

EPA Legacy Standards

- [Area Name](#)
- [Basic Information Page](#)
- [Boxes](#)
- [Breadcrumbs](#)
- [Contact Us Links and Page](#)
- [Email Address Links](#)
- [File Not Found \(404 Error\) Page](#)
- [Footers](#)
- [Forms](#)
- [Frames](#)
- [Glossaries](#)
- [Graphic Formats and File Size](#)
- [Graphic Logos](#)
- [Graphic Selection and Screen Layout](#)
- [Home Page](#)
- [Javascript](#)
- [Link Text](#)
- [Lists](#)
- [Maps of the US](#)
- [New Browser Windows](#)
- [NEW Icon](#)
- [Page Names](#)
- [PDF Links \(linking to PDF files\)](#)
- [PDF: When to Use, Document Metadata, Info Required for PDF Sections](#)
- [Pop-ups](#)
- [Recent Additions](#)
- [Sidebar](#)
- [Table of Contents and Links to "Top of Page"](#)
- [Text and Heading Styles](#)
- [Thank You Page](#)
- [Title Tag](#)
- [Where You Live Page](#)
- [Writing Style](#)

Area Name

Required or Recommended: **Required**

Effective date 03/28/2009

Definitions

The area name is the text at the top of the page that shows the topic of the Web area. Areas are defined in the [EPA Web Design Specification](#)

Content requirements

- Reflects the area's topic, not the organization providing the information.
- Shows the scope of the information accurately.
- Is used on all pages within an area.
- If it is a region site, include Region's identifier (either name - "New England," or number - "Region10"). If it's not a region do not use organizational units.
- Keep area names as short as possible.
- Use initial capital letters; do not use all upper or lower case.
- Spell out Area Names and include acronyms at the end in parentheses. If you do this, then you may use the acronym in the page content and sidebars without spelling it out.

Also see:

[High Level Specification of the EPA Look and Feel](#)

Examples

- Grants & Funding in the Mid-Atlantic States instead of Grants
- Management of Scrap Tires instead of Tires
- Cruise Ship Water Discharges instead of Cruise Ships
- Underground Injection Control (UIC) in Region 5

Full Metadata about this standard

Name Area Name

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 03/28/2009

Date approved 07/01/2011

Category Area Setup, Page Elements

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Basic Information Pages

Required or Recommended: **Required**

Effective date 01/01/2004

Definitions

A simple overview of a topic and answers questions like:

- What's the issue?
- Why should people care?
- What is EPA doing about it? (e.g., regulations, partnerships, outreach, enforcement, research, grants)
- What can you (as a person or as an organization) do about it?

Content requirements

Every Web area, including a database if you have defined it as a Web area, must have a page called "Basic Information:"

- Written at a level understandable by an 8th grader.
- The left sidebar must link to it.

Examples

The screenshot shows the EPA website header with the logo and navigation links: LEARN THE ISSUES | SCIENCE & TECHNOLOGY | LAWS & REGULATIONS | ABOUT EPA. The main content area is titled "President's Environmental Youth Awards (PEYA)" and includes a breadcrumb trail: "You are here: EPA Home » PEYA » Basic Information". The "Basic Information" page content describes the PEYA program, which promotes awareness of natural resources and encourages community involvement. It states that since 1971, the President of the United States has joined in recognizing young people across the U.S. for protecting the environment. The page also mentions that one outstanding project from each region is selected for national recognition, developed by young individuals, school classes (K-12), summer camps, and youth.

Full Metadata about this standard

Name Basic Information Page

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 01/01/2004

Date approved 07/01/2013

Category Required Pages

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Boxes

Required or Recommended: **Required**

Effective date 03/11/2009

Definitions

Boxes highlight specific web content.

Content requirements

- Use the boxes found in the EPA stylesheet. They are part of the look and feel and are described fully at: <http://www.epa.gov/epafiles/s/boxes.html>
 - **Multi-purpose Box:** Used on any page.
 - **National Information Boxes** are used on regional pages to link to related national information. Heading text is always "National Information."
 - **Emergency Alert Box** is used only for emergency information.
 - **Disclaimer Box** - use on any page linking to PDF or other Non-HTML links. Disclaimers have to be on the page but they do not have to use a box.
 - **Image Box** (with or without a caption).

Examples

<http://www.epa.gov/epafiles/s/boxes.html>

Full Metadata about this standard

Name Boxes

Tracking number NT000014BA

Type Standard

Required or Recommended Required

Effective date 03/11/2009

Date approved 07/01/2011

Category Graphics and Multimedia, Page Elements, PDF

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Breadcrumbs

Required or Recommended: **Required**

Effective date 03/22/2002

Definitions

Breadcrumbs indicate where a page sits within EPA's Web site. They link to the EPA home page and to levels above the current page.

Content requirements

- The breadcrumbs for each page begin with a link to the EPA home page and ends with the unlinked name of the current page (or a short form of the page's name): EPA Home > (overarching areas if appropriate) > Area Name > Part Name > (part divisions if appropriate) > page name
- Breadcrumbs appear in a location and style determined by the master template.
 - For template 3, the template provides the opening text and separators within the <div> with the id "header". Put each item in its own list element within the designated for breadcrumbs. The first breadcrumb "EPA Home" has its own style to prevent the separator character from appearing before it.
- For template 4, the template provides the opening text and separators within the with the id "breadcrumbs". Put each item in its own list element within this . The first breadcrumb "EPA Home" has its own style to prevent the separator character from appearing before it.
- Each level of the breadcrumbs, other than the last, links to the home page or equivalent for that level of the hierarchy.
- The text used for each level of the breadcrumbs must match or closely correspond to the <title> tag and the page name for those pages.
- Breadcrumbs are intended to be short, abbreviations are appropriate.
- Capitalize only the first letter of major words; do not use all capital letters.

