UNIMAS
UNIVERSITI MALAYSIA SARAWAK

UNIMAS BRAND MANUAL

Community-Driven University For a Sustainable World

In an increasingly-competitive higher education environment and social landscape, it is crucial to have a strong, recognisable, and trustable brand.

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VERSION 2 (2022)

The UNIMAS Corporate team provides guidance to University departments and colleges on print, digital, and new media designs.

They can recommend designers, production companies, photographers, and printers who are familiar with the University's house style.

The team also looks after licensing for the University logo and an image library that includes hundreds of copyrighted images of the University.

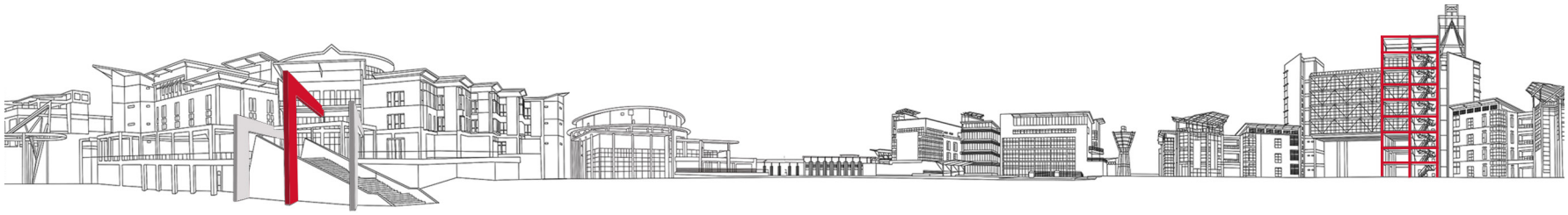
For further inquiries, please contact UNIMAS Corporate :
corporate@unimas.my
+60 82 58 1214

INTRODUCTION

UNIMAS is a public university created with a contemporary outlook. In recent years, UNIMAS has grown exponentially, proudly emerging as one of the key universities in the local and global education arena championing community and sustainability innitiatives for a sustainable world. To ensure that our ever-increasing audience would be able to instantly recognise our brand, we need to present the UNIMAS visual identity clearly and consistently.

This manual and branding describes the visual and verbal elements that represent the UNIMAS visual identity, which includes the University name, logo, colours, font types, and graphics. It also includes the guidelines of how to accurately and appropriately apply these elements in corporate events. Consistent and correct usage of the visual identity can help intended audiences to better understand who we are and what we stand for.

We hope that you will find this document useful and informative.



Our Vision

A Leading Global University for a Sustainable Future

Our Mission

To enhance the social and economic impacts on the global community through the pursuit of excellence in teaching, research, and strategic engagement

OUR VALUES



Exemplary

We continuously strive to become role models to others through outstanding conducts in both professional and personal contexts.



Collegiality

We value unity. We collaborate and cooperate towards achieving collective goals for the betterment of the University.



Integrity

We uphold accountability and fully commit to exceptional work ethic.



Tenacity

We do not give in to hardships. We practice persistence and resilience in managing and solving challenges.



Equity

We embrace differences and work towards a safe environment that values, respects, and offers fair opportunities to everyone in our community.

NICHE AREAS



Biodiversity & Environmental Conservation



Sustainable Community Transformation



Information, Communication, and Creative Technology

BRAND NARRATIVE

WE ARE

Located in the heart of Borneo – the world's richest site for biodiversity and indigenous knowledge, UNIMAS is a prominent global player in empowering communities, nurturing creativity and pioneering innovation for a sustainable world

BRAND VOICE

The UNIMAS brand voice is smart, straight-forward, and helpful. We use direct, short and declarative statements. Every communication not only conveys information, but also leaves an impression. For this reason, all forms of printed, digital and editorial content should reflect UNIMAS brand focus and voice.

BRAND FOCUS

Borneo
Biodiversity
Indigenous Knowledge
Empowering Communities
Nurturing Creativity
Pioneering Innovation
Sustainability

TAGLINE

Community-Driven University For a Sustainable World

Tagline Guideline for Advertising

Font:Century Gothic (Bold)
Style: Start Case

Accesibility

The text must always have good contrast with the background to ensure maximum impact and accessibility.

Community-Driven University For a Sustainable World Sample 1

Community-Driven University For a Sustainable World Sample 2

OUR LOGO & BRANDING

OUR SEAL



The UNIMAS official seal shows a tree, clasped between a pair of hands. The tree symbolises growth and knowledge. It also represents the natural resources of Sarawak and Malaysia, including their diverse ethnic groups and cultures. The clasped hands symbolise unity in diversity, concern towards the environment and society, and optimisation of new and useful knowledge for progress. Together, the hands and the tree form the letter “S” for Sarawak. Selected colours evoke the Malaysian Flag; blue and red symbolise the integration of education and technology, while golden yellow reflects quality and excellence in both human resources and service development. The seal has been in use since the university’s establishment in 1992. It is used strictly with permission from the UNIMAS Corporate office to ensure that the usage is focused and strategic, and in alignment with the university’s image and visibility as a preferred learning hub in the region.

The colour is a palette of primary colors comprising of red, blue, and golden yellow, or reversed out in white or black for b/w material.

The UNIMAS seal is used for:

- Transcripts
- Legal documents such as MoA and MoU documents
- Certificate
- Theses, official reports, course assignments, and any publication materials produced by UNIMAS staff and students

CORE ELEMENTS OF SEAL

The UNIMAS seal and brand logo should not be redrawn, digitally manipulated, or altered, and must always be reproduced from a digital master reference at **http://www.unimas.my/logo-rationale,** and available in **ai** and **png** format.

FILE FORMATS
ai: professional usage/desktop publishing
png: digital usage

ACCESSIBILITY
The logo must always have good contrast with the background to ensure maximum impact and accessibility.



Variant

OUR BRAND LOGO



Introduced during the Vice Chancellor's 2015 Annual Address, the UNIMAS official logo is created to augment the layout, composition, and presentation of the official seal, with the aim of enhancing the University's visibility.

As the UNIMAS Brand logo is used to represent our vision and mission towards global visibility and prominence, the logo should always appear as a consistent signature in our internal and external communication. The UNIMAS logo should not be recreated or altered in any way.

The colours are the same as the offical seal colour scheme or reversed out in white or black for b/w material.

The UNIMAS Brand logo is used for:

- Letterhead and official Namecard
- Official UNIMAS Staff email signature
- Buntings
- Banners
- Posters
- Digital posters
- Souvenir materials
- Corporate shirt
- Stickers for campus vehicles
- Exhibition materials
- Certificate

CORE ELEMENTS OF BRAND LOGO

The UNIMAS official seal and official logo should not be redrawn, digitally manipulated, or altered, and must always be reproduced from a digital master reference at **http://www.unimas.my/logo-rationale,** and available in ai and png format.

FILE FORMATS
ai: professional usage/desktop publishing
png: digital usage

COLOUR
The logo only appears in the **THREE** colour variants shown on this page, which are Black, White and Blue Pantone 294C. CMYK and RGB breakdowns will be determined by individual application software.

ACCESSIBILITY
The logo must always have good contrast with the background to ensure maximum impact and accessibility.



WORDMARK

The UNIMAS logo - “UNIMAS” is the cornerstone of the Universiti Malaysia Sarawak identity system. It should be immediately recognisable as a signifier for the UNIMAS brand, and therefore, should be used to represent the university in all of its communications.

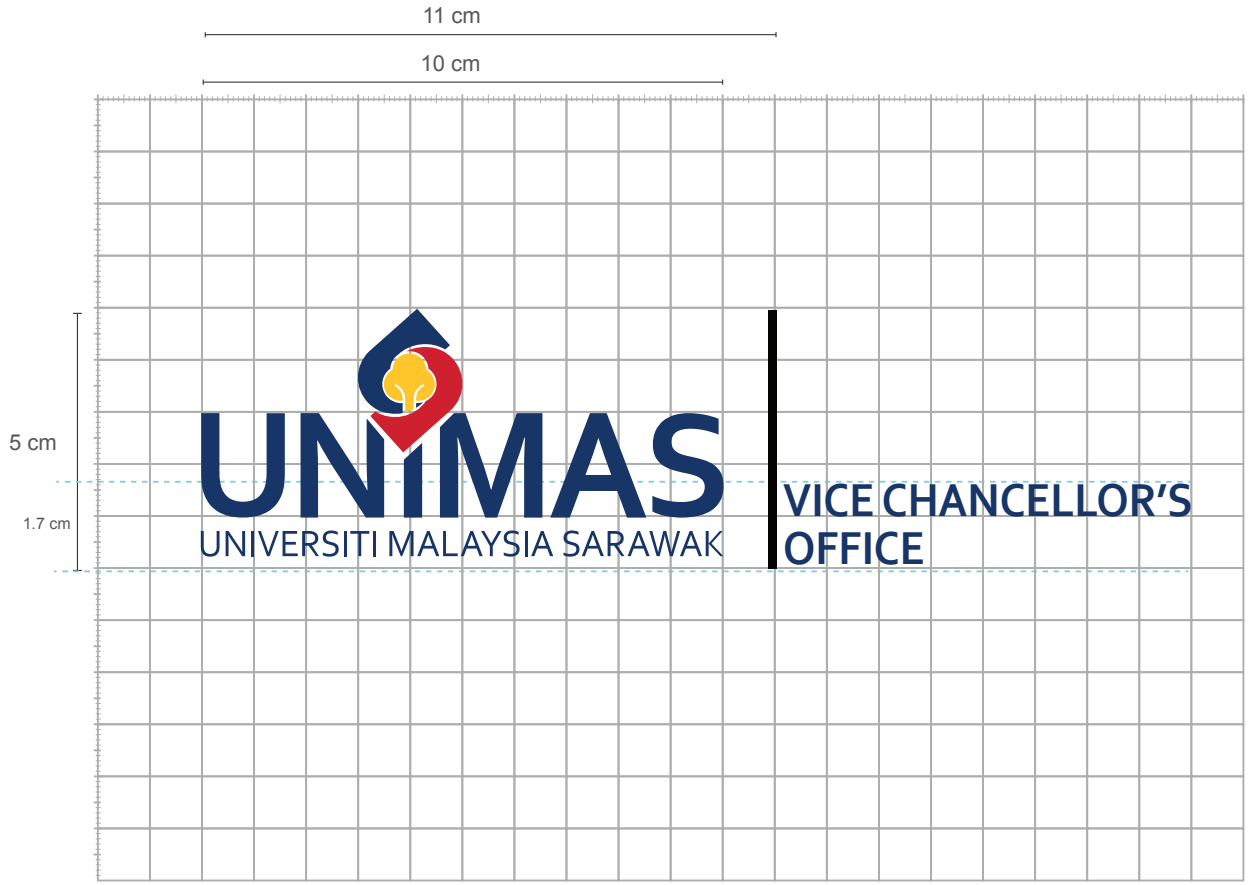
Using the signature system in a consistent way helps build a stronger institutional awareness for the university, distinguish us from other peer institutions, and promotes UNIMAS in a meaningful and significant manner. It is essential for us to apply our branding identity in accordance with the established guidelines.

UNIMAS strongly discourages all colleges, departments, programs, faculties, centres, and institutes from creating their own icons or other unit-centric graphics.

The font size used by different departments are determined by the departments’ name length. To accommodate this, as illustrated in the examples, the font size for some departmental logos is smaller compared to others.

All departmental logos can be found online at:
www.unimas.my/departmentidentity

WORDMARK



Typeface: Corbel

Color:

- PANTONE 294 C
  Cyan - 100 Magenta - 86 Yellow - 29 Black - 23
- PANTONE 123 C
  Cyan - 0 Magenta - 23 Yellow - 91 Black - 0
- PANTONE 186 C
  Cyan - 12 Magenta - 100 Yellow - 91 Black - 3

WORDMARK













Typeface: Corbel

Color:

- PANTONE 294 C
  Cyan - 100 Magenta - 86 Yellow - 29 Black - 23
- PANTONE 123 C
  Cyan - 0 Magenta - 23 Yellow - 91 Black - 0
- PANTONE 186 C
  Cyan - 12 Magenta - 100 Yellow - 91 Black - 3

WORDMARK









Typeface: Corbel

Color:

- PANTONE 294 C — Cyan - 100 Magenta - 86 Yellow - 29 Black - 23
- PANTONE 123 C — Cyan - 0 Magenta - 23 Yellow - 91 Black - 0
- PANTONE 186 C — Cyan - 12 Magenta - 100 Yellow - 91 Black - 3

WORDMARK







Typeface: Corbel

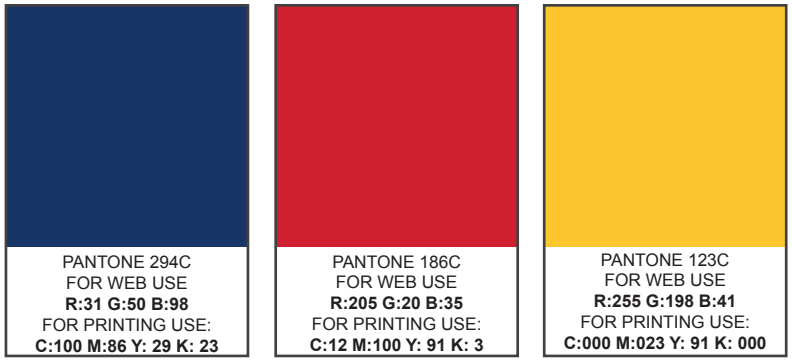
Color:

- PANTONE 294 C
  Cyan - 100 Magenta - 86 Yellow - 29 Black - 23
- PANTONE 123 C
  Cyan - 0 Magenta - 23 Yellow - 91 Black - 0
- PANTONE 186 C
  Cyan - 12 Magenta - 100 Yellow - 91 Black - 3

COLOUR

CORPORATE COLOR

Colour plays an important role in the UNIMAS corporate identity program.



