



NORTHWESTERN UNIVERSITY SCHOOL OF LAW

Northwestern Law Journals online

1. Website addresses

- a. Journals must use their existing law school website addresses; it is expressly forbidden to create or use other domain names without the consent of the Law Webmaster.

2. Webpage design

- a. Journals can design their own webpage (they do not have to be on Law School templates) subject to the following guidelines:
 - i. webpage must have a text return link to the Law School homepage <http://www.law.northwestern.edu>
 - ii. webpage must have a graphic/logo for the Law School (approved by, or obtained from, Law Communications), also linked to the Law School homepage
 - iii. webpage must include links to the World Wide Web disclaimer and University Policy Statements online (see these in the footer of the Law homepage for links and wording) and the copyright notice © 2007 Northwestern University
 - iv. the Law School* reserves the right to veto a page design or logo
 - v. If outside (non-Law) designers are used, they will not be given access to the Law servers. A journal member will need to request access to the servers through the Law Webmaster and this person will be responsible for posting materials to the site.
 - vi. If the journal decides to design their own webpage (that is, the site is not on an official Law template), the webpage cannot use nor modify existing Law templates and their associated parts (e.g., logos, fonts, etc.)
- b. Sites that are on an official Law template may not modify this template and its associated parts (e.g., logos, fonts, etc.) in any way.

3. Website programming

- a. The system to create, store and display documents will be the same for all journals and is to be created by the Library and Information Technology staff. Journals cannot create their own system of document management (unless approved by the Dean of the Library.)
- b. If programming is needed for the site (other than the document management system and html) the Law Webmaster must be

- contacted before development is done (this includes but is not limited to .asp or .net, Cold Fusion or javascript.)
- c. If outside (non-Law) programmers are approved are used, they will not be given access to the Law servers. A journal member will need to request access to the servers through the Law Webmaster and this person will be responsible for posting materials to the site.
 - d. Document management system
 - i. journal needs to decide on Word styles to be used
 - ii. IT/Library will help create style template
 - iii. journal then uses Word styles to prepare doc to be processed
 - iv. IT/Library run process to transform to xml etc.
 - v. IT/Library post documents to the website

4. Citation / numbering method

- a. Format-neutral citation methods recommended (see following points)
- b. All journals must obtain an ISSN
- c. Paragraph marks are the required method of citation
- d. Paragraph mark should be placed at the start of each paragraph
- e. Page numbers, in addition to paragraph numbers, are not recommended for journals that will be online-only. Page numbers are appropriate and recommended for print journals placing materials online.
- f. Paragraphs should be numbered consecutively on an article level, but not on an issue level (paragraph numbers should start and stop with each article.)
- g. Journal issues should be numbered -- equivalent of volume identifiers when citing physical items

***"Law School" here means the Dean of the Library and/or the Law webmaster and/or the Law Communications Department*

These guidelines may be modified or added to by the Law School*; journals will be notified of any changes.

For questions regarding the policy, or questions on design or programming, please contact the Law Webmaster (312-503-0607 or law-web@law.northwestern.edu)

June, 2003
updated June, 2007