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Why is this guide important?

The 2014 uOttawa Web Style Guide is your blueprint for showcasing your web content.

The guide provides technical descriptions of the web features and elements of the uOttawa.ca Drupal redesign. It defines the redesigned web elements and describes how they work together. Because the web elements of the redesign have been developed together, you should read and follow the whole guide. Web elements that may appear similar to components from the old website now behave differently and should be applied differently.

The redesigned uOttawa.ca offers your website many new options. You can select and build your website using those options.

The redesigned uOttawa.ca also deploys some web elements that are uniform and not optional. These display across every University web page. These uniform elements are a foundation to be used by all. They are an essential part of your web pages, even if they aren’t optional.

Who should use this guide?

If you are a communications officer or a web content contributor, or if you represent your area at uOttawa to the public or to campus at large, you should familiarize yourself with this information. In particular, use this guide when developing your sites and share it with your webmasters.

Changes in uOttawa.ca design and strategy that have been rolled out since November 2013 will help the University attract new visitors and maintain web relevance to its current user base. This guide is a significant tool for enhancing your web communication efforts.

What this guide is not!

This guide is a web style guide. It serves as an essential complement to other guides. See the following University of Ottawa guides for other functions:

- University writing style guide (produced by Language Services)
- Web writing guide (guidelines and best practices especially for the written word on the web)
- Design pattern library (depicts optimal solutions to contextual layout issues): Contact the web communications team for consultation and/or toolkits; developers, Webmasters and web content contributors should also see the WebCMS documentation.

How is this guide organized?

The guide is arranged by web element and explains how (or if) each element can be changed. It covers all the uOttawa.ca web elements — web page headers, footers and navigational elements, etc. — all of which are expressed in a uniform and branded way to create a cohesive online presence for uOttawa. Unlike the Web Writing Guide, this guide focuses on overall look and feel, structure and presentation of page elements, and does not explicitly prescribe a writing style or strategies. However, using the web
elements described in this guide often requires good web writing alongside them, and good web writing can be improved by knowing the new web design that surrounds the text on your web pages.

**Other resources for webmasters, content contributors and communications officers**

For coding or Drupal specifications, design patterns solutions or training related to websites, see the appendices, and especially the WebCMS documentation.

For web writing guidelines or uOttawa writing style guides, such as those mentioned above, see the appendices as well.
Overview of the redesigned uOttawa.ca

Philosophy of the new design

This is what we know about how the University of Ottawa website is used, which guides us in building and maintaining our web presence:

- The uOttawa home page is used by future students.
- Websites must become increasingly accessible.
- Information online can become outdated over time.
- We can better assist users with their top tasks performed on our website.

User-centric and data-driven

Being user-centric means you are focused on your users, the people who are visiting your web pages. You deliver information based on how your audience wants to consume it. Take a moment to think about the answers that your audience (for instance, future students) might be seeking quickly when they land on your web page. Knowing more about users is central to being data-driven.

Data-driven design optimizes web environments though principles such as the analysis of user data. Web pages on uOttawa.ca make their content as data-driven as possible by using the information we receive about our users: their feedback, and data on traffic, behaviour, search queries and so forth.

Mobile responsive

Being mobile responsive is a natural consequence of being focused on your audience. Student audiences are increasingly accessing websites through mobile devices and tablets. In Canada, mobile usage varies by age, peaking in the 18- to 44-year-old range. At uOttawa, we know that students increasingly use mobile devices to visit the University website (in early 2013, 10% of all website traffic came from mobile devices).

This is why the new uOttawa.ca responds to smaller browser windows on which users may display it. All pages on the redesigned website automatically re-deploy themselves into a mobile version as needed. When adding new material, consider both mobile and full-sized versions of your web pages as much as possible. To start thinking about this, explore uOttawa.ca on a mobile device or tablet yourself.

Tells uOttawa's story

The new uOttawa.ca is designed to best tell the story of the University. In particular, the photograph on the home page (part of the website's background module) is a key aspect of how the redesigned uOttawa.ca better represents our institution. All pages are designed cohesively, allowing our identity and message to be delivered to the user. Think about how your site contributes to and continues the uOttawa story.

