

The University of the West Indies, Mona Campus

World Wide Web Policy

I Purpose of Policy

This is the web Policy for the Mona Campus of the University of the West Indies, hereinafter referred to as UWI. This document contains the policy and procedures for publishing official and unofficial UWI World Wide Web (web) pages on Internet servers maintained by the University.

All members of the University community who use the web must use it responsibly and in accordance with the rules set out in this document. This policy document does not replace or make obsolete any other policy document which describes university policies, responsibilities, and consequences.

Vision Statement -The vision of the UWI web site is to support the core teaching/learning, research and service activities of the University. The web seeks to stimulate interest in the University and to project the most valuable attributes of the University to the global community.

Mission Statement -The mission of the UWI web Team is to provide current, accurate, and reliable information about the University community, and to facilitate teaching, research and intellectual collaboration.

This policy applies to all users of the resources and facilities at the University and its related foundations and organizations. (See Glossary for definition of terms).

II Policy Overview

The Mona Information Technology Unit (MITS), through its connection to the Internet, provides UWI faculty, staff and students with access to the web. Throughout the web, information is made available in collections of electronic data called pages. Pages are usually organized in sets of individual pages that are linked together. The base page of a set of linked pages is commonly referred to as the home page. Pages are stored and maintained on network-connected computers called web-servers. Web servers with network names registered in an official UWI domain shall be considered UWI web servers.

The University recognizes the value of the web as a publication and information distribution facility. This policy outlines the responsibility of individuals and groups affiliated with the University who publish on the web, and delimits the university's responsibility for web pages published using UWI's web servers. For the purpose of this

policy, any user who creates a web page of any type and installs it on a UWI web server is considered to have published that page.

General Rules on Information Content

In general, University policies and regulations that apply to the content of publications and communication apply to contents of web pages published using UWI web servers. In particular, all information included in web pages on UWI web servers must:

- ❖ comply with all laws governing copyrights, intellectual property, libel, and privacy.
- ❖ not violate any policy, rule or regulation of the University.
- ❖ not be used for non-university commercial activities.

Official University Web Pages

A UWI web page is considered official when it is published by the Campus itself, a school, a department, or an official administrative unit of the University and purports to disclose official University information.

Official UWI web pages shall be considered Mona Campus publications. They are the responsibility of the appropriate individual administrative unit and are subject to review by the official authorities of the University. Prior to publication they are vetted by a similar procedure to that existing for all other official UWI information releases.

To complete qualification as an official page, the respective files must be stored on the MITS servers. See Appendix A.

Unofficial Pages

Faculty, staff, and students may create web pages for use in their various academic and administrative duties and activities, and may have them installed on the UWI web servers. The contents of individuals' web pages published on UWI web servers must comply with UWI web Policy and other policies of the University governing information and conduct. They must also comply with UWI's formats and rules for web publishing.

These pages are not University publications and must indicate explicitly that the contents do not necessarily represent the views of the University. If these pages are being hosted on the UWI servers, the home page of the set of pages must include the disclaimer:

“The group of pages which represent this Department (substitute as appropriate) are not official pages of The University of the West Indies, and do not reflect the views of the University. The University can therefore not be held liable or responsible for any injuries incurred as a result of their use”.

Permission for use of the Coat of Arms on these pages must be obtained directly from the Campus Registrar, and a copy of the written authorization presented to the Campus Webmaster prior to being posted on.

Individual departments and administrative units may define additional conditions for the creation and installation of web pages by faculty, staff, and students under their supervision. Any such additional conditions must be consistent with this overall policy but may include more detailed guidelines and, where necessary and appropriate, additional restrictions. The additional conditions should not contradict any rule stated in this Policy and in the event that such a contradiction is identified, the Policy will supercede.

Student Organization Web Pages

Recognized student organizations may create web pages and have them posted on a UWI web server. After verification and written certification by a designated member of the Campus Registrar's Office that the student organization is active and officially recognized by the University, a link may be created from an official UWI home page to the student organization's home page.

Student organization web pages are not University publications and their contents do not necessarily represent the views of the University.

The contents of student organization web pages must comply with the General Rules on Information Content stated in this policy.

III. Operational Structure

Each UWI Office, Division, Department, Faculty, Unit and Section (hereinafter collectively referred to as Section) is allotted space for its own web site. These sites are considered official UWI web sites, and must conform to the requirements for official pages. Functional units retain ownership of and responsibility for creating, updating and maintaining their content while publishing is the direct responsibility of the Mona Campus Webmaster or his/her elective.

Web Server Information

- UWI does not grant unique domain names that are variations of the uwimona.edu.jm domain.
- Registering domain names outside of the uwimona.edu.jm domain, which point to UWI/IP, addresses is strictly prohibited.
- Any individual or organization receiving UWI server space must abide by all the prescribed policies, including the UWI web policy.
- Acquiring server space does not guarantee a link from the official UWI web site. Any Individual or Organization which require their web site to be hosted on the UWI servers and connected to the UWI web site must first receive permission in writing from the Web Committee.
- The Campus Web Administrator and the Campus Webmaster will have administrative access to all web servers located outside the MITS buildings. This

move will assist in ensuring that only properly approved content is posted on the UWI's website.

Content Development Process

Ownership of content resides with the heads of the various Faculties, Departments, Units, Office or Sections. Specifically, in the case of academic units, Deans are content owners for faculty pages while Head of Departments are owners of the content to be posted on that Department's web site. The general procedure for publishing this content is as follows:

- a) The content owner generates the content or establishes a content generation framework in his/her unit.
- b) The content owner must appoint a Publisher who will be responsible for organizing this content and getting it posted on the web site.
- c) The content owner advises the web committee through the Campus Webmaster, in writing, of this appointment. This advisory letter must indicate whether the content owner will provide confirmation for all new content, or where it should be interpreted that all content from the Publisher implies that it is content from the Owner.
- d) The publisher and author/editors develop the web pages in accordance with the design guidelines mentioned below.
- e) Subject to c) above, the content will be posted to the UWI web site.

