

Department of Kinesiology Laboratory Web Site

Minimum list of requirements for setting up a lab web site

Basic Principles

All materials to be used in setting up a web site for a laboratory / research area in the Department of Kinesiology must be prepared by the staff / students working in the lab. The webmaster will work on the layout of the pages, the structure of the site, the HTML coding, any customized graphics, and programming, but cannot help in putting together the necessary materials.

The lab staff and the Webmaster must agree upon the artistic and functional design of the pages. The Webmaster will offer advice regarding the technical feasibility, functionality, and general appropriateness of proposed ideas.

Copyright laws, university rules, guidelines, and conventions will be abided by. For example, note that posting excerpts of your own published articles on the web (although a common practice) violates the copyright of the publisher and is unacceptable. You can, however, post rephrased excerpts or summaries and you can point to sources on the Internet where abstracts of published research are posted following appropriate agreements with the publishers (i.e., Medline, PsychInfo, etc). Also note that (a) only the Physical Fitness Research Laboratory can officially be referred to as a "laboratory". Other research areas should be described as "Research Areas", and (b) faculty members cannot be called "Directors" or "directors" of the research areas. You should use a different title, like "faculty supervisor".

The name of the laboratory / research area must be approved by the Department before it appears on the web.

Formats of Submitted Materials

Text documents must be given to the Webmaster in electronic format. Short documents and documents of plain format can be in ASCII format. Longer documents (e.g., over 3 pages long) or documents with complicated formatting (e.g., tables, lists, columns, boldface, italics, sub/superscripts etc.) must be submitted in their native format (i.e., Microsoft Word, Corel WordPerfect, etc.). It is strongly recommended that you also submit a hard copy of such documents, to show the intended formatting.

Tabs are ignored in HTML. Therefore, documents with complicated formatting based on extensive use of tab stops are unacceptable. Instead, use tables or bulleted lists (all major word processing packages offer these options) to achieve the same formatting effect.

Graphics must be submitted in one of the common bitmap formats: JPEG, TIFF, GIF, BMP, etc. The Webmaster will be available to help with scanning, taking and downloading images using the digital camera, and converting file formats where necessary.

Minimum List of Materials

In general, information should center on the following main themes: (a) mission, (b) research orientation, (c) published/completed research, (d) staff, and (e) resources/equipment.

For all hyperlinks you want to include, you must provide the (verified) URLs.

For published/completed studies, you must have (a) the complete references (preferably in APA style), and (b) the URLs of the abstracts in Medline (PubMed) or similar internet-accessible database.

You are encouraged to have CVs and pictures for all staff members, including graduate students.

You are strongly encouraged to enhance the description of the resources/equipment in the lab with pictures.

Beyond these themes, you are encouraged to add other sections, such as educational content (textbook-type information about what you do), pictorial of commonly used research procedures, or even interactive modules for data collection or demonstration.

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