(In the future, the website will include brand and campaign highlight elements as well.)
uOttawa entry pages

uOttawa splash page

Purpose
The uOttawa splash page serves multiple purposes. It presents a task while reaffirming the University's reputation through a message and some imagery. The page

- Allows users to choose the language in which they would like to view uOttawa.ca.
- Makes a first impression on users by previewing the home page image.

In addition to the uOttawa splash page (see illustration in this section), some subsites on uOttawa.ca whose URL is the same in French and English require a language selection page, which is used solely as an accessible method to make a language choice.

Components
Language selector; background module (photograph)

Note that the language selector includes a text component with a maximum of 23 characters per line (desktop).
Governance
The Communications Directorate is accountable and responsible for:

- strategy and maintenance (Web Communications)
- imagery and design (Creative Services)
- messaging (Corporate Communications)

uOttawa home page

Purpose
The uOttawa home page readily presents the top website tasks of uOttawa students, future students and other key stakeholders. As such, it is a recruitment tool, but it also serves the University’s reputation by telling the uOttawa story.

Elements
Global header (including logo, search, language toggle and megamenu — see the next web element for more); background module (photograph), often with a descriptor line, which identifies the photograph; top task bar; global footer.

NOTE: Although the background module displays the same image on the home page and the splash page, the descriptor line can only display on the home page. All aspects of the background module (photograph) are described in the Editorial Guidelines for uOttawa home page.

Governance
The Communications Directorate is accountable and responsible for:

- strategy and maintenance (Web Communications)
- imagery and design (Creative Services)
- messages (Corporate Communications)

There are various stakeholders who govern aspects of the home page, such as megamenu, header, top task bar and the background module, as required.

Foundations: global web elements and features

Global page header

Purpose
Wayfinding is the central purpose of the search function. The logo presents official University branding, while the purpose of the top megamenu is to present top tasks for new audiences, particularly those audiences that are related to uOttawa recruitment and reputation, such as future students and external contacts (peer institutions, governmental agencies and international organizations).
Components

- logo and uOttawa visual identity
- search tool (Search uOttawa.ca, Search Library, Search employee directory, A-Z index)
- language toggle
- megamenu

Font

Vegur (megamenu)

Responsive

This element responds to screens sized for mobile devices:

- Tablets: Logo moves upward and into the straight garnet line.
- Phones: Logo moves upward and into the straight garnet line; megamenu becomes controlled a three-line menu icon; Search becomes a magnifying glass button.

Variations

- Home page only: Megamenu retains some transparency (alpha/transparency of 0.8 or 80% opaque)
- Subpages: Megamenu is opaque (#333333).

Governance
The Communications Directorate is accountable and responsible for:

- strategy and maintenance (Web Communications)
- imagery and design (Creative Services)

There are various stakeholders who govern aspects of the home page, such as megamenu, header, top task bar and the background module, as required.

Background module (design)

Purpose
This element is aesthetic. It gives texture to the background while drawing attention to the content on the key landing pages. (Background modules are available for the home page and on key landing pages only.)

Variations
There may be variations of the design for site owners to choose from. Currently, the design can be either:

- A shaded oval-like pattern that draws directly from the curvature of the letter O in the uOttawa logo
- An array of ellipses, some overlapping, that mimic the same curvature (e.g. www.uOttawa.ca/about/governance)

Governance
Communications Directorate — Creative Services

Global page footer

Purpose
While the header serves first-time visitors, the goal of the footer is, in part, to serve repeat visitors, whose tasks on the website are recurrent. The footer houses information central to the University. These institutional links are mandate-related and in many ways associated with recurrent use. University policies and legal obligations are linked on the footer, as are student and staff hub pages, and other primary institutional links. For example:

- Access to uoZone for students, and for staff, access to the Employees page
- Central University services and sites such as About uOttawa, Jobs, Media and Library
- Institutional feedback links
- Policy information
- Contact information, including emergency contact information and links to the University's main social media accounts

Components
2014 uOttawa Web Style Guide

- two lines of links
- social media buttons
- banner for official uOttawa colour or individual faculty colour

Font

Typeface: Noto Sans

Colouring: White (#ffffff, with #c4bfb4 in use for all unlinked text strings, such as the copyright information)

Responsive

This element responds to screens sized for mobile devices:

- Tablets: Emergency preparedness number moves downward onto its own third tier of text.
- Phones: Recurrent links appear stacked, forming two columns; social media buttons are centred below columns; Contact link becomes a Find us map tool and icon; Emergency preparedness number becomes an active telephone link and icon.

