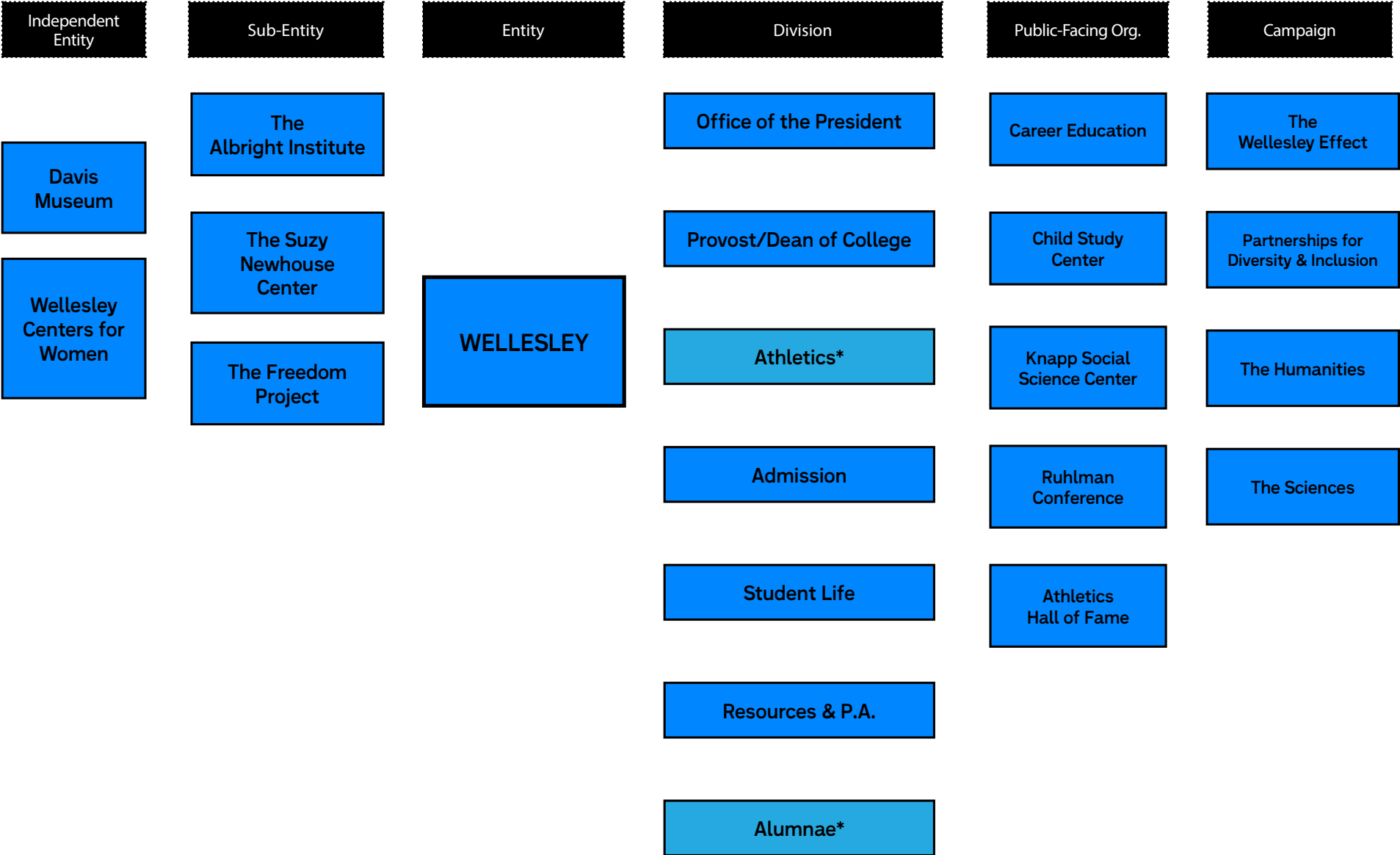


WELLESLEY COLLEGE
EMAIL SIGNATURE
GUIDELINES





















09.01.2017

Visual Identity Map



* Unique division logo

Logos

Independent Entity	Sub-Entity	Entity	Division	Public-Facing Org.	Campaign
					
					
					
					
					
					
					

Email Signature Structure with Wellesley Logo

Name →
Title →
Office/Department →
Tel / Cell/Fax →
Social media →
Primary logo →

Name
Title
OFFICE
Tel 781.283.xxxx Cell 781.283.xxxx
  
WELLESLEY


Your name, title, and office/department, and contact numbers should match the information from your business card.