Also see:

[High Level Specification of the EPA Look and Feel](#)

Examples

Template 4 Breadcrumbs:



Template 3 Breadcrumbs:



Note: In the WebCMS, breadcrumbs will be generated based on directory structure.

Full Metadata about this standard

Name Breadcrumbs

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 03/22/2002

Date approved 07/01/2013

Category Links and Navigation, Page Elements

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Contact Us Links and Page

Required or Recommended: **Required**

Effective date 03/22/2002

Definitions

The Contact Us link appears in two locations on the EPA template(s) at the top and in the global footer links. It links to the Area Contact Us page, which provides information about how to contact EPA staff responsible for the content and maintenance of the page.

Content requirements

- Each Web area must provide a page with contact information specific to that area.
- Contact Us links are required at the top and bottom of every EPA Web page (part of template). Both links must point to the same page.
- Do not link to the main EPA comments page. Do not leave the default in the template.
- Contact Us pages must include the following means of contacting the area's owner:
 - mailing address
 - phone number
 - e-mail address
 - online form for sending questions or comments. The online form's fields must fit on a 800-pixel-wide screen without side scrolling. If you use the Enterprise Customer Service Solution (aka the online FAQ system), your page doesn't need a form.
- Contact information may refer to a group or hotline rather than a specific person. However, all email addresses provided must be within EPA.
- After submitting a form, the user must receive a follow up page thanking them for writing.

Also see:

[High Level Specification of the EPA Look and Feel](#)

Examples

[Forms, Template 4](#)

[Burnwise Contact Us page](#)

[Oil program Contact Us](#)

Full Metadata about this standard

Name Contact Us Links and Page

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 03/22/2002

Date approved 07/01/2011

Category Links and Navigation, Page Elements, Required Pages

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Email Address Links

Required or Recommended: **Required**

Effective date 09/28/2005

Content requirements

- When providing email addresses, link to the person's name, not the address.
- Show the email address as unlinked text in parentheses following the name.

Examples

Yes: Contact: [John Smith](#) (smith.john@epa.gov)

Yes: E-mail [Jane Smith](#) (smith.jane@epa.gov) for more information.

No: Jeffrey Levy ([levy.jeffrey@epa.gov](#)) can provide more information. No: Contact [Jeffrey Levy](#) with questions.

No: Send e-mail to [morin.jeff@epa.gov](#).

Full Metadata about this standard

Name Email Address Links

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 09/28/2005

Date approved 07/01/2011

Category Links and Navigation

Web Council review by 07/02/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

File Not Found (404 Error) Page

Required or Recommended: **Required**

Effective date 01/01/2004

Definitions

A page that notifies a visitor they have found a broken link, gives suggestions of where to go next, and may ask them to report the problem.

Content requirements

- Each Web area must include a page that appears when someone follows a broken link into that area.
- The error page must provide useful links, including at minimum a link to the area's home page in the main body.
- Optionally, you may include an HTML form that sends an error report.
- After submitting the form, the visitor will receive a thank you page that includes useful links.

Also see:

[Creating a 404 \(File Not Found\) Page](#)

Examples

[Office of Water 404 Page](#)

[Region 5 404 Page](#)

[Air and Radiation 404 Page](#)

Full Metadata about this standard

Name File Not Found (404 Error) Page

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 01/01/2004

Date approved 07/01/2011

Category Links and Navigation, Required Pages

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Footers

Required or Recommended: **Required**

Effective date 03/22/2002

Definitions

Footers provide standard links across all of EPA and, optionally, within an area. The global footer is a set of standard links at the bottom of every EPA Web page. The area footer is a set of standard links at the bottom of each Web page within an area.

Content requirements

- **Global footer:**
 - The global footer is part of the template.
 - Update the Contact Us link. This links to the same contact page as the Contact Us link near the top of each Web page. Both the top and bottom links must point to the same contact page.
- **Area footer:**
 - An area footer is not required. If created, it must appear on every page within an area.
 - Do not repeat sidebar navigation in the area footer

Also see:

[High Level Specification of the EPA Look and Feel](#)

Full Metadata about this standard

Name Footers

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 03/22/2002

Date approved 07/01/2011

Category Links and Navigation, Page Elements

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Forms

Required or Recommended: **Required**

Effective date 06/26/2011

Definitions

Online form for used for things like sending questions or comments or requesting software.

Content requirements

- Pages using online forms must include an email address in case the form fails to work.
- The user must receive a follow up page thanking the person for writing.

Also see:

[Forms, Template 4](#)

Full Metadata about this standard

Name Forms

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 06/26/2011

Date approved 06/27/2011

Category Required Pages

Web Council review by 06/16/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Frames

Required or Recommended: **Required**

Effective date 03/22/2002

Definitions

Frames allow you to show more than one document within a single page.

Content requirements

- Do not us frames

Full Metadata about this standard

Name Frames

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 03/22/2002

Date approved 03/13/2006

Category Scripts and Codes, Things to Avoid

Web Council review by 10/31/2008 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Glossaries

Required or Recommended: **Required**

Effective date 02/08/2012

Definitions

A **glossary** is a list of terms and their associated definitions, usually related to a particular program or subject. In order to foster understanding, numerous EPA Programs make glossaries available on their web pages.