Variations

Variation 1: Colouring

There are 11 variations belonging to two use cases. These variations appear in the banner running across the very bottom of the footer:

- Corporate garnet and grey is the default (#8f001a and #aca39a, respectively).
- Ten faculty versions incorporate official faculty colours in place of the garnet.
Variation 2: Transparency

There are 2 variations on the transparency of the footer belonging to two use cases. These variations appear in the main background portion of the footer:

- Home page only: Footer retains some transparency (alpha/transparency of 0.8 or 80% opaque)
- Elsewhere: Footer is fully opaque on all subpages (#333333)

Governance
Communications Directorate

Site ID

Purpose
The site ID states the name and purpose of a uOttawa website. There are several considerations when naming a uOttawa website. In general, the recommended maximum for characters in a site ID is 25; 40 characters is not manageable because it encroaches upon the area in which site breadcrumbs can extend.

Font
Typeface: Vegur

Colouring: Light text (#d3d3d3) on dark grey (#2e2e2e).

Size: 36 pixels
Site breadcrumbs

Purpose
The purpose of site breadcrumbs is to orient users and assist them in navigating through site information. Each web page you make on your site is featured in the breadcrumbs, represented by its page title. Breadcrumbs are an important indicator of parent navigation (how the page your user is visiting relates to a higher-level page) and wayfinding (how your user might go back to a higher-level page).

Components
Site breadcrumbs appear at the top right of the navigation bar, in groupings consisting of two or three breadcrumb links and one non-linking breadcrumb illustrating the web page the user is currently on. All breadcrumb links and non-linking breadcrumbs are set to automatically display their corresponding page titles. The groupings are determined by site structure page hierarchies, with breadcrumbs separated by a forward slash to indicate levels of navigation, or page relationship.

There is no variation in how breadcrumbs are rendered. The breadcrumb links, text and relationships (groupings order) are uniform across the redesigned uOttawa.ca.

Font
Typeface: Roboto
Colouring: Light text (#ffffff) for breadcrumb text citing current location (child page); copper-coloured underlined text (#a49b92) for higher level pages (parent pages).
Size: 12px

Variations
Site breadcrumbs do not display to the user at all times. They are designed show up to three levels of navigation:

- Breadcrumbs displaying two title links appear as the user reaches the second level within a site’s navigation (i.e. the two previous pages visited: site home page > first-level page)
- Breadcrumbs displaying three title links appear as the user reaches the third and fourth levels within a site’s navigation (i.e. the last three pages visited, either site home page > first-level page > second-
level page OR first-level page > second-level page > third-level page, for sites that go four levels deep)

Breadcrumbs names always match the link titles in the navigation bar and its drop-down menu; they should never be named “Home.”

**Governance**
Communications Directorate

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**Language selection page (distributed only as needed)**

**Purpose**
Some subsites on uOttawa.ca whose URL is the same in French and English require their own version of the splash page, known as a language selection page. It is used solely as an accessible method to make language choice. Examples include arts.uOttawa.ca, education.uOttawa.ca and other subsites without unique IDs that determine the language of the subsite home page, such as arts.uOttawa.ca/communications.

**Components**
Language toggle (with allotted text area), background module (photograph)

**Font**
Where do we indicate the font information for the language selector? Should the language selector box be given its own discrete element?

**Variations**
The background module (photograph) is designed to be refreshed regularly. Creative Services offers a selection of imagery for webmasters to publish in this module, upon request.

**Governance**
Communications Directorate

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**Structure and presentation**
The structure and presentation applied to pages on the redesigned uOttawa website are crucial. Together they ensure successful communication.

