



## University of Oxford, University Administration & Services

### CMS Implementation: Style Guidelines

#### Document Version Control

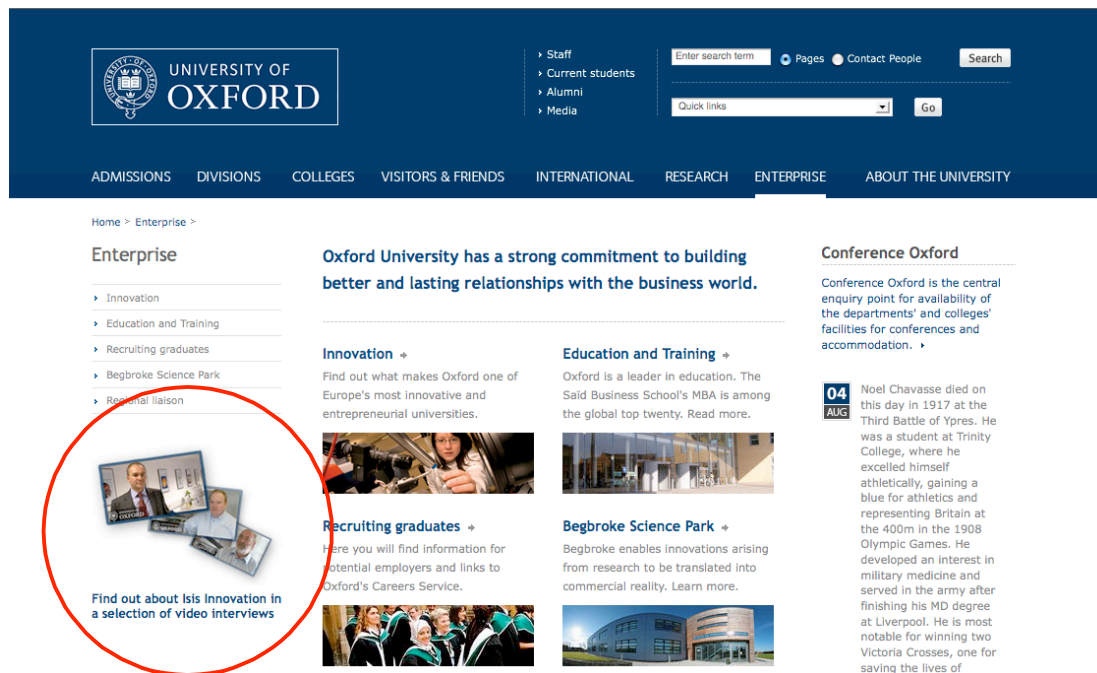
Version	Author	Date	Changes
1	Christopher Eddie	05/08/09	first draft
1.1	Christopher Eddie	21/04/10	Addition of image libraries
1.2	Christopher Eddie	08/11/10	Amends to labelling

#### Contents

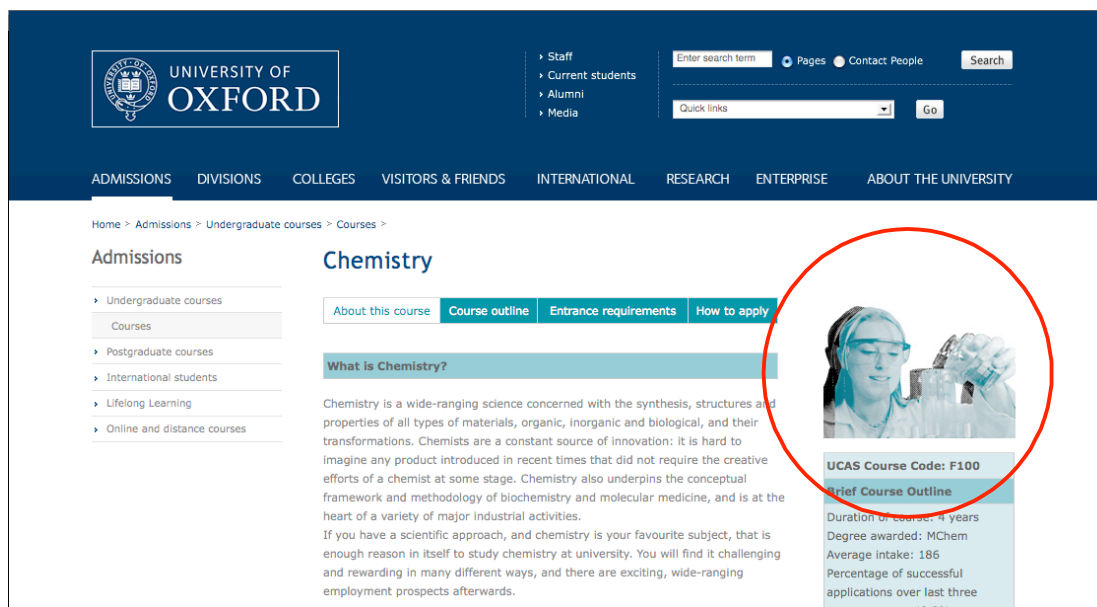
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## 1.0 Layout