Terminology Services (TS) is a centralized approach for maintenance and display of glossaries at EPA.

Please note: this standard does not apply to glossaries within or attached to a particular document, but rather stand-alone, web-based Program glossaries.

Content requirements

- Glossaries must be managed in [Terminology Services](#) including glossaries that currently exist only on a web page. They may not be managed on a static HTML page, nor in a document attached to a web page (e.g. pdf).

Note: most EPA Program glossaries have already been loaded into Terminology Services.

For guidance on how to manage a glossary in Terminology Services, please refer to the [Glossary Management Guide \(PDF\)](#) (9 pp, 681K, [About PDF](#)). For more information on managing your glossary in Terminology Services, including best practices for creating and maintaining glossaries, please see: [Terminology Services Manuals](#).

- Provide a link from your web page to your glossary within Terminology Services: [Implementing EPA's Web Glossary Standard \(PDF\)](#) (1 pg, 247K, [About PDF](#)).
- Update your glossary at least once a year. See [Glossary Management Guide \(PDF\)](#) (9 pp, 681K, [About PDF](#)).
Before creating a new glossary or revising an existing one, you may want to review the Terminology Services repository to determine if existing content can be used in creating or standardizing your glossary.

Examples

[Records](#)

[CROMERR](#)

Full Metadata about this standard

Name Glossaries

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 02/08/2012

Date approved 02/08/2012

Category

Web Council review by 02/08/2012 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Graphic Formats and File Size

Required or Recommended: **Required**

Effective date 09/28/2005

Definitions

A graphic is an image, including photos, logos, banners, icons, maps, charts (including bar charts, pie charts, flow charts and organizational charts), graphs and other images.

Content requirements

File Formats

- Use only the GIF (.gif), JPEG (jpg) or PNG (.png) format for graphics.
 - PNG transparency needs work around on IE 6 and under.

File Size

- Optimize web images. Reduce file size as much as possible while retaining acceptable visual quality.
- Do not use large images and reduce their size using HTML. These images slow download.
- Include the actual dimensions of images in HTML code.

Examples

Do not take a high resolution 1000 x 1000 image and change the HTML code so that it appears as if it is only 250 x 250

Full Metadata about this standard

Name Graphic Formats and File Size

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 09/28/2005

Date approved 07/01/2013

Category File Formats, Graphics and Multimedia

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Graphic Logos

Required or Recommended: **Required**

Effective date 09/28/2005

Content requirements

Your office Content Coordinator and the Office of External Affairs and Environmental Education (OEAE) must approve all program logos in advance. Note that OEAE discourages the creation of program logos because they dilute the EPA brand.

Contact [Mike Scott](#), Office of Public Affairs: 202-564-7853
or scott.michael@epa.gov.

Full Metadata about this standard

Name Graphic Logos

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 09/28/2005

Date approved 07/01/2011

Category Graphics and Multimedia

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Graphic Selection and Screen Layout

Required or Recommended: **Required**

Effective date 03/13/2006

Definitions

A graphic is an image, including photos, logos, banners, icons, maps, and other images.

Content requirements

- Choose graphics that provide information, navigation, or visual organization, or serve some other obvious purpose.
- Use small graphics sparingly to add visual appeal, but choose images that are relevant to the page. Avoid adding pictures just because they look pretty.
- Don't create graphics to display text.
- Captions and alternative text:
 - Provide text alternatives in compliance with section 508 accessibility standards.
 - If you provide an explicit text caption, use empty alternative text (alt="") so people with visual disabilities will not hear redundant information.
 - If the connection between image and nearby text content on the page is visually obvious, it is not necessary to provide a caption. However, if a caption is not provided, you must then use alternative text to describe the image's contents or function for visually impaired visitors.
- Do not infringe on copyrights, trademarks, and other intellectual property rights
- Caption text must use the EPA style (class="caption").
- Do not use "splash" graphics or banners that are the width of the page

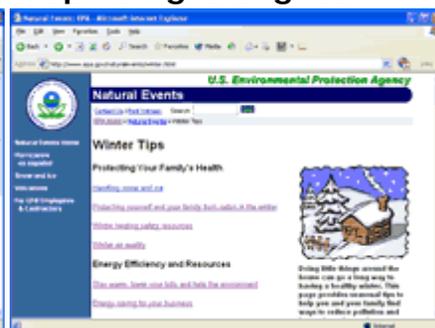
Examples

The two screen shots below show how many more links are visible with graphics to the right at the top of the page. No content changes; only the graphic placement differs.

Graphic centered at top



Graphic right-aligned



Images may be left-aligned at the top of the page when the right side is used for navigation and the text wraps around the image:



Full Metadata about this standard

Name Graphic Selection and Screen Layout

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 03/13/2006

Date approved 07/01/2011

Category Graphics and Multimedia

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Home Page

Required or Recommended: **Required**

Effective date 01/01/2004

Definitions

The page that serves as the introduction to a Web area.

Content requirements

The main section of the home page should provide the following brief information:

- A definition or brief description of the area's topic
- A brief statement of the site's purpose or audience. Why was the site built?
- Links to the most sought-after information.
- The home page does not have a page name because it is redundant with the area name.
- OEAE discourages program logos and all such logos must be approved by OEAE.
- The home page must be written at a level understandable by the general public.

- If the home page is an HTML file, the file name must be index.html. If the page is created using a database, use the default file name appropriate to that system.

