ITL Software Specification – Annex H

Styleguide
UNFCCC.INT

Style Guide draft
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1. **Colours and Areas of Application**

The basic colours for layout elements are grey, red and white

1.1 **Gradations**

Grey comes in five gradations

Gradation 1: 80 % black, RGB 51, 51, 51, Hex #333333
Application areas:
Font of entry point on first level (clicked), entry points on second level (clicked or not), entry points on levels three and four which are not clicked

Gradation 1: 60 % black, RGB 102, 102, 102, Hex #666666
Application area(s):
general font colour content area

Gradation 2: 20 % black, RGB 204, 204, 204, Hex #CCCCCC
Application area(s):
frame colour

Gradation 3: 10 % black, RGB 230, 230, 230, Hex #E6E6E6
Application area(s):
Background colour of entry point on 1rst level if clicked or hovered

Gradation 4: 5 % black, RGB 243, 243, 243, Hex #F3F3F3
Application area(s):
background colour for entry points on second level (clicked and non clicked),
background colour for hovered items

Gradation 5: 2 % black, RGB 249, 249, 249, Hex #F9F9F9
Application area(s):
general background colour of navigation, active database tabs (top left corner) background colour
Red comes in just one colour
RGB 204, 0, 0, Hex #CC0000
Application area(s):
Headlines, clicked and hovered entry points on any level deeper than top level, content area links, links in information boxes.

2. Typography

2.2 Fonts

The font is Arial with the alternatives Helvetica or any sans serif font. The navigation size is 12px. Tabs and service block entry points have 10 px and use capital characters. Entry points on 1st level are bold and are 12 px large. Information box headlines are bold and 12 px large. Dates are always bold.

2.3 Headlines

Headlines are red bold and have a size of 14px.

2.4 Date / Time Display

Dates are displayed in the format DD Month YYYY
Example 18 June 2004.
If the date of the month has only one digit the format is D Month 2004.
Example 9 June 2004.
The current date only appears on the top right hand side of the start page.
Example 8:25 am / 8:25 pm
No leading 0 is displayed.
In textboxes the date is bold.

2.5 Notation in Entry Points and Headlines

Nouns in entry points and in Headlines start with an upper-case character. The conjunction "and" in entry points is always written as "&". 
3. Images

Images should not exceed the formats 150 px by 104 px for foursquare pictures and 104 px by 104 px for quadratic formats. The picture resolution is 72dpi. If pictures are provided in the press section for download purposes they will be stored for download in a 300 dpi resolution.

Pages should not contain more than three images. Every image comes with a correct title tag. The programmes decide on which images to use. The cms will show if certain images are already in use. Graphical text will not be used at all.

Image files must not exceed the following sizes:
- 72 dpi – compression level 8 (Photoshop)
- 5 kb for lists / 10 icons
- 10 kb for lists / 5 icons
- 40 kb for single display

All values are maximum values.
4. Layout Pattern - fix Layout Elements

4.1 Fix Layout Elements

<table>
<thead>
<tr>
<th>db navigation</th>
<th>&quot;breadcrumbs&quot;</th>
<th>service block</th>
</tr>
</thead>
<tbody>
<tr>
<td>key visual</td>
<td>content area</td>
<td></td>
</tr>
<tr>
<td>navigation</td>
<td></td>
<td>multi purpose area</td>
</tr>
</tbody>
</table>

Content always appears in a single row. The multi purpose area contains up to three information boxes. Information boxes have rounded edges. These edges are produced with two images (upper corners bbg.gif, bottom corners with bbu.gif)

4.1.1 The Footer

The footer provides options like printing, PDF generating, notepad and a submit option. The submit option allows to recommend a page. All options can be reached through graphical links. Symbols are

- Recommend
- Print
- Note pad (memorize page)
- PDF (always contains date, title, specification and size)
5. Navigation

Navigation on the second level is indented and not bold on a light grey background. If clicked the entry points turn red. Navigation on the third level turns also red when clicked on a lighter grey background than level 2.

If another top level entry point is clicked, the navigation under the entry point which has been clicked before shrinks. As far as colours are concerned see 1.1 Gradation.

6. Links

6.1 Html Text links

Except for the navigation links are always red and underlined. Lead texts which are continued always have a link saying "more" followed by a space and two "->" brackets.

Downloads of PDF documents always have a kb specification in ")" brackets.

6.2 Graphical Links

Graphical links are only used for PDF and footer symbols.
7. Lists and tables

Lists / tables have to be displayed in keeping with the general colouring of gradations of grey. The headings of each column have to be bold, and the fields / rows can either have a light grey or a white background to make them distinct.

Wide tables that would cause a horizontal scrollbar to appear at a resolution of 800 x 600 should be avoided or else displayed in a separate window. The additional window has to have a clearly marked link back to the main page.

