

Faculty of Science Web Services Guidelines (September 2013)

1. Purpose

The purpose of the Faculty of Science Online Guidelines is twofold. Firstly to ensure that the faculty's publicly accessible online publications:

- Project the faculty in a positive, coherent and consistent manner, and aligned with the faculty's strategic objectives,
- Are factually accurate and meet legal and regulatory standards (see the [University's Web Standards](#)),
- Are appropriate to the intended audience.

Secondly, the guidelines support the process of enabling staff to publish their research, collaborate with their peers and utilise modern web technology effectively.

2. Scope

The guideline's scope includes all public web content affiliated with the Faculty of Science or one of its departments and schools, research institutes and centres, research groups or Joint Graduate Schools.

3. Background

A single visual style is an important tool in creating a consistent and coherent identity for the Faculty of Science. By adopting some common standards we can ensure that users can instantly recognise any website affiliated with the University of Auckland's Faculty of Science.

Visual branding can aid the goal of attracting potential students, researchers or customers. The Faculty of Science and The University of Auckland are highly regarded internationally for their excellence in research and teaching.

The University follows international standards to enhance the accessibility and quality of The University of Auckland's web presence for all users. The templates on offer are designed to ensure an appropriate level of development standard, in accordance with the [University's Web Standards](#).

4. Requesting a website

- 4.1** The Faculty of Science Web Services Group will assist all staff - research, teaching and administrative - with advice and support for online communication requirements. The group will help staff develop the functionality and content they need.
- 4.2** In the first instance, please contact the Faculty of Science Web Content Coordinator Sabine Kruekel about your web publishing request or fill in the online web request form to determine your functionality needs and timelines (see Appendix 1). The Web Content Coordinator will then set up a meeting to discuss the best solution for your needs.
- 4.3** If the University CMS does not meet your functionality needs, Science IT will discuss other options.

5. Responsibilities of the content owner

- 5.1 All content published as part of your work for The University of Auckland via online channels, no matter if you use internal or external services, is subject to University policies and regulations. The content owner needs to ensure that the content complies with The University of Auckland web policies and guidelines (refer to section 11 for a list of these).
- 5.2 The content owner is responsible for ensuring legal and regulatory compliance for material approved by him/her for publication and for keeping the website content up-to-date (for more information on what this entails see the [Marketing legislation page](#) on the staff intranet).
- 5.3 All website editors responsible for a Jahia website need to attend The University of Auckland web writing and Jahia training courses prior to editing the website; if the website exclusively contains research content, only the Jahia training is required. The Web Content Coordinator can advise you on the dates of upcoming training courses.

6. University Content Management System

- 6.1 The University Content Management System (CMS – currently Jahia) is considered to be the default position for creating and publishing web content (as outlined in section 2 of this document). It is expected that staff contact the Faculty of Science Web Content Coordinator first for each request to create a new website or server space to publish web content.
- 6.2 Jahia websites are hosted centrally by Information Technology Services (ITS) and use the University Content Management System. They are compliant with The University of Auckland web style guidelines and are used for faculty and department/school websites; the websites of research centres, units, and institutes which are hosted by the Faculty of Science or one of its departments/schools; and for websites of other Faculty of Science or department/school entities such as Technical Services. Web sections for research and project groups as well as laboratories can be hosted inside the Jahia website of the associated school or department, as can conference web sections.
- 6.3 Support provided
- The Faculty of Science offers help on how to structure and set up the website, editing support for the initial setup and help with enrolling into the Jahia and web writing courses; after the launch editors can contact the Faculty Web Content Coordinator any time for editing support
 - ITS provides server space and Jahia templates free of charge
 - ITS provides technical support to setup the website and maintain it
 - ITS offers Jahia training and drop-in sessions for editing support
- 6.4 Templates
- The templates which can be used on a Jahia website are outlined in [The University of Auckland Web Style Guide](#). All departments/schools and other entities associated with the Faculty of Science use the Faculty of Science colour scheme; Cross-faculty entities use the University of Auckland colour scheme (for details see [The University's Written and Visual Style Guide](#)).
- Examples:
- www.env.auckland.ac.nz
 - www.stat.auckland.ac.nz
 - www.plantandfood.auckland.ac.nz
 - www.technical-services.auckland.ac.nz

7. Customised services

If it has been agreed between the staff member who requested the web presence and the Faculty of Science Web Content Coordinator that the University CMS does not meet the functionality needs of the department, institute or group a range of customised services are available to publish your web content.

7.1 Templated Wordpress websites

7.1.1 Wordpress offers an alternative website design but still shows the affiliation with the Faculty of Science. It is intended for use by research and project groups or any other groups affiliated with the Faculty of Science or any of its departments/schools whose requirements are not met by the Jahia CMS. Wordpress can also be used for personal websites of individual staff members.

7.1.2 Support provided

- Science IT provides server space and Wordpress templates free of charge
- Science IT provides technical support to setup the website and an FAQ page to help you with editing problems

7.1.3 Templates

The faculty offers a range of different types of templates for Wordpress websites which feature the Faculty of Science, department, research centre or University of Auckland logo to make them recognisable as associated websites of the Faculty of Science. If a website represents a group consisting of members from The University of Auckland and other universities or entities, both the Faculty of Science/The University of Auckland and the other logo can be used in the header of the website.

Example:

- www.goatilandmarine.co.nz

7.2 Other services

7.2.1 Internal DIY services

- Personal folders: Personal folders are generally hosted under a departmental banner and made available through different mechanisms for each department. The publisher needs to be able to create and maintain web material.
- Hosted site (shared folder): A folder on the Science Web server made available as a distinct virtual host. The service includes application and database hosting. User access can be managed through University logins, or local mechanisms. A high infrastructure investment is required by the publisher, and best effort support offered by from Science IT/ITS.
- Hosted server: A (virtual) machine with a dedicated operating system/application stack and possibly dedicated storage. This is a solution for specific security requirements. A high infrastructure investment is required by the publisher, and best effort support offered by from Science IT/ITS.
- Sharepoint and Wiki sites: ITS host Sharepoint and Wiki services that provide an intranet style web service linked to the University authentication service.
- Google services: The aucklanduni.ac.nz domain provides Google services to staff and students under the University banner. The services available include Google Sites, Google Docs, etc. which can be used as platforms for sharing and collaboration in the web space. There are limits to how these can be shared to non-University people.

7.2.2 External services / Social media

There are a range of external web services available to publish your web content, including Facebook, Twitter, Blogspot and Wordpress. There is no clear policy around the use of external services to host web content but we recommend that your content complies with The University of Auckland web policies and guidelines such as [The University's Publications and Advertising Policy](#) and the [Guidelines for Social Media and Individual Staff Web Pages](#).

8. Central contacts

Faculty of Science Web Content Coordinator

Sabine Kruekel

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Science IT Service Lead

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9. Document management and control

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Approved by: Dean, Faculty of Science

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10. Audience

The audience for these guidelines are all staff of the Faculty of Science.

11. Related documents

- [The University of Auckland Web Style Guide](#) (if you use a Jahia website)
- [Writing Guide \(for print and web publications\)](#),
- [The University of Auckland Web Standards](#),
- [The University's Publications and Advertising Policy](#),
- [Logo Style Guide](#)
- [Guidelines for Social Media and Individual Staff Web Pages](#)
- [Copyright Materials policy](#).

Other University policies may apply. Please see an overview of all University policies on [The University of Auckland Policy register](#).

12. Appendix

Faculty of Science template – [Request a web presence](#)