Examples

Examples of non-HTML home page file names: index.cfm, index.jsp

Full Metadata about this standard

Name Home Page

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 01/01/2004

Date approved 07/01/2011

Category Links and Navigation, Required Pages, Writing and Style

Web Council review by 07/13/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Javascript

Required or Recommended: **Required**

Effective date 09/28/2005

Definitions

JavaScript is a scripting language carried out by the browser. It can validate form entries, open new windows, detect user actions (such as individual keystrokes), or retrieve data from the server without interfering with the display or behavior of the open web page. JavaScript is not Java, a separate programming language.

Content requirements

- Web pages aren't dependent on JavaScript to work: it is an enhancement
 - Functions first check to see if an object is available. If not, then fail silently.
 - HTML and JavaScript are separated--little or no inline event handlers.
 - With JavaScript off, nothing happens--<noscript> is unnecessary.
 - Does not rely on browser specific extensions.
- Do not rely on JavaScript for critical functions
 - For example, if form entries must be validated before they go into a database, carry out that function on the server.
- Pages must work the same way without JavaScript enabled. At minimum, provide
 - the same information and navigation options whether JavaScript is enabled or not
 - a phone number or email address to get help

Examples

- If you provide a calculator written in JavaScript, also provide a plain-text page explaining how users can complete a calculation manually with a formula or algorithm.
- Drop-down menus made out of HTML lists and enhanced with JavaScript are allowed.
- "Instant Selection boxes" are not allowed. When JavaScript is disabled, there's no way to jump to the chosen page. Instead, use a normal HTML form selection box that requires pressing a button (e.g., marked "go")

Full Metadata about this standard

Name Javascript

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 09/28/2005

Date approved 09/28/2005

Category Scripts and Codes

Web Council review by 09/06/2008 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Link Text

Required or Recommended: **Required**

Effective date 01/01/2004

Definitions

The text of your links describes what the visitor will find at the next page and help them easily navigate your content.

Content requirements

- Use the HTML linking defaults. Don't change the link color.
- Links must be adequately and properly described. Make sure that your visitor understands what type of information you're linking to (for example, report, brochure, Powerpoint presentation, etc.).
- Do not use short, non-descriptive phrases like "click here", "available online" or "more."
- Whether linking externally or to another page within epa.gov, always link to a relevant content page (not an organization home page).
- Links outside of epa.gov must meet the requirements and presentation set out by the External Site Links procedure.
- Link text must closely match your destination page's title.
- Links in a list are preferable to links embedded in a paragraph because they are easier for people to scan on the screen

Also See

[Writing for the Web](#) - EPA Web content writing requirements

Examples

Yes:

- Acid Rain Progress Report
- Fact Sheet About the Rule
- 2006 Grant Guidelines

No:

- Report
- Click Here
- Available
- URLs (e.g.; <http://www.epa.gov/compliance/criminal>)

Full Metadata about this standard

Name Link Text

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 01/01/2004

Date approved 07/01/2011

Category Links and Navigation, Writing and Style

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Lists

Required or Recommended: **Required**

Effective date 04/26/2006

Content requirements

For Basic Content Pages

- Use standard HTML (e.g., , , ,) without additional styling to render bulleted and numbered lists.
- Do not use your own bullets or bullet images for lists.
- If you're not using a list as a list (purposes, like tabs or thumbnail galleries) you can turn bullets off.

Examples

<http://www.epa.gov/epafiles/s/lists.html>

Full Metadata about this standard

Name Lists

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 04/26/2006

Date approved 07/13/2011

Category Page Elements, Writing and Style

Web Council review by 07/13/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Maps of the US

Required or Recommended: **Required**

Effective date 01/01/2004

Content requirements

- Use standard maps to display geographic information. Color relevant areas appropriate to the data being displayed.
- When using maps to link to regional information, follow the requirements in the Where You Live standard.
- When using the national maps, link to the standard files instead of making your own copy.
- When using maps as Web navigation, use the standard image map code, changing only the destination URLs.
- If there are states or regions for which no information is available, create a new map from the original and gray out those areas. In text above the map, add "No information is available for grayed-out regions."
- Do not use mouse-overs to differentiate map areas.

Examples

[Standard Maps](#)

Full Metadata about this standard

Name Maps of the US

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 01/01/2004

Date approved 07/01/2011

Category Graphics and Multimedia, Links and Navigation

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

New Browser Windows

Required or Recommended: **Required**

Effective date 09/28/2005

Definitions

A new browser window is typically the same size as the original window. It usually contains information intended to stand on its own, as opposed to serving solely as a reference for the original window. It opens on top of the original browser window.

Content requirements

- Do not open new browser windows.
- In some cases it may be appropriate to open a new browser window, if:
 - your page links to a Web-based application (such as a pollution reduction calculator), or
 - the external Web page you are linking to does not offer visitors the option to use the "back" button to return to your page

Full Metadata about this standard

Name New Browser Windows

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 09/28/2005

Date approved 07/01/2011

Category Scripts and Codes, Things to Avoid

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

NEW Icon

Required or Recommended: **Required**

Effective date 09/28/2005

Definitions

A "NEW" icon is a small graphic that indicates a piece of content is new.

Content requirements

Using a "NEW" icon is optional. If you use one:

- Limit use of "New" icons on a page.
- Do not write text that redundantly suggests newness, e.g., "EPA today initiated ..."
- Note: the "New" icon will not appear on browsers that do not have JavaScript enabled. Do not provide a non-JavaScript alternate; this is not a critical loss of content.