Email Signature Structure with Custom Logo

Name →
Title →
Office/Department →
Wellesley College →
Tel / Cell/Fax →

Social media →

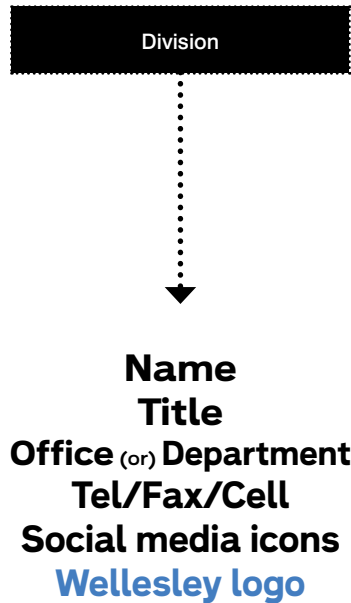
Custom logo →

Name
Title
OFFICE
[Wellesley College](#)
Tel 781.283.xxxx Cell 781.283.xxxx
  
LOGO

Independent Entities (The Davis, Wellesley Centers for Women), Sub-Entities (The Albright Institute, The Suzy Newhouse Center for the Humanities, The Freedom Project), Wellesley Athletics, Wellesley Alumnae, Wellesley Career Education, and Wellesley Child Study Center will use their custom logos.

Wellesley College is included in the signature below the department and link to Wellesley College homepage.

Email Signature [Division]



Paula A. Johnson
President
OFFICE OF THE PRESIDENT
Tel 781.283.xxxx



Andrew Shennan
Provost and Dean of the College
OFFICE OF PROVOST
Tel 781.283.xxxx



Phillip Levine
Katharine Coman and A. Barton Hepburn
Professor of Economics
ECONOMICS DEPARTMENT
Tel 781.283.xxxx



Miles Roberts
Director of Sports Information
PHYSICAL EDUCATION, RECREATION AND ATHLETICS
[Wellesley College](#)
Tel 781.283.xxxx



Ilyssa Frey
Director of Alumnae Marketing & Communications
ALUMNAE OFFICE
[Wellesley College](#)
Tel 781.283.xxxx



Division email signatures are signed by Wellesley logo, except Wellesley Athletics and Wellesley Alumnae. If Wellesley logo is not used, [Wellesley College](#) is included in the signature below the department and links to Wellesley College homepage. In addition, links to division-related initiatives, such as [MyInTuition](#), and [Athletics Hall of Fame](#), are grouped with the social media icons.

All logos and icons function as links to appropriate webpages/urls.

Email Signature [Public-Facing Org.]



Public-facing organization email signatures are signed by their unique logo.

If Wellesley logo is not used, [Wellesley College](#) is included in the signature below the department and links to Wellesley College homepage.

In addition, links to public-facing organization–related initiatives, such as [The Hive](#), may be grouped with the social media icons. All logos and icons function as links to appropriate webpages/urls.

Email Signature [Campaign]

Campaign



Name
Title
Office (or) Department
Tel/Cell/Fax
Social media icons
Wellesley logo

Thomas Peter Hodge

Professor and Chair
RUSSIAN DEPARTMENT
Tel 781.283.xxxx



Cord J. Whitaker, Ph.D.

Assistant Professor
ENGLISH DEPARTMENT
Editor in Chief
THE SPOKE
Tel 781.283.xxxx



Robbin Chapman

Associate Provost
OFFICE OF THE PROVOST
Academic Director

THE PARTNERSHIPS FOR DIVERSITY AND INCLUSION
Tel 781.283.xxxx



Cathy Summa

Associate Provost and Director of
the Science Center
Tel 781.283.xxxx



Campaign email signatures are signed by Wellesley logo.

Campaigns, such as The Humanities, The Sciences, The Spoke, and The Wellesley Effect, are grouped with the social media icons. All logos and icons function as links to appropriate webpages/urls.

Email Signature [Sub-Entity]

Sub-Entity



Name
Title
Office (or) Department
Wellesley College
Tel/Fax/Cell
Social media icons*
Sub-Entity logo

Joanne Murray
Director
THE MADELEINE KORBEL ALBRIGHT INSTITUTE FOR GLOBAL AFFAIRS
[Wellesley College](#)
Tel 781.283.xxxx



Thomas Cushman
Deffenbaugh de Hoyos Carlson Professor in the Social Sciences
Professor of Sociology
SOCIOLOGY DEPARTMENT
Director
FREEDOM PROJECT
[Wellesley College](#)
Tel 781.283.xxxx



**THE
FREEDOM PROJECT**

Anjali Prabhu, Ph.D.
Professor of French
FRENCH DEPARTMENT
Director
THE SUZY NEWHOUSE CENTER FOR THE HUMANITIES
[Wellesley College](#)
Tel 781.283.xxxx



The Suzy Newhouse ———
Center for the Humanities
at Wellesley College

Sub-Entity email signatures are signed by their unique logo.

[Wellesley College](#) is included in the signature below the department and links to Wellesley College homepage.

