

The Grayscale Logo is used when the material is printed exclusively in Black and White, and good gray tones are available from the reproduction device. Direct to plate printing systems and laser printers with a 600 dpi resolution are good examples of equipment that can provide the proper output. Copying on a Xerox copier is not an acceptable place to use this logo, since the output will not get the tones, especially in the Manticore Royal Crown, correct.

## **Black and White Logo**

The Black and White Logo is generally used in places where the organization is falling into the background, and chapters, squadrons, or fleets, are accentuating their identity. This allows for the branding of the international organization to be present, as required, but not to dominate.

The other location where this would be appropriate is if you are using more primitive methods of reproduction, such as a Xerox copier. This version should allow for a crisp presentation of the organizational branding.

**Black and White Logo** 

## **CIVILIAN CORPS LOGOTYPE**

**Single Line** 

Civilian Corps is written in all capitals, in Incised 901 BT Nord with 0 for the tracking. It is not to exceed 24 points on a single letter or A4 sheet of paper when printed in this size. Single line logotype does not appear with the GSN logo. It can appear in either black or blue. The Purple is PMS 633 (C79 M90 Y0 K0). In RGB for the web the Blue is R90 G64 B153 (Hex 5A4099).

With Single Line Logotype, there is the option of including an Office, or a ship's name underneath. The department is always done in Incised 901 BT Roman; the ship's name is done in Incised 901 BT Nord. The department or chapter font size is to be no larger then one half the point size of the CC logotype.

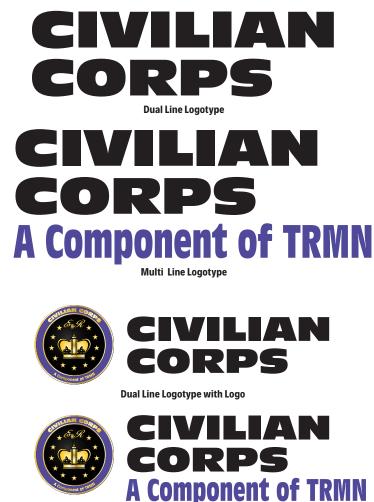




**Dual Line** 

Civilian Corps is written in all capitals, in Incised 901 BT Nord with 36 for the leading, and 0 for the tracking. It is not to exceed 36 points on a single letter or A4 sheet of paper when printed in this size. Dual line logotype can appear with the Civilian Corps logo, but it is not required. If the Logo appears with it, it is on the left. The logotype appears only in black or white, depending on the background, and how dark the background is.

With Dual Line Logotype, no department or chapter name appears with it.



Multi Line Logotype with Logo



Color Logo

Green:	C 87	Black
	M 30	
	Y 100	
	K 19	

## **SPHINX FORESTRY COMMISSION LOGO**

#### **Color Logo**

The Color SFC Logo is the most common version of the component's logo used. It appears in a large variety of material, including T–Shirts, websites, the recruiting brochure, banners, and virtually every other type of collateral recruiting material that the component is likely to produce.

At the size it was created,  $6^{1/2}$  inches wide, the Component Typeface is Penumbra Serif Standard Bold at 48 points. The left and right arcs for "Forestry" and "Commission" is 27 points in Penumbra Serif Standard Bold. The treecat head, as designed by Sean Niemeyer, is 2.9 inches wide, and centered in a three arrow design that represents pine trees.

The Green is PMS 2424 (C87 M30 Y100 K18). The Dark Brown of the Three Arrow symbol matches PMS Back C (C51 M74 Y82 K69). The Black of the outline and text is a Rich Black built of C75 M67.5 Y67 K100. Various build grays define the design of the treecat's head.

Generally the logo is not printed in this form smaller then  $\frac{1}{2}$  inch, and at that small, only for collateral material like business cards. There is no upper size restriction.

The Grayscale Logo is used when the material is printed exclusively in Black and White, and good gray tones are available from the reproduction device. Direct to plate printing systems and laser printers with a 600 dpi resolution are good examples of equipment that can provide the proper output. Copying on a Xerox copier is not an acceptable place to use this logo, since the output will not get the tones correct.



Grayscale Logo



## **Black and White Logo**

**Grayscale Logo** 

The Black and White Logo is generally used in places where the organization is falling into the background, and chapters, squadrons, or fleets, are accentuating their identity. This allows for the branding of the international organization to be present, as required, but not to dominate.

The other location where this would be appropriate is if you are using more primitive methods of reproduction, such as a Xerox copier. This version should allow for a crisp presentation of the organizational branding.

**Black and White Logo** 

## SFC LOGOTYPE

**Single Line** 

The Sphinx Forestry Commission is unique among the components of TRMN, in that it has a Logotype that is not of the standard TRMN fonts. This is a paid font from Adobe, Penumbra Serif Standard Bold, and the font is only used by TRMN for the SFC Logo and SFC Logotype. This font cannot be distributed freely from The Art Department or any other office in TRMN legally; we do not own a license. When you use the SFC Logo or Logotype, it will be a rendered image that is immutable.

If the single line logotype is used it comes unaccompanied by the logo. It is printed in plain black for all levels of the organization, it can be printed in green when it comes from the Commissioner's Office (The Office of the Head Ranger).

# SPHINX FORESTRY COMMISSION

**Black Single Line Logotype** 

# SPHINX FORESTRY COMMISSION

**Color Single Line Logotype** 

### **Dual Line**

The Dual Line Logotype is written in all capitals, in Penumbra Serif Standard Bold, the leading is 60% of the point size, and the tracking is 0. It is not to exceed 36 points on a single letter or A4 sheet of paper when printed in this size. Dual line logotype can appear with the Civilian Corps logo, but it is not required. If the Logo appears with it, then it appears on the left. The logotype appears only in black or white, depending on the background, and how dark the background is.

With Dual Line Logotype, no department or chapter name appears with it. The logo can appear to the immediate left of the logotype. With Muti-Line Logotype, "A Component of TRMN" appears at the bottom.



**Dual Line Logotype** 



**Dual Line Logotype** 

## **SPHINX FORESTRY** COMMISSION A Component of TRMN

Multi-Line Logotype



The Color logo has gradients not availing it to a PMS conversion. Use a 4-color build when utilizing this logo.

#### Diameter of 31/2 inches:

Upper arc font : Incised 901 Nord BT 12 pts Lower arc font: Incised 901 BT Roman

## Grayscale Logo

The Grayscale Logo is used when the material is printed exclusively in Black and White, and good gray tones are available from the reproduction device. Direct to plate printing systems and laser printers with a 600 dpi resolution are good examples of equipment that can provide the proper output. Copying on a Xerox copier is not an acceptable place to use this logo, since the output will not get the tones, especially in the Manticore or helmet, correct.

**Grayscale Logo** Outer Ring (yellow): 11.63% K Center Ring: 80.98% K

A Component of TRMN



#### **Black and White Logo**

The Black and White Logo is generally used in places where the organization is falling into the background, and chapters, squadrons, or fleets, are accentuating their identity. This allows for the branding of the international organization to be present, as required, but not to dominate.

The other location where this would be appropriate is if you are using more primitive methods of reproduction, such as a Xerox copier. This version should allow for a crisp presentation of the organizational branding.

Color Logo

The Color Royal Manticoran Merchant Marine Logo is the most common version of the component's logo used. It appears in a large variety of material, including T–Shirts, websites, the recruiting brochure, banners, and virtually every other type of collateral recruiting material that the component is likely to produce.

At the size it was created, 3.5 inches in diameter, the Organizational Typeface is Incised 901 Nord BT at 15.3 points. The lower arc is 12 points, in Incised 901 BT Roman. The Manticore Royal Crown, as designed by Thomas Marrone, is 1.5 inches wide, and centered in a black gradient circle of 2.8 inches in diameter, with a gold gradient stroke of 3 points. The outer ring is 3.5" in diameter with the same weight stroke.

The Purple is PMS 7670 (C81 M84 Y4 K0). The Yellow is a custom built CMYK gradient. Black is a Rich Black built of C75 M67.5 Y67 K100, in a radial gradient with a Rich Gray of C75 M67 Y67 K90 for the highlight. This gives the logo a deep, inky black that appears as the night of space, and doesn't get washed out as a dull gray in full color printing.

Generally the logo is not printed in this form smaller then 1/2 inch, and at that small, only for collateral material like business cards. There is no upper size restriction.