How to add a New Icon:

- Write your link or text as usual on your Web page.
 - Example: `<p>Draft rule released.</p>`
- Add the `<ins>` element with a "datetime" attribute. Add the date in format
 - YYYY-MM-DD, numbers only. You must use the closing `</ins>` tag.
- Use the date you want the "New!" icon to first appear, not the date you want it to disappear.
- Wrap the `<ins>` element around the text:
 - `<p><ins datetime="2011-10-01">Draft rule released.</ins></p>`

The "New!" icon will remain visible for 30 days from the date you used.

- Because the `<ins>` element is valid XHTML, you don't have to remove it after 30 days have passed.
- To make the icon appear for fewer days, just back-date the date accordingly.
- You cannot make it appear for more than 30 days.
- You do not have to add alt text for this graphic. It's already included.
- Search engines can use the `<ins>` tag to date content.
- Follow the same directions to add a Spanish Nuevo icon. When you're using the Spanish template, the Spanish image is used automatically.

Examples

- DO use "NEW" icons to highlight important new items. For example:
 - new, highly-visible reports or publications
 - new, major updates to a section of guidance documents
 - new, annual sets of data
- DON'T use "NEW" icons:
 - on pages already devoted to updated content, such as "Recent Additions" or news releases
 - in a text box with links to news headlines or announcements, such as on your home page
 - to indicate minor or routine changes to Web pages, staff changes, phone number updates, etc.
 - as bullets for a list of NEW items. Instead, place one "NEW" icon at the top of the list, plus (as appropriate) a short sentence to explain the items.
 - on low-level pages.

Full Metadata about this standard

Name NEW Icon

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 09/28/2005

Date approved 07/01/2011

Category Graphics and Multimedia, Scripts and Codes

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Page Name

Required or Recommended: **Required**

Effective date 03/22/2002

Definitions

The page name, or page title, tells the reader what that specific page is about.

Content requirements

- The page name should indicate the page's topic.
 - Viewers coming to the page from a search engine should be able to understand where they are within epa.gov by reading the area name and the page name.
- The page name must either match or closely correspond to the text used in the <title> tag and the last breadcrumb.

Full Metadata about this standard

Name Page Names

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 03/22/2002

Date approved 07/01/2011

Category Page Elements

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

PDF Links (linking to PDF files)

Required or Recommended: Required

Effective date 07/12/2006

Definitions

A PDF is a document in Adobe Portable Document Format (PDF); the filename extension is .pdf

Contact information is a phone number or an email address where a person could get help with a document, primarily for purposes of accessibility. Possible contacts include your library, public information center, public affairs office or the person who created the document. Whatever information you provide, the document should be traceable back to the program which produced it.

Content requirements

- When providing PDFs, include the title of the document and the acronym "PDF" in parentheses in the link text.
- After the link, show the number of pages and file size as unlinked text, separated by commas, in parentheses. Provide a link to EPA's "About PDF" page (<http://www.epa.gov/epahome/pdf.html>) on any Web page that links to PDFs. There are two ways to do this:
 - **Long disclaimer:** Provide the following disclaimer text (or similar language) in a box or paragraph:
You will need the free Adobe Reader to view some of the files on this page. See EPA's PDF page to learn more.
 - The long disclaimer may appear:
 - at the top of a page that includes many PDFs, right before a paragraph or list of PDFs, or
 - immediately before the first reference to a PDF
 - If a box is used for long disclaimers, use the right-aligned box (style class="disclaimer") or the centered box (style class="disclaimer-wide").
 - **Inline disclaimer:** When the long version is problematic, or where you have only a few PDFs linked, you may link to the "About PDF" page by adding "About PDF" as the last item in parentheses after the link. Only required once per page.
 - For large pages (e.g. for a poster), also provide paper dimensions inside the parentheses.
 - If you are posting a non-accessible PDF and you are not posting the same content in some other accessible format (e.g. HTML or text), provide contact information. (If you include an email address, follow the EPA standard for linking to [email addresses](#).
 - You may provide contact information in the same box or paragraph as the long disclaimer.
 - For the number of pages, use "1 pg" for a single page. For multiple pages, use "XX pp" with a space between the number and "pp".

- For file size, use "K" for files smaller than 1000K and "MB" for files larger than 1000K. For MB, use at most one decimal place. Do not put a space between the number and "K" or "MB."
- You may code the file size information in parentheses to appear in a smaller font by using the style (class="fileinfo").

Examples

Long Disclaimer:

Using the long disclaimer in the right aligned box.

PDF Testing

Very important content

- [Sample Holding Time Reevaluation \(PDF\)](#) (329 pp, 2MB) - Project report. The project's overall objective was to investigate the stability of selected contaminants in soil/sediment samples as a function of holding time prior to extraction. Contaminants of interest centered on SVOCs; particularly polyaromatic hydrocarbons (PAHs), polychlorinated biphenyls (PCBs), and pesticides, Cr(VI), and several heavy metals.
- [An Overview of SW-846 Method 8261 Chemistry \(PDF\)](#) (46 pp, 557K) - training presentation with an overview of vacuum distillation chemistry.

You will need Adobe Acrobat Reader to view some of the files on this page. See EPA's PDF page to learn more about PDF, and for a link to the free Acrobat Reader.

Using the long disclaimer in a centered box.

You will need Adobe Acrobat Reader to view some of the files on this page. See EPA's PDF page to learn more about PDF, and for a link to the free Acrobat Reader.