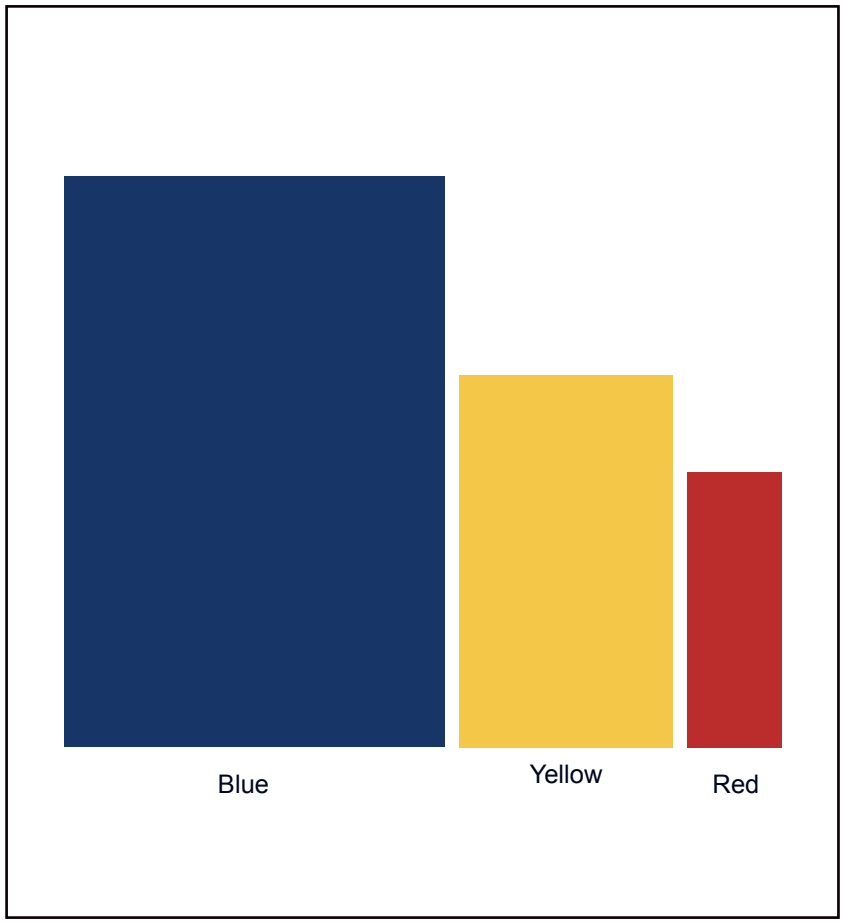
BLUE **RED** **YELLOW**

Consistent use of these colours will contribute to the cohesive and harmonious look of the UNIMAS brand identity across all relevant media. Check with your designer or printer when using the corporate colours to ensure that the shades are accurate and consistent.

BRANDING COLOUR

Primary colour – UNIMAS Blue
The UNIMAS Blue invokes a sense of vastness (think blue ocean and the sky). The UNIMAS Blue encapsulates the spirit of exploration, expansion, and discovery - conveying our commitment to ongoing advancement and progress.

Secondary colours – UNIMAS Yellow and UNIMAS Red
Underpinning UNIMAS Blue is the passionate drive for success - accented by UNIMAS Red or UNIMAS Yellow - denoting achievements and excellence.



*Blue play a prominent role and White space allows color to breathe.

Faculties	Colour	Pantone	C	M	Y	K	R	G	B
Faculty of Economics and Business		1505 C	0	72	100	0	255	107	0
Faculty of Engineering		1925 C	0	100	52	0	224	0	77
Faculty of Social Science and Humanities		208 C	32	100	62	26	255	91	52
Faculty of Computer Science and Information Technology		429C	35	23	19	2	162	170	173
Faculty of Resource Science and Technology		355 C	93	0	100	0	0	151	57
Faculty of Language and Communication		3268 C	86	0	55	0	0	171	142
Faculty of Medicine and Health Sciences		3145 C	100	0	24	30	0	119	139
Faculty of Applied and Creative Arts		522 C	24	40	0	0	186	156	197
Faculty of Cognitive Sciences and Human Development		306 C	76	0	0	0	0	181	226
Faculty of Built Environment		5535 C	87	31	69	86	24	48	41
Faculty of Law		276 C	75	87	48	59	48	25	52

TYPOGRAPHY

TYPEFACE

Typography plays an important role in communicating overall tone and quality. Careful use of typography reinforces our personality and ensures clarity and harmony in all UNIMAS communication.

CORPORATE FONT

Century Schoolbook has been selected as the corporate font for UNIMAS and is used for promotional materials that are produced in-house.

Century Schoolbook
regular

Century Schoolbook
bold

Century Schoolbook
italic

Century Schoolbook
bold italic

PRIMARY FONTS

Times New Roman and Arial are commonly found in APPLE IOS and are available on the WINDOWS system fonts. These are the primary fonts of UNIMAS.

Century Gothic regular	Arial regular	Times New Roman regular
Century Gothic bold	**Arial** bold	**Times New Roman** bold
Century Gothic italic	*Arial* italic	*Times New Roman* italic
Century Gothic bold italic	***Arial*** bold italic	***Times New Roman*** bold italic

ALTERNATIVE FONTS

To allow for a greater degree of diversity in your visual designs, UNIMAS has selected three alternative fonts.

Poppins
regular

Poppins
bold

Poppins
italic

Poppins
bold italic

Raleway
regular

Raleway
bold

Raleway
italic

Raleway
bold italic

Corbel
regular

Corbel
bold

Corbel
italic

Corbel
bold italic

IMAGERY

IMAGERY

Photography is a powerful and dynamic tool. An image can convey a message quickly and effectively whilst simultaneously reflecting the values, beliefs, and ethos of the University. Choosing the right image is therefore paramount to the success of the message.

Your images should convey both emotions and atmosphere that fit the context. Where possible, look beyond the straightforward and typical to find a more inspirational perspective. Consider details or unusual angles to increase impact and create powerful impressions.

We favour images that show natural, real-life people and situations. Images should feel observational and spontaneous rather than staged. Optimise the UNIMAS scenery and/or environment when selecting images. Relevance is key to effective photo usage.

Ensure that the content is not offensive or alienating. Avoid clichés and racial and gender stereotyping.

Images can be reproduced in full colour, single colour (monotone), or black and white.

Images that are used in printed materials should be reproduced at print quality, that is, a minimum of resolution **300 dpi**. Any enquiries regarding consent, usage, and copyright issues can be directed to UNIMAS Corporate.

IMAGES OF PEOPLE

Photos of people should represent who they are, what they are doing, and the environment they are in. For instance, when shooting student and/or staff discussion photos, we suggest that you include some teaching and learning elements, such as books, laptops, or other relevant props. Refer to the example below and on the next page.








Fitzpatrick Ricky Guing
MOTION MEDIA

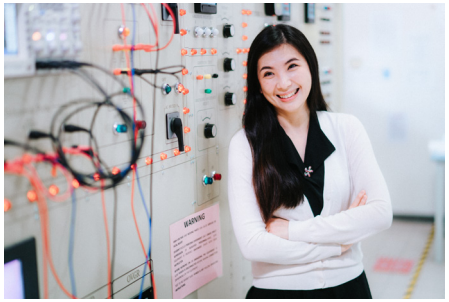

Arizona
89

SUBJECT-SPECIFIC PHOTOS

Specific subject matter may be needed for different faculties and departments. Original and creative images should be used to illustrate familiar themes.





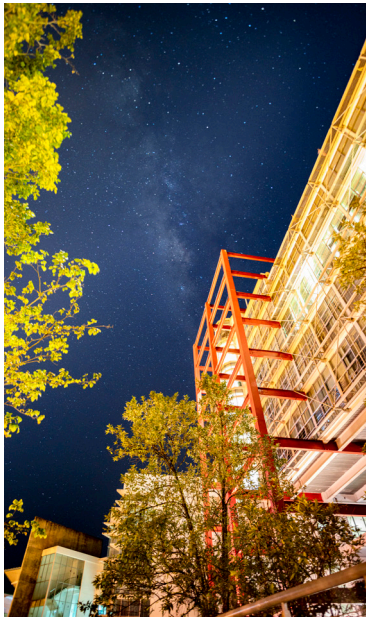




UNIMAS LOCATIONS

Images of UNIMAS should capture its atmosphere and various unique characteristics and attributes. Where possible, these images should include people.







TEMPLATES & EXAMPLES

TEMPLATES & EXAMPLES

A range of established design templates are available for the production of UNIMAS in-house communication. These templates are specifically designed to optimise consistency, time-efficiency, and economical in-house production when access to bespoke externally produced design facilities are unavailable or inappropriate. Colour bars can be adjusted as appropriate to typographic content.

The following templates are available:

STATIONERY
Business cards
Letterheads
Correspondence memos
Envelopes
Email signatures
PowerPoint slides

ADVERTISING
Posters
Buntings

The templates for official documents should strictly follow the University format. This includes the use of logo, space composition, text placement, and accurate graphics.

STATIONERY

BUSINESS CARD

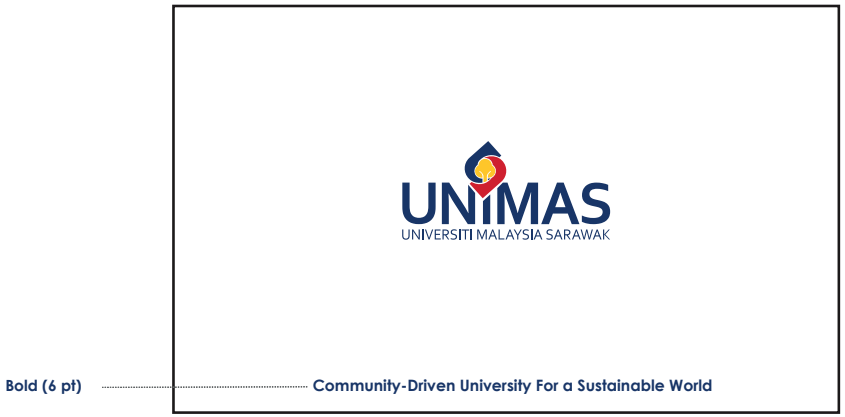
Any UNIMAS staff (permanent/contract) in the Administration and Professional group is qualified to print their business card.

The printing of a business card is allowed once per year. A second printing in the same year is only allowed for the purposes of:

- Staff reshufflement to a different faculty/institution/centre/section belonging to UNIMAS
- Post change or promotion
- Other requirements deemed necessary by the University management

Qualified staff can print a maximum of 200 business cards per year. You can choose to print all your cards in Malay or English, or to have half printed in Malay and the other half in English.

As shown in the illustrations, the UNIMAS logo is placed on the upper left handside of the business card, with the UNIMAS website address on the bottom right at an upwards angle. The staff details are placed under the logo. The font, colour, and size format should be adhered to when printing. On the business card, only the highest academic qualification will be stated.