## **ROYAL MANTICORAN MERCHANT MARINE LOGOTYPE**

**Single Line** 

Royal Manticoran Merchant Marine is written in all capitals, in Incised 901 BT Nord with 0 for the tracking. It is not to exceed 24 points on a single letter or A4 sheet of paper when printed in this size. Single line logotype does not appear with the GSN logo. It can appear in either black or blue. The Purple is PMS 633 (C79 M90 Y0 K0). In RGB for the web the Blue is R90 G64 B153 (Hex 542EAD).

With Single Line Logotype, there is the option of including an Office, or a ship's name underneath. The department is always done in Incised 901 BT Roman; the ship's name is done in Incised 901 BT Nord. The department or chapter font size is to be no larger then one half the point size of the RMMM logotype.

# ROYAL MANTICORAN MERCHANT MARINE

# **ROYAL MANTICORAN MERCHANT MARINE** A Component of TRMN

**Multi Line** 

Royal Manticoran Merchant Marine is written in all capitals, in Incised 901 BT Nord with 36 for the leading, and 0 for the tracking. It is not to exceed 36 points on a single letter or A4 sheet of paper when printed in this size. Dual line logotype can appear with the Royal Manticoran Merchant Marine logo, but it is not required. If the Logo appears with it, it is on the left. The logotype appears only in black or white, depending on the background, and how dark the background is.

With Dual Line Logotype, no department or chapter name appears with it.



## **GRAYSON SPACE NAVY LOGO**



Blue:	C 74 Yellow	C0 Black	C 75
	M 19	M 0	M 65
	Y 0	Y 100	Y 64
	K 0	K 0	K 90 or 100

There is no Pantone spot color version. If color is desired it must be a four color build. *Diameter of 31/2 inches:* Upper arc font : Incised 901 Nord BT 12 pts Lower arc font: Incised 901 BT Roman



Grayscale Logo



**Color Logo** 

The Color Grayson Space Navy Logo is the most common version of the component's logo used. It appears in a large variety of material, including T–Shirts, websites, the recruiting brochure, banners, and virtually every other type of collateral recruiting material that the component is likely to produce.

At the size it was created, 3.5 inches in diameter, the Organizational Typeface is Incised 901 Nord BT at 15.3 points. The lower arc is 12 points, in Incised 901 BT Roman. The Sword, Key, and Bible, as designed by BuNine, is 2.15 inches tall, and centered in a black circle of 2.8 inches in diameter, with a yellow stroke of 3 points. The outer ring is 3.5" in diameter with the same weight stroke.

The Blue is PMS 633 (C74 M20 Y0 K21). The Yellow is PMS 604 (C0 M88 Y3 K0). Black is a Rich Black built of C75 M65 Y64 K90 or 100. This gives the logo a deep, inky black that appears as the night of space, and doesn't get washed out as a gray in full color printing.

The Blue is R0 G139 B176 (Hex 008CB3). The Yellow is R253 G234 B50 (Hex EAD943). The Black is R0 G0 B0 (Hex 00000).

Generally the logo is not printed in this form smaller then 1/2 inch, and at that small, only for collateral material like business cards. There is no upper size restriction.

## **Grayscale Logo**

The Grayscale Logo is used when the material is printed exclusively in Black and White, and good gray tones are available from the reproduction device. Direct to plate printing systems and laser printers with a 600 dpi resolution are good examples of equipment that can provide the proper output. Copying on a Xerox copier is not an acceptable place to use this logo, since the output will not get the tones, especially in the planet, correct.

**Black and White Logo** 

The Black and White Logo is generally used in places where the organization is falling into the background, and chapters, squadrons, or fleets, are accentuating their identity. This allows for the branding of the international organization to be present, as required, but not to dominate.

The other location where this would be appropriate is if you are using more primitive methods of reproduction, such as a Xerox copier. This version should allow for a crisp presentation of the organizational branding.

**Black and White Logo** 

## **GRAYSON SPACE NAVY LOGOTYPE**

**Single Line** 

Grayson Space Navy is written in all capitals, in Incised 901 BT Nord with 0 for the tracking. It is not to exceed 24 points on a single letter or A4 sheet of paper when printed in this size. Single line logotype does not appear with the GSN logo. It can appear in either black or blue. The Blue is PMS 633 (C74 M19 Y0 K0). In RGB for the web the Blue is R0 G139 B176 (Hex 008CB3).

With Single Line Logotype, there is the option of including an Office, or a ship's name underneath. The department is always done in Incised 901 BT Roman; the ship's name is done in Incised 901 BT Nord. The department or chapter font size is to be no larger then one half the point size of the GSN logotype.

## **GRAYSON SPACE NAVY**

**Black Single Line Logotype** 

## **GRAYSON SPACE NAVY**

**Color Single Line Logotype** 

## **Dual Line**

Grayson Space Navy is written in all capitals, in Incised 901 BT Nord with 36 for the leading, and 0 for the tracking. It is not to exceed 36 points on a single letter or A4 sheet of paper when printed in this size. Dual line logotype can appear with the GSN logo, but it is not required. If the Logo appears with it, it is on the left. The logotype appears only in black or white, depending on the background, and how dark the background is.

With Dual Line Logotype, no department or chapter name appears with it.

# GRAYSON SPACE NAVY

**Dual Line Logotype** 



**Dual Line Logotype with Logo** 



Color Logo

Red:	C 15	Gold:	C 0	Black:	C 75
	M 100		M 35		M 65
	Y 90		Y 85		Y 64
	K 30		K 0		K 90 or 100
PMS:	1807		143		Pantone Black

*Diameter of 31/2 inches:* Upper arc font : Incised 901 Nord BT 12 pts Lower arc font: Incised 901 BT Roman

# ALANDER HUR

**Grayscale Logo** Outer Ring (yellow): 11.63% K Center Ring: 80.98% K

omponent of



## IAN LOGO, ENGLISH

**Color Logo** 

The Color IAN Logo is the most common version of the component's logo used. It appears in a large variety of material, including T–Shirts, websites, the recruiting brochure, banners, and virtually every other type of collateral recruiting material that the component is likely to produce.

At the size it was created, 3.5 inches in diameter, the Organizational Typeface is Incised 901 Nord BT at 15.3 points. The lower arc is 12 points, in Incised 901 BT Roman. The Eagle, as designed by Thomas Marrone, is 2 inches tall, and centered in a black circle of 2.8 inches in diameter, with a yellow stroke of 3 points. The outer ring is 3.5" in diameter with the same weight stroke.

The Red is PMS 1807 (C15 M100 Y90 K30). The Gold is PMS 143 (C0 M35 Y85 K0). Black is a Rich Black built of C75 M65 Y64 K90 or 100. This gives the logo a deep, inky black that appears as the night of space, and doesn't get washed out as a gray in full collor printing.

The Red is R156 G20 B33 (Hex 9C1421) . The Gold is R181 G18 B27 (Hex B5121B). The Black is R0 G0 B0. (Hex 000000).

Generally the logo is not printed in this form smaller then 1/2 inch, and at that small, only for collateral material like business cards. There is no upper size restriction.

## **Grayscale Logo**

The Grayscale Logo is used when the material is printed exclusively in Black and White, and good gray tones are available from the reproduction device. Direct to plate printing systems and laser printers with a 600 dpi resolution are good examples of equipment that can provide the proper output. Copying on a Xerox copier is not an acceptable place to use this logo, since the output will not get the tones correct.

**Black and White Logo** 

The Black and White Logo is generally used in places where the organization is falling into the background, and chapters, squadrons, or fleets, are accentuating their identity. This allows for the branding of the international organization to be present, as required, but not to dominate.

The other location where this would be appropriate is if you are using more primitive methods of reproduction, such as a Xerox copier. This version should allow for a crisp presentation of the organizational branding.

13 SEPT 2020

## **ORGANIZATIONAL STYLE GUIDE**

## White on Black Logo

The White on Black Logo is used in much the same way as the Black and White Logo, but is to be used on dark background where the Black and White Logo would have issues contrasting enough. The most common use for the White on Black Logo is its use as cut vinyl decals. It could also be used on a black themed web site, or in collateral literature that has a black or dark background.