- [Sample Holding Time Reevaluation \(PDF\)](#) (329 pp, 2MB) - Project report. The project's overall objective was to investigate the stability of selected contaminants in soil/sediment samples as a function of holding time prior to extraction. Contaminants of interest centered on SVOCs; particularly polyaromatic hydrocarbons (PAHs), polychlorinated biphenyls (PCBs), and pesticides, Cr(VI), and several heavy metals.
- [An Overview of SW-846 Method 8261 Chemistry \(PDF\)](#) (46 pp, 557K) - training presentation with an overview of vacuum distillation chemistry.

Using long disclaimer, no box, plus contact information:

You will need the free Adobe Reader to view some of the files on this page. See [EPA's PDF page](#) to learn more. If you need help accessing these PDF documents, please contact [Chris Robinson](#) at 202-123-4576 or robinson.chris@epa.gov for assistance.

Short Disclaimer Examples

Using the short disclaimer:

[How they get those ships inside the bottles \(PDF\)](#) (24 pp, 240K, [About PDF](#))

Using the short disclaimer plus contact information:

[Vapor Extraction System Expanded Into Northern Area \(PDF\)](#) (2 pp, 40K, [About PDF](#)). If you need assistance in obtaining the content of this document, please contact EPA's Water Permits Division at 202-564-9545.

Using the short disclaimer linking to an odd-sized document:

[How Far From the Nearest Road? \(PDF\)](#) (poster 36 x 96 inches, 1 pg, 3MB, [About PDF](#))

Linking to a document that exists in multiple non-HTML versions:

[Impact of Best Management Practices on Water Quality of Two Small Watersheds in Indiana: Role of Spatial Scale \(PDF\)](#) (120 pp, 1.1MB, [About PDF](#)) | [Text Version \(text file\)](#) (154K)

Full Metadata about this standard

Name PDF Links (linking to PDF files)

Tracking number NT000014A2

Type Standard

Required or Recommended Required

Effective date 07/12/2006

Date approved 07/01/2011

Category Links and Navigation, PDF

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy

When to Use, Document Metadata, Info Required for PDF Sections

Required or Recommended: **Required**

Effective date 02/17/2010

Definitions

PDFs provide some benefits when used appropriately. However, this format should not be used for short documents under five pages. PDF files must include basic document metadata to improve search results.

Content requirements

- You are allowed to publish information in PDF without an HTML version.
- When linking to a PDF, follow the [PDF Linking Standard](#).
- Metadata is required. After creating a PDF, follow the metadata directions and complete these fields in the document properties menu:
 - Title
 - Author
 - Subject
 - Keywords
 - What should go into these fields? Use the instructions found at: [Metadata FAQs](#)
 - How to complete these fields:
 - Open the PDF in Adobe Acrobat and then choose File > Document Properties (or press Ctrl-D)
 - Select the "Description" tab.
 - Enter the information required above.
- There is no requirement to break a large document into smaller sections. If you do divide a document, then create a title page for each section or add this information as a footer/header. Include:
 - EPA logo or "U.S. Environmental Protection Agency" spelled out
 - Title of full document

- Title of chapter/section/appendix or description of what the section (file) contains (e.g., "Final Rule: pages 750-828")
- EPA publication number of full document, if applicable
- Date of document (month and year)

Guidelines for posting large PDF documents

There is no file size limit on posting large PDF documents but at 50MB should consider the document content, the expected audience and determine if document chunking might be useful.

If a file size is > 50MB these are recommended best practice options:

1. Chunk the document to make it usable (chunking how to is in the white paper)
2. Put up an HTML page that contains the Title, Executive Summary
 - a. Post the document to an FTP site
 - b. Add information on how to order the document on DVD or CD.

The choice should be based on what can you or your web team can readily manage.

Full Metadata about this standard

Name PDF: When to Use, Document Metadata, Info Required for PDF Sections

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 02/17/2010

Date approved 07/01/2011

Category File Formats, Graphics and Multimedia, Links and Navigation, PDF

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Pop-ups

Required or Recommended: **Required**

Effective date 09/28/2005

Definitions

A pop-up is a window, smaller than the full screen, intended to supplement the primary browser window.

Content requirements

- Use pop-ups only if the information in a pop-up relates back to the information in the existing window (for example, to define words).

- Whenever possible, use text identifiers to warn your visitors that clicking on a particular link, or on some or all of the links on your page, may open a pop-up.

Examples

Examples of acceptable pop-up content:

- The definition of a key term found on the original page
- Instructions on how to complete a form found on the original page
- A larger version of an image that appears on the original page

Full Metadata about this standard

Name Pop-ups

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 09/28/2005

Date approved 09/28/2005

Category Links and Navigation, Scripts and Codes, Things to Avoid

Web Council review by 09/07/2008 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Recent Additions

Required or Recommended: **Required**

Effective date 03/22/2002

Definitions

If you have a page that lists new items on the Web area, it is called the Recent Additions page. The link has an assigned place in the EPA templates. A Recent Additions page is not required.

Content requirements

- Template 3.2 – the link is located just below the navy-blue lozenge at the top of the page.
- Template 4.0 – the link is in the sidebar. 1st link – Area Name Home (required) 2nd link - Basic Information (required), 3rd link – Where you Live (optional), 4th link Recent Additions (optional)
- The Recent Additions link is specific to the area -- it may not point to recent additions for other Web areas. The actual Recent Additions page may provide links to other Web areas.
- Use "Recent Additions" everywhere, not "What's New:" title tag, breadcrumbs, page name, and links into the page.
- Keep the Recent Additions page up-to-date.

- Remove entries older than six months.