Authoring of new or existing content may be done on a UWI pre-production server to avoid any possibility of disrupting the performance of the production server by active authoring. Changes done to existing content will be uploaded to the live site by the Webmaster on request. Requests will be done through an online form or by email to keep the updating process organized and efficient.

As stated above, the Content Owners and their delegates are responsible for creating and maintaining the content of their pages. If material becomes outdated or in some way conflicts with information on the official site, pages will be taken off line until they are amended.

Web Management and Maintenance

Web Committee

The Web Committee takes responsibility for evaluating web priorities and commitments for the University's Intranet and Internet activities. The committee advises the Chief Information Officer on policies and procedures for UWI web programmes. Members of the committee include the Web Master, the Web Administrator, and all MITS unit managers, and a representative elected by the Campus Registrar.

Mona Campus Webmaster

The Mona Webmaster is concerned with issues of information quality and veracity, web effectiveness as a communication strategy and efficiency of the web as an information tool. He/She is the primary authority on web site publication and has the final scrutiny of all official publication to ensure adherence to presentation standards and University policies and takes responsibility for

- The UWI web site image that is projected to the world, including the accuracy, tone of content and functionality.
- Taking the lead in developing new content and functions and in building the web into the University's overall strategic plan. In addition, the web Master
- the collaboration with individuals who manage web pages for various Faculties, Departments, Offices, Units and Centers to ensure they are up-to-date, accurate, functional, and conform to the design standards of the UWI web.
- Occasionally developing new material to serve functions not controlled by any single department within the University.
- Playing a key role in planning and developing effective strategies for using the web to support the University's mission and goals.
- Participating in meetings with the management of the Educational Technology unit and the Faculty Information Technology Administrators (FITAs) to discuss basic policy and strategy for effective use of this medium for teaching and learning.

Mona Web Administrator

The Web Administrator has the responsibility for the entire network engineering functions of the web site. Specifically, the Web Administrator will take responsibility for

- the management of the web servers
- the backing up and archiving server content
- network security including establishment of firewalls and proxy servers
- Ensuring that the requisite performance standards such as response time, bandwidth and connectivity targets are met.
- Implementing URLs and aliases to URLs based on the structure indicated by the Webmaster.

Departmental Publisher / Editor

The Departmental Publisher will be appointed by the Head of Department or his/her elective, and has the primary responsibility for coordinating, reviewing, posting, and maintaining information in that department's web collection. The Departmental Publishers will ensure that web pages originating from their units have been appropriately approved and verified, and that they meet required technical standards. The Departmental Publisher is also responsible for compliance with all relevant UWI web standards. Specifically, responsibilities will include but are not limited to:

- Editing and presentation of the department's web documents
- Assisting with content preparation
- Creating web-ready publication
- Obtaining approval for publication from the appropriate persons.
- Liaising with the Campus Webmaster
- Coordinating the inferred procedures
- Placing the pages for publication on the server designated by the Campus Webmaster
- Identifying, updating, archiving, or removing web pages
- Identifying invalid links to other web sites
- Communicating with appropriate managers, stakeholders and customers about major document postings

Each department or functional unit is required to name an employee to take on the responsibilities. Optionally the unit may employ (or select) a single person to represent all its departments.

Content Provider(s)

Content providers have the authority over and have responsibility for writing and/or editing information to be submitted for publication/posting on the UWI official pages. Content Providers must work with the Departmental Publisher, after submission, to ensure that information posted to the web pages is complete and accurate. The Content Provider is also responsible for submitting updated information so that the web page content is current and correct. Content Providers are in effect the owners of the information which is placed on the UWI web servers and hence must adequately consider the person who they appoint as Departmental Publisher.

Web Authors

Individual University units are given authority to create and alter files and pages in their area of the UWI web, as designated by the Campus Webmaster and Web Administrator. Access is permitted via Microsoft's NT security and authentication procedures. The owners of University pages are responsible for creating and maintaining the content of their files, for the design of their pages and for maintaining the links to other parts of the web. Deans and department heads are the owners of their site content and are responsible and accountable for information on the web that originates in their units, regardless of who on their staff has primary responsibility for maintaining the site. Owners of UWI pages are expected to verify that their sites are of professional design quality and conform to UWI web policies.

Department publishers, authors and editors must ideally be trained in web development technologies including Microsoft Visual Interdev especially Microsoft FrontPage, Macromedia UltraDev. Further guidance on suitable qualifications may be obtained from the campus Webmaster.

IV Appeals

Appeals regarding any of the guidelines in this policy may be made to the Mona Web Committee or specifically to the web Master. As a last resort, appeals can be made to the Chief Information Officer.

V Review

This policy will be reviewed as appropriate, but at least annually, by the web Committee.

APPENDIX A

Web Site Design, Creation and Hosting

v The New web Site Creation Process

A. Unofficial Pages

UWI is not responsible for unofficial pages. The university will remove from any of its web servers any page or file that is found to be in violation of the law or university policies, or design guidelines or interests or that is detrimental to the performance of the web server or the network, or which does not portray a true and accurate picture of Mona or any other campus or of the University on a whole. The home page for all sites which qualify as “Unofficial Pages” should include the following disclaimer:

“The group of pages which represent the <<group>> (replace ‘group’ as appropriate) are not official pages of The University of the West Indies, and do not reflect the views of the University. The University can therefore not be held liable or responsible for any injuries incurred as a result of their use”.

B. Official Pages

Based on the definition in the opening section of this Policy, Official pages are publications of the University. In addition to the appropriate template, official pages must adhere to the following guidelines.

- Academic area web sites must clearly identify with which Faculty they are associated. Spell out the Faculty name rather than using the acronym.
- Every page must have a footer that contains the following:
 - © [Year] “University of the West Indies, Mona”
 - Name of the Department page (if applicable)
 - UWI, Mona web Disclaimer. (see below)
 - Contact info, E-mail, and/or contact page. It is recommended that you create a page with contact information, so you will only have to update that page only if the contact information changes.

