



## NiCHE Digital Infrastructure (DI) Project Website Checklist

NiCHE is pleased to host project websites that meet our mandate to disseminate knowledge and information about environmental history and historical geography in Canada. To ensure that your project is compatible with our website's technical standards and can be quickly shared with the world, we ask that the project's website developer complete and return this checklist before submitting a final website for hosting.

**If you are a project leader and intend to hire a developer to create the website for you, please provide them with this form before work commences.**

**We encourage anyone interested in hosting a website on the NiCHE server to contact us in advance to preempt any issues that may arise:**

Adam Crymble  
NiCHE Webmaster  
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Bill Turkel  
NiCHE Digital Infrastructure Leader  
[wturkel@uwo.ca](mailto:wturkel@uwo.ca)

Unfortunately, projects that do not meet these technical standards will be returned and further changes will be required before they can be posted.

More information can be found on our website at

<http://niche-canada.org/submissions>

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**Your Project Title:** \_\_\_\_\_

**Project Leader & Email:** \_\_\_\_\_

**Developer Name & Email:** \_\_\_\_\_

**General:**

- All files have a short filename that reflects the content or associated project (no Camera auto-naming: ie, DSC\_0089.JPG)
- Filenames and file extensions use lower-case letters and hyphens only. No blank spaces, underscores or caps.
- All files are one of the following file types: .html, .css, .mp3, .mp4, .jpg, .gif, .png

**Audio / Image Files:**

- No images or audio files are of noticeably poor quality or very low resolution
- Photos have been resized to no larger than 1024x768 (unless otherwise required by the project)
- Copyright material has only been used with the creator's written permission
- Release forms are included from all participants who have been recorded
- Release forms are included from parents for any photographs of children

**Websites:**

- All pages conform to W3C web design standards: <http://validator.w3.org/>
  - CSS is used over inline styles whenever possible and it conforms to W3C web design standards <http://jigsaw.w3.org/css-validator>
  - All files are in a single directory that reflects the project name: ie, great-lakes
  - The website will operate properly when placed in the directory: /member-projects/your-project-name where "your-project-name" is the directory name you have given your project (see above entry)
  - All internal links and file paths are relative
  - If any plugins are required to view content on your site, links have been provided
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