Full Metadata about this standard

Name Recent Additions

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 03/22/2002

Date approved 07/01/2011

Category Links and Navigation, Page Elements, Required Pages

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Sidebar

Required or Recommended: **Required**

Effective date 09/28/2005

Definitions

The sidebar is the vertical list of links in the left panel of an EPA Web page. Every page within an area uses the same sidebar. Every sidebar offers standard links, and uses standard language for certain kinds of content.

Content requirements

- The left sidebar must be identical on all pages within a Web area.
- All content within an area will use the same area name and sidebar; if one changes, the other must change.
- Use an ampersand (&) in place of "and" or "/"
- Capitalize the first letter of all major words. Do not use all caps.
- Do not use acronyms unless (a) the acronym is more familiar than the phrase the acronym stands for (e.g., "PCBs" is a more familiar term than "polychlorinated biphenyls") or (b) the acronym is explained in the area name at the top of the page (Persistent Bioaccumulative and Toxic (PBT) Chemical Program).
- All text used on the left sidebar must be an active link.
- Links only to pages within the Web area, not any other pages on the EPA site.
 - Except kids' site.
- Links prohibited from sidebars:
 - Graphics, except for icon links to kids' pages
 - Links to the normal "Contact Us" page that provides ways to contact the staff running the Web area.
 - NOTE: You may link to lists of program contacts. Label these links with specific descriptions like "State Contacts" as opposed to "Contacts" or "Contact Us." In that case, link back and forth between those other contacts pages and the "Contact Us" page. If you are

- o soliciting comments, then use sidebar language like "Send Comments" or "Comment on the rule" instead of "Contact Us."
 - o Links to search pages or search boxes
 - o Links to PDF files.
- The sidebar is part of the EPA look and feel. Do not modify it.
- Do not style sidebar links. Use the EPA style sheet defaults.
- **Keep navigation simple.**
 - o Multi-level, hierarchical links are allowed but not encouraged.
 - If there is a link to the home page of a higher (overarching) area, then that link should appear directly below the EPA seal, followed by a thin horizontal line, followed by a link to the area's own home page.
 - o Each heading must be a link, typically to a page providing more context about the options under that heading.
 - o Indent each lower level link, using HTML lists.
 - o Note that the same links must appear in the sidebar on all pages within an area; do not create different sidebar hierarchies for different parts within one area.
 - o To display different hierarchical links within various parts, create a horizontal task bar or use another navigation scheme. If every part has a substantial hierarchy, consider creating areas for them.
- **Standard sidebar language/primary terms:** if the following pages are created for a web area, the links in the sidebar are required in the following order:
 - o A link to the Web area home page. "[Subject] home."
 - o Basic Information page contains general information about the subject.
 - o Where You Live provides information related to a particular geographical location or region of the country.
 - If no Regional information exists, the Where You Live page is not required.
 - Where You Live pages should include a Regional or state-by-state map that links to Regional or local information about the subject.
 - o Recent Additions lists items most recently added to the Web area in reverse chronological order.
 - The Recent Additions page is not required.
 - o The links described above should appear as the top links in the sidebar in this order:
 - [Subject] Home
 - Basic Information
 - Where You Live
 - (optional)
 - Recent Additions
 - (optional)
- **Standard sidebar language:** use THIS language if you have this type of link on your page. Do not create new terms to use instead. Use the links in an order appropriate to the topic. Although these terms are displayed alphabetically, they do not need to be listed in your sidebar alphabetically. None of these links are required.
 - o A to Z Subject Index. Links to subject index for the Web area topic.
 - o Calendar. More inclusive than upcoming events; includes public notice periods, etc.

- Compliance Help. Information to help industry and individuals comply or remain in compliance with regulatory and non-regulatory requirements. Content may range from plain-language guidance to self-auditing tools to formal regulatory assistance.
- En Español. Not "Spanish". Use if there are Spanish documents on the topic.
- Enforcement. Intended for information about civil, criminal and/or cleanup enforcement initiatives, activities and actions.
- Environmental Effects. Includes environmental impacts specific to your topic.
- Frequent Questions. Do not use the FAQs acronym.
- Glossary. Definitions of key terms.
- Grants & Funding. Resource information related to the topic.
- Human Health. Includes health information and impacts specific to your topic.
- Laws, or Regulations & Standards, or Laws & Regulations. Select the most appropriate term; use "Laws & Regulations" if you have content covering both areas. Regulations & standards are issued under a law or statute authority.
- Newsroom. Links to news releases, etc. (differentiates from "new pages on the site," which are linked from "Recent Additions.").
- Partnerships. Information about partnerships and partners who work with us on a topic. May include: government, non-government organizations, companies, other "stakeholders," etc.
- Policy, or Guidance, or Policy & Guidance. Select the most appropriate term; use "Policy & Guidance" if you have content covering both areas. Usually relates to regulatory and official policy guidance of the agency; distinct from "general" guidance, guidance on "how you can help," etc.
- Publications. Links to listing of EPA produced material including videos and CD-ROMs as well as all printed material.
- Related Links. Related links within and outside EPA.
- Science, or Technology, or Science & Technology. Select the most appropriate term. Use "Science" to cover science and research content. Use "Technology" for strictly application content. Use "Science & Technology" if you have content covering both areas.
- Site Map. Do not create a site map page. It is duplicate content. The homepage should have the web area navigation available in an organized way.
- What You Can Do. Actions, activities, ways to help for general public, students, etc.

