

**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.
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- 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 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 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 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 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 Use numbered list for instructions or steps