White on Black Logo



**Color Logo** 

Red:	C 15	Gold:	C 0	Black:	C 75
	M 100		M 35		M 65
	Y 90		Y 85		Y 64
	K 30		K 0		K 90 or 100
PMS:	1807		143		Pantone Black

*Diameter of 31/2 inches:* Upper arc font : Incised 901 Nord BT 12 pts Lower arc font: Incised 901 BT Roman



**Grayscale Logo** Outer Ring (yellow): 11.63% K Center Ring: 80.98% K



## IAN LOGO, GERMAN

**Color Logo** 

The Color RMMC Logo is the most common version of the component's logo used. It appears in a large variety of material, including T–Shirts, websites, the recruiting brochure, banners, and virtually every other type of collateral recruiting material that the component is likely to produce.

At the size it was created, 3.5 inches in diameter, the Organizational Typeface is Incised 901 Nord BT at 15.3 points. The lower arc is 12 points, in Incised 901 BT Roman. The Eagle, as designed by Thomas Marrone, is 2 inches tall, and centered in a black circle of 2.8 inches in diameter, with a yellow stroke of 3 points. The outer ring is 3.5" in diameter with the same weight stroke.

The Yellow is PMS 604 (C0 M0 Y100 K0). Black is a Rich Black built of C75 M67.5 Y67 K90. This gives the logo a deep, inky black that appears as the night of space, and doesn't get washed out as a gray in full collor printing.

The Yellow is R250 G237 B36 (Hex FAED24). The Black is R1 G1 B1 (Hex 010101).

Generally the logo is not printed in this form smaller then  $\frac{1}{2}$  inch, and at that small, only for collateral material like business cards. There is no upper size restriction.

## **Grayscale Logo**

The Grayscale Logo is used when the material is printed exclusively in Black and White, and good gray tones are available from the reproduction device. Direct to plate printing systems and laser printers with a 600 dpi resolution are good examples of equipment that can provide the proper output. Copying on a Xerox copier is not an acceptable place to use this logo, since the output will not get the tones correct.

**Black and White Logo** 

The Black and White Logo is generally used in places where the organization is falling into the background, and chapters, squadrons, or fleets, are accentuating their identity. This allows for the branding of the international organization to be present, as required, but not to dominate.

The other location where this would be appropriate is if you are using more primitive methods of reproduction, such as a Xerox copier. This version should allow for a crisp presentation of the organizational branding.

## **ORGANIZATIONAL STYLE GUIDE**

## White on Black Logo

The White on Black Logo is used in much the same way as the Black and White Logo, but is to be used on dark background where the Black and White Logo would have issues contrasting enough. The most common use for the White on Black Logo is its use as cut vinyl decals. It could also be used on a black themed website, or in collateral literature that has a black or dark background.



White on Black Logo

## IAN LOGOTYPE, ENGLISH

#### **Single Line**

The Imperial Andermani Navy is written in all capitals, in Incised 901 BT Nord with 0 for the tracking. It is not to exceed 24 points on a single letter or A4 sheet of paper when printed in this size. Single line logotype does not appear with either the IAN logo. It can appear in either black or red. The Red is PMS 1807 (C0 M100 Y96 K28). In RGB for the web the Red is R181 G18 B27 (Hex B5121B).

With Single Line Logotype, there is the option of including a commander's office, or a ship's name underneath. The department is always done in Incised 901 BT Roman; the ship's name is done in Incised 901 BT Nord. The department or chapter font size is to be no larger then one half the point size of the IAN logotype

## THE IMPERIAL ANDERMANI NAVY

**Black Single Line Logotype** 

## THE IMPERIAL ANDERMANI NAVY

#### **Color Single Line Logotype**

#### **Dual Line**

The Imperial Andermani Navy is written in all capitals, in Incised 901 BT Nord with 36 for the leading, and 0 for the tracking. It is not to exceed 36 points on a single letter or A4 sheet of paper when printed in this size. Dual line logotype can appear with the IAN logo, but it is not required. If the Logo appears with it, it is on the left. The logotype appears only in black or white, depending on the background, and how dark the background is.

With Dual Line Logotype, no department or chapter name appears with it.

## THE IMPERIAL ANDERMANI NAVY

**Dual Line Logotype** 



**Dual Line Logotype with Logo** 

## IAN LOGOTYPE, GERMAN

**Single Line** 

Kaiserlich Andermanische Marine is written in all capitals, in Incised 901 BT Nord with 0 for the tracking. It is not to exceed 24 points on a single letter or A4 sheet of paper when printed in this size. Single line logotype does not appear with either the IAN logo. It can appear in either black or red. The Red is PMS 1807 (C0 M100 Y96 K28). In RGB for the web the Red is R181 G18 B27 (Hex B5121B).

With Single Line Logotype, there is the option of including a commander's office, or a ship's name underneath. The department is always done in Incised 901 BT Roman; the ship's name is done in Incised 901 BT Nord. The department or chapter font size is to be no larger then one half the point size of the IAN logotype

## **KAISERLICH ANDERMANISCHE MARINE**

**Black Single Line Logotype** 

## KAISERLICH ANDERMANISCHE MARINE

**Color Single Line Logotype** 

## **Dual Line**

Kaiserlich Andermanische Marine is written in all capitals, in Incided 901 BT Nord with 28 for the leading, and 0 for the tracking. It is not to exceed 28 points on a single letter or A4 sheet of paper when printed in this size. Dual line logotype can appear with the IAN logo, but it is not required. If the Logo appears with it, it is on the left. The logotype only in black or white, depending on the background, and how dark the background is.

With Dual Line Logotype, no department or chapter name appears with it.

## KAISERLICH ANDERMANISCHE MARINE

Dual Line Logotype



**Dual Line Logotype with Logo** 



Color Logo

Green:	C 89 M 38 Y 100 K 38	Gold C 0 M 35 Y 85 K 0
PMS:	3435	143

Diameter of 31/2 inches: Upper arc font : Incised 901 Nord BT 12 pts

Lower arc font: Incised 901 BT Roman

**Grayscale Logo** Outer Ring (yellow): 11.63% K Center Ring: 80.98% K

Component of TRN



**RHN LOGO** 

#### **Color Logo**

The Color RHN Logo is the most common version of the component's logo used. It appears in a large variety of material, including T–Shirts, websites, the recruiting brochure, banners, and virtually every other type of collateral recruiting material that the component is likely to produce.

At the size it was created, 3.5 inches in diameter, the Organizational Typeface is Incised 901 Nord BT at 15.3 points. The lower arc is 12 points, in Incised 901 BT Roman. The Haven Star, as designed by BuNine, is 2.66 inches tall, and centered in a black circle of 2.8 inches in diameter, with a yellow stroke of 3 points. The outer ring is 3.5" in diameter with the same weight stroke.

The Green is PMS 3455 (C89 M38 Y100 K38). The Gold is PMS 143 (C0 M35 Y85 K0). Black is a Rich Black built of C75 M67.5 Y67 K90. This gives the logo a deep, inky black that appears as the night of space, and doesn't get washed out as a gray in full color printing.

The Green is R0 G80 B57 (Hex 005039).The Gold is R251 G176 B64 (Hex FBB040). The Black is R0 G0 B0 (Hex 000000).

Generally the logo is not printed in this form smaller then  $\frac{1}{2}$  inch, and at that small, only for collateral material like business cards. There is no upper size restriction.

## **Grayscale Logo**

The Grayscale Logo is used when the material is printed exclusively in Black and White, and good gray tones are available from the reproduction device. Direct to plate printing systems and laser printers with a 600 dpi resolution are good examples of equipment that can provide the proper output. Copying on a Xerox copier is not an acceptable place to use this logo, since the output will not get the tones correct.

## **Black and White Logo**

The Black and White Logo is generally used in places where the organization is falling into the background, and chapters, squadrons, or fleets, are accentuating their identity. This allows for the branding of the international organization to be present, as required, but not to dominate.

The other location where this would be appropriate is if you are using more primitive methods of reproduction, such as a Xerox copier. This version should allow for a crisp presentation of the organizational branding.

**Black and White Logo** 

## **RHN LOGOTYPE**

**Single Line** 

Republic of Haven Navy is written in all capitals, in Incised 901 BT Nord with 0 for the tracking. It is not to exceed 24 points on a single letter or A4 sheet of paper when printed in this size. Single line logotype does not appear with the RHN logo. It can appear in either black or blue. The Green is PMS 3455 (C89 M38 Y100 K38). In RGB for the web the Green is R0 G80 B57 (Hex 00502F).