Disclaimer

The following statement or a link to a page which solely contains this statement must appear on all UWI official web page :

The UWI is permitting the links provided by this official homepage to other homepages as a service to its client community. However, UWI neither has nor assumes any responsibility or liability, either express or implied, for any such links or the accuracy or completeness or morality of any information or service provided by any homepage or entity to which this homepage is linked, or which results from a search query by the user.

The use of the links provided by this homepage is on an “as is” basis and at the user’s sole risk. The links provided by this homepage are not intended to be and are not an endorsement of any service, product, company or University position, nor do they necessarily reflect the views, philosophy, will, intent, values, or participation of UWI or any of its organizational entities.

vi Design Standards

- A. Design templates will be approved by the Web Committee and used as the basic framework for a consistent look and feel across the campus. This will be discussed in greater detail in Appendix B.
- B. The names, crest, initials, seals, mascots, and logos associated with UWI are trademarks owned by the University. Any representation of these university marks (art work or graphics) design and usage must be approved through the web Committee.
- C. UWI web page owners and publishers are responsible for the content of their pages and are subject to all university policies and standards pertaining to print publications and computing ethics, including but not limited to:
 - UWI Web Policy
 - UWI Copyright Policy
 - Applicable local laws
- D. Without specific authorization from the Web Committee or its designate, UWI web servers may not be used for the following:
 - I. Advertising or hosting of pages for non-university persons, organizations or affiliate institutions.
 - a) A web advertisement consists of:
 - Text or graphics placed on a web page that have been paid for by a non-UWI organization; or,
 - Text or graphics placed on a web page in exchange for goods or services.
 - b) The following examples do not constitute an advertisement:
 - General interest links to commercial web sites that may be of interest to web viewers and that are available free of charge (e.g., links to Alta Vista search service, area weather links);
 - Subscription services or site licenses for which the university pays, in order to gain access to a commercial service;
 - Information that relates to or supports the teaching, research, or service mission of the university, such as academic departmental conferences; or,

- Listings of sponsors for a performance or special event (the listings must not be hyperlinks to a commercial sponsor's web page).
- II. Activities that would provide non-university related persons or organizations monetary gain; or,
 - III. Activities that would provide direct financial benefit to any non-UWI organization.

3. Web Publication

Framework

Producers of UWI's web resources and web pages must be sensitive to the public nature of shared facilities, and take care not to display on screens in such locations images, sounds or messages that could create an atmosphere of discomfort or harassment for others. Users must also refrain from transmitting to others, in any location, inappropriate images, sounds or messages, which might reasonably be considered harassing. The University's policies on harassment apply equally to electronic displays and communications as they do to more traditional means of display and communication. UWI web producers should be aware that there are local and international laws that govern certain aspects of computer and telecommunications use. Members of the UWI community are expected to respect these laws, as well as to observe and respect the University rules and regulations.

Overview

Computers and network systems offer powerful tools for communication among members of the UWI community and communities outside of the university. When used appropriately, these tools can enhance dialog and communications. Unlawful or inappropriate use of these tools, however, can infringe on the rights of others. The university expects all members of its community to use electronic communications in a responsible manner.

The university recognizes the complexity of deciding what constitutes appropriate use of electronic communications services. What is appropriate or inoffensive to some members of the community may be inappropriate or offensive to others. Vigilance must be exercised by all involved in the process.

Cautions

Having open access to network-based services implies some risk. In a community of diverse cultures, values, and sensitivities, the university cannot protect individuals against the existence or receipt of material that may be offensive to them.

The University cherishes the diversity of values and perspectives endemic in an

academic institution and so is respectful of freedom of expression. The University does not condone censorship, nor does it endorse the inspection of electronic files other than on exceptional basis (i.e., if required to ensure the integrity, security, or effective operation of university systems).

Nevertheless, the University reserves the right to place limited restrictions on the use of its computers and network systems in response to complaints presenting evidence of violations of university policies or codes, or local laws. Once evidence is established, the university authorities responsible for overseeing these policies and codes will be consulted on the appropriateness of specific restrictions, which could include the removal of material posted on a computer and/or limiting access to the university's networks.

In exceptional cases, a system or network administrator may detect evidence of a violation while performing his or her duties operating or maintaining a system. In such instances, the system or network administrator should contact the Campus Web Manger for further guidance.

This policy does not abrogate local policies governing the operation and maintenance of university systems provided they do not conflict with the precepts of university policy. Departments and Administrative Units may wish to develop ancillary procedures that support organizational requirements. Specifically, procedural guidelines with regard to security, privacy, and other areas of critical importance to the administration of these systems are not addressed as part of this policy, nor are violations of principles of network etiquette.

4. Development Standards and Platforms

The official standard for development is XHTML. Initially pages which conform to HTML 4.0 will be tolerated but for a limited time only. This standard will change to conform with contemporary standards upon recommendations made by the Webmaster to the Web Committee.

Pages may be developed using any of the following HTML editors:

- FrontPage
- Visual InterDev
- Macromedia UltraDev including Dream weaver
- Adobe Go-Live

MITS will provide site licenses for these applications and suites. In the event where a web author wishes to use an alternative environment, approval must first be sought from the Webmaster. MITS will not be responsible for acquiring this software. Phyton based editors will not be supported.

In an effort to remain contemporary, all industry standard platforms will be supported including

- SMIL
- JavaScript (client side)
- VBScript (server side only)
- Perl
- JAVA (in approved cases)
- ADO/ASP

In cases where database access is required, the web publisher will contact the web master who will upon consultation with the web manager prescribe an appropriate location for storing the database.

5. Design Guidelines

- i Each web page must include a descriptive title. This is the title that will appear in the tag and is used for indexing/search purposes. The title appears in the bar across the top of your browser—it doesn't appear on the web page itself when viewed within a browser. It should be no more than 60 characters (including spaces) in length.