Following values must be used in all tables:
- All tables always have a grey head row with bold column headers.
- All other cells have white backgrounds.
- cellspacing 1
- cellpadding 7
- border = 0
- upper row cell background colour Hex #F3F3F3
- table background colour is #CCCCCC
- NB. No grey white alternating rows!
- in the "decision & documents" area the first column is 20 % of the whole table.
- if there are dated issues the date cells need a "nowrap" command.
8. **Styles**

.tabContainer: table at the top of the page

.activeTab: tab in the top left hand corner of the page (GHG etc) in its active form

.inactiveTab: tab in the top left hand corner of the page (GHG etc) in its inactive form

.tM: td for links in the top right hand corner of the page (Sitemap etc)

.tM select: select for languages in the top right hand corner of the page

.contentContainer: table for content (navigation etc)

.navContainer: td for navigation on the left hand side

#searchBox: search box

#searchBox ul / li: style for lists

#subMenu ul / li: style for lists

#subMenu1: submenu navigation

#subMenu a: links in the submenu

#areamenu (a, b etc): navigational styles – (first level areamenu a, second level b etc – additional – c at the end --> active navigational point

.cBH: top part of infoboxes

.cB content part of infoboxes

.uB bottom part for infoboxes with content part

.uBoi bottom part for infoboxes without content part

.mH headlines (big)

.mT indented text in main text area

.tdmT indented text in main text area in table

.bc indented text in main text area

.bold bold text

.gr grey links (only as stylistic device – normal textual links have to be red)

.tn smaller font size

9. ** Extras**

Frames and pop-ups should not be used.
UNFCCC

Additions to the unfccc.int style guide

Secretariat of the
United Nations Framework Convention on Climate Change
Bonn, Germany
14 April 2005
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A. Introductory note

This document outlines style conventions for UNFCCC web site and integrated web products. Several of these standards are the result of achieving a balance between numerous considerations, points of view and objectives. Where possible, the web site conforms to the editorial standards used for official documents.

B. Template elements

This diagram provides names for the main sections of our web page templates.
C. Editorial standards
These standards apply to all text headlines or body copy entered into the CMS. All web users who work on web pages should observe these standards.

Capitalization of page sub-headlines
Capitalize the first letter of the first word; the remaining words are lower case except for proper nouns. All sub-headlines should be bold.

Example: “This is an example of a sub-headline title”

Capitalization of page titles, info boxes and navigation
Capitalize the first letter of all words except articles and conjunctions. When an article or conjunction starts a title, capitalize the word. Articles introduce a noun (a, an, the). Conjunctions connect other words or ideas (and, but, or, nor, for, so, yet). Avoid using ALL CAPS for titles--it reduced readability and is inconsistent with the web site’s typographical design. Furthermore, all titles should be bold.

Example: “This Title is an Example of the Ideal Title”

Dates
Enter dates with United Nations standard practice by formatting day, month and year as follows: 16 February 2005. When the full date may be too long for a page, use the abbreviated format: 16 Feb. 2005. Include a period at the end of all abbreviated dates except for May, June and July. When working on a web page, do not mix both styles on a single page; rather select the most appropriate standard and only use that style.


English language standard
Use British English which is the United Nations standard editorial standards. This is the same language standard used for our official documents. Any uncertainties can be verified through the Concise Oxford Dictionary, tenth edition or the UNFCCC spelling list. Both these documents are available in our Intranet within the Document Preparation page.

Hyperlinking
Make hyperlinks from words that describe the content they are pointing to. In order to provide a consistent hyperlinking standard across the site and follow W3C accessibility guidelines (which are legally required in many countries), observe the following guidelines:

- Choose hyperlink words that describe the content being linked. For example, “click here” or “more >>” do not describe the content.
- Hyperlink titles within body copy or in side boxes, but not page titles.
- Select the most appropriate word as the hyperlink within blocks of body copy that do not have a title.

NOTE: To implement this standard, we will have to eliminate all examples of “more >>” over the next several months.
Links to content in another language
Use the same language codes, without brackets, for all references to content in another language when space is a consideration. Use the three digit ISO 639 language codes in lowercase (http://www.w3.org/WAI/ER/IG/ert/iso639.htm). Arrange languages in alphabetical order.

- Arabic: ara
- Chinese: chi
- English: eng
- French: fre
- Russian: rus
- Spanish: spa

When space is available, spelled out, in the native language, the name of that language. Where that language does not use Latin characters, use English spelling. For example:

- Arabic
- Chinese
- English
- español
- français
- Russian

Example: Title of document here 123 kb  eng 134 kb  spa 133 kb

Site references and our URL
Refer to unfccc.int, in documents as “the UNFCCC web site”. Its URL should always start with http:// and be presented as: http://unfccc.int, not www.unfccc.int nor http://www.unfccc.int. Due to the nature of different medium, different problems may emerge depending on how the web site is spelled out. In documents use: <http://unfccc.int>. In e-mail use: http://unfccc.int. In web pages use “UNFCCC web site” and hyperlink the words.

Techno terms
Spell out technology terms consistently. Here is the list of proper spelling for technical terms that may be spelled in multiple ways: e-mail, webcast, web site, web page, webmaster, hyperlink, non-hyperlinked. Both web-site and web-page are hyphenated when used as adjectives. For example “the web site is managed by the web-site administrator” or “The web-page designer created that web page.” URL, FTP, HTTP are all abbreviations and should be capitalized.

Underlined text
Avoid underlining words or sentences in web pages. The underline is a web convention used to indicate that a word is a hyperlink. This increases the likelihood that users will mistake underlined words for hyperlinks.