



Logo (4 picas wide)

12pt (1 pica) space between logo and logotype

Logo set 3 picas (1/2")

from top and left edges of page

**The graphic standards for LSUS letterhead are designed to project a consistent image and message from across the campus. This consistency is achieved by strict adherence to the standards:**

**1. The "Office/Department" line under the LSUS Logotype is limited to one line and will state only the Office or Department name.**

**2. The Address/Phone Numbers line at the bottom of the page may include both the voice and fax numbers. If no departmental phone number is desired, the LSUS Switchboard number (318-797-5000) is to be used. The line is always centered.**

**3. Letterhead may carry an e-mail address, but it may be omitted if there is no generic or logical address to include.**

**4. All letterhead must carry an LSUS Web site address. Use of departmental Web site addresses will be evaluated on a case-by-case basis.**

**5. All letterhead must carry the "LSU System" and "equal opportunity" tags.**

bottom line set 3 picas (1/2") from bottom of page

e-mail (optional)/Web site/opportunity line: 10pt Arial centered

hairline (1/2 pt) rule indented 6 picas (1") from each side of the page

Address/Phone Numbers line: 9pt Arial centered

LSU System line: 11pt Arial Bold Italic centered

***A Member of the LSU System***

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