An example of the HTML code looks like this:

```
<head>  
    <title>Mona Information Technology Services, UWI, Mona</title>  
</head>
```

- ii The Meta tags with the attributes “Keywords” and “Description” should be included in the header of each page. The Keywords Meta tag is a comma-delimited list of descriptor words about the web site. The Description Meta tag is a sentence or two describing the web site (keep it as short as possible). The “Keywords” attribute will be used by search engines and the “Description” attribute values will be displayed on the results pages of the search. These tags are placed within the `<head>...</head>` tags at the top of the HTML page.

An example of the HTML code looks like this:

```
<head>  
    <meta name="keywords" content="University of the West Indies,  
Mona, UWI, U.W.I., Education">  
    <meta name="description" content="This is the University of the West  
Indies, Mona web site.">  
  
</head>
```

- iii Include the name and E-mail link of a faculty or staff contact person or departmental E-mail address or include a link to a contact page which

includes the same E-mail links at the bottom of each page (an E-mail link must not be a student e-mail address).

- iv Provide some sort of logical navigation to one or more previous pages and include a link to the University of the West Indies, Mona home page at <http://web.uwimona.edu.jm> on the area's "top-level" page.
- v All online information must be accurate and up-to-date. Printed documents that are made must be accurate since users may base important decisions on these (e.g., student loan application deadlines, policy guidance, etc.). Inaccuracies must be avoided since these often compromise meaning (e.g., missing text, misarranged table cells, etc.). The electronic version of the printed document must reflect the same cosmetic details, but since HTML does not precisely mimic the printed page, the document may be formatted differently as long as it faithfully conveys the information. Text based documents and forms should be saved as "Rich Text Format" and zipped. Alternatively, where available, Adobe Acrobat may be used to create the printable document.
- vi All time-sensitive information (e.g., press releases, announcements, etc) must be removed, updated or archived if it becomes out-of-date.
- vii Respect the copyrights of text, sound, and graphic material, remembering that the appearance of material in print does not indicate that the university holds permission for use beyond that appearance.
- viii Regarding Commercial Links
- ix University of the West Indies, Mona web pages may provide a link to a commercial site if the University has an exclusive contractual relationship with the business.
- x University of the West Indies, Mona pages can provide a link to a commercial site if the site provides a service to the University's primary community (faculty, staff, or students), as long as the university is not receiving any goods or services for creating the link. (e.g. <http://web.brittanica.com/>)
- xi Check pages on a regular basis for dead links and to keep information current
- xii University of the West Indies, Mona Web Centre <http://uwimona.edu.jm/webcentre.htm>) contains links to the web Style Guide, design and content suggestions, and Internet resources.
- xiii Many computers in the world are still running Netscape or Internet Explorer (IE) version 3.0 browsers. Because of this, all UWI, Mona official web pages must have alternatives for any special features they provide that may not work in these older browsers. Examples of features that must have an alternative animation pages created with Macromedia Flash. Providing an alternative for frames is only something that must be done if there is a demand from your users that they need a non-frames version of your web site. In an instance like that, you may want to consider redesigning your site to not use frames at all.

- xiv All pages must be 600 pixels wide or smaller. This allows viewing each site on a broad range of monitors, from laptops to older computers with 15" monitors set to 640 X 480 resolutions. Pages should be tested in Netscape 3x, 4x and newer versions and IE 3x, 4x, 5x and newer versions. A good way to keep your web page within 600 pixels is to use a table with a width of 600 and put everything in that table.
- xv All images, except for place holders and images used as spacers must have the ALT text defined. The ALT text describes the image, or in the case of navigation, gives a text version of what the button says. An example of this is if we had an image, which had "Home" written on it. The ALT text in this case would be "Home" and this would be displayed should the image fail to load.
- xvi Alternatives must be given for any new technology used on a web page that is critical to the user. New technologies represent anything that is not a standard in all web browsers, such as Java and Flash. Any link to the alternative must be in standard HTML, and not on the Java or Flash applet.
- xvii For impaired users, captioning for audio and video must be provided. For any navigation that uses images, a text version must be provided somewhere on the body of the page

6. Design Considerations

□ Meta search

Some engines look for of "Meta tags" in the HTML of web sites to search them. This allows web site owners to specify what their web site contains. The following two meta tags are placed between the <head></head> tags in the HTML. These allow your web site to be searched by Meta tag searching engines.

```
<meta http-equiv="keywords" content="Descriptor, Descriptor, etc">
```

```
<meta http-equiv="description" content="Description of web site">
```

□ UWI Official Colors

The University has three official colors namely Red (Mona), Gold with Black (Cave Hill) and Blue (St. Augustine). UWI, Mona uses specific colors for pages maintained by the web Team. These colors most closely match the Pantone Matching System (PMS) colors used in print publications at the University. The colors are as follows:

	Gold: RGB: 255,255,102
	Blue: RGB: 17, 21, 101

	Red: RGB: 241, 0, 67
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□ **General Page Setup**

It is recommended that you use a white background or a transparent repeating image for your page background. This will help keep UWI, Mona web sites alike, and help the readability of the page. Dark-colored backgrounds are not allowed.

Try not to underline a word if it is not a link. While that may be the proper way to handle it in print, underlining is intended to identify a hyperlink on the web.

If you wish to have a link open in a new window, use the `target = "_blank"` property and not JavaScript unless you are absolutely certain that the target page will not fall outside of the general scheme..

An example of the HTML for this looks like this

```
<a href="http://web.uwimona.edu.jm/images/trial" target="_blank">A test of the blank target</a>
```

Wherever possible, left-align bodies of text more than a few lines. Center or right-aligning text causes readability problems.

It is recommended that you do *not* place a hit counter on your pages from outside sources. The page is then required to contact this outside source to retrieve the hit counter image. Depending on the layout of the page, this may even cause the web page not to display at all till the hit counter image is loaded.