With Single Line Logotype, there is the option of including an Office, or a ship's name underneath. The department is always done in Incised 901 BT Roman; the ship's name is done in Incised 901 BT Nord. The department or chapter font size is to be no larger then one half the point size of the RHN logotype.

## **REPUBLIC OF HAVEN NAVY**

**Black Single Line Logotype** 

## **REPUBLIC OF HAVEN NAVY**

**Color Single Line Logotype** 

## **Dual Line**

Republic of Haven Navy is written in all capitals, in Incised 901 BT Nord with 36 for the leading, and 0 for the tracking. It is not to exceed 36 points on a single letter or A4 sheet of paper when printed in this size. Dual line logotype can appear with the RHN logo, but it is not required. If the Logo appears with it, it is on the left. The logotype appears only in black or white, depending on the background, and how dark the background is.

With Dual Line Logotype, no department or chapter name appears with it.



**Dual Line Logotype** 



**Dual Line Logotype with Logo** 

## **TRMN STANDARDIZED FONTS**

#### **Incised Family**

The Incised Family of fonts had been our standard San Serif font for TRMN corporate identity since we codified it in late 2010. Incised will continue to be the font for logos and certain headers, but it will only be used by Admiralty House and the fleet level from here on out. It is included here for completeness, and to allow a reference for Admiralty House artists. This font is available from BuPlan on an "as needed" basis, and will no longer be distributed from the website.

Incised901 BT Roman

## ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz

Typically used for all body text in documents where a sans serif font is appropriate, such as manual. Typical font sizes 11 pt. for A4 size documents and 11.5 pt. for US Letter size documents.

## ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz

Typically used for body text where emphasis is required in documents where a sans serif font is appropriate. Typical font size is 11 pt. for A4 size documents and 11.5 pt. for US Letter size documents.

Incised901 BT Black

Incised901 BT Italic

## ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz

Typically used for headers in long bodies of text. Font size can vary according to need. It is typically no less than 12 point on A4 and US Letter sized documents. On larger documents, such as posters, it can go as large as is required.

## *Incised901 BT Lt BT* ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz

An alternate font used for body text in documents where a sans serif font is appropriate, such as manual. Typical font size is 11 pt. for A4 size documents and 11.5 pt. for US Letter size documents.

Incised901 BT Bold Condensed BT

#### ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz

Typically used for headers in long bodies of text.. Font size can vary according to need. It is typically no less than 12 point on A4 and US Letter sized documents. On larger documents, such as posters, it can go as large as is required.

Incised901 BT Compact BT

## ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwx

Typically used for section titles text in any document. Font size can vary according to need. It is typically no less than 24 point on A4 and US Letter sized documents. On larger documents, such as posters, it can go as large as is required.

Incised901 BT Nord BT

## ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijkl

This is the Organizational Typeface, and is used to identify The Royal Manticoran Navy and its Component Groups. It can be used independent of logotype to indicate departments or units. It is not appropriate for the names of chapters, as they have their own typeface for this purpose.

Incised901 BT Nord BT Italic

## ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopq

This is the Organizational Typeface used by chapters, or departments, that can be used in business cards, letterhead, and other items where the individual unit needs to be brought to the attention of the reader. Specifically, this is used for the names of ships and appears underneath the TRMN logotype. Whereas most of the Incised family is restricted to Admiralty House, this font is to be used for all chapter names and departments.

## 13 SEPT 2020

## **Droid Serif Family**

The Droid Serif Family replaces Prociono for long form text, and comes in the four standard weights needed for regualar writing. This font has no restrictions in distribution, since it is covered under an Apache v.2 license, and will be part of the new Standard TRMN Font package. This is an open source font created by Google and is available as a webfont. Many CMS web packages tie directly into Google Fonts and can be embedded into websites at no charge. Visit fonts.google.com for more details.

#### Droid Serif ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz

This font is for long form body text. Typically used for all body text in documents where a serif font is appropriate, such as long form text (our newsletter would be a good example). Typical font size is 11 pt. for A4 size documents and 11.5 pt. for US Letter size documents.

#### Droid Serif Italic

## ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890 abcdefghijklmnopqrstuvwxyz

Typically used for body text where emphasis is required in documents where a serif font is appropriate such as long form text (our newsletter would be a good example). Typical font size is 11 pt. for A4 size documents and 11.5 pt. for US Letter size documents.

## Droid Serif Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz

Typically used for body text where emphasis is required in documents where a serif font is appropriate such as long form text (our newsletter would be a good example). Typical font size is 11 pt. for A4 size documents and 11.5 pt. for US Letter size documents.

## Droid Serif Bold Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz

Typically used for body text where emphasis is required in documents where a serif font is appropriate such as long form text (our newsletter would be a good example). Typical font size is 11 pt. for A4 size documents, and 11.5 pt. for US Letter size documents.

## **Akrobat Family**

Akrobat comes in seven standard weights. Thin, Extra Light, Regular, Semi Bold, Bold, Extra Bold, and Black. This is the standard font of items like posters, bookmarks, and other ancillary recruiting material. There is no italic version. If a designer needs an italic version, they can make it by adding a 12% slant, and make a faux oblique version of the font.

Akrobat, though a free font, cannot be hosted presently on the TRMN website. It can be downloaded from http://www.fontfabric.com/akrobat/ for free. They do solicit donations, and considering the quality of their work, and generous terms of their licence, I highly urge you to donate a few dollars to their cause.

#### Akrobat Thin

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz

#### Akrobat Extra Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz *Akrobat Regular* 

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Akrobat Semi Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Akrobat Extra Bold

#### ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Akrobat Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz

### THE ROYAL MANTICORAN NAVY

**Decalotype Family** 

Decalotype comes in seven standard weights and italic variants. Light, Regular, Medium, Semi Bold, Bold, Extra Bold, and Black. This is the standard font of any san serif application, from headlines, to long form body text (usually of a technical nature). This is the font that this manual is set in, and gives us a wide gamut of options in our typesetting.

This font can likewise be downloaded from the TRMN website, as the license to this font offers broad terms, and is freely distributable, under the terms of the Open Font License v 1.1 (OFL).

Decalotype Light ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Decalotype Light Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Decalotype Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Decalotype Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijkImnopqrstuvwxyz Decalotype Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Decalotype Medium Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Decalotype Semi Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Decalotype Semi Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Decalotype Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Decalotype Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Decalotype Extra Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Decalotype Extra Bold Italic

**ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz** Decalotype Black

ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz Decalotype Black Italic

ABCDEFGHIJKLMN0PQRSTUVWXYZ1234567890abcdefghijklmnopqrstuvwxyz

# **SHIP'S CRESTS IN TRMN**

Every TRMN chapter needs a visual method of identifying itself. To that end, the organization has adopted the naval tradition of the ship's crest.

There are standard parts of the crest for a Manticoran Naval vessel. The shield is an inverted rounded pentagon, black in color, with a silver rope around it, or gold if the chapter has been added to the *List of Honor*. The black field of the crest is where the chapter has the freedom to design whatever they want for their design, keeping in mind decency and community standards. Images deemed vulgar or obscene will not be permitted.

Above the crest are the flourishes and Manticoran crown. The crown is always gold and silver, with purple cloth and red jewels. There is no deviation from this color pallet.

The ship's hull number is in a field at the base of the crest, written in Incised Compact. A ribbon at the top has the name of the ship in Serpentine Bold. A ribbon just above the hull number contains the ship's motto, typically in Adobe Garamond Pro Bold Italic, though any Garamond Bold Italic is acceptable.

# **LOWER ECHELON CRESTS IN TRMN**

Squadrons, Divisions, and even Task Groups are all authorized to submit a design for their echelon iconography. The Squadron or Division vessel type is represented with a side view of the ship directly below the crown. Below this is a ribbon indicating the type of echelon (Destroyer Squadron, Heavy Cruiser Division, etc...) Instead of the rope that borders the ship's crest, a sharp silver edge runs in the same shield shape as on the Ship's Crests. There is no panel for the echelon's number since this is typically incorporated into the design. The echelon's motto appears on a ribbon at the bottom.

In the cases of Task Groups and Task Forces, the ship's side view is removed (since these units tend to be comprised of several different types of vessels).