There are two templates, one has three columns and the other has two columns. The left hand column is reserved for the site's navigation menu, although it is possible to place elements below this menu (**note:** these two images are taken from oxweb not adminweb).



We recommend that you mainly use the three-column layout and that you utilise the right hand side column to add links to other useful content. It is also possible to add other elements to this column, such as graphics.



## 2.0 Labelling in right hand column:

To maintain consistency throughout the whole UAS website please use:

- **Related links** – for links to other parts of your site or a site within the University
- **Find out more** – for links to sites outside the University
- **Documents** – for links to any downloadable file, e.g. Word or PDF

If you manage a particularly large website or have some pages that house content that you know is very important to your users then you may want to use a further label to differentiate it from the three above, e.g. **Quick links**, **Key information**, etc.

In some cases it may make sense to use a drop down list (“GI Quicklinks menu” in SiteManager, see Page 4)

**Please note** that these titles only have an initial capital letter (Find out more, **NOT** Find Out More)

### Page naming conventions

It is recommended that sentence case is used,  
e.g. Notes for applicants, **NOT** Notes For Applicants

Correct naming

The screenshot shows the PRAS Planning & Resource Allocation UAS website. The header includes the PRAS logo, a search bar, and the University of Oxford logo. The breadcrumb trail reads: UAS Home > Planning and Resource Allocation Section > John Fell Fund >.

The left-hand navigation menu is highlighted with a red box. The 'John Fell Fund' section is expanded, showing the following links:

- > About us
- > Committees
- > Resource allocation
- > Planning cycle
- > John Fell Fund
  - About the Fund
  - Notes for applicants
  - How to make an application
  - Deadlines
  - Committee
  - After an award is made
  - FAQs
- > Research
- > University organisation chart
- > Heidi
- > Contact us

The main content area is titled 'The John Fell Fund'. It contains the following text:

**The next deadline for applications to the Fund will be Wednesday 12 January 2011 (noon).** All applications should be submitted to the relevant divisional office for consideration. This deadline applies to both Main and Small award schemes under the John Fell Fund (in addition to Divisional awards for the Humanities Division).

For further information on divisional applications made within Humanities, please refer to the divisional website.

Please do not submit the applications directly to John Fell Fund Secretariat.


Further information is given in the [FAQs section](#).

If you have any queries about the Fund, please address them to [JohnFellFund@admin.ox.ac.uk](mailto:JohnFellFund@admin.ox.ac.uk).

The right-hand column contains two sections:

- Related links**
  - > John Fell OUP Fund research committee
  - > Humanities Division Fell Fund criteria
  - > Finance Division Fell Fund procedures
- Find out more**
  - > Oxford University Press

The bottom of the page features a grid of images with captions: 'About the Fund', 'Notes for applicants', 'How to make an application', 'Deadlines', 'Committee', and 'After an award is made'. At the very bottom, there are links for 'Back to top', 'Print this page', and 'Recommend this page'.




- Staff
- Students
- Alumni
- Media

[ADMISSIONS](#)
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Home > Student Gateway >

## Student Gateway

- Arriving as a new student
- Visas and immigration
- Academic guidance
- Student life
- Fees, funding & living costs
- Welfare & support
- Examinations & assessments
- Graduation & leaving Oxford
- Latest news



Student Information




Contact Us

## Welcome to the Student Gateway

This gateway provides a single point of access to information, services and resources for students.


### Scholarship for DPhil students

The Philippe Wiener-Maurice Anspach Foundation offers a scholarship to conduct research in Brussels.