Fast animated gifs or **blinking texts** are distracting. Use animated GIFs sparingly but you must avoid blinking text at all costs! It is very hard to read.

Unless absolutely necessary, *never* use all CAPS.

□ **Checking Content and Spelling on a Page**

You should always check your content for grammatical and spelling errors. Pages should be proofread regularly. If you are using a web page editor (e.g. MS FrontPage) then use the spell check feature included in the programme before you publish pages to the public.

Keep the content of your site current! A university web system must provide current information for the users.

Hyperlinks, particularly to servers outside the uwimona domain, should be checked regularly to repair broken links and avoid "404" error messages.

□ **Never Remove HTML pages**

In the web many people can have links to any of your web pages. If you move, rename or delete one of your files, it may cause someone's link to become invalid, and if that invalid link is detected, it might take a lot of searching by that person to find the new link (if one exists). To solve this, it is recommended that you place a notice that the page has moved, or has been deleted. The process to rename, remove or delete files may be complicated at first but it will save you the hassle of dealing with *angry* users who want to know what happened to the resource they were trying to access from an outside site or from a printed publication.

To move, or rename a web page (eg. change Style.htm to StyleGuide.htm) do the following:

- a. Copy the original file and rename or move it to its new name or location.
- b. Replace the original file with a page that will inform the person the page has moved, and then forward them to the correct URL. Use the web Page Forwarding HTML Generator to create the HTML.
- c. Use a text editor (eg. Notepad in Windows) to open the original file. Remove all the text in the file, then paste in what you copied from the web Page Forwarding HTML Generator. Then save the file and test it out.
- d. To remove a web page you really are going to disable it. To disable a page do the following:
 - i. Create a "Page Removed" page that will inform users that the page has been removed and then give them options of where to go next.
 - ii. Replace the file you want disabled, with a page that will forward the user to the "Page Removed" page. Use the web Page Forwarding HTML Generator to create the HTML for this, but enter the URL of your "Page Removed" page in the "URL" text box.
 - iii. Use a text editor (eg. Notepad in Windows) to open the file to be disabled.
 - iv. Remove all the text in the file, then paste in what you copied from the web Page Forwarding HTML Generator. Then save the file and test it out.

□ **Tables**

Use tables to align images and columns of text on the page. Tables, form fields, or text boxes nested within the table template may not extend beyond the fixed 600-pixel width of the table. A way to do this is to set these nested tables to 99% or 100%, rather than trying to calculate pixels.

Avoid setting cell height on any tables. If you are using a table cell to hold space between cells, use a single-pixel gif to hold the height of the cell and

set the image height to the desired height in the HTML. This is the only instance you should ever resize images in the HTML.

Left and top align text in all table cells. Right or bottom or center alignment is acceptable within a well-planned design if it adds to text and table readability or page function. Generally, center alignment is hard to read. Example of options:

Top and left- aligned	Top and center- aligned	Top and right- aligned
Bottom and left- aligned	Bottom and center aligned	Bottom and right- aligned

❑ **JavaScript**

JavaScript may be used on UWI, Mona web pages.

❑ **Java**

Java technology is not recommended for UWI, Mona web sites. If the Java application provides some sort of vital service, an alternative must be given.

❑ **Flash™**

Pages created with Flash must have browser type and version detection, Flash version detection, and a no-Flash page option.

❑ **Absolute Links and Relative Links**

A relative link is one with part(s) of the address not specified in the URL. For example, if the server is not specified in the URL, the web browser uses the current page's server location. The unspecified part of the URL is written with “../” which is read as “go up a level within this web site.” If the file is ever moved to another server, there will be no hard coded reference to the old server, and links will not break. Use relative links within your web site.

An absolute link is one with all parts of the address specified. For example, the server is specified, and the names of all folders within the path are also specified. Use absolute links to link off of your site.

When you create a new site or redesign a site on a development server, be sure that you are using relative links within the site. If absolute links are hard coded to the development server, these links and graphics will all break once the site is loaded onto the live server.

❑ **Your Responsibility to persons with Disabilities**

All UWI, Mona web pages should be designed in a way that ensures the content is accessible to the widest possible audience. Please refer to the web Content Accessibility Guidelines. (<http://web.w3c.org/TR/WAI-NOELCONTNENT>) published by the [World wide web Consortium](http://web.w3c.org) (<http://web.w3c.org>).

❑ **Using PDF, HTML, Microsoft Office Documents**

Whenever possible, convert text information into HTML. Your pages are searchable this way. Documents that need to be printed in their exact format (application forms, for example) should be made into Rich Text Format and compressed using WinZip or be made into PDF using Adobe Acrobat. Original document files that require original programmes to open them should not be used on the public site. Both WinZip and Adobe Acrobat Reader are available as free ware and links should be provided to the use on how to download these.

❑ **Page File Size**

Keep your download time low. The web page itself should be kept below 40K; otherwise the page needs to be divided in some way.