Front



Back

Business card format

Font: Century Gothic
Card size : 9cm x 5.5cm
Font size: 5.5 - 8 pt

Colour format

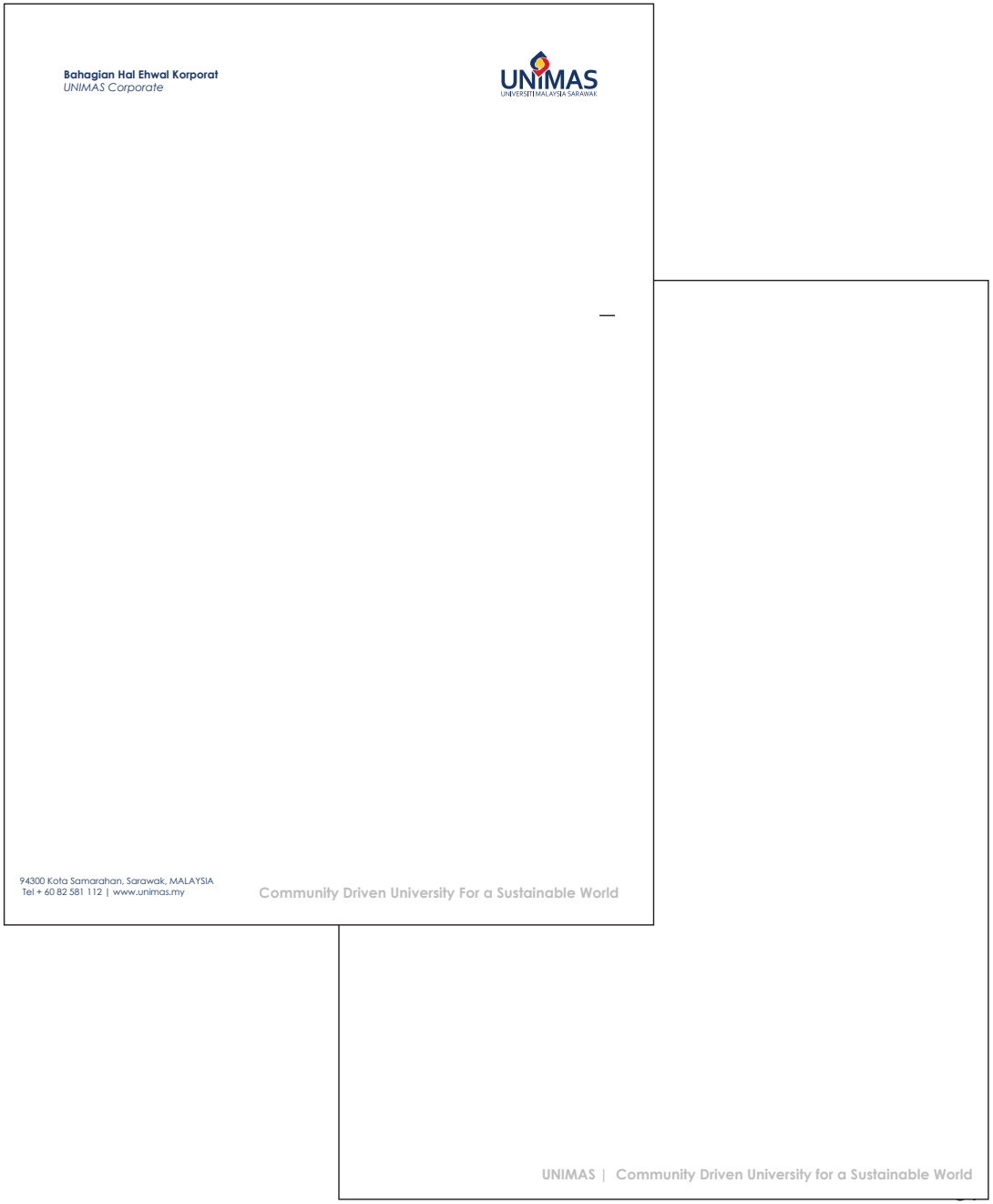
PANTONE 294 C
PANTONE 186 C
PANTONE 123 C

LETTERHEAD

UNIMAS letterhead is used for official communication with external entities. It is also used for official appointment letters and documents. Letters with the UNIMAS letterhead can only be issued by the Head of Department.

Each department uses the same UNIMAS letterhead template with the addition of their own identity in the form of their designated name. The name should be inserted at the top left corner of the letterhead.

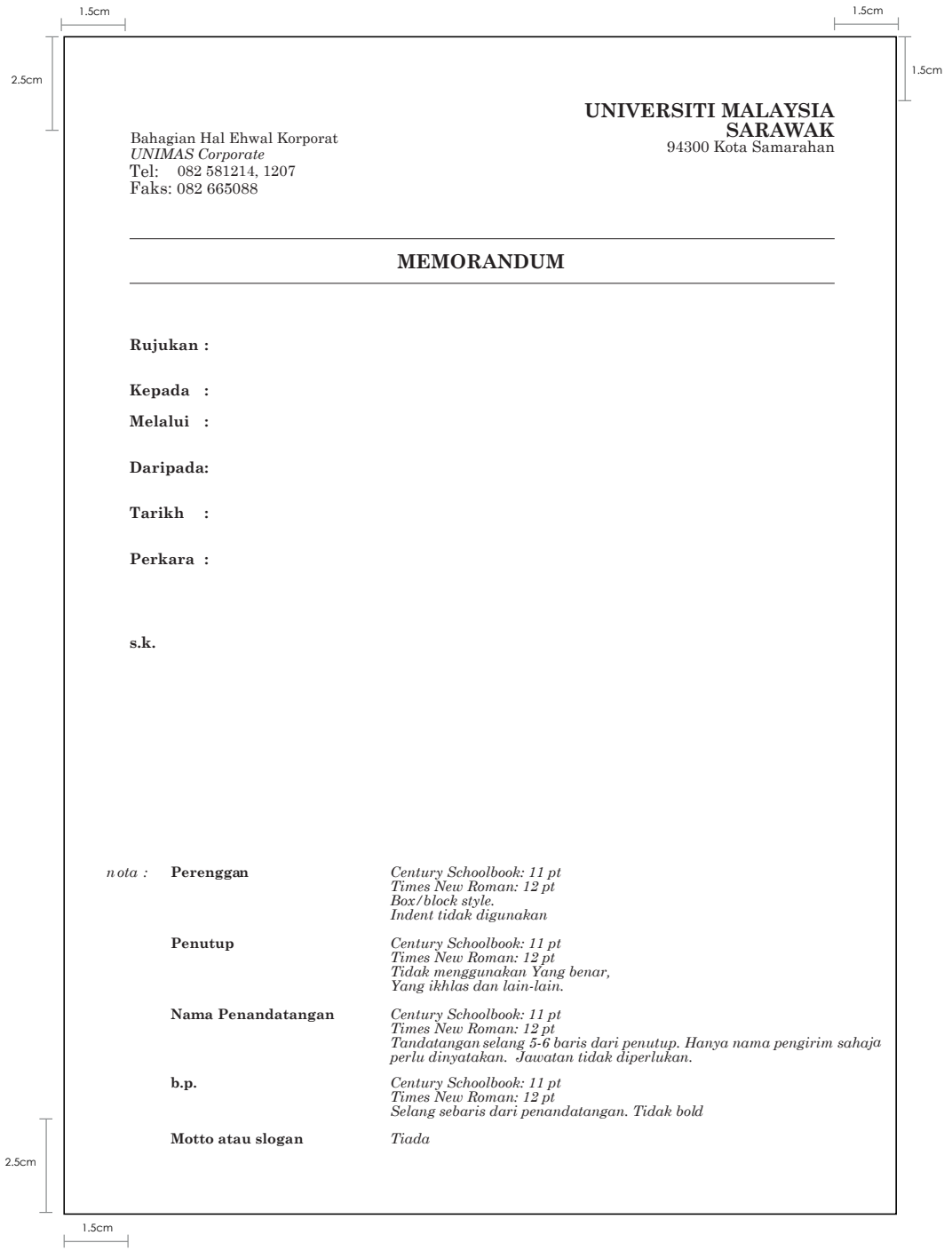
The format of a letterhead can be seen in the given illustration.



CORRESPONDENCE MEMO

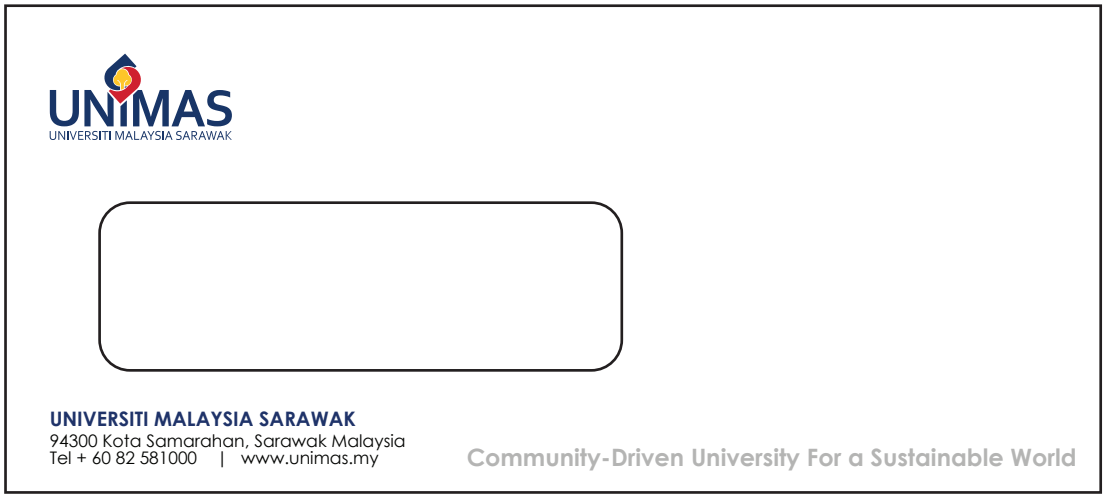
Correspondence memos refer to internal communication between UNIMAS departments. Following this, the UNIMAS seal and logo are not used in this type of memo.

The format of a correspondence memo can be seen in the given illustration.



ENVELOPES

As illustrated in the examples for envelope templates, the UNIMAS logo is placed on the upper left handside for both window and flap envelopes. The full University name, address, phone number, and fax number are printed on the bottom left handside. The word “UNIMAS” is printed on the bottom right of the envelope at an upwards angle.



Window Envelope
Size: 9(w) x 4(h) inch
Font: Century Gothic



Flap Envelope
Size: 9(w) x 4(h) inch
Font: Century Gothic

EMAIL SIGNATURE

The following template is recommended for your email signature. This information will be placed at the foot of your email, on the left side.
You can refer to https://expert.unimas.my/signature/ for further details on creating the signature.

ACADEMICIANS

Full Name
Academic Qualifications
Designation
Unit
Faculty/Department
Office Phone (eg.083581000)
Email Adress (eg. ohmyemail@cicts.unimas.my)
Staff Number

Update

Preview:

Prof Dr John Doe
Master of Communication (Screen Studies UNIMAS,B.A.(Hons) Cinematography UNIMAS

Lecturer
Department of Cinematography
Faculty of Applied and Creative Arts (FACA)
Universiti Malaysia Sarawak (UNIMAS)
93400 Kota Samarahan
Sarawak, Malaysia.

+6082581000 djohn@unimas.my

www.unimas.my
Community-Driven University For a Sustainable World

ADMINISTRATIVE

Full Name
Academic Qualifications
Designation
Unit
Faculty/Department
Office Phone (eg.083581000)
Email Adress (eg. ohmyemail@cicts.unimas.my)
Staff Number

Update

Preview:

Prof Dr John Doe
IT Officer

UNIMAS Corporate
Universiti Malaysia Sarawak
93400 Kota Samarahan,
Sarawak, Malaysia

+6082581000 djohn@unimas.my

www.unimas.my
Community-Driven University For a Sustainable World

POWERPOINT TEMPLATE

We have produced a PowerPoint template for internal and external presentations. The use of this template is highly encouraged to maintain visual consistency.

When using images, the style and content of the photographs should reflect the diverse nature of the University. Images should be relevant, vibrant, inspirational, and engaging.

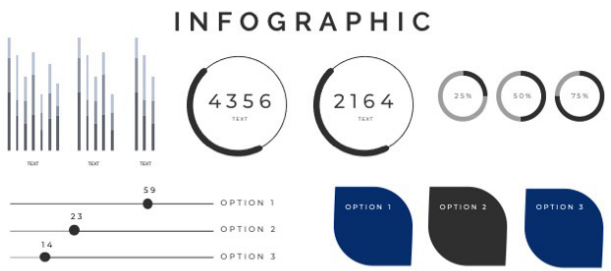












ADVERTISING

There are a few things to consider when creating communications material for the University. Before finalising the style and design, think about the purpose of the publication.

Why are you creating it and what do you want to achieve?

MAKE SURE YOU KNOW
• who your target audience is
• what your main messages are

When creating the content and design, follow the University's house style. At the most basic level, this includes the correct position of the University logo, the use of the correct typeface, and accurate colour palette.

YOUR TEXT SHOULD BE
- Informative
- Easy to understand and read (consider the language and font size)
- Of a style that is suitable for the target audience
- Concise. Refrain from including too much text in a limited space.

ENSURE THAT YOUR SELECTED IMAGES ARE
- Interesting and not staged
- Relevant to the text and to the audience
- Valuable and optimising to your message

COLOUR
- Use the University colour palette

PRINTING
- Booklets usually require a page number divided by four (4, 8, 16, etc. pages)
- If using a desktop printer, make sure that the logo and text are within the printable section (i.e. sufficiently far from the edge of the paper)

The principles of our brand must be applied to all of our communication activities in order to reinforce a strong and unified presentation of the University.

The artwork produced should be eye-catching, informative, and easy to understand.

The design, size, and format of advertisements will be determined by the publications in which they are to appear and the amount of information they need to communicate. Copy should be edited to a concise length.

In order to achieve maximum impact and consistency, a set of templates are available specifically for in-house production when bespoke design facilities are unavailable.

We welcome you to choose the most appropriate templates for your information and communication needs.

LOGO PLACEMENT

When collaborating with co-organisers, the main organiser's logo will be placed in the middle (1). For co-branding with external organisations logos, make sure all logos have equal and balanced visual weight and align them with each other horizontally.

