

# Style Guide for Contributors

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Editors should follow these guidelines. This style guide is in place for several reasons:

- The Web site must meet Section 508 Amendment to the Rehabilitation Act of 1973. The purpose of 508 is to make information technology accessible to people with disabilities. The JJC Web site must be in compliance with these standards.
- They make the Web site compatible with multiple browsers and computer types
- They make the Web site easier to use, through usability and design standards

## Content

1. No text color other than black. (No red, green, etc). Red is ONLY for emergencies and should only be applied to key words, and not whole sentences or paragraphs.
2. No underlining. Links automatically have underlines applied.
3. No bold text, unless you absolutely have to. Do not bold whole sentences or paragraphs.
4. Use italics sparingly and judiciously.
5. Do not center text.
6. Do not have links open in new windows.
7. Make links textual instead of saying “click here”. (ex: Visit the [JJC Web site](#))
8. If you are creating a page, name the page with as short and concise title as possible.
9. Use lists whenever you can and use appropriate headings.
10. Use short paragraphs and if you have large blocks of text, break it up into smaller paragraphs.
11. If content runs twice as long as the side navigation use “bookmarks” at the top of the page.
12. Do not repeat contact information – there is contact info on the side nav.
13. Headers – no h1! Headers should follow a hierarchy:
  - a. H1 – is the title of the page. This is made automatically when a page is created
  - b. H2 – is the main subject of the page.
  - c. H3 – are the main points of the subject.
  - d. No H4's. Use bold as a heading instead.
  - e. Think of headings like a book – H1 is the title, h2 are the chapters, and h3 are other subjects within that chapter.

## Documents

14. Label PDFs by adding '(PDF)'. If documents are large (1mb and over) add '(PDF, file size)'
15. Do not link any document from the side navigation.

## Images

16. If you are creating a page and are using an image, use the “Right Content” layout.
17. Use GOOD quality images and must be at least 250x192 pixels.
18. Borders must be set to 2.
19. No rotating images
20. No logos or icons unless given permission from the originator.

If you have any serious doubts about how you are styling a page, email the Web team at [webmaster@jjc.edu](mailto:webmaster@jjc.edu) . We can give you advice.