### Shakespeare on iTunes U

Shakespeare's entire First Folio is being made available to download for free from iTunes U.




### Graduate Supervision

Student reporting is open for Michaelmas term between the 15th and 26th November.



### Seasonal flu health advice

Guidance on measures to minimise contracting and spreading normal ("seasonal") flu and colds.



### Term dates for Academic Year 2010/11

\* Please note that pre-session courses, freshers events, teaching and examinations may take place outside of term dates. Check with your college or department before making travel plans.

Term	From	To
Michaelmas 2010	Sunday, 10 October	Saturday, 04 December
Hilary 2011	Sunday, 16 January	Saturday, 12 March
Trinity 2011	Sunday, 01 May	Saturday, 25 June

### Student Self Service


- Login
- What is Student Self Service?
- Guide to registration

#### How do I...?

Select a question from the list and hit "Go".

#### Resources

Select a resource from the list and hit "Go".



#### Wall of 100 Faces

Find out what current students think about Oxford...

### 3.0 Graphics and consistency

Adding graphics to a website is invariably a benefit, but using poor quality images in a wide variety of sizes and in different places on different pages will quickly make your site appear amateur. We suggest using the following:

**Dimensions** (in pixels, always keep original image's proportions, crop to fit, do NOT squash or stretch in one direction):

- Banners – 470 x 135
  - Banners for Two column pages can be 695px x 135pc
- Main section index – 215 x 62 (images used to illustrate sections within a section)
- Side column – width 195, height proportional

Graphics can be placed in the main content area too (the middle column in the three column layout) but we suggest that you make them a consistent width, see example.

#### Placement

- Banners go at the top in the section titled “Banner image” in Site Manager's Content panel
- Main section index images go in the “Feature Image” section of the GI Main Section Index Box template
- Side column images go in the “tertiary\_content” areas of the section, usually in a GI Further Content template

#### Quality

- Always work from the original graphic and reduce, quality is a one way street, if you scale a small graphic up it will look bad
- Make sure you are working in RGB mode, not CMYK (in Photoshop, Image > Mode)
- Print resolution is 300 dpi (dots per inch), for monitors 72 dpi is enough, over that and you are just making the filesize unnecessarily large
- Use jpg for photographs, gif for diagrams or illustrative graphics
- Do not use the lowest setting for jpg compression; if it makes the image grainy or blocky, the negligible increase in page loading speed will not be worth it

#### Where to find them

There are many online picture libraries and some offer images at very low rates, even free. We recommend trying:

- <http://www.istockphoto.com> (about £3 for an image large enough for web work)
- <http://www.dreamstime.com> (prices begin at 14p.)
- <http://commons.wikimedia.org> (free, but often with restrictions)

#### Where to get help

The Web Bureau will be able to help you or [christopher.eddie@admin.ox.ac.uk](mailto:christopher.eddie@admin.ox.ac.uk)

## Examples:

### Banner

**PRAS**  
PLANNING & RESOURCE ALLOCATION  
UAS

☒ This site ☐ University of Oxford ☐ People

[UAS Home](#) > [Planning and Resource Allocation Section](#) > [Research](#) >

[About us](#)

[Committees](#)

[Resource allocation](#)

[Planning cycle](#)

[John Fell Fund](#)

**Research**

[RAE 2008](#)

[REF](#)

[Symplectic](#)

[University organisation chart](#)

[Heldi](#)

[Contact us](#)

## Research

The pages in this section provide an overview of the following:

- The [Research Assessment Exercise \(RAE\)](#) of the The Higher Education Funding Council for England (HEFCE), published 18th December 2008.
- The [Research Excellence Framework \(REF\)](#) which is being developed by HEFCE to replace the RAE.
- '[Symplectic Elements](#)' - a research information web tool, provided by PRAS in preparation for REF2014.

For further information please contact [Peter Ibberson](#).

