

## EBSS LibGuides Guidelines

updated November 2016

### Design:

- Use the side menu layout.
- Include ACRL/EBSS in the guide title.
- Include the name of the committee(s) responsible for the guide in either the guide title or on the first page (“Welcome” page) of the guide.
- Guide and each page has friendly URL, based on <http://acrl.libguides.com/ebss/>. e.g., <http://acrl.libguides.com/ebss/lrcs/photojournalism>
  - o Two-word subjects: put an underscore between each word, e.g., `media_ethics`
- Include a “Welcome” page as the first page of your guide.
- Use default fonts, size, and formatting in LibGuides only.
- “Last updated” information appears automatically at the bottom of a published page.

### Boxes:

- Organize links/resources by importance rather than alphabetically.
- Use *paste as plain text* or *paste from Word* when copying from wikis, email and Word.
- Use appropriate content items for sources (i.e. Books from Catalog for books; Document/File for attachments).

### Links:

- Use the link content type when adding links to your guides - not the rich text box so that LibGuides will run automatic link checking.
- If you are updating an existing link, remember to **edit the link from the Assets list**. Don't bring it into a box and then edit, nor make a copy of it.
- Window Target: set to “Open in new window”
- Link fee-based resources to the vendor's website with a resource description.
- Keep descriptions to 3 or 4 lines.
- Description display: set to “Hover over ‘info’ icon”
- Check links through the Link Checker.

- When linking to books, link out to WorldCat using the permalink tool (link to title + OCLC number).
- When compiling lists of subject headings, link out to Worldcat using the permalink tool, limit to books.

**Link Naming:**

- Fee-based resources should be indicated with (fee-based) in the title.
- Format for database titles in links:
  - o If fee-based:
    - Resource Name (Publisher Name): e.g., ABI/Inform Complete (ProQuest)
    - If a resource title includes a vendor’s name on the vendor’s website, use this format: e.g., ProQuest Accounting and Tax
    - Don’t use periods in the end of links
  - o If open access:
    - Include a note to that effect e.g., (open access)
- If the name of organization is also widely known under its acronym, use the following format:
  - o Full Organization Name (Acronym)
  - o United Press International (UPI)
- When linking to a specific page/resource on a website (not the homepage), use the following format:
  - o Full Organization's Name (Acronym) – Title of Resource
  - o U.S. Security and Exchange Commission (SEC) – Edgar Search Tools

**Images and Media**

Use [Best Practices for Images](#)

|                      |  |
|----------------------|--|
| <b>adding images</b> | Upload images into <b>Shared Library</b> and add keywords to identify images. Use <b>Alt text</b> for all images |
| <b>image files</b>   | Use <b>PNG</b> for screenshots and <b>GIF</b> for icons and buttons.   |
| <b>image size</b>    | Set image percentage rather than size<br>Upload images appropriately sized for websites                          |

|  |  |
|--|--|
| <b>image spacing</b>                   | For right or left justified images, use Hspace & Vspace for horizontal and vertical "padding" around the image |
| <b>media (audio, video or widgets)</b> | Use <b>Media / Widget content type</b> to embed media  |

## Writing and Formatting

Use the default font, size, and formatting in LibGuides.

|  |   |
|--|---|
| <b>&amp; or and</b>                      | Use <b>and</b> unless referring to a specific name or title (ex. Databases & Indexes)                                 |
| <b>articles</b>                          | Provide complete citation in requested or subject specific style<br>Use APA if no style is specified                  |
| <b>book titles</b>                       | Italicize and use APA style   |
| <b>bullets</b>                           | Use bulleted lists when listing more than three items<br>Use numbered list for instructions or steps                  |
| <b>database titles</b>                   | Bold titles   |
| <b>e-book or ebook or Ebook</b>          | Use <b>ebook</b> ( <b>Ebook</b> when used in a header or title)   |
| <b>e-journal or ejournal or Ejournal</b> | Use <b>ejournal</b> ( <b>Ejournal</b> when used in a header or title)   |
| <b>e-mail or email or Email</b>          | Use <b>email</b> ( <b>Email</b> when used in a header or title)   |
| <b>internet or Internet</b>              | Capitalize when used as a noun (i.e. "on the Internet") but not when used as an adjective (i.e. "internet resources") |
| <b>headers</b>                           | Use the headings options under the Format drop-down menu<br>Helps with accessibility                                  |
| <b>journal titles</b>                    | Italicize   |
| <b>list with three or more items</b>     | Use the Oxford comma (comma before the conjunction)   |
| <b>log in or log-in or login</b>         | Use <b>log in</b> unless providing instructions for a specific resource (ex. Login using RefWorks)                    |
| <b>numbers</b>                           | Write one through nine as words; 10 and above as numerals<br>Use numbered list for instructions or steps              |

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|-----------------------------|--|
| <b>online or on-line</b>    | Use <b>online</b>  |
| <b>personal information</b> | Remove any personal or identifying information   |
| <b>phone numbers</b>        | Area code followed by seven-digit number<br>Periods, not hyphens. (ex. 617.287.5000)           |
| <b>sentence spacing</b>     | Use one space between sentences  |
| <b>URLs</b>                 | All URLs should be lowercase but linking to text is preferable                                 |
| <b>web or Web</b>           | Use <b>web</b>   |
| <b>web site or website</b>  | Use <b>website</b>   |
| <b>WorldCat</b>             | Link to <a href="http://www.worldcat.org/">http://www.worldcat.org/</a> not individual library |

**For Additional Guidelines**

Look at [Best Practices for Building Guides](#)