The placement for logos of an odd-numbered list of organisers is as follows:



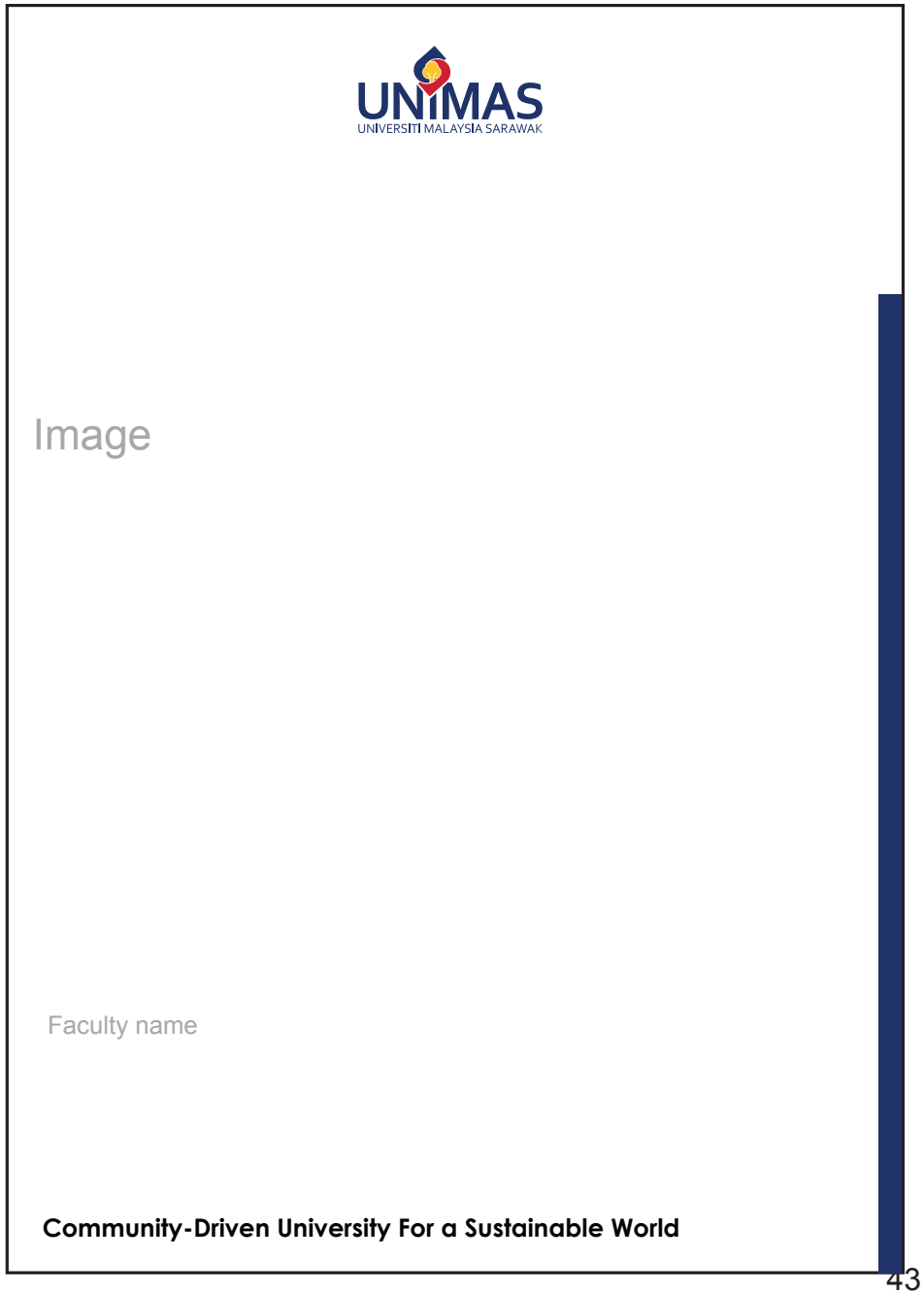
The placement for logos of an even-numbered list of organisers is as follows:



PLACEMENT GUIDELINES

Poster Guideline

Size: A3, A2, A1 or Custom Size
Logo Placement:
a) Co-organiser Top middle / left / right
b) Co-sponsor Bottom middle / left / right
Tagline: Community-Driven University For a Sustainable World
Colour: UNIMAS Blue
Image: UNIMAS Corporate Photo Gallery or Images Licensed under Creative Commons
Content: Tittle, Information and etc



Poster



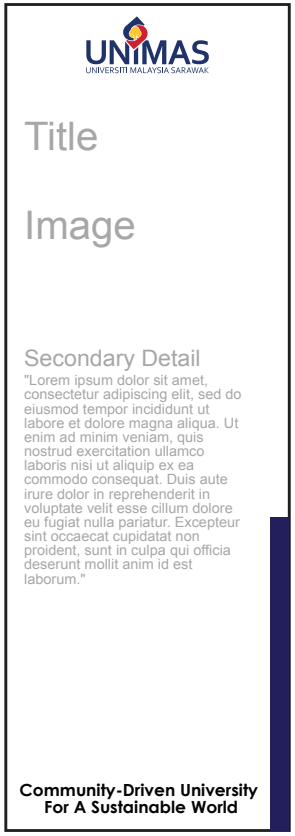
Bunting

Event Bunting Guideline

Size: 72(h) x 24(w) inches (Lamp post bunting, X-bunting or T- bunting)
Logo Placement:
a) Co-organiser Top middle / left / right
b) Co-sponsor Bottom middle / left / right
Tagline: Community-Driven University For a Sustainable World
Colour: UNIMAS Blue
Image: UNIMAS Corporate Photo Gallery or Images Licensed under Creative Commons
Content: Date, Time & Venue must be clear and easy to read

Informative Bunting & Pull up Panel Guideline

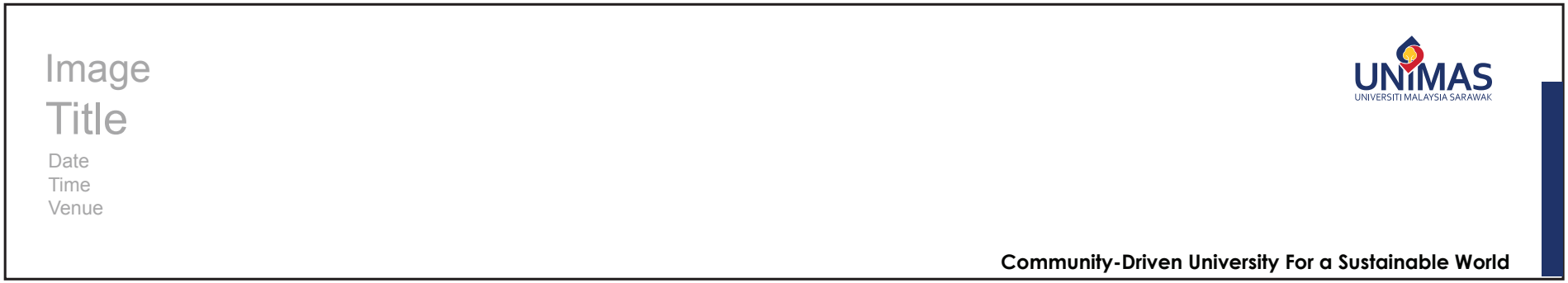
Size: 72(h) x 24(w) inches (X-bunting or T- bunting)
79(h) x 33(w) inches (Pull up bunting)
Logo Placement:
a) Co-organiser Top middle / left / right
b) Co-sponsor Bottom middle / left / right
Tagline: Community-Driven University For a Sustainable World
Colour: UNIMAS Blue
Image: UNIMAS Corporate Photo Gallery or Images Licensed under Creative Commons
Content: Tittle and information must be clear and easy to read



Informative
Bunting &
Pull up Panel

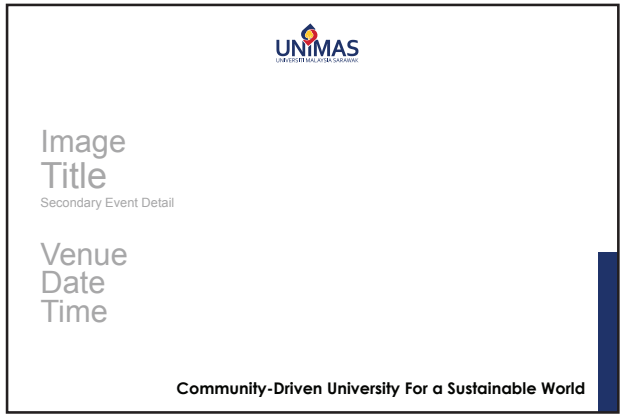
Informative Banner Panel Guideline

Size: 36(h) x 204 (w) inches (UNIMAS internal Banner)
36(h) x 192(w) inches (Outside UNIMAS)
Logo Placement:
a) Co-organiser Top middle / left / right
b) Co-sponsor Bottom middle / left / right
Tagline: Community-Driven University For a Sustainable World
Colour: UNIMAS Blue
Image: UNIMAS Corporate Photo Gallery or Images Licensed under Creative Commons
Content: Date, Time & Venue must be clear and easy to read

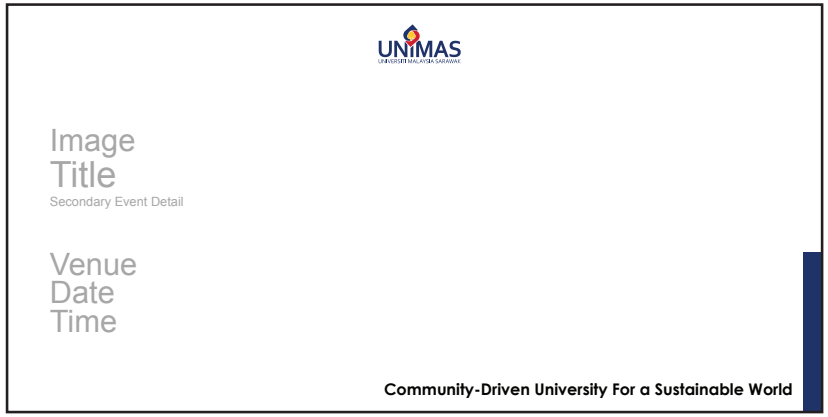


Banner

Backdrop / Wall of Fame



Size: 144(w) x 96(h) inches



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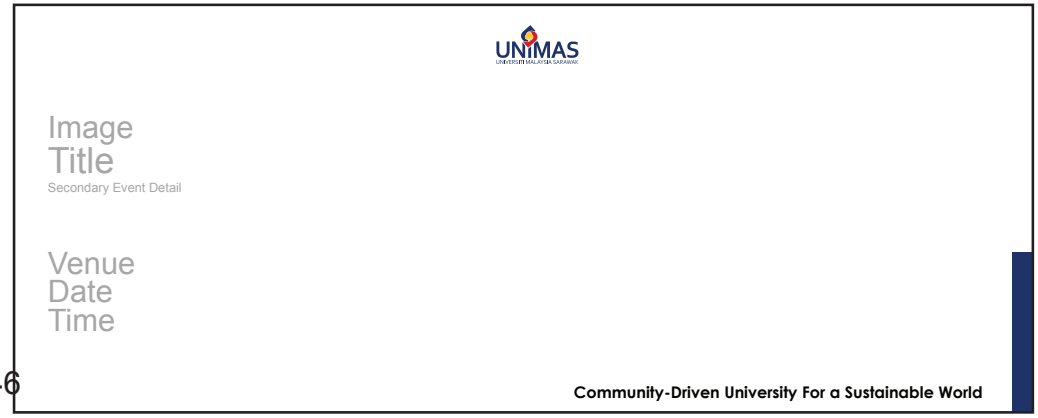

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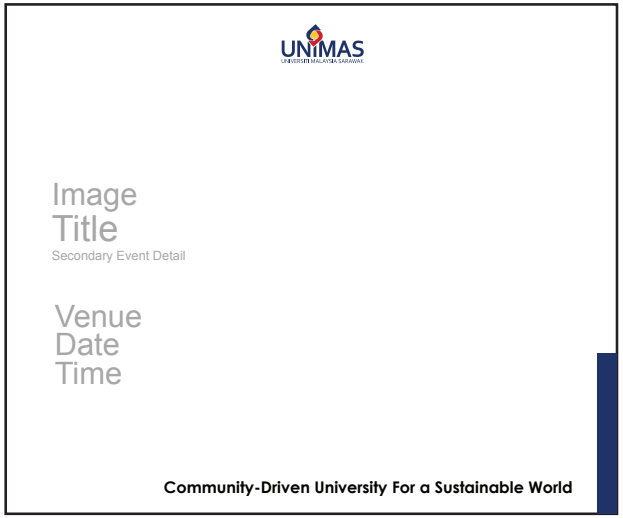