# **FLEET CRESTS IN TRMN**

BuNine established the design of the Fleet Crests back in 2014. As of the publication of this manual, it is now codified that we are using the canon crests as approved by David Weber. At present there is only a version for the Manticoran Fleets. The ones for the GSN, IAN, and RHN have not gone through the approval process. Once they have, they will be implemented as well. Presently only the Graysons have a numbered Fleet (4th) and that is running without a crest at the moment.













# **SHIP'S DEDICATION PLAQUE**

It is a long-standing tradition in navies to have a brass Dedication Plaque to commemorate the launch of the ship. Most include the day the keel was laid down, the day it was launched for trials, and the date it was formally commissioned and accepted into naval service as an actual warship.

The television series Star Trek started with the simplest one for the original series, noting name, hull number, and city of construction. By later versions during series like Star Trek Deep Space Nine, dozens of names appeared upon the plaque (most of them producers of the show in some capacity, since that sort of detail would never be seen on screen).

Taking inspiration from both sources, a plaque was designed combining cannon and club-branded elements. These plaques are to celebrate the launching of a chapter and can be modified as needed.

The canon RMN shoulder patch appears in the center. The words Star Empire of Manticore appears on the left and the Fleet Name on the right, in Incised 901 Bold Condensed. A separation line runs left to right with the RMN emblem superimposed over it. The name of the ship appears below this, centered in Incised Nord 901 BT Italic. Directly below this, in the same font, appears the hull number of the vessel. Below the hull number, in Droid Serif Bold Italic, is the commissioning date. Below this in Incised Nord BT is THE ROYAL MANTICORAN NAVY, essentially the club's logotype.

In three columns are the members of Admiralty House and the Fleet Commander at time of commissioning. The first row is the First Lord of the Admiralty, the First and Second Space Lord. The Second column is the Third though Fifth Space Lords, the Sixth and Seventh Space Lords are listed on the third row, with the fleet commander current as of commissioning listed last.

The first section of each member of Admiralty House is their position in bold, their rank and name in normal text, and their peerage title and lands, should they have one, listed in the third line in italic. Droid Serif is the font for all of these items.

At the very bottom is the motto of the ship in Bold Italic, with quotes around it.

The plaque artwork is delivered as a black 8  $\frac{1}{2}$ " x 11" PDF, with white for the graphic and text elements. If you are to get it manufactured as actual brass relief (possible but very expensive) the white elements are the high points, and the black is the low point.



# **BUSINESS CARDS**

The Business Card is one of the easiest and most common method of conveying your contact information to an individual that you meet in person. Business cards are not standardized internationally, but there are some standards that fall in groups of countries. Use the standard size for the country that you reside in, since you are likely to get the best pricing for the standard of that country.

Country/Standard	Dimensions (mm)	Dimensions (in)	Ratio
ISO 216, A8 sized	74×52	2.913×2.047	1.423
Ireland, Italy, United Kingdom, France, Germany, Netherlands, Spain, Switzerland, Belgium	85×55	3.346×2.165	1.545
ISO/IEC 7810 ID-1, credit card sized	85.60×53.98	3.370×2.125	1.586
Australia, Denmark, New Zealand, Norway, Taiwan, Sweden, Vietnam	90×55	3.54×2.165	1.636
Japan	91×55	3.582×2.165	1.655
Hong Kong, China, Singapore	90×54	3.543×2.125	1.667
Canada, United States	88.9×50.8	3.5×2	1.75
Iran	85×48	3.346×1.889	1.771
Argentina, Brazil, Czech Republic, Fin– land, Hungary, Israel, Kazakhstan, Poland, Romania,Russia, Serbia, Slovakia, Slovenia, Ukraine, Uzbekistan, Bulgaria, Latvia, Mexico and South Africa	90×50	3.543×1.968	1.8

The rest of the business card section of this guide will deal in business cards from the United States and Canada. Where  $\frac{1}{6}$  of an inch is indicated, 3 mm should be used in the larger metric formats, to adapt the card specifications to the other standards.

# **Business Card, Type 1**



### Format for Space Lords and Board Members

The most basic format is the Type 1 White Card. The White Card has the Organizational or Component (in the case of a board member that is not part of TRMN proper)  $\frac{1}{6}$  of an inch from the left, and at least  $\frac{1}{6}$  of an inch from the top. The Organizational or Component Logotype is  $\frac{1}{6}$  of an inch to the right of the logo.

The telephone number is on the left,  $\frac{1}{8}$  of an inch from the left edge and from the bottom, in 9 pt. in Incised 901 BT. 3 pts. above the Telephone number is the individuals name in 9 pt. in Incised 901 BOId BT. The email address is  $\frac{1}{8}$  of an inch from the right edge and from the bottom, in 9 pt. in Incised 901 BT. 3 pts. above the email address is the website in Incised 901 BT Italic. *Decalotype equivalents are acceptable on this card except for the logo and logotype*.



### Format for Fleet Commanders, Squadrons, Divisions, and Ships

Permitted variants of the Type 1 Business Card include the Command and Chapter variants. For Fleets, Squadrons, and Divisions, there is a third line on the left hand side. The Name is the top line (with post nominal letters, if desired). The title underneath, followed by either the telephone number or the person's rank. The right side is unchanged.





Format for Space Lords and Board Members

The Chapter Level version is the same as the variety for Fleet Commanders. The difference here is in the name of the command, which is in 9 point Incised 901 Nord Italic, entered underneath the component logotype. The name of the command is centered from the right edge of the logo to the right edge of the card

Type 1 cards can be generated for any branch, at any level of service. All members of TRMN are authorized to have a Type 1 card created.



# **Business Card, Type 2**



### Format for the chapter level Business Card, Type 2

The second format is the Type 2 Black Card. The card is full bleed, which means the color extends to the edge of the card. The obverse of the Black Card has the Crest of the Command (Chapter, Fleet, Squadron, or Bureau Level)  $\frac{1}{8}$  of an inch from the right, and at least  $\frac{1}{8}$  of an inch from the top.

The email address is on the left, 1/8 of an inch from the left edge and from the bottom, in 9 pt. in Incised 901 BT. 3 pts. Above this is the command web address in 9 pt. in Incised 901 BT. There are three blank lines above this then the title of the individual, again in 9 pt. Incised 901 BT. Above the title, in 10 pt. Incised 901 BOI BT, is the individual's name, and any post nominal letters.

On the right side,  $\frac{1}{8}$  of an inch from the bottom and  $\frac{1}{8}$  of an inch from the edge, is the organizational web address.

The reverse of this card is required, since it carries the Organization's branding. It has the Organizational Logo, centered, at  $1 \frac{1}{2}$ " in diameter. Above the logo,  $\frac{1}{8}$  of an inch in from the top, is the organizational salesmark. It is written in 12 pt. Incised 901 Nord Italic BT, in Organizational red. From the bottom, 1/8 of an inch from the edge, is the organizational web address, in white 9 pt. Incised 901 BT.

For levels below Component, Decalotype is authorized for the design of these cards. Organizational logos and logotypes still need to adhere to the earlier sections of this manual.



Format for commands higher than Chapter level

At the Organizational level, and for large commands (e.g. Fleets and Squadrons), the Bureau (or Command) is written in mixed case on the obverse side of the card. The Office is written in Incised 901 Bold Condensed BT at 12 pt. If there is no motto for the command, a white 2 pt. thick white line is inserted. All other formatting remains the same.

The reverse of the card is identical to the chapter level card.

# **Business Card, Type 3**



### Format for the chapter level Business Card, Type 3

The third option is the Type 3 White Card. The Type 3 White Card has the Command Level (Chapter, Squadron, Fleet, etc...) Crest  $\frac{1}{6}$  of an inch from the left, and at least  $\frac{1}{6}$  of an inch from the top. The Organizational or Component Logotype is  $\frac{1}{6}$  of an inch to the right of the logo. Centered below the Component Logotype is the name of the Command.

The rest of the card follows the formatting of the Type 1 White Card. There is an option to replace the telephone number with the position the individual holds. The organizational domain can be replaced with the Command domain name, but the organizational domain must appear above it on the right side of the card.

# **Custom Business Card**

The aforementioned business cards are not the only ones that can be made. Peerage Cards are permitted, which have your Coat of Arms upon it (if you are so awarded and authorized). There may be times when the previous types are not appropriate to the purpose (if you are the con chair for Manticon, HonorCon, or some other TRMN sponsored event).