❑ **Setting Image Sizes**

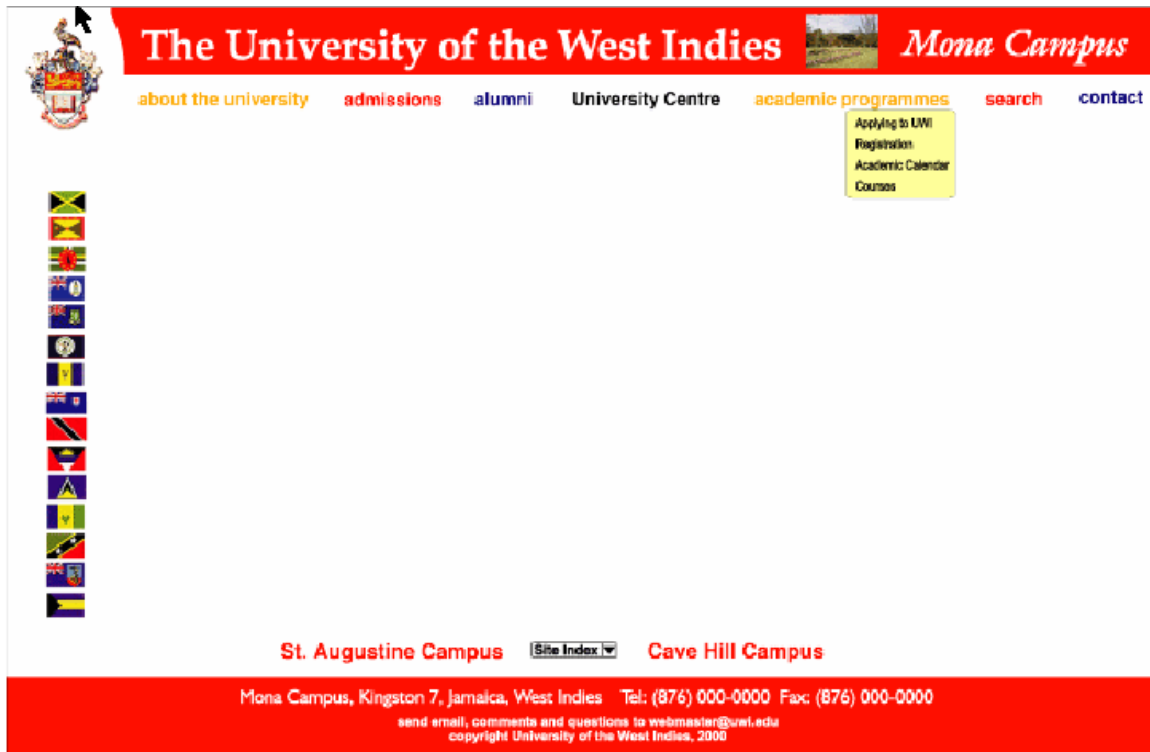
HTML pages that have image sizes coded into the page will load faster. It is highly recommended that all images on UWI, Mona web pages have images with set sizes. Set image size in the HTML, but do not use this feature to resize your images. Use it to set the existing size only. You must use a professional image editor such as Adobe Photoshop to resize your images, or seek assistance from the web Support Unit at MITS.