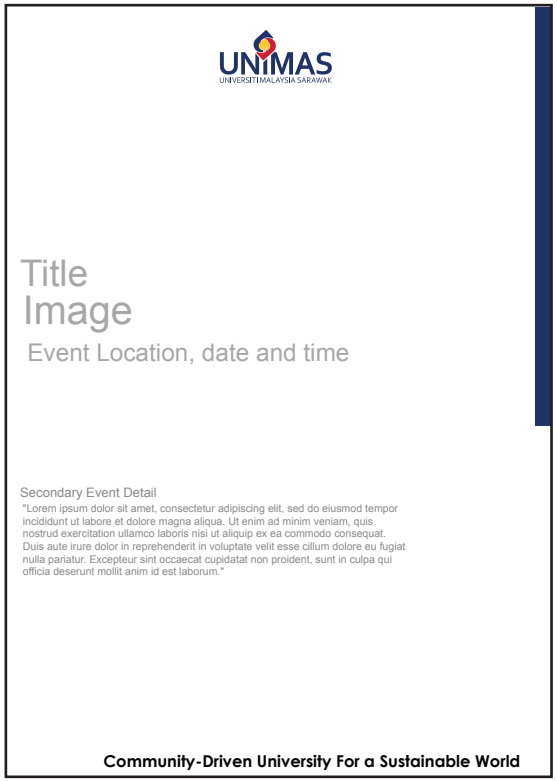
Size: 144(w) x 120(h) inches

Backdrop / Wall of Fame Guideline

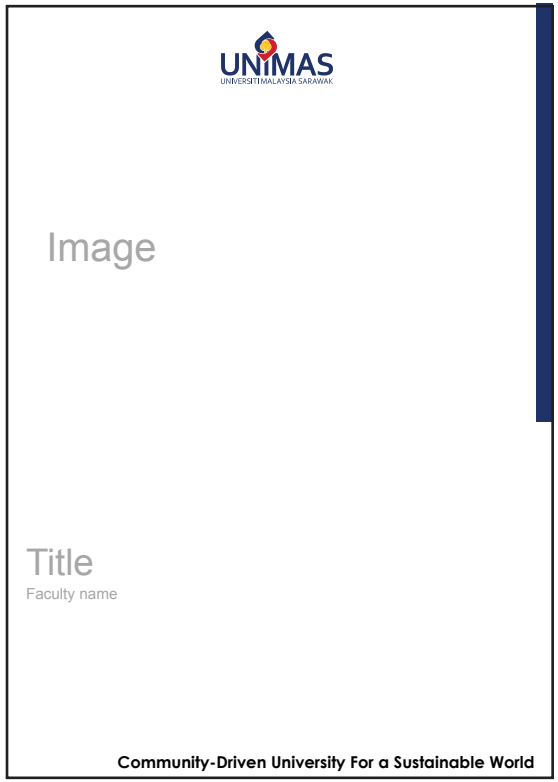
Logo Placement:
a) Co-organiser Top middle / left / right
b) Co-sponsor Bottom middle / left / right
Tagline: Community-Driven University For a Sustainable World
Colour: UNIMAS Blue
Image: UNIMAS Corporate Photo Gallery or Images Licensed under Creative Commons
Content: Title,date, venue, time and information

Brochure / Flyers Guideline

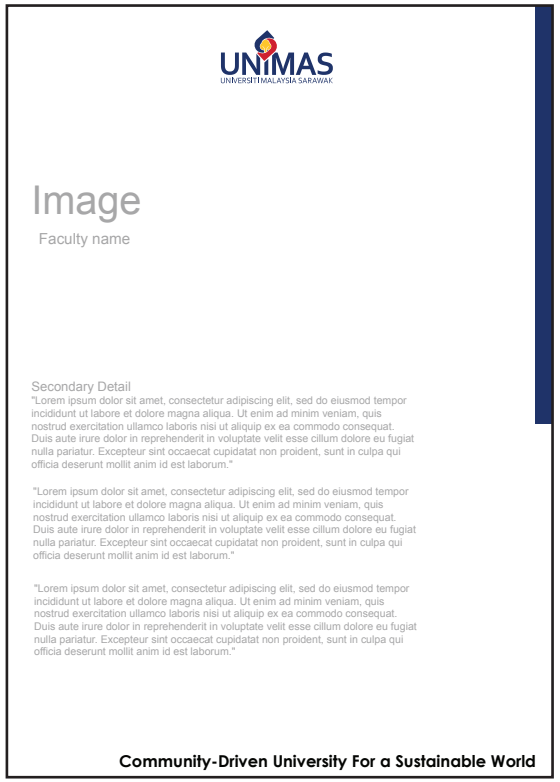
Size: B5 or Custom Size
Logo Placement:
a) Co-organiser Top middle / left / right
b) Co-sponsor Bottom middle / left / right
Tagline: Community-Driven University For a Sustainable World
Colour: UNIMAS Blue
Image: UNIMAS Corporate Photo Gallery or Images Licensed under Creative Commons
Content: Information must be clear and easy to read



Event Brochure



Programme Brochure

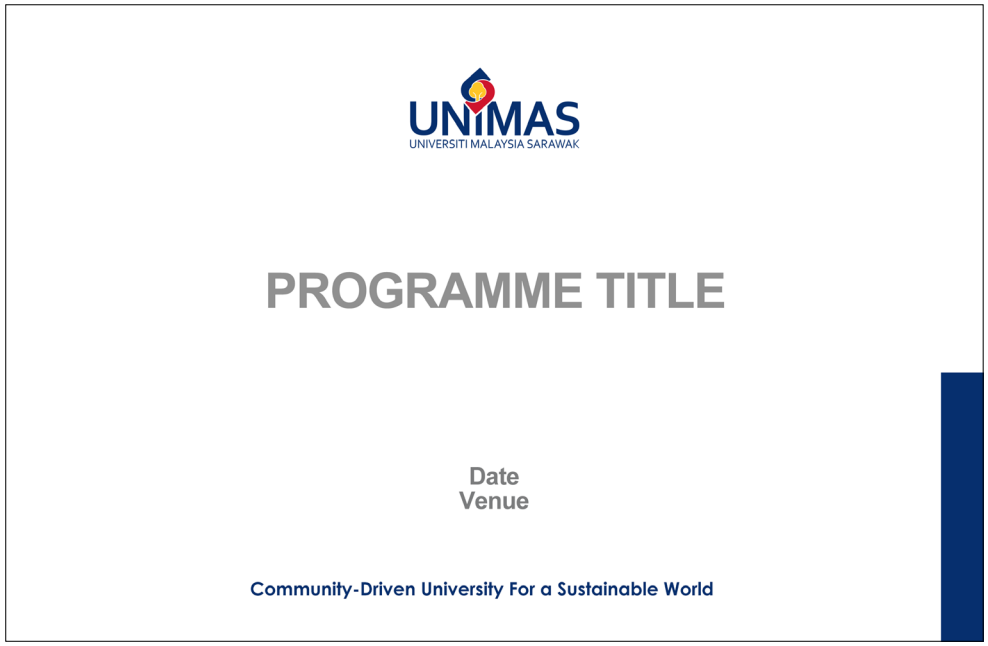


Informative Brochure

DIGITAL ADVERTISING

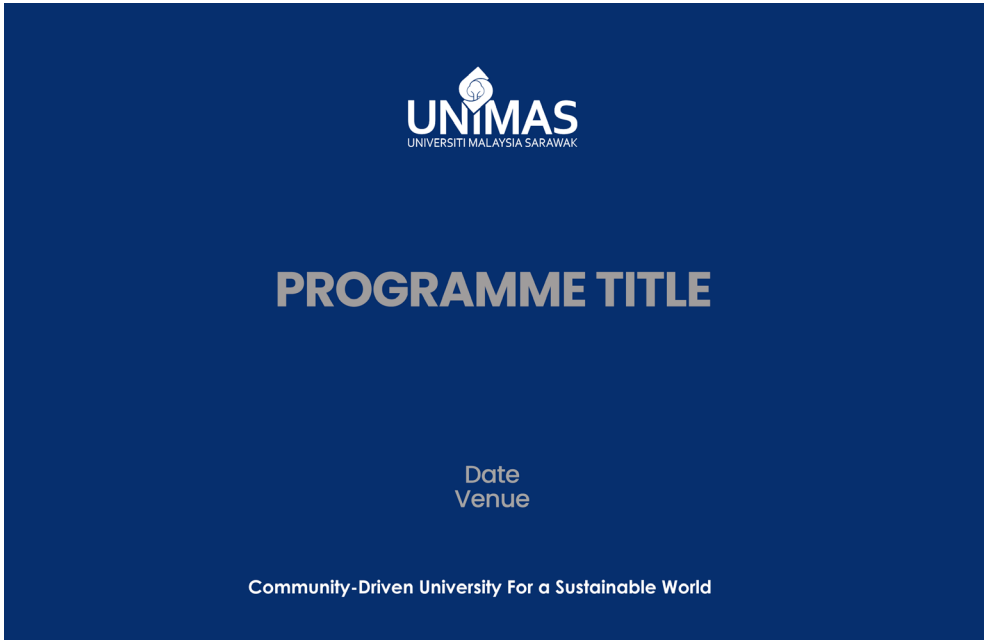
SOCIAL MEDIA PLATFORMS

Social media plays an important role for people to connect. As a contemporary and forward-looking institution, UNIMAS has an active online presence and a substantial number of followers. To portray a consistently unified brand and to safeguard the University's reputation, you need to ensure that your designs and information are accurate and of professional standards. The placement of logo(s) and other related symbols or trademarks pertinent to the message should always be visible to maximise the University's online presence.



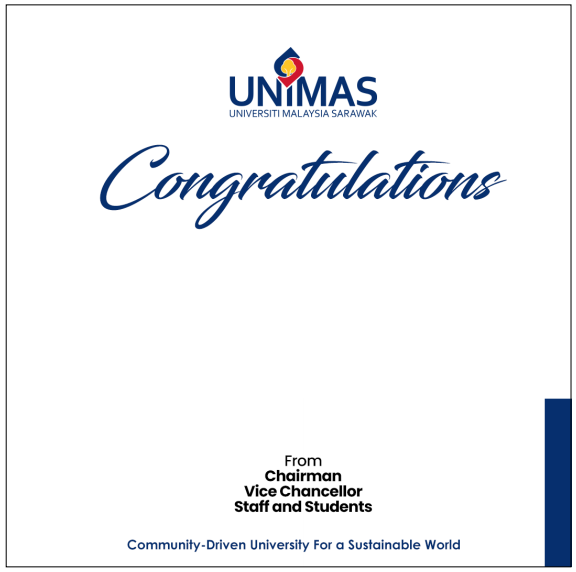
Digital Backdrop

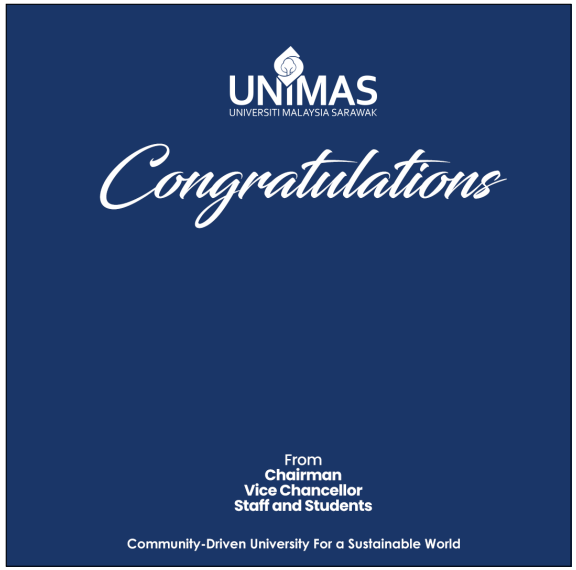
Logo Placement:
a) **Co-organiser** Top middle / left / right
b) **Co-sponsor Bottom** middle / left / right
Tagline: Community-Driven University For A Sustainable World
Colour: UNIMAS Blue
Image: UNIMAS Corporate Photo Gallery or Images Licensed under Creative Commons
Content: Title,date and venue
Size: 1600 (w) x 900 (h) pixel / 300 dpi / RGB

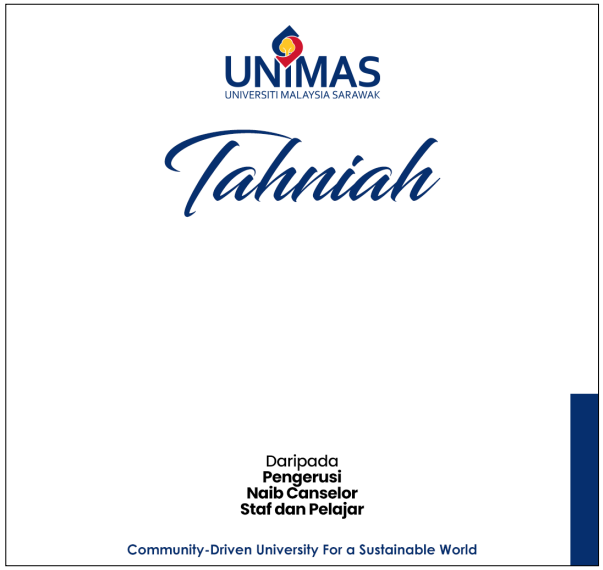


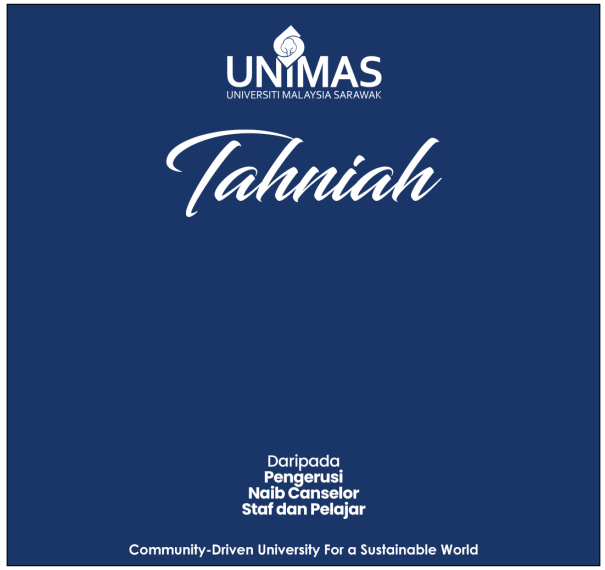
e-Poster

Logo Placement:
a) **Co-organiser** Top middle / left / right
b) **Co-sponsor Bottom** middle / left / right
Tagline: Community-Driven University For A Sustainable World
Colour: UNIMAS Blue
Image: UNIMAS Corporate Photo Gallery or Images Licensed under Creative Commons
Content: Title,date and venue
Size: 1080 (w) x 1080 (h) pixel / 300 dpi / RGB









CONTENT GUIDELINES

CONTENT WRITING PRINCIPLES



The reader point-of-view

The style of writing may change depending on the audience, but we are writing content so they can understand and have a take away from the information presented to them.