You may have an idea that s unique, and you want to use it for your ship or unit. If that is the case, using this manual as guidance, design your card, and submit it to the Art Department at BuPers. That department will vet the artwork, the typography, and content. They will return to you either an approval or disapproval. If it comes back from the Art Department disapproved, it will come with a set of instructions on how to bring the card into compliance.

The most common reason for disapproval is copyright violations, bad typography, or the lack of using TRMN sanctions fonts (see pages 26 – 28 of this manual). Most cards that come to the Art Department are units or Ships, and should comply with all the font rules. Individual "Companies", like those that may be formed as chapters of the RMMM or Peerage Cards, may use fonts outside the standardized pack. Note that certain fonts have the unspoken message of "unprofessional" (such as Comic Sans, Zapfino, Papyrus, Hobo, and Curlz), and the fonts will be evaluated on a case by case basis. Also understand that under no circumstance should Serpentine or any of its variants be used. This is reserved for actual "in–universe" graphic design, and not to be used to promote TRMN or any of its components.

# LETTERHEAD

Letterhead has two distinct types; headers for email, and the printed variety. Letterhead is never required, but it does lend itself to presenting a more professional appearance for the organization's communications.

### **Email**

The most common form of official communications is email, and this is permitted a header for official correspondences. The header must have the two line logotype of the appropriate component, can contain the component logo, and should have the command level underneath the logotype, centered between the edges of the component type's.



An alternate email header, authorized for chapters, replaces the TRMN or organizational logo with the chapter or echelon crest. The logotype of the parent organization or component is in the same place. The chapter or echelon is written in the last line in Incised 901 BT Nord BT Italic in the appropriate component color.





### **Printed Letters**

Printed letters are far less common, but there are certain circumstances where a printed letter is needed. There are two formats, which are customizable to suit the unit's needs, available.

The **Type 1 Letterhead** has a half-inch margin. At the top right is the two-line logotype in black. Below the logotype is the unit. If the unit is a chapter, the unit name is printed in Incised 901 Nord Italic BT. If the unit is anything else, the unit name is printed in Incised 901 Bold Condensed BT. The unit name is printed in the appropriate component color (RMN Red for RMN, RMMC Green for Marines, RMA Blue for the Army, etc...). To the left of the logotype and unit is the appropriate component logo at 1 to 1<sup>1</sup>/<sub>2</sub>, or the unit crest. Underneath the crest and logotype is a 5 point line of the appropriate component color.

At the bottom of the page, on the 1/2" margin, is another 5 point component color line. Centered between the edge of the paper and the footer line is the contact information. The footer contains the street address, including city, state, and postal code, phone number, email address, and the organizations web address. If your unit has its own custom website, this can replace the organizations web address. The footer information is printed in black.

The **Type 2 Letterhead** has 35% gray, full bleed margin all around edge. Since most printers cannot do full bleed, this format will need to be preprinted letterhead, or printed oversized and trimmed down.

Like the Type 1 Letterhead, it has the logotype on the right side, with the unit directly underneath. Since the space is restricted due to the gray boarder, the logo, crest, and unit name will be slightly smaller. There is no component color line at the bottom, but the contact information still appears in the  $1/2^{\circ}$  space between the edge of the page, and the bottom of the white space. The footer is in white instead of black.



Commander Joe Blough Tactical Officer HMS Lollipop

Dear Commander Blough,

Nam eatur? Que verspid maiora nonsequis cuptasped ellacest, officiaes re nis parum amus nat vel et, qui doluptat a ducit, unt earcil eos magnament estruntur, quam, que vit velia vendiatur atqui cullaborro omnis ilicipi delestias delique min estrum eosse voluptur, is dit is et asi quis ma alibusant experes am eaquid qui dignatque minietu reiust ma dolupta et explignitas ad mi, ut ullacestium acepellore corest postis autaturi sunt, officiatem et occum siminvel inctecta siti te rerum res accum idus.

Ga. Rum ea que ius plab im hitiae velitas pellest, es erum et explaborio. Arum nonsequatum is simperovites sum faccus natis mostori onsecer ionseribusae velit quam, tent por aut alit, cone et as acculpari ius et pa pos que nullore seruptius eaquae duciunt derum estrundias dolo delluptatur, andit, con eostrumque sit exerspe lesendebit et ate niet qui samus a nobit ex eturior ibusam exerum am adiorib eritibusam, cusam et am quia non essitiae dernam sa volupta ectur, sunt aperumquiam, qui cullum sum ressitem et earci aut veliquidel iunt arum utest officia con ex es eles sitam faccus aut faceatur remquiatem facessi cum quis dolent liam quid minihiliciis quiatendento enit, explant et am quid quas elicipidi dolendunt offici asitatem unt libusamus.

Sincerly,

**ROBERT W. BULKELEY, JR., KSK, SC, DSO** Admiral of the Green, RMN Fourth Space Lord, BuComm First Earl, New Essex

123 Anystreet St. • Sample City, ST 12345 • 515–123–4567 • sampleaddress@trmn.org • www.trmn.org



Commander Joe Blough Tactical Officer HMS Lollipop

Dear Commander Blough,

Nam eatur? Que verspid maiora nonsequis cuptasped ellacest, officiaes re nis parum amus nat vel et, qui doluptat a ducit, unt earcil eos magnament estruntur, quam, que vit velia vendiatur atqui cullaborro omnis ilicipi delestias delique min estrum eosse voluptur, is dit is et asi quis ma alibusant experes am eaquid qui dignatque minietu reiust ma dolupta et explignitas ad mi, ut ullacestium acepellore corest postis autaturi sunt, officiatem et occum siminvel inctecta siti te rerum res accum idus.

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Sincerly,

ANNIE MOUSE, SC, DSO Captain (SG), RMN HMS Example, Commanding First Barroness, New Narnia

123 Anystreet St. • Sample City, ST 12345 • 515–123–4567 • sampleaddress@trmn.org • www.trmn.org



Commander Joe Blough Tactical Officer HMS Lollipop

Dear Commander Blough,

Nam eatur? Que verspid maiora nonsequis cuptasped ellacest, officiaes re nis parum amus nat vel et, qui doluptat a ducit, unt earcil eos magnament estruntur, quam, que vit velia vendiatur atqui cullaborro omnis ilicipi delestias delique min estrum eosse voluptur, is dit is et asi quis ma alibusant experes am eaquid qui dignatque minietu reiust ma dolupta et explignitas ad mi, ut ullacestium acepellore corest postis autaturi sunt, officiatem et occum siminvel inctecta siti te rerum res accum idus.

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Sincerly,

ANNIE MOUSE, SC, DSO Rear Admiral of the Red, RMN Danger Mouse, BuSupp First Baroness, New Narnia

123 Anystreet St. • Sample City, ST 12345 • 515-123-4567 • sampleaddress@trmn.org • www.trmn.org

Letterhead Sample Type 2 – Bureau or Upper Echelon



Commander Joe Blough Tactical Officer HMS Lollipop

Dear Commander Blough,

Nam eatur? Que verspid maiora nonsequis cuptasped ellacest, officiaes re nis parum amus nat vel et, qui doluptat a ducit, unt earcil eos magnament estruntur, quam, que vit velia vendiatur atqui cullaborro omnis ilicipi delestias delique min estrum eosse voluptur, is dit is et asi quis ma alibusant experes am eaquid qui dignatque minietu reiust ma dolupta et explignitas ad mi, ut ullacestium acepellore corest postis autaturi sunt, officiatem et occum siminvel inctecta siti te rerum res accum idus.

Ga. Rum ea que ius plab im hitiae velitas pellest, es erum et explaborio. Arum nonsequatum is simperovites sum faccus natis mostori onsecer ionseribusae velit quam, tent por aut alit, cone et as acculpari ius et pa pos que nullore seruptius eaquae duciunt derum estrundias dolo delluptatur, andit, con eostrumque sit exerspe lesendebit et ate niet qui samus a nobit ex eturior ibusam exerum am adiorib eritibusam, cusam et am quia non essitiae dernam sa volupta ectur, sunt aperumquiam, qui cullum sum ressitem et earci aut veliquidel iunt arum utest officia con ex es eles sitam faccus aut faceatur remquiatem facessi cum quis dolent liam quid minihiliciis quiatendento enit, explant et am quid quas elicipidi dolendunt offici asitatem unt libusamus.