Full Metadata about this standard

Name Sidebar

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 09/28/2005

Date approved 07/01/2011

Category Links and Navigation, Page Elements

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Table of Contents and Links to "Top of Page"

Required or Recommended: **Required**

Effective date 03/13/2006

Definition

Table of Contents is a list of links at the top of the page that shows the information that can be found on the page, especially on long pages. A Top of Page link returns to the top of the page.

Content requirements

- On pages with more than one main section that are more than two screenfuls long:
 - Write a short blurb for the page (one sentence may be sufficient) unless the information presented on the page is completely intuitive.
 - After the introduction, create a bulleted table of contents with links to each heading. If the page presents questions and answers, the links will be to the questions.
- Use the Top of Page link to return users to the beginning of the content section. Use the [Top of Page standard code](#).

Full Metadata about this standard

Name Table of Contents and Links to "Top of Page"

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 03/13/2006

Date approved 07/01/2011

Category Links and Navigation, Page Elements

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Text and Heading Styles

Required or Recommended: **Required**

Effective date 03/22/2002

Definitions

EPA uses a standard cascading style sheet that establishes the font, font size, and font style for all sections of the page, including headings.

Content requirements

- Text Styles. Use the fonts and styles specified in the EPA style sheet for all text appearing on a page. Variations on these standard styles must be approved by the Office of External Affairs
- Text colors. Use black, the default color specified by the master style sheet, for non-linked text. Other colors may be used sparingly to highlight short pieces of text, but do not use variations of blue or purple for non-linked text because those colors indicate links. Do not use text smaller than 10 pt. for text passages or 8 pt. for highlights, boxes, etc.

Full Metadata about this standard

Name Text and Heading Styles

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 03/22/2002

Date approved 07/01/2011

Category Page Elements, Writing and Style

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Thank You Page

Required or Recommended: **Required**

Effective date 01/01/2004

Content requirements

- For every form, create a follow-up page that thanks the person for submitting the information and offers links to continue browsing. At a minimum, in the main body of the page, offer a link to the area's home page.

Example

<http://www.epa.gov/epahome/thank-you.html>

Full Metadata about this standard

Name Thank You Page

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 01/01/2004

Date approved 07/01/2011

Category Required Pages

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Title Tag

Required or Recommended: **Required**

Effective date 09/28/2005

Definitions

The <title> element provides the text used by search engines and browser bookmarks as the page title. It appears at the very top of the window, but does not appear in the body of the page.

Content requirements

- Every page must include a <title> element unique to that page.
- For pages other than area home page, the title element contains exactly three parts that appear in this order (specific to general):
 - the name of the page (if helpful to the reader, combine overarching concepts with the literal name of the page)
 - the relevant area name
 - "US EPA"
- For area home pages, the title element contains exactly two elements that
- appear in this order (specific to general):
 - the relevant area name
 - "US EPA"
- Do not include anything else in the title element.
- Use plain language
- Avoid abbreviations and acronyms
- Separate the parts with " | " – note the space on either side of the | vertical bar character.
- Use initial capital letters instead of all upper or lower case (except for "US EPA")

Examples

- Air Programs | Region 9 | US EPA
- Where You Live | Beaches | US EPA
- Frequent Questions | Management of Scrap Tires | US EPA

Full Metadata about this standard

Name Title Tag

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 09/28/2005

Date approved 07/01/2011

Category Area Setup, Page Elements

Web Council review by 07/01/2013 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Where You Live Page

Required or Recommended: **Required**

Effective date 01/01/2004

Definitions

Every Web area that provides information more localized than the national level must include a page with links to information by region, state or some other relevant area. This information is typically, but not necessarily, owned by EPA Regional offices.

Content requirements

- The page name is "Where You Live"
- The sidebar must link to this page (follow the sidebar standard).
- Normally, the Where You Live page does not include content.
- The level of the information (state or Regional) must be made clear in introductory language on the page before the links to localized information.
- Under normal circumstances, the page must offer the standard US map and image map code to link to localized information. The page may also offer an alphabetized list of states in either an HTML form or as a list of text links.
 - If information is available at the state level, each state must link to information about that state.
 - If information is available at the EPA Regional level, each state must link to the appropriate Regional bridge page.
 - If information is available at both levels, then states on the map and text list must link to state information. On the map, the circular icons

- representing each Region must link to the appropriate Regional bridge page.
- When information is not available for a particular state or Region, those areas must be grayed out on the map and omitted from the state list. Introductory text must explain that no information is available for grayed-out areas on the map.
 - In special cases, customized maps may be created. See the waiver section.
 - If there is no specific information available below the national level, provide Regional contacts if possible. In such cases, the national program and the Regions must decide whether to provide contact information directly on the Where You Live page or on Regional bridge pages; it is recommended, but not required, that the same system be used for all Regions.
 - If there is truly no Regional information, the Where You Live page may be omitted.

Examples

<http://www.epa.gov/epafiles/samples/map.html>

[Page where there is very limited Regional information](#)

Full Metadata about this standard

Name Where You Live Page

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 01/01/2004

Date approved 03/12/2007

Category Links and Navigation, Required Pages

Web Council review by 03/12/2009 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))

Writing Style

Required or Recommended: **Required**

Effective date 01/01/2004

Content requirements

[Writing for the Web](#) applies to all content on EPA.gov

Full Metadata about this standard

Name Writing Style

Tracking number NT00000000

Type Standard

Required or Recommended Required

Effective date 01/01/2004

Date approved 03/12/2007

Category Writing and Style

Web Council review by 03/12/2009 (or earlier if deemed necessary by the Web Council)

Governing Policy [Web Governance and Management \(PDF\)](#) (4 pp, 339K, [About PDF](#))