Make it easy to understand

Our writing must be easy to read and understand. Be authentic, down-to-earth and welcoming. It means not choosing complex or big words but simple terms that would, best, convey our message.

Keep it short

Less is more and this also means shorter sentences to get your point across. Use the rule of three – limit your points to just three for a paragraph. Or one main point per sentence.

Show and tell

Provide examples, facts and figures to support a statement made.

COMMUNICATION TONE

Our voice is smart, straight-forward and helpful. We use direct, short and declarative statements. Every communication not only conveys information, but also leaves an impression. For this reason, all forms of printed, digital and editorial content should reflect UNIMAS focus and voice.

GENERAL WRITING GUIDELINES

We are engaging

- Write for the audience, not for yourself.
- Use first person pronouns (‘I’, ‘we’, ’your’).
- Write in active voice.
- Use positive language.

We write clearly and with style

- Content is king and should be put first.
- Avoid jargon.
- Where possible, avoid academic style writing.

We make our text easy to read

- Avoid long paragraphs.
- Meaningful headings/subheadings.

We make sure we’re accurate

- Double-check spelling.
- Never assume, always make sure the content is accurate.
- Make it a point to have the text proofread by a third party before publishing.

We optimise our content for different channels

- Adjust your writing to the channel.
- For web media, there is more space for long sentences.
- For Social media, sentences should be short yet meaningful.

Writing for the web

- Title should be short and accurate.
- Keep sentences short and meaningful.

Writing for social media

- First person writing.
- Short sentences with catchy headings/sub-heading.

Writing for news media

- For press release, use the press release template to frame the text.
- Editorial approach to news articles.

Writing for Internal and External Communications

- Polite.
- Respectful.
- Relevant to the times.

Writing Emails

- All emails should have a signature that states your name, position, office address and contact numbers.
- A disclaimer is encouraged.
- UNIMAS All is a mailing list for all staff in UNIMAS and is only used for official mass emails meant for staff members.

BAHASA MELAYU WRITING GUIDELINES

Garis Panduan Menulis Hebahan di laman sosial Facebook

- Menggunakan bahasa Melayu yang ringkas dan padat.
- Istilah bahasa Inggeris perlu **italic** jika tiada terjemahan dalam bahasa Melayu.
- Penggunaan tanda pagar (hastag) # dalam bahasa Melayu boleh diguna pakai dengan menggunakan huruf besar pada awal perkataan. Contohnya : #UnimasKuSayang #KitaJagaKita

Garis Panduan Menyediakan Kenyataan Akhbar (Press Release)

- Jika disediakan dalam bahasa Melayu, menggunakan ungkapan 'Kenyataan Akhbar'.
- Tajuk berita yang ringkas dan tidak menggunakan ayat terlalu panjang. Contoh : **Mini Film Festival UNIMAS ke-18 sentuhan seni baru anak Sarawak!**
- Butiran program (tajuk, tarikh, tempat).
- Boleh masukkan kenyataan daripada individu berkepentingan seperti Pengarah Program
- Petikan kenyataan daripada individu menggunakan ayat aktif dan ditulis secara ringkas sahaja. Contoh :

Hebahan / Panduan menulis E-mel

- Istilah yang tepat dalam bahasa Melayu ialah e-mel (Kamus Dewan Edisi Keempat).
- Elakkan perenggan yang terlalu panjang.
- Gunakan istilah "dilampirkan" , "disertakan" jika ada lampiran dokumen dalam e-mel *(attachment).*
- Masukkan terma penafian *(disclaimer),* bertujuan memberikan perlindungan kepada isi kandungan e-mel yang dihantar.
- Contoh seperti di bawah :



" PENAFIAN: E-mel ini dan apa-apa fail yang dikepilkan bersamanya ("Mesej") adalah ditujukan hanya untuk kegunaan penerima(-penerima) yang tersenarai di atas dan mungkin mengandungi maklumat sulit. Anda dengan ini diamaklumkan bahawa menggambil apa jua tindakan bersandarkan kepada, membuat penilaian, mengulang hantar, menghebah, mengedar, mencetak, atau menyalin Mesej ini atau sebahagian daripadanya oleh sesapa selain daripada penerima(-penerima) yang termaktub di atas adalah dilarang. Jika anda telah menerima Mesej ini kerana kesilapan, anda mesti menghapuskan Mesej ini dengan segera dan memaklumkan kepada penghantar Mesej ini menerusi balasan e-mel. Pendapat-pendapat, rumusan-rumusan, dan sebarang maklumat lain di dalam Mesej ini yang tidak berkait dengan urusan rasmi Universiti Malaya adalah difahami sebagai bukan dikeluar atau diperakui oleh mana-mana pihak yang disebut.

DISCLAIMER: This e-mail and any files transmitted with it ("Message") is intended only for the use of the recipient(s) named above and may contain confidential information. You are hereby notified that the taking of any action in reliance upon, or any review, retransmission, dissemination, distribution, printing or copying of this Message or any part thereof by anyone other than the intended recipient(s) is strictly prohibited. If you have received this Message in error, you should delete this Message immediately and advise the sender by return e-mail. Opinions, conclusions and other information in this Message that do not relate to the official business of University of Malaya shall be understood as neither given nor endorsed by any of the forementioned. "

RUJUKAN TATABAHASA (GRAMMAR GUIDE)

UNSUR LEWAH / MUBAZIR

Unsur lewah atau mubazir ialah penggunaan kata, frasa atau ungkapan secara berlebihan dan merosakkan kepersisan dalam ayat.

Contoh :

- Pelajar hanya perlu mengemas kini maklumat dalam UNIMAS ELEAP EXAM sekali sahaja. (X)
- Pelajar hanya mengemas kini maklumat dalam UNIMAS ELEAP EXAM sekali sahaja. (√) ATAU
- Pelajar perlu mengemas kini maklumat dalam UNIMAS ELEAP EXAM sekali sahaja. (√)

PENGGUNAAN AKRONIM

AKRONIM dihasilkan daripada percantuman bunyi pertama perkataan atau percantuman daripada beberapa perkataan untuk membentuk satu perkataan baharu.

Penggunaan AKRONIM **dibenarkan** dalam penulisan bahasa Melayu dengan syarat ejaan penuh digunakan pada awal perenggan, kemudian penerangan atau penggunaan seterusnya boleh menggunakan akronim.

Contoh :

- Justeru itu, mulai baki Semester 2 sesi 2019/2020 sehingga Semester 1 2020/2021 semua pembelajaran di Universiti Malaysia Sarawak (UNIMAS) akan dijalankan secara dalam talian. UNIMAS akan memastikan semua pelajar dapat mengakses kepada semua bahan dan dapat meneruskan pengajian seperti mana yang telah ditetapkan.
- Universiti Malaysia Sarawak (UNIMAS) antara tunjang utama bagi memastikan dasar Sarawak untuk menjadi negeri pengeskport makanan tercapai menjelang 2030. UNIMAS dilihat mampu....

PENGGUNAAN TANDA SEMPANG

Penggunaan tanda sempang (-) dalam bahasa Melayu meliputi 4 perkara iaitu :

Bilangan ordinal

- Jemputan ke Mesyuarat kali ke-2 / bilangan ke-2 Bahagian Hal Ehwal Korporat UNIMAS

Menghubungkan imbuhan kata nama khas

- COVID-19, se-Malaysia

Merangkaikan kata tahun akhiran-an

- Nyanyian lagu malar segar tahun 80-an yang dinyanyikan oleh Unit Kebudayaan UNIMAS mendapat pujian ramai.

Konsep ketuhanan

- Semoga Ybhg. Prof diberikan kesihatan berpanjangan serta dalam lindungan-Nya selalu (ucapan persaraan, pelantikan jawatan baharu)
- Semoga rohnya dicucuri rahmat dan ditempatkan bersama golongan yang beriman dan mendapat keampunan-Nya (ucapan salam takziah)

KATA MAJMUK

a. **Ejaan apabila menerima imbuhan (dijarakkan)**

Apabila kata majmuk menerima imbuhan awalan atau akhiran, ejaannya tetap terpisah.

Contoh :

- Temu bual, menerima imbuhan awalan di- menjadi **ditemu bual**.
- Kemas kini, menerima imbuhan akhiran -kan menjadi **kemas kinikan.**

b. **Ejaan apabila menerima apitan (dirapatkan)**

Apabila kata majmuk menerima apitan me-kan, di-kan, ke-an, ejaannya dirapatkan.

Contoh :

- Satu padu, menerima apitan me-kan menjadi menyatupadukan.
- Daya serap, menerima apitan ke-an menjadi kedayaserapan.

KATA PEMERI IALAH & ADALAH

Kata Pemeri **Ialah** hanya digunakan di hadapan kata nama atau frasa nama yang bersifat persamaan.

Contoh :

- Universiti Malaysia Sarawak ialah universiti terbaik di Borneo.
- Pendaftar UNIMAS ialah Tuan Haji Azlan Ramli.

Kata Pemeri **Adalah** digunakan di hadapan frasa adjektif atau frasa sendi nama yang bersifat huraian.

- Contoh :

- Keputusan pertandingan menulis esei bersempena ulang tahun ke-30 UNIMAS adalah muktamad.
- MAGU UNIMAS adalah untuk memberikan pengiktirafan dan meraikan kecemerlangan prestasi kerja dalam kalangan warga universiti.

Penggunaan kata pemeri **Adalah** sebagai pangkal pemula ayat dalam hebahan/kenyataan/pekeliling **SALAH**.

- Contoh :

- Adalah dengan ini dimaklumkan bahawa ... (**X)**
- **Dengan ini dimaklumkan bahawa / Sukacita dimaklumkan bahawa (√)**

GRAMMAR GUIDE (ENGLISH)

Acronyms and abbreviations

- Always give the full title of a person, committee, group or institution the first time it is mentioned within the text, followed by the abbreviated version or acronym in brackets, e.g., Universiti Malaysia Sarawak (UNIMAS).
- If an acronym is to be used more than once in a piece, put it in brackets after the first mention, e.g., Ministry of Tourism, Arts and Culture (MOTAC) then use the acronym in subsequent instances. If an organisation is mentioned only once, it is not necessary to give its acronym.
- Generally, avoid abbreviations and spell out, e.g. kilometres not km. However, if you do need to use abbreviations, apply the following rules.
    - Abbreviations from Latin terms are lower case and take full stops, e.g., i.e., etc., et al.
    - No commas after i.e. or e.g.
    - Place a comma before etc. if preceded by more than one list item.

Capitalisation

- Capital letters are hard to read. Keep them to a minimum. Use sentence case for most things (capitalise the first word), except for proper nouns, which take title case (capitalise the principal words).
- Examples of sentence case capitalisation:
    - How to apply
    - Studying at Universiti Malaysia Sarawak (UNIMAS)
    - Five reasons to study linguistics

When to use initial capitals

- Referring to the name of a campaign or event, e.g. 'We had great success with the Zero Usage Single-use Plastic Campaign'.
- Job titles (but not job description), e.g. Sarawak Premier Tan Sri Abang Johari Abang Openg (but the Sarawak premier, Tan Sri Abang Johari Abang Openg).
- Governments and government departments when specific, e.g. the Malaysian Government, but lower case when referred to generally, e.g. Today the government…
- Some government terms do take upper case to avoid confusion, e.g. the Cabinet.
- Specific people, places or things, e.g. Kuching Waterfront, Eiffel Tower, Darul Hana Bridge.
- Books, films, music, works of art, etc. have initial caps except a, an, and, at, for, from, in, of, on, the, to (except in initial positions or after a colon), e.g. 'Mum, Child, and School Reading Together', 'Essential Notes on Applied Energy: For Mechanical & Chemical Engineering Students'.
- Historical periods, e.g. the Renaissance, the Second World War. BUT broad historical descriptions lower case, e.g. the colonial era, the post-war era.
- Deities, religions, adherents to a religion and religious texts, e.g. Allah, God, Islam, Christianity, Muslim, Christian, Quran, Bible.
- Names of countries, provinces, groups of nations, e.g. France, New Zealand.
- Adjectives based on place names, e.g. Irish, Malaysian, Canadian.
- Proper names of committees, e.g. UNIMAS Conference Committee, Special Committee for Ensuring Access to COVID-19 Vaccine Supply (JKJAV).