Add structure through heading tags on your pages. Heading tags (H tags) provide Google and other search engines an accurate view of your page content, which allows our audiences to receive meaningful content when they look for it. Structure also allows the uOttawa website to send out accurate metadata.

The H tags also maintain presentation consistency. The new uOttawa.ca H tags have been designed as a set of pre-styled titles to serve use cases at the University. The heading styles represent standard uOttawa visual identity and provide consistent interaction for the user. The set of six H tags helps render the information on the University's web pages in a coherent and representative way and adheres to a standard, clear visual brand.
Finally, the website needs to be properly structured in order to achieve “semantic content markup” and properly presented to achieve an “aesthetic visual rendering” of the new uOttawa web design:

**Semantic content markup (structure)**

Semantic content markup means “telling Google how to index your page content.”

We use headings to convey crucial content. H tags on the headings (titles, subtitles, other titles) of our pages indicate the ordering of information. They are also programmed to transmit key data from your content to search engines.

- H tags order the importance of your web content.
  - Use the appropriately numbered H tag.
- H tags on the headings on your page indicate keywords.
  - Author a title or subtitle that reflects the information it introduces.

Not employing H tags on your web pages means you are authoring “non-semantic content”; search engines, screen readers and other devices or applications don’t recognize the importance and meaning of your web content. Avoid this!

Also, when you omit H tags on your pages’ headings, you lose the opportunity to have your titles transmit important keywords.

Most of all, the semantic use of H tags is essential for two important reasons that are central to the philosophy and mandate of the redesigned uOttawa.ca:

**Indexability**

Google and other search engines expect web pages to have meaningful structure indicated by H tags. They show web page search results based on these H tags.

If you choose not to use H tags in manner that Google and other search engines expect, you are disconnecting your content from the semantic markup that is essential in modern web communications. Google may index your web page, but without proper semantic meaning provided by H tags, your pages will not achieve their full potential visibility. For example, your pages may appear on Google results pages that do not relate to their content.

**Accessibility**

Semantic markup also drives web accessibility. As of 2014, the Province of Ontario requires that educational and institutional websites meet accessibility standards so that users with disabilities can read them. By structuring your content with H tags, you permit screen readers and other aids to make our website accessible.
| H1: vegur 28px | Heading one |
| H2: vegur 17px | Heading two |
| H3:Roboto 21px | Heading three |
| H4:Roboto 17px | Heading four |
| H5:Roboto 15px | Heading five |
| H6:Roboto 13px | Heading six |

**Inventory of H tags**

Here are the H tags employed on the redesigned uOttawa.ca, and how they affect your content.

- **< h1 >**: Already built into your web page (the Drupal CMS automatically assigns an H1 to the Title field, except in the cases of hub and landing pages where architecture redefines the H1 as the site ID).
- **< h2 >**: For user-defined titles that are found on panels pages. On node pages, this tag is relegated to predetermined titles that are system-defined: Biography, News, Article, Event. This means users cannot apply H2 tags on node page unless using system-defined title which have H2 built into the title.
- **< h3 >**: The primary tag you add to your content, specifically, the titles of subsections or discrete portions within a larger section of content appearing on your page. (please note exceptions below)
- **< h4 >**: A supplementary tag you add to your content, specifically item entries, such as high-level bulleted items.
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- `<h5>`: For use under H4 tags, specifically the titles for articles or events or headings meant to display people’s names.
- `<h6>`: For certain use cases, specifically for headings that act as caption titles, summary statements or article synopses.

**Exceptions**

- When an H3 tag is inside any 25% container (i.e. inside any sidebar, or inside panel pages that have four columns per row), you must apply the UNNAMED-SYSTEM-DEFINED style to it.
- You can only apply the red colouring style to H5 tags for the following:
  - article titles
  - event titles
  - names of people

**Aesthetic visual rendering (presentation)**

Aesthetic visual rendering of your web content makes your published web page look like a representative and cohesive part of the global uOttawa design.

The pre-styled design on the uOttawa H tags meets all your page presentation needs. It will make your web page a seamless and effective part of the larger University website.

The body texts used beneath your headings is also pre-styled. The set of available body texts is illustrated above.

To maintain consistency across uOttawa.ca, you must not change the style of uOttawa headings and body texts.

