

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](#)

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

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

Writing and Formatting

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

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

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

For Additional Guidelines

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