Headings

- Headings and subheadings should use sentence case. This means you only capitalise the first letter of the first word unless a word is a proper noun or formal title, such as a degree name or division/department name.
- Examples of sentence case headings.
  - Be part of UNIMAS
  - Studying in Malaysia

Hyphens and dashes

A hyphen (-) is a punctuation mark that's used to join words or parts of words. It's not interchangeable with other types of dashes. A dash is longer than a hyphen and is commonly used to indicate a range or a pause. The most common types of dashes are the en dash (–) and the em dash (—)

Use hyphens (-):

- when two or more words form an adjective, e.g. a first-class experience; a community-driven university
- with short and common adverbs, e.g. much-loved character, well-established principle
- to form short compound adjectives, e.g. short-term goals, three-year programme, 19th-century artist, on-campus accommodation
- in compound words with a number, e.g. two-hour lecture, three-part essay
- for compound names, e.g. Merriam-Webster
- in fractions, e.g. one-and-a-half hours

Do not use hyphens:

- if the first word of a compound is an adverb ending in ly, e.g. a highly rated course
- Prefixes such as macro, mega, micro, mini, multi, over, super and under rarely need hyphens, e.g. multidisciplinary, underutilised, socioeconomic.

Dashes should be en dashes/short dashes (–) rather than em dashes/long dashes(—).

- The en dash (–) is used as a linking device to mark ranges, e.g., 2–4 days, pages 118–137 and with the meaning "to" in phrases like "North-South Expressway". Do not insert a space before and after the en dash.
- Depending on the context, the em dash can take the place of commas, parentheses, or colons—in each case to slightly different effect. However, an em dash is usually regarded as 'less formal' so use it sparingly.

Inclusive language

Avoid language that treats some people differently from other. Use person-first and identity-first language rather than condescending terms.

✓ person who has experienced…

✗ victim, survivor

✓ chairperson/chair

✗ chairman or chairwoman

✓ person living with a mental health condition, person with a mental disorder

✗ mentally ill

✓ Deaf person

✗ person with deafness

✓ Blind person (“person who is visually impaired” is an alternative)

Lists

- Lead-Ins

  Before each list, you typically include a lead-in to introduce the list items, followed by a colon. The lead can be an incomplete or complete sentence. For example:

  How to apply:

  1. Go to our website

- Numbered Lists

  Use a numbered (ordered) list when the order is important, such as a list of instructions or rankings. For example:

  The Top 4 reasons to use numbered lists:

  1. Each list item proceeds sequentially (i.e., step one, then step two)
  2. The reader needs to know the total number of list items
  3. The numbers increase in importance
  4. It is necessary to identify a list item by a specific number (i.e., “Tip #1”)

Bulleted Lists

Use a bulleted list when the order of activities/items is not important. For example:

The benefits of bulleted lists include that they:

- Share content efficiently
- Improve readability
- Draw attention to the most important information

Parallelism

- You may also run into list problems, such as issues with incorrect parallelism in a sentence. Creating lists using a parallel grammatical structure for each item means that the writer similarly structures all items for easy understanding.
- For example, if the first item in the list starts with a verb, all items in the list should start with a verb. If the first item in the list is a complete sentence, all items in the list should be complete sentences.

  Before you write, you should:

  1. Check the rules.
  2. Research your topic.
  3. Make an outline.

NB: On graphics such as posters it is okay to bend these rules if it makes the graphic more legible/concise.

Numbers

- In passages of text, spell out in full all specific figures up to and including nine. For example:

  one, two, three, four, five, six,
  seven, eight, nine

- The exception is on social media and web content, where it's fine to use numerals to save space or catch attention, if appropriate.
- Higher numbers should be written in figures, using commas to indicate thousands after four figures, e.g. 10; 15; 25; 100; 4500; 500,000
- Exception when a number starts a sentence, in which case it should always be spelled out, e.g. sixty-four students joined the camping over the weekend.
- If you are using abbreviated units of measurement, you can also use numeral up to nine, e.g. 2kg, 3km rather than 'three km'.
- For million and billions, use the full word, e.g. one million. (In design elements, such as infographics, the abbreviation 'm' and numerals are acceptable.)

Quotations

- Use double quotation marks to indicate something someone said. Place non-terminal punctuation inside the quotation marks, e.g. "I am excited about this development," said the Vice-Chancellor.
- If a quotation is a full sentence, terminal punctuation goes inside the quotation marks, e.g. The Vice- Chancellor made his position clear. "We are moving ahead with the project."
- If introducing the quote with a sentence fragment, use a comma, e.g. According to Plato, "Time is an illusion". (In this example, 'Time' takes a capital letter even though it is in the middle of a sentence because the quotation is a full sentence. The full stop comes outside the quotation marks because the sentence you are writing also includes the introductory, non-quotation text as well as the quote.)
- Use single quotation marks for words that aren't actually quotations, e.g. We make the 'team' in teamwork.

Times

- Always use numerals for times, e.g. the event starts at 2.30 p.m., rather than, the event starts at half past two in the afternoon.
- According to most major style guides, a.m. and p.m. should be lowercased and the letters should be separated by periods when used in sentences.
  - ✓ 11.30am
  - ✗ 11.30A.M
  - ✗ 11.30am
  - ✗ 11.30AM
- For the 24-hour clock, use this form hh:mm (e.g. 01:23) or hh:mm:ss (e.g. 01:23:45).
- For spans of time use an en dash.
- If both times are in the same part of the day, use: 8–10am. If the span goes from one part of the day to another, use: 8am–5pm. If one side of the span has minutes, include minutes on both sides, even if one is 00.
  - ✓ 8.00–11.30 a.m.
  - ✗ 8–11.30 a.m.

    If introduced with the word between, do not use an en dash, use 'and'.
  - ✓ between 9am and 5pm
  - ✗ between 9am–5pm
- Don't use expressions of time like *in the morning* and *at night* with *a.m.* and *p.m.* or with the 24-hour clock.
  - The class starts at 2 p.m. ~~in the afternoon.~~
  - The class starts at 14:30 ~~in the afternoon~~
- Don't use the number *12* before the words *noon* and *midnight*.
  - The theatre ended at ~~12~~ midnight.

Units of time

- With abbreviated units of measurement, always use numerals. In scientific and technical writing, use the SI symbols for units of time, which are *h*, *min*, and *s* (for *hour*, *minute*, and *second*). Periods are never used with SI units.
  - Duration of the experiment: 3 h
  - Time taken: 4 min 43 s
- In nonscientific and nontechnical writing, units of time are often abbreviated to *hr.*, *min.*, and *sec.* A period usually follows the unit. Use numerals instead of words with abbreviated units.
  - Time taken: 25 min.
  - Project duration: 9 hr. (*or* 9 hrs.)

EVENT MANAGEMENT GUIDELINES

INTRODUCTION

The Corporate Affairs Division of UNIMAS (UNIMAS Corporate) plays a role in event management by coordinating activities related to the University's official ceremony as well as providing advisory services on the ceremonial protocol to ensure that all planning and actions in any ceremony organised by or affiliated with the University are organised in such a way that follows the standard protocol.

At the Pusat Tanggungjawab (PTJ) or Responsibility Center level, PTJ personnel and stakeholders are to establish committee(s) to ensure that events/meetings follow the protocol and procedures in reference to the checklist for the organisation of official ceremonies and events as attached (Appendix I).

SENIORITY ORDER FOR POSITIONS IN OFFICIAL CEREMONIES

The VIPs' seating arrangement should be based on ranks. The VIP closest to the guest of honour is the one who is the most senior in order of priority. The most senior guest should be placed to the right of the guest of honour. On the left is the second most senior guest.

The arrangement of seats according to seniority (odd numbers) is as follows:

Position according to seniority for **3 guests**	
Position according to seniority for **5 guests**	
Position according to seniority for **7 guests**	
Position according to seniority for **9 guests**	

The provision of seats according to seniority (even number) is as follows:

Position according to seniority for **2 guests**	
Position according to seniority for **4 guests**	
Position according to seniority for **6 guests**	
Position according to seniority for **8 guests**	

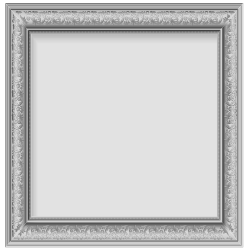
OFFICIAL GOVERNMENT PORTRAITS DISPLAY PROCEDURE

To ensure uniformity in implementation at the University, the suspension of official portraits is referred to in accordance with the Surat Pekeliling Am Jabatan Perdana Menteri Bilangan 3 Tahun 2014: Tatacara Penggantungan Potret Rasmi.

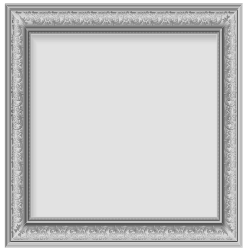
The official portrait refers to the official portraits of Seri Paduka Baginda Yang di-Pertuan Agong, Seri Paduka Baginda Raja Permaisuri Agong, TYT Yang di-Pertua Negeri Sarawak and wife, YAB Prime Minister of Malaysia dan YAB Premier of Sarawak.

The purpose of hanging this official portrait is to pay respect and inform about:

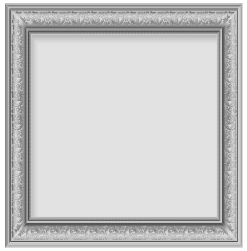
1. The position of Seri Paduka Baginda Yang di-Pertuan Agong as the Supreme Head of the Federation;
2. The position of Seri Paduka Baginda Raja Permaisuri Agong shall be given priority over all other people in the Federation after Seri Paduka Baginda Yang di-Pertuan Agong;
3. The position of TYT Yang di-Pertua Negeri Sarawak and his wife as people who take precedence over others in their state (Sarawak);
4. Position of YAB Prime Minister as Head of the Federal Government; and
5. Position of YAB Premier of Sarawak as Head of Sarawak State Government.



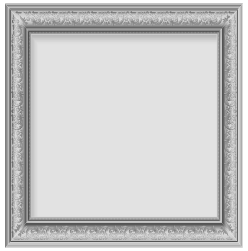
YAB Prime Minister of Malaysia



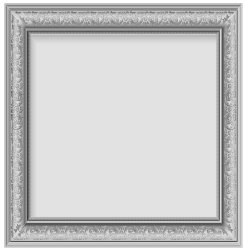
TYT Yang di-Pertua Negeri Sarawak



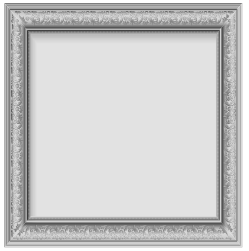
Seri Paduka Baginda Yang di-Pertuan Agong



Seri Paduka Baginda Raja Permaisuri Agong



YABhg Wife of TYT Yang di-Pertua Negeri Sarawak



YAB Premier of Sarawak

FLAG HOISTING

According to the instructions of the Prime Minister's Department through Surat Pekeliling Am Bilangan 3 Tahun 1994: Pengibaran Bendera Malaysia Di Bangunan-Bangunan Persekutuan Di Seluruh Negara, Federal Government offices, Federal Statutory Bodies, Federal Local Government Authorities are required to fly the Federal Flag which is the Jalur Gemilang.

This circular also stipulates that the Jalur Gemilang must be flown on working days, Federal National Day and State's Public Holiday. However, the Jalur Gemilang can be flown anytime and anywhere as long as appropriateness and respect for the flag are maintained.

FLAG PREFERENCE ORDER

The order of priority begins with the Jalur Gemilang and is followed by the flags of the states which follow the precedence of DYMM Raja-Raja and Yang Di-Pertua Negeri as enshrined in Article 70 of The Federal Constitution of Malaysia.

The order of priorities of the flags is as follows:

i. Jalur Gemilang;

ii. Flags of States (following the precedence of DYMM Raja-Raja and Yang Di-Pertua Negeri);

iii. Flag of the Federal Territories;

iv. Flags of Government Ministries, Departments and Agencies;

v. Flags of Organisations and Associations; and

vi. Company Flag.

This order will change in the event of any change in the order of precedence of DYMM Raja-Raja and Yang Di-Pertua Negeri due to new appointments.

The priority order of flags is not fixed and can change in accordance with Article 70 of the Federal Constitution. The current order of priority is as per the table below (starting 1 May 2021):



FLAG WAVING VIEW DIRECTION

The direction of the flag waving is from the outside of the building looking towards the building. This determination is in line with the practice at the international level as well as regulations in the Malaysian Armed Forces and the Royal Malaysian Police.