**Applying styles to text and other non-headings**

There are several variations to the default body text.

Guidelines on when to deviate from the default body text.

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**Building blocks: optional web elements and features**

**Navigation bar**

**Purpose**

Wayfinding on subsites is the primary purpose of the navigation bar. It is a local site-specific extension of the navigation provided globally by the megamenu on the global page footer. While this web element is technically optional (since single-page subsites don’t require it), virtually all subsites have content that requires multiple pages and, therefore, will employ this element.

**Components**

In its most essential form, this element consists of a single line of first-level page link titles that display within a horizontal bar found directly beneath the site ID. Link titles expand to reveal additional navigation:
the second, third and fourth levels of children pages, as applicable. Second- to fourth-level navigation is represented through cascading drop-down menus.

A downward arrow beside a link title on the navigation bar indicates a second-level menu. A sideways arrow on a second or third level drop-down menu indicates an additional level. Note that navigation deeper than a fourth level must be represented by on-page navigation in the right-hand column or elsewhere on the page's content area.

Additional parameters

- Total number of navigation bar link titles: 5
- Short link titles : 1-2 words (but no character limit on link titles in the navigation bar)
- Total levels of drop-down menus: 3 (plus navigation bar, essentially making 4 levels)
- Total number link titles in a drop-down menu: 3 (this is a best practice only; drop-down menus house as many link titles as there are children pages for that level)
- Short link titles on drop-down menus: 1-2 words (after 41 characters the link title will begin taking up two lines of the drop-down menu)
- Words in the site ID should not be repeated in the navigation, unless absolutely necessary (if so, consider shortening or abbreviating lengthy official names or institutions). Word repetition takes up important real estate and is not needed. Navigation is more intuitive without it.
- Link titles in the navigation bar can be somewhat different from the associated page's H1 title (e.g. navigation bar: "Undergraduate"; H1: "Undergraduate research")
- All items must fit within one line in the 960 version (top bar cannot wrap to a second line)

Governance

Website managers. However, the Web Communications director (Communications Directorate) approves and can ask for changes to maintain overall site consistency.

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**Slideshow**

**Purpose**

A slideshow is a Drupal widget that highlights key messaging in a visually stimulating way, and includes user controls. Slideshows help highlight relevant information that is tied to communication goals, such as news items.

**Components**

- slide (an image sized according to one of the variations below)
- slide title (container for descriptive text for the slide image)
- pause/play button and slide selection interface (a series of small numbered buttons that correspond to number of slides loaded in to slideshow widget)

A linking feature is available for slide images that link to other content.
Variations

Slideshows can be medium or large (40% or 75%), and are as follows:

1. Single image only (no image title, no hyperlink)
2. Image with image title and hyperlink
3. Image only (no hyperlink) - aesthetic

Additional parameters

- No text allowed in the image itself.
- Slide title can contain a maximum of 52 characters per line (based on 75% size).
- For images that require a caption, text must be brief and fit on one line only (Slide title appears bold, caption is default body text).
- Slides that lead to a story must have a hyperlink.
- Image must be approved by Creative Services prior to publication.
- Image must be a high-quality photograph, specifically:
  - saved as 72 to 96 dpi
  - scaled consistently with the other images in the same slideshow (normal aspect ratio is 16:9, with a crop size 1523px x 860px; panoramic aspect ratio is 9:3, with a crop size of 1523px x 506px)
Governance
Communications Directorate

**Top task boxes**

**Purpose**
Top task boxes highlight to users the top tasks of a page in an immediate, visually stimulating fashion. A top task box is a basic widget that simply combines an image with an image title, and offers no user control.
Components
A block or “box” holding a short title which is a hyperlink.
(The short title, on hover, can occasionally be replaced with a longer description, which is hyperlinked instead of the title.)
This element often contains a background image.