Sincerly,

ANNIE MOUSE, SC, DSO Captain (SG), RMN HMS Example, Commanding First Baroness, New Narnia

123 Anystreet St. • Sample City, ST 12345 • 515–123–4567 • sampleaddress@trmn.org • www.trmn.org

### Letterhead Sample Type 2 – Chapter



# THE ROYAL MANTICORAN NAVY Headquarters • EIGHTH FLEET

9DATE2021

Commander Joe Blough Tactical Officer HMS Lollipop

Dear Commander Blough,

Nam eatur? Que verspid maiora nonsequis cuptasped ellacest, officiaes re nis parum amus nat vel et, qui doluptat a ducit, unt earcil eos magnament estruntur, quam, que vit velia vendiatur atqui cullaborro omnis ilicipi delestias delique min estrum eosse voluptur, is dit is et asi quis ma alibusant experes am eaquid qui dignatque minietu reiust ma dolupta et explignitas ad mi, ut ullacestium acepellore corest postis autaturi sunt, officiatem et occum siminvel inctecta siti te rerum res accum idus.

Ga. Rum ea que ius plab im hitiae velitas pellest, es erum et explaborio. Arum nonsequatum is simperovites sum faccus natis mostori onsecer ionseribusae velit quam, tent por aut alit, cone et as acculpari ius et pa pos que nullore seruptius eaquae duciunt derum estrundias dolo delluptatur, andit, con eostrumque sit exerspe lesendebit et ate niet qui samus a nobit ex eturior ibusam exerum am adiorib eritibusam, cusam et am quia non essitiae dernam sa volupta ectur, sunt aperumquiam, qui cullum sum ressitem et earci aut veliquidel iunt arum utest officia con ex es eles sitam faccus aut faceatur remquiatem facessi cum quis dolent liam quid minihiliciis quiatendento enit, explant et am quid quas elicipidi dolendunt offici asitatem unt libusamus.

Sincerly,

**ROBERT W. BULKELEY, JR., KSK, SC, DSO** Admiral of the Green, RMN Eighth Fleet, Commanding Duke, Mountain View

123 Anystreet St. • Sample City, ST 12345 • 515–123–4567 • sampleaddress@trmn.org • www.trmn.org

The **Type 3 Letterhead** has a black bar approximately  $1^{7}/\epsilon^{n}$  inches thick, and  $7^{1}/2^{n}$  wide below it, separated by about  $1/\epsilon^{n}$  is a deep red bar  $1/4^{n}$  thick. The Royal Manticoran Logotype is on the right two thirds of the black bar in white, centered top to bottom in the black line. A red bar 4 points thick underscores the logotype. Below that in yellow or gold is the unit and echelon. The unit or organizational crest appears on the left third of the colored bars. It straddles between the black and the red line, as seen in the example on page 40. At the foot of the letter, approximately  $1/2^{n}$  from the bottom is a red line, and below that is the physical address.

The **Type 3 Letterhead** can be scaled down to monarch size (7 1/4" x 10"). Regardless of paper size (US Letter or Monarch) the design is always full bleed.

The Top section of the letterhead can be used as an email header.

# **ENVELOPES**

Envelopes are needed even less than printed letters. When they are needed, though, they need to be done professionally. Envelope return addresses can be printed in color or black and white, and there are two solutions to the problem.

### **Return Address Labels**

The first solution is the return address lable. Use a standard 1" x  $2^{5}/8$ " address lable. A <sup>1</sup>/4" margin should be set. The two–line logotype or three line logotype can be used. If the two–line logotype is used, then the following line can be the unit (Incised901 Bold Condensed BT or Incised901 Nord Italic BT for chapters). To the left of the logotype is the organizational or component logo, or the crest for the unit.

Below the logotype is a 1 point line. Below the line is the contact information. This should be the rank and name of the sender, the street address, and the city, state, and postal code. This should be in Decalotype Regular 8 point.

The completed label should be affixed in the upper left corner of the addressable side of the envelope.

### **Return Address Printed on the Envelope**

The second solution is to directly print the return address onto an envelope. The leading edge of the component logo or unit crest should be 3/8" from the left. This is done to accommodate what is known as "gripper space" which is part of the manufacturing process. Depending on the printer you decide to use this leading space could be as little as 1/4", but to standardize keep it at 3/8".

The logo should not exceed 3/4" wide. There should be an 1/6" gap between the logo and the logo type. The point size of the logotype is 8 point for THE ROYAL MANTICORAN NAVY. The point size is 7.25, and the tracking has been contracted to -29. A bar below the logotype is the same width as the logotype. The name and address appear below this in any of the approved san serif fonts at 8 points.



THE ROYAL MANTICORAN NAVY The Official Honor Harrington Association Commander Jon Blough

123 Anystreet St Somecity, ST 12345



**Return Address Label** 

# **SLIDE PRESENTATIONS IN TRMN**

One of the most common ways to present information, especially at a convention when we are trying to recruit new members, is to give a speech at a panel. In an attempt to make the speech more interesting, many of us have elected to accompany them with a slide presentation typically made in PowerPoint.

**RMN 4-1** 

PowerPoint uses slides with Landscape orientation to match the format of modern televisions. Because of this, and because how people are accustomed to acquiring information from a television screen, the best strategy is to keep it as simple as possible. The goal should be one slide, one thought.

To successfully accomplish this, you should restrict the number of bullet points per slide to no more than three. If you have more points to make, use an additional slide. The points themselves should be the most basic of information; the speaker should give the point context and explanation. People will not read large passages of text on screen, and if you put an excessive amount of text on the screen your presentation will become sleep inducing.

Transitions should be limited in their application; generally, use highly animated transitions sparsely, as a constant bombardment of these will detract from the information you are trying to deliver. A gentle crossfade of half a second between slides is appropriate. A highly energetic animation should be limited to one per slide show, or one per fifteen minutes if you are doing a long presentation.

For conventions, I generally suggest that you limit the entire length of the presentation to no more than thirty minutes or so, and use the rest of your panel time for Q & A. If you extend that time too far you risk losing your audience.

Always use high quality graphics. All elements related to TRMN can be ordered up in advance from the Art Department. High resolution PNGs and vector imagery are the best choice and can be accommodated by most modern presentation programs. These file formats are desirable because the background is removable, and they render crisply when projected. There is no excuse for not using the proper graphics, and presentations submitted with bad art will be rejected. Also note that you should be using the club graphics when referring to club elements, and not the cannon "in–universe" logos of the components. The exception to this would be if you are doing a presentation about events in the books, rather than on the organization and programs in TRMN.

You should have a visual theme but avoid using PowerPoint templates. Any theme that you use should have something to do with science fiction, or the subject your presentation is about. Water droplets, condensation, jungles, or coffee stains don't really have anything to do with TRMN, her components and her programs. Where it may be a visually striking theme that you can get for free, it runs counter to the theme of the club and the subject material.

Charts and diagrams can add some of the visual panache to your presentations. Keep the charts simple; do not get to granular with the data that you are trying to present. Otherwise you go from visually appealing to visually confusing quickly. Remember that these are visual aids, they are not there to tell the story by themselves, but to augment what the speaker is stating. If someone can read your presentation without the speaker, you have written a pamphlet and not a slide presentation designed to accompany a speech.

Color tends to be a bit subjective, but a good rule of thumb is use the color pallet of the component your are representing. For example, when doing a presentation on the RMMC, you would use black and green, with minor accents of red and gold. If you look at the established iconography of the RMMC, you will notice that these are the colors it uses, and they are heavy on the use of blacks and hunter green, and use gold and red as accent colors. If you are doing a presentation for the whole of TRMN, black dominates the palate, with dark red to a lesser degree, and minor highlights of TRMN gold.

Use TRMN approved fonts and use them correctly. As of this style guide, unless you are using the logo or logomark for a particular component, lower echelons are not to use Incised Nord or any of the Incised Family. The appropriate fonts for presentations are Decalotype, Akrobat, and Droid Serif for elements below the Fleet level. Fleet level and above should use the aforementioned fonts in most applications but can use the Incised Family should it be deemed appropriate. Please note that if the Incised Family is used, Incised Nord is only used for component names and Incised Nord Italic is only used for ship's names.

Under no circumstance should Serpentine or any variant be used. This is tempting since in–universe cannon materials use this font. We are not representing the actual cannon RMN or any of the other actual organization in the Honorverse; we are representing TRMN, a Fan Association the celebrates those elements in the writings of David Weber. Even if you were to do a presentation analyzing the *Second Battle of Yeltsin*, you would do it with the TRMN fonts, since you are a member of TRMN making a presentation on something in the fiction.