### Related links

- [Research committee](#)

### Find out more

- [RAE website](#)
- [HEFCE website](#)
- [Symplectic website](#)

### Main section index

### Side Column

[Staff](#)

[Students](#)

[Alumni](#)

[Media](#)

☒ Pages ☐ Contact People

[ADMISSIONS](#) [DIVISIONS](#) [COLLEGES](#) [VISITORS & FRIENDS](#) [INTERNATIONAL](#) [RESEARCH](#) [ENTERPRISE](#) [ABOUT THE UNIVERSITY](#)

[Home](#) > [Student Gateway](#) >

## Student Gateway

- [Arriving as a new student](#)
- [Visas and immigration](#)
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- [Student life](#)
- [Fees, funding & living costs](#)
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**Student Information**

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- [What is Student Self Service?](#)
- [Guide to registration](#)

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#### Resources

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#### Wall of 100 Faces

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Side column size used in main content column

### Getting adequate exercise

Increasing your exercise levels can reduce the risk of obesity, diabetes, heart disease and cancer. It can help you meet people, boost your energy levels, reduce stress and lift your mood. For health benefits aim for at least 30 minutes of exercise a day on five days of the week. The exercise does not need to be all in one go but should cause heart and lung rates to increase. The activity can be formal such as going to the gym, for a bike ride, or to the pool for a swim or it can be built into your day-to-day life such as walking to work, doing the garden and using the stairs rather than the lift. The University supports sports and social facilities which can help to make exercise fun and a part of your lifestyle.

- [How to start exercising](#)
- [Cycling](#)
- [University Club \(Sport and Social\) Membership](#)
- [Sport and Swimming Facilities](#)
- [Staff Well-Being](#)

[Back to top](#)

### Getting enough good quality sleep

Sleep is essential for health and well-being. If our sleep is disrupted and we become sleep-deprived it can adversely affect our health in both the short and the long term. See the Good Sleep Guide for information on how you can improve the quality and quantity of your sleep and reduce the risk of ill-health.

Link: [Good Sleep Guide](#)



[Back to top](#)

### Stopping smoking

Smoking is one of the main causes of preventable ill health in this country. Giving up is not easy but once you have decided to there is plenty of support available to help you. You are more likely to succeed if you are supported. See the attached web link for advice and information.

[Link to our stopping smoking page](#)

[Back to top](#)



## 4.0 Tables

Tables will invariably look better in the two-column layout. If there are several tables on the page they will look better if their column widths are consistent.

The screenshot shows the Occupational Health UAS website. The header is dark blue with the 'OCCUPATIONAL HEALTH UAS' logo on the left, a search bar and navigation links in the center, and the University of Oxford logo on the right. A breadcrumb trail reads 'UAS Home > Occupational Health > Policies And Guidance >'. A left sidebar contains a list of links: 'About Us', 'Policies And Guidance', 'Health At Work', 'Health Service For Overseas Visitors', 'Forms', 'First Aid / Emergency', and 'Contact Us'. The main content area is titled 'Policies and Guidance' and includes the text 'These Policy Statements form part of University health and safety policy'. It features two tables: 'Policies' and 'Guidance', both with 'Reference' and 'Description' columns. The 'Policies' table lists six items, and the 'Guidance' table lists six items.

**OCCUPATIONAL HEALTH UAS**

Enter search term

[This site](#) [University of Oxford](#) [People](#)

UNIVERSITY OF OXFORD

UAS Home > Occupational Health > Policies And Guidance >

- ▶ About Us
- ▶ Policies And Guidance
- ▶ Health At Work
- ▶ Health Service For Overseas Visitors
- ▶ Forms
- ▶ First Aid / Emergency
- ▶ Contact Us

### Policies and Guidance

These Policy Statements form part of University health and safety policy

#### Policies

Reference	Description
DHS 1/07	Occupational Health
DHS 2/06	Use Of Natural Rubber, Latex Gloves,
DHS 1/06	Misuse of Alcohol in the Workplace
DHS 1/04	Immunisation
DHS 2/03	Sharps, Splash and Bite Injuries
DHS 3/03, S2/03	Laboratory Animal Allergy Prevention
DHS 1/03	Taking Blood From Colleagues

#### Guidance

Reference	Description
DHSM1/08	Planning For Working During A Heat Wave
DHSM3/07	Laboratory Ergonomics
DHSM2/07	The Management of human risk of infection with avian flu - Occupational health guidelines for University Staff who handle birds (for select departments only please contact Occupational Health)
DHSM1/07	New Employees Who May Require Registration For Health Surveillance Under COSHH
DHSM1/05	Health Surveillance Procedures Within Revised Control Of Substances Hazardous To Health (COSHH Policy)
DHSM2/04	First Aiders And Hepatitis B Vaccinations