Sources:

1. Panduan dan Pengurusan Majlis & Acara, Bahagian Pengurusan Acara, Jabatan Perdana Menteri.

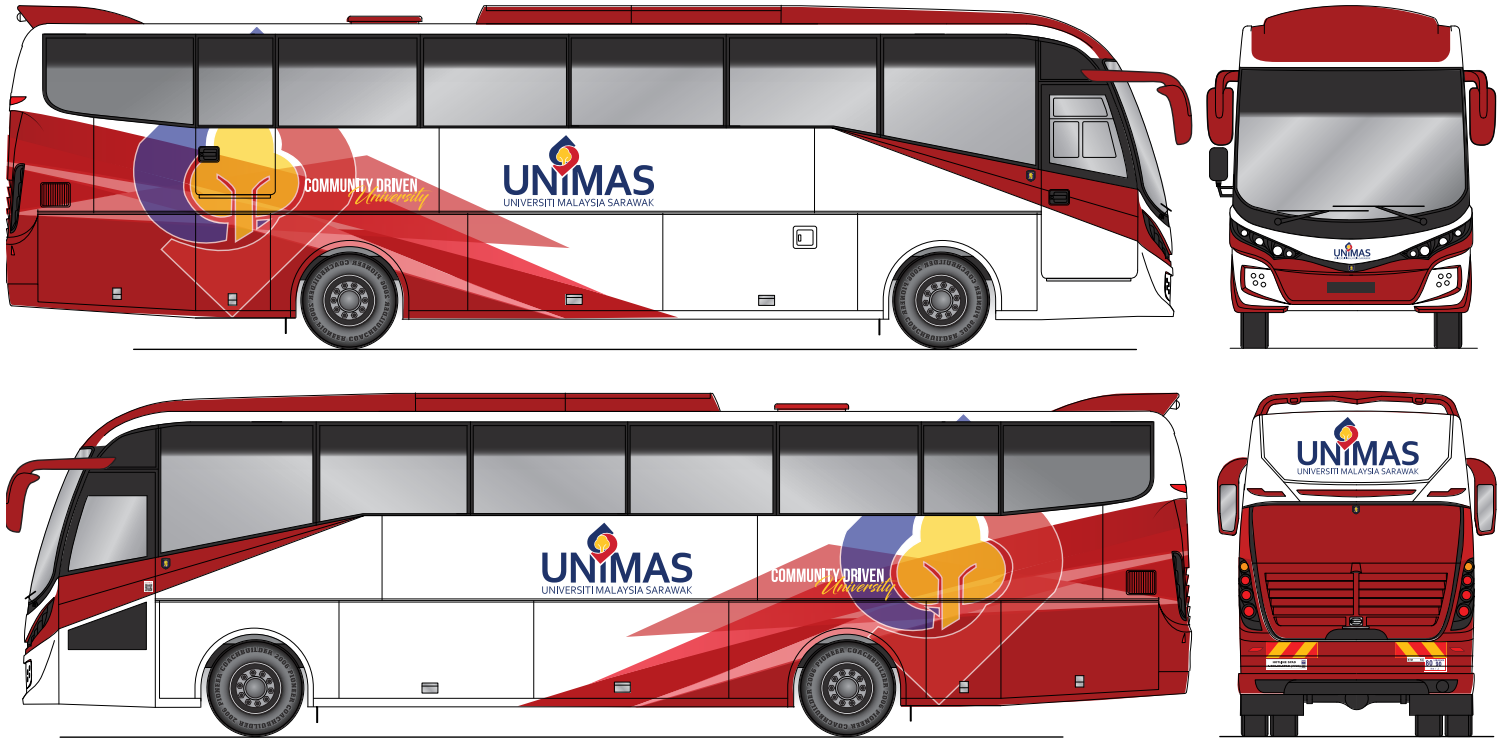
2. Menghormati Lambang-Lambang Kebesaran Negara: Jata Negara, Jalur Gemilang dan Alat-Alat Kebesaran Diraja, Jabatan Penerangan Malaysia, Kementerian Komunikasi dan Multimedia Malaysia

3. Official Website of Bahagian Istiadat dan Urusetia Persidangan Antarabangsa, Jabatan Perdana Menteri

OTHER GUIDELINES

LIVERY

The University logo should appear on the side and on the back of related University vehicles.



Colour code
Red Ferrari 322

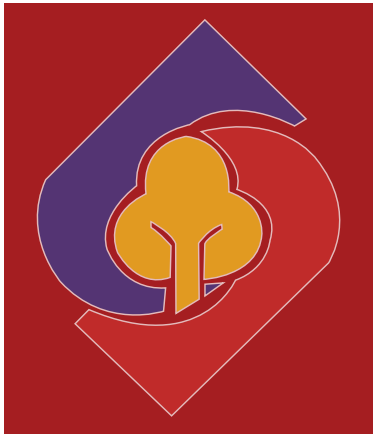
UNIMAS

UNIVERSITI MALAYSIA SARAWAK

PANTONE 294C
FOR WEB USE
R:254 G:203 B:000
FOR PRINTING USE:
C:100 M:026 Y: 029 K: 022

PANTONE 186C
FOR WEB USE
R:207 G:10 B:44
FOR PRINTING USE:
C:012 M:100 Y: 092 K: 003

PANTONE 123C
FOR WEB USE
R:255 G:198 B:39
FOR PRINTING USE:
C:000 M:023 Y: 91 K: 000



C : 100
M : 86
Y : 29
K : 23

C : 12
M : 100
Y : 91
K : 3

C : 0
M : 23
Y : 91
K : 0

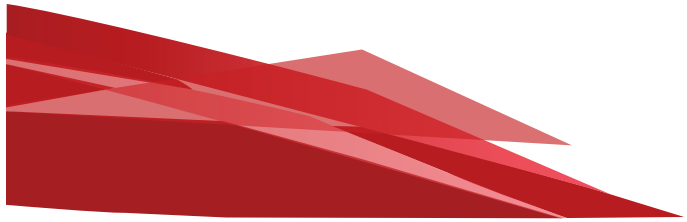
C : 0
M : 0
Y : 0
K : 0

Opacity 70%

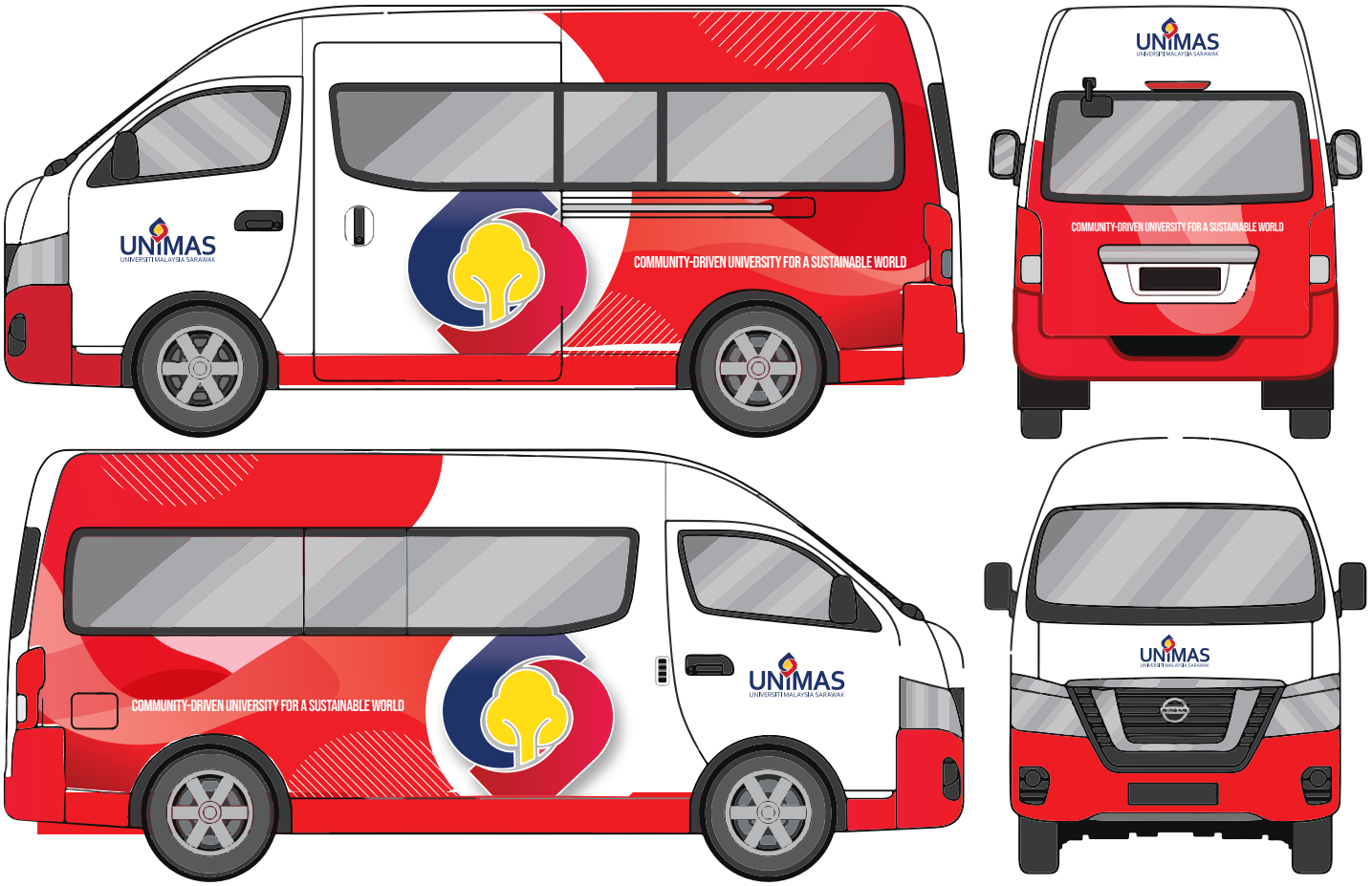
COMMUNITY DRIVEN *University*

C : 24
M : 100
Y : 100
K : 18

C : 0
M : 23
Y : 91
K : 0



Design


UNIMAS
UNIVERSITI MALAYSIA SARAWAK
COMMUNITY-DRIVEN UNIVERSITY FOR A SUSTAINABLE WORLD
UNIMAS
UNIVERSITI MALAYSIA SARAWAK
COMMUNITY-DRIVEN UNIVERSITY FOR A SUSTAINABLE WORLD
COMMUNITY-DRIVEN UNIVERSITY FOR A SUSTAINABLE WORLD
UNIMAS
UNIVERSITI MALAYSIA SARAWAK
UNIMAS

DEPARTMENT SIGNAGE

A consistent look or design aesthetic, as well as typical applications, assists the campus community and its visitors in finding their destinations more effectively.





Font Type

TAHODC
Font Type : Poppins BOLD

Tun Abang Haji Openg Digital Centre
Font Type : Poppins BOLD

Pusat Digital Tun Abang Haji Openg
Font Type : Poppins Light

Logo

UNIMAS
UNIVERSITI MALAYSIA SARAWAK

Design Office Signage

UNIMAS

FLC

Fakulti Bahasa dan Komunikasi

Faculty of Language and Comunication

UNIMAS

FENG

Fakulti Kejuruteraan

Faculty of Engineering

UNIMAS

IBEC

Institut Biodiversiti dan Pemuliharaan Alam Sekitar

Institute of Biodiversity and Environmental Conservation

FONT TYPE

IBEC
Font Type : Poppins BOLD

Institut Biodiversiti dan Pemuliharaan Alam Sekitar
Font Type : Poppins BOLD

Institute of Biodiversity and Environmental Conservation
Font Type : Poppins Light

Design Office Signage
(without Acronym)

UNIMAS

Bahagian Pengajian Prasiswazah

Undergraduate Studies Division

UNIMAS

Bahagian Keselamatan

Security Division

UNIMAS

Bahagian Pengurusan Sumber Manusia

Human Resources Management Division

FONT TYPE

Bahagian Pengurusan Sumber Manusia
Font Type : Poppins BOLD

Human Resources Management Division
Font Type : Poppins Light

Door Signage

UNIMAS
UNIVERSITI MALAYSIA SARAWAK

Professor Ir Ts Dr. Al-Khalid Hj Othman

Timbalan Naib Canselor

(Hal Ehwal Pelajar dan Alumni)

UNIMAS
UNIVERSITI MALAYSIA SARAWAK

Mohamad Nazri Mario

Pereka

Unit Video dan fotografi

FONT TYPE

Professor Ir Ts Dr. Al-Khalid Hj Othman
Font Type : Poppins BOLD

Timbalan Naib Canselor
Font Type : Poppins BOLD

(Hal Ehwal Pelajar dan Alumni)
Font Type : Poppins Light

Specification

Size : 297mm (W) x 165mm (H)
Material : 1 Layer of 5mm thick
Transparent Acrylic with HP Latex
High Resolution Printing on 3mm Vinyl
Sticker on the back with Installation





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