Presentations need to be presented to the Art Department for approval. If they are to run independent of a speaker, they should have an audio track. The audio track should firm, upbeat, and informative. Avoid droning, or you will also loose the audience.

### What we do...

- Monthly meetings
- Parties
- Gaming
- Book Clubs
- Movie Outings
- Or anything that you can think of...

THE ROYAL MANTICORAN NAVY

### Sample Slide

Note the branding in the lower left-hand corner

# **VIDEO GRAPHICS IN TRMN**

As the organization grows, and communications across vast distance becomes more important, many levels of the organization are turning to video presentations to get their messages out. Video is more engaging than dry text and is great for the overarching dissemination of information.

Unfortunately, as we have grown, the Organization Style Guide has been ignored. Part of this was due to no specific section devoted to video graphics (specifically titles and "lower thirds"), but there should also be a judicious use of our iconography throughout the presentations.

As of this manual, Decalotype has become the default san serif font for most levels of the organization. The bulk of the text in this manual is set using it, and it is a very adaptable font, useful for clean typography across a multitude of mediums. This makes it the best choice to go to when setting up titles that are not of the logos or logotype. Fleets and Admiralty House still have the option to use the Incised gamily, but it is not as adaptable as Decalotype for titles.

Akrobat can be used for this purpose as well, but since it has no italic component, it is not as flexible as Decalotype. Droid Serif, besides being a serif font, does not work well due to weight restrictions (we only have two weights in standard and italic, as opposed to Decalotype's seven weights, with an italic variant of each).

The Title Card can be of pretty much any design, but it must adhere to the use of TRMN fonts and graphics, and title card should not be over–packed with information. If more information is needed than viably fits on a title card, use a series of cards, and break the information up.

End credits may have a continuous scroll of information. Use a clean font choice so the credits are legible. Everyone that works on these productions is a volunteer and deserve to have their work recognized. It will also make it easier down the road if a commander that had something produced can review the credits to ensure his people get the appropriate awards.

Lower Thirds should include the emblem of the command that is producing the video. If it a Fleet that makes it, it should be the Fleet Crest, if a Bureau makes it, it should be reflected with that Bureau's crest. If the program is made for all of TRMN, but not "by" a particular command, then the Rampant Manticore by itself should be used.

Credits, titles, and lower thirds should be reviewed by the Art Department before distribution of a video, and treated like any other artwork produced for and by TRMN.

Another thing to consider when producing video presentations is that everything is about branding. Where not technically video graphics, members should appear in at least Con Minimum, in clean and serviceable jeans, and with an appropriate component polo. You can do this in full uniform if you would like, but the uniform should be fitted to the presenter, with the proper insignia and devices worn correctly. Generally it is easier to put on a fresh polo for the presentation.



Example of a Lower Third Promoting an Event at a Con Note the use of the Fleet Crest



# **ORGANIZATIONAL COINS**

**General Guidelines** 

The Royal Manticoran Navy, The Official Honor Harrington Fan Association, has carried on the military tradition of presenting custom created coins as a memento for work well done. Commonly referred to as "Challenge Coins," TRMN has codified and established a standard for how organizational coins should look.

As of the date of this publication, all future TRMN coins will be round and conform to the following specifications.

**Size:** 1.5 inches or 2 inches – but exceptions for larger coins will be made on a case by case basis taking into consideration the complexity of the design – and if the coin detail would be better served in a size exceeding 2"".

Edge: Smooth or Rope Effect

Reverse: Appropriate TRMN Branch logo

Obverse: Approved design reviewed by the TRMN Department of Art and Branding

Some examples of appropriate coin obverse designs have been included, as well as the approved coin reverse designs for each branch. For space considerations, most approved reverse images are shown with the rope effect border, however, a smooth border may be selected by request.



Figure 1–1 Selection of Approved Coin Obverse Designs

### **ORGANIZATIONAL STYLE GUIDE**

# **ORGANIZATIONAL COINS**

**Royal Manticoran Navy** 

This reverse will be used for all coins representing the Royal Manticoran Navy, to include all Naval elements and formations, Bureaus, and higher RMN leadership.

The background will be the standard TRMN red, and will display the words "The Royal Manticoran Navy" along the upper edge, and the words "The Official Honor Harrington Fan Association" along the lower edge. In the center will be displayed the TRMN Manticore. The lettering and the Manticore shall be gold.

### **Royal Manticoran Marine Corps**

This reverse will be used for all coins representing the Royal Manticoran Marine Corps.

The background will be the standard RMMC green, and will display the words "The Royal Manticoran Marine Corps" along the upper edge, and the words "A Component of TRMN" along the lower edge. In the center will be displayed the TRMN Manticore. The lettering and the Manticore shall be gold.

### **Royal Manticoran Army**

This reverse will be used for all coins representing the Royal Manticoran Army.

The background will be the standard RMA blue, and will display the words "The Royal Manticoran Army" along the upper edge, and the words "A Component of TRMN" along the lower edge. In the center will be displayed the TRMN Manticore. The lettering and the Manticore shall be gold.

### **Royal Manticoran Astro-Control Service**

This reverse will be used for all coins representing the Royal Manticoran Astro-Control Service.

The background will be the standard RMACS purple, and will display the words "The Royal Manticoran Astro–Control Service" along the upper edge, and the words "A Component of TRMN" along the lower edge. In the center will be displayed the TRMN Manticore. The lettering and the Manticore shall be gold.













# **ORGANIZATIONAL COINS**

**Royal Manticoran Merchant Marine** 

This reverse will be used for all coins representing the Royal Manticoran Merchant Marine.

The background will be the standard TRMN red, and will display the words "The Royal Manticoran Merchant Marine" along the upper edge, and the words "A Component of TRMN" along the lower edge. In the center will be displayed the TRMN Manticore. The lettering and the Manticore shall be gold.

### **Civilian Corps**

This reverse will be used for all coins representing the Civilian Corps.

The background will be the standard Civilian Corps purple, and will display the words "Civilian Corps" along the upper edge, and the words "A Component of TRMN" along the lower edge. In the center will be displayed the TRMN Manticore. The lettering and the Manticore shall be gold.

This coin reverse is shown with the optional smooth edge design.

# A Component of TRMM.

### **Sphinx Forestry Commission**

This reverse will be used for all coins representing the Sphinx Forestry Commission.

The background will be the standard SFC green, and will display the words "Sphinx Forestry Commission" along the upper edge, and the words "A Component of TRMN" along the lower edge. In the center will be displayed the TRMN Manticore. The lettering and the Manticore shall be gold.

This coin reverse is shown with the optional smooth edge design.

# **ORGANIZATIONAL COINS**

**The Grayson Space Navy** 

This reverse will be used for all coins representing the Grayson Space Navy.

The background will be the standard GSN blue, and will display the words "The Grayson Space Navy" along the upper edge, and the words "A Component of TRMN" along the lower edge. In the center will be displayed the TRMN Manticore. The lettering and the Manticore may be gold or silver.

**The Republic of Haven Navy** 

This reverse will be used for all coins representing the Republic of Haven Navy.

The background will be the standard RHN green, and will display the words "The Republic of Haven Navy" along the upper edge, and the words "A Component of TRMN" along the lower edge. In the center will be displayed the TRMN Manticore. The lettering and the Manticore shall be gold.

Alternatively, the Republic of Haven Wyvren and star may replace the Manticore. All other design aspects remain the same.





# Bestandteil der TRMM-see

# **ORGANIZATIONAL COINS**

**The Imperial Andermani Navy** 

This reverse will be used for all coins representing the Imperial Andermani Navy.

The background will be the standard IAN red, and will display the words "The Imperial Andermani Navy" along the upper edge, and the words "A Component of TRMN" along the lower edge. In the center will be displayed the TRMN Manticore. The lettering and the Manticore may be gold or silver.

Alternatively, the Imperial Eagle may replace the Manticore. The Eagle may be full color with a gold outline. All other design aspects remain the same.

Finally, the words on either version, be it the Manticore or the Eagle, may appear in German, displayed as thus: "Kaiserlich Andermanische Marine" along the upper edge, and the words "Bestandteil der TRMN" along the lower edge.