All logos and icons function as links to appropriate webpages/urls.

Email Signature [Independent Entity]

Independent Entity



Name
Title

Independent Entity name

Wellesley College

Tel/Fax/Cell

Social media icons*

Independent Entity logo

Tsugumi Maki Joiner

Associate Director of Operations

THE DAVIS MUSEUM

[Wellesley College](#)

Tel 781.283.xxxx



the Davis.

Donna Tambascio

Deputy Director Communications & External Relations

WELLESLEY CENTERS FOR WOMEN

[Wellesley College](#)

Tel 781.283.xxxx



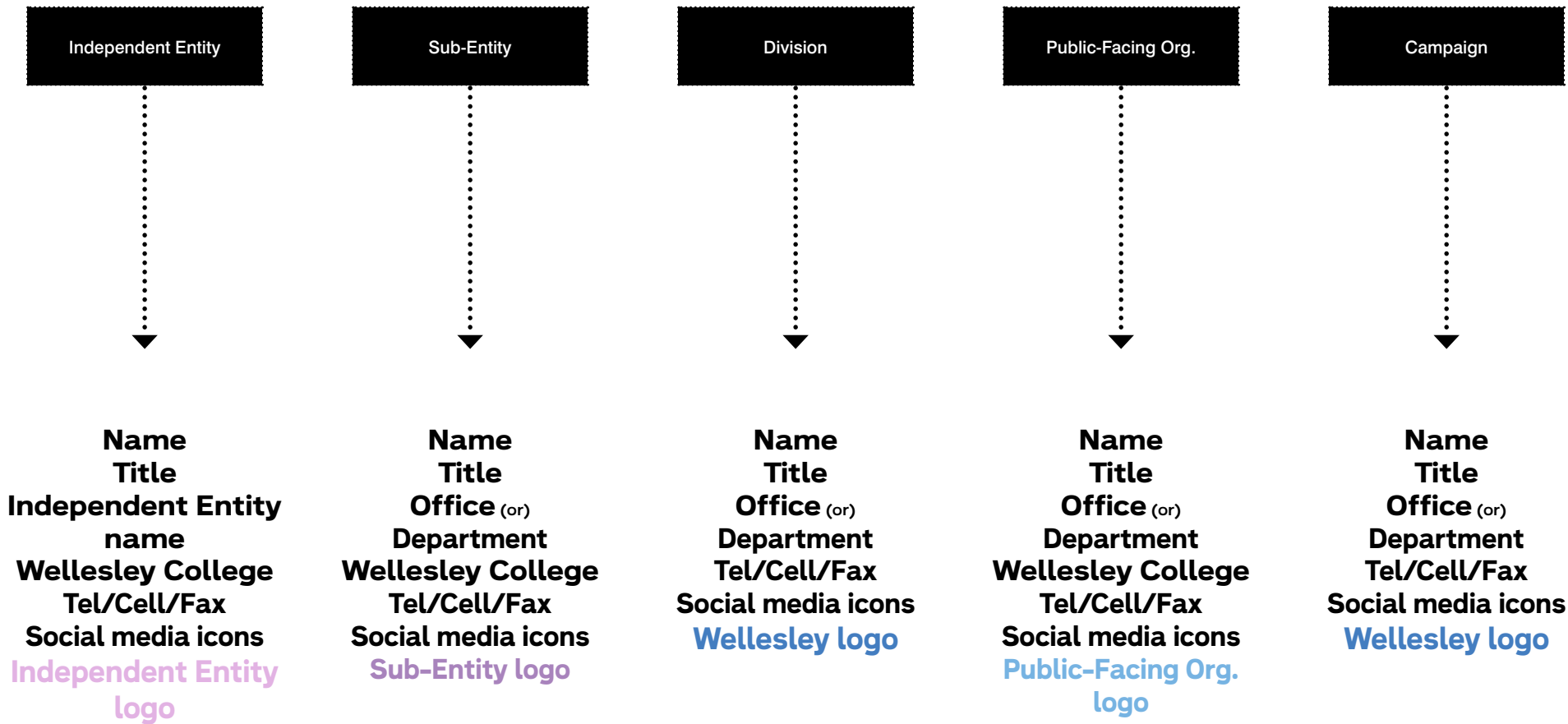
Shaping a Better World
through Research
& Action **Wellesley
Centers for
Women**

Independent Entity email signatures are signed by their unique logo.

[Wellesley College](#) is included in the signature below the department and links to Wellesley College homepage.

All logos and icons function as links to appropriate webpages/urls.

Signature Structure Overview



Initiative Icons

(more to be added)



Athletics
Hall of Fame



The
Hive



Humanities



My inTuition



Sciences



The
Spoke



The Wellesley
Effect

v. 09.01.2017