APPENDIX B

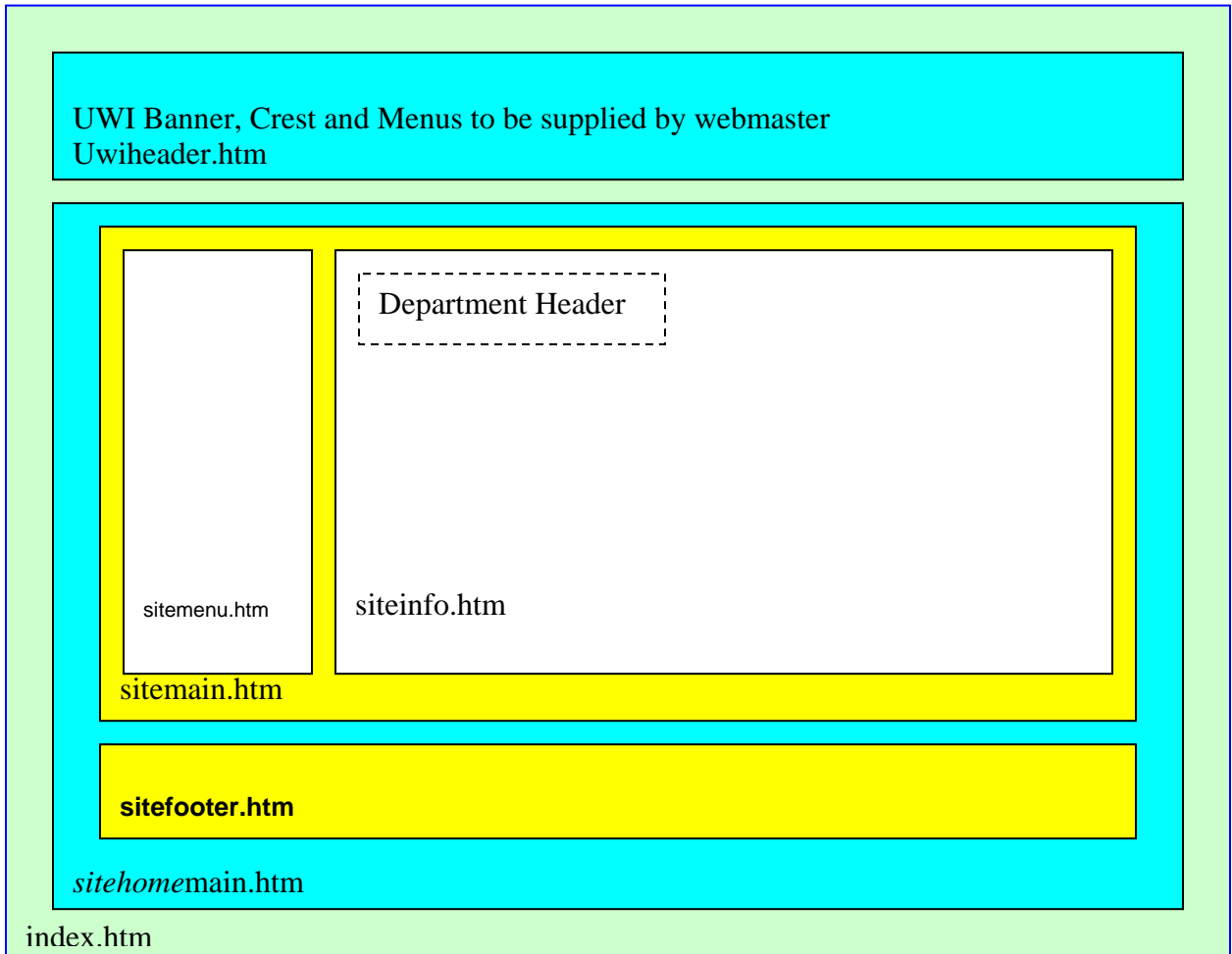
Website Template Structure

..\home.htm

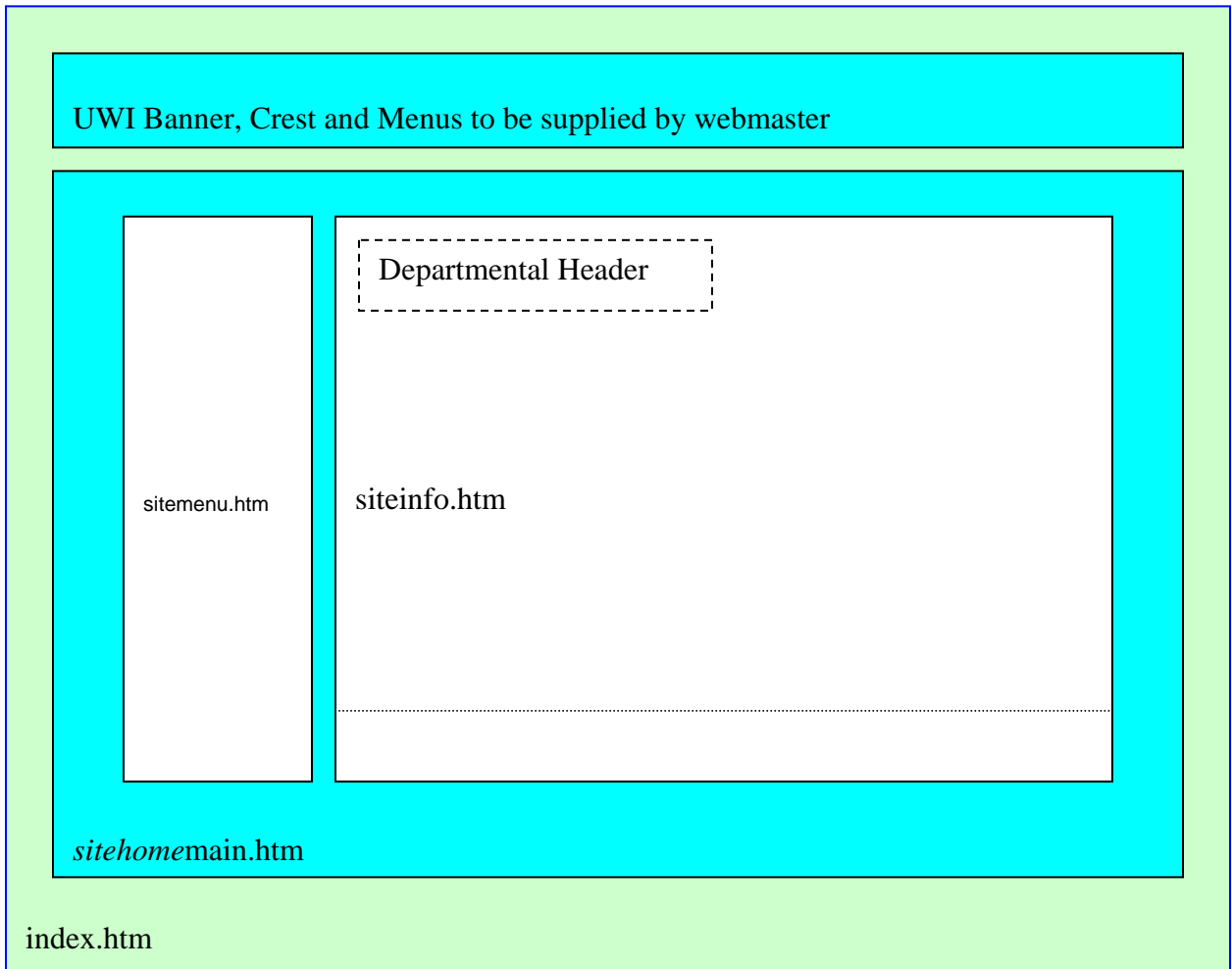
This is the campus home page. It consists of three frame pages namely uwiheader.htm, uwifooter.htm and uwimain.htm. uwiheader.htm will be displayed on all official pages (see template options 1 and 2 below) and contains the UWI caption, the coat of arms the top level menu which will be used to navigate around the campus website. The menu items in the picture below are for demonstration purposes only. uwimain.htm holds content while uwifooter.htm holds contact information for the University.



Official pages Option 1



Template Option 2



All UWI pages will use a series of interwoven frames as per the diagram above. The pages for the parent frames must be named according to the standards established above as these will facilitate the webmaster mapping each page in the new site to the relevant pages in the existing website. In all cases, web authors should substitute the “site” sub string in the file names with the names of their own department/unit etc.

Standards for the frames:

Option 1:

index.htm

This page consists of two (2) frames: *sitename_header.htm* and *sitehome.htm* . In the html code, the frame holding *sitename_header.htm* should be set to 60 pixels, while the frame for *sitehome.htm* should be set to auto (*). See the code below.

```
<frameset rows="60,*">
  <frame name="header" scrolling="no" noresize frameborder="0"
    framespacing="0" border="0" target="main" src="..\uwiheader.htm">
  <frame name="main" frameborder="0" framespacing="0" border="0"
    src="sitehomemain.htm" scrolling="auto">
</noframes>
.....
```

Sitehomemain.htm

This page is comprised of two (2) frames that hold *sitemain.htm* and *sitefooter.htm*. In the html code, the frame holding *sitefooter.htm* should be set to 60 pixels, while the frame for *sitemain.htm* should be set to auto (*). See the code below.

```
<frameset rows="*,60">
  <frame name="main" src="sitemain.htm" frameborder="0" framespacing="0"
border="0" target="main">
  <frame name="footer" scrolling="no" noresize frameborder="0" framespacing="0"
border="0" target="main" src="sitefooter.htm">
</noframes>
.....
```

sitehomemain.htm

This page is comprised of two (2) frames that hold *site_memenu.htm* and *_siteinfo.htm* . In the html code, the frame holding *site_memenu.htm* should be set to 135 pixels, while the frame for *_siteinfo.htm* should be set to auto (*). See the code below.

```
<frameset cols="135,*">
  <frame name="contents" frameborder="1" framespacing="0" border="0" scrolling
="no" target="main" src="sitemenu.htm">
  <frame name="main" frameborder="0" framespacing="0"
border="0"src="siteinfo.htm">
</noframes>
.....
```

Option 2:

This option is a minor modification to Option 1. It does not include a footer frame but rather, contact information is displayed on the siteinfo.htm page.

index.htm

This page consists of two (2) frames: sitename_header.htm and sitehome.htm . In the html code, the frame holding sitename_header.htm should be set to 60 pixels, while the frame for sitehome.htm should be set to auto (*). See the code below.

```
<frameset rows="60,*">
  <frame name="header" scrolling="no" noresize frameborder="0"
    framespacing="0" border="0" target="main" src="..\uwiheader.htm">
  <frame name="main" frameborder="0" framespacing="0" border="0"
    src="sitehomemain.htm" scrolling="auto">
</noframes>
.....
```

sitehomemain.htm

This page is comprised of two (2) frames that hold site_memenu.htm and _siteinfo.htm . In the html code, the frame holding site_memenu.htm should be set to 135 pixels, while the frame for _siteinfo.htm should be set to auto (*). See the code below.

```
<frameset cols="135,*">
  <frame name="contents" frameborder="1" framespacing="0" border="0" scrolling
="no" target="main" src="sitemenu.htm">
  <frame name="main" frameborder="0" framespacing="0"
border="0"src="siteinfo.htm">
</noframes>
.....
```

Pages containing information.

sitemenu.htm

As a general rule, no page other than sitemenu.htm should contain menus. This will assist in preserving the general look and feel of the overall structure of the site. The target for hyperlinks from this page should be “main” (the frame holding siteinfo.htm) .

The structure of menus may be

- i) a list of hyperlinks
- ii) javascript array menus (pop-up menus)
- iii) trees.

In all cases, this menu should include a link to the Mona home page using the target = “top” attribute in the <a href> tag.

siteinfo.htm

This is the default home page for each website. All other information page should be loaded in this frame. If a hyperlink in a page in this frame should replace the currently loaded page, then the target = “_self” attribute of the <a href> tag should be used in the hyperlink.

uwiheader.htm

This is the header file which identifies the campus. It will be provided by MITS and can be linked using the relative address “..\uwiheader.htm”. It will be stored at the root of the website.

Departmental Header

This is an area on your home page (*siteinfo.htm*) which identifies your unit/dept. Authors are given latitude in determining whether it will be an image or a cell of a table. It should however be conspicuous yet easily read and should be displayed on all your content pages to identify to whom the pages belong.

sitefooter.htm

This page should contain contact information about the department /unit. Authors are given the latitude to determine whether this will be displayed on the homepage only or on all content pages.

sitemenu.htm

This is the index panel for each department/unit site and will contain links which update the content to replace *siteinfo.htm*.

siteinfo.htm

Unofficial pages

Unofficial pages will use either template Option 1 or 2 but will differ as the frame holding *uwiheader.htm* will contain caption for the site. These pages will therefore not require the “department header indicated on each of the template options. The header caption will not be allowed to use the coat of arms and the *footer.htm* page must include the disclaimer specified in the policy indicating that the page is an unofficial page.

APPENDIX C

Glossary

Definitions

Official Information/Page/Publisher

Any text or graphic matter published by a University Department, Office, Center, Programme, Faculty or committee is considered “official” information, and web pages containing official information are considered “official pages.” The entity that publishes official pages is considered to be an “official publisher.”

Unofficial Information/Page/Publisher

Text or graphic matter published by a bargaining unit, student organization, project, student, or staff member is considered “unofficial” information, and web pages containing unofficial information are considered “unofficial pages.” The individual or organization publishing unofficial information is regarded as an “unofficial publisher.”

Homepage

A home page is the entry point to a web server or front page of every web site. It is the first page of information accessed by a visitor.

Document

A document is a set of information designed and presented as an individual entity. A publication is a good example of a document. It may contain logical sub-units such as parts, sections, or chapters; but it is typically created, updated, and presented as a single unit. The web presentation of a document may consist of one or more web pages.

Document Collection

A document collection is a set of documents that are logically related, usually by their content, target audience, or origin.

Page

A page, in web parlance, is an individual computer file that can be addressed by a hypertext link. Documents and collections are constructed of linked pages. Although most pages are static files, some are not. HTML forms, Active Server Page (ASP) scripts, and other mechanisms may be used to create pages that are front-ends to databases or other types of information services. Such services may dynamically create new pages containing query responses or customized forms in response to user input.

web Server

A web Server is a computer that provides access to one or more collections of documents using World Wide web formats and protocols. Each server has a main entry point or home page, although numerous files or pages are usually directly addressable.

Mona Information Technology Services (MITS)

Department mandated by the Finance and General Purpose Committee (F&GPC) and the University General Services Committee (UGC) to take responsibility for all Information Technology on the campus. MITS comprises three Units: Administrative Computing Unit (all data and computer applications), Technology Services Unit (all hardware and communication facilities) and Educational Technology Unit (all e-learning facilities).

Information Technology

All computer hardware, software, telecommunications facilities and other information processing instruments used in the promotion of learning and in the harnessing of information save and except those under the mandate of the Electronics Unit.

web Master

Person mandated by the MITS to take overall responsibility for the management of the UWI, Mona's web sites including content, design and adherence to policies.

web Administrator

Person mandated by the MITS to take responsibility for the efficient operation of the University's web servers including response time, security and access.

web Committee

Committee formed to develop and enforce the University's web policy and to provide special authorizations for use of the web. The committee is comprised of the managers of the three MITS Units, the web Administrator and the web Master.