Additional parameters

▪ May only be used on a panel page layout (For panel page layouts, WebCMS).
▪ Must be arranged within a group: between two and four boxes in a group.
▪ Each box represents a separate task.
▪ Text inside boxes must be brief (2-3 words maximum; one is ideal)
▪ When boxes contain an image (optional), it must:
  ▪ have a tight focal point: in the top quadrant of the image is best (even a one-word short title in the bottom left quadrant of the image can hurt the photo)
  ▪ be an high-quality image: use 72 to 96 dpi and apply the same aspect ratio to each image, either the recommended aspect ratio of 4:3 (crop size 488 px x 367 px) or the current aspect ratio of 3.8:4 (crop size 488 px x 490 px)
  ▪ be approved by Creative Services (see Governance below)

Governance
The Communication Directorate oversees the element; Creative Services oversees any imagery employed.

Containers

Purpose
Containers are not considered widgets as they do not automate any processes. They are simple building blocks that you can use to craft your text and images into key messages. On node pages, they often serve to add a reminder or call-to-action from the sidebar. On panel pages, they can be used more widely.

Variations
Container, tabbed container

Additional parameter
Must be placed on sidebar of a node page. (There are no limitations on its placement on a panel page.)

Governance
Communications Directorate
Tabbed containers

Purpose
Tabbed containers combine related content in order to present information (or sets of information gathered in a similar format) that expresses a single concept in a more meaningful and intuitive way. Users control which content in the tab container is displayed by clicking on the tab, which has a meaningful title.

In other words, tabbed containers group items where each item is mutually exclusive from the next (keeping in mind that all of the items share an intrinsic similarity). Think of radio buttons as a good example. Like radio buttons, where information is arranged to be exclusive (users cannot select two of them), each tab should represent a single, exclusive thing. Each tab should represent no possible overlap in content with another.

For an example, see the example shown on the web page called Your research website: Its tabbed container represents the types of research at the University.

Components
- container
- container title
- clickable tabs

Additional parameters
- maximum of 55 characters on a container title
- minimum of 3 characters per tab title (otherwise the tab will be unclickable in mobile-responsive versions)
- maximum of 4 tabs per tabbed container

There is no parameter for sizing of tabbed containers.

Governance
Communications Directorate
Accordions

Purpose
Accordions, like tabbed containers, help arrange and manage content on your page so it can be read and digested by users in a meaningful and intuitive way. Accordions are an organizational aid that can display large amounts of information without the need of multiple pages, while minimizing excessive scrolling on a single page. From a strategic design perspective, accordions help arrange web content that might have otherwise been apportioned needlessly to separate web pages.

Accordions are useful when grouping information that might not be made up of mutually exclusive ideas. They are not employed in the same way that a tabbed container would be.

NOTE ON USAGE: Use accordions for a group of items where none supersedes another (i.e. the items are not mutually exclusive). Use tabbed containers for a groups of items where item are mutually exclusive (and where there is intrinsic similarity of the items – think of radio button options as a good example).

Components
- collapsible container
- container title
- downward arrow (chevron)
Additional parameters

Accordions, just other containers, adjust to any column size and may be nested. The maximum character count for an accordion title is 55 characters, the same as for a container.

Use more than one accordion. A single accordion only creates the need for user click and does not necessarily eliminate scrolling; two accordions can halve the amount of scrolling.

Governance

Communications Directorate

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News feed

Purpose

A widget to dynamically display the creation of news articles and disseminate top news stories across campus via an RSS-generated feed produced by the uOttawa News Tool (not operating within the CMS).

Components

- clickable article title
- short description of story

Additional parameters

- News feeds may be placed anywhere on a panel page, or in the sidebar of a standard (node) web page.
- Available sizings for news feeds are 25-75% (must be 25% on a sidebar).
- Sidebar news feeds cannot display article description with article titles.
- 50-75%-sized news feeds must display article descriptions.
- You may choose the total number of article links displaying within a news feed: 4 to 6 recommended for sidebar news feeds, fewer for all other news feeds.

Governance

Corporate Communications/Web Communications

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uoCal feeds

Purpose

uoCal is a uOttawa calendaring system that will be imported onto the Drupal platform. While entry and update of uoCal events is maintained outside of the CMS, uoCal feeds are designed to display as part of the redesigned uOttawa.ca. These feeds promote the events centralized on uoCal on pages throughout uOttawa.ca and engage the user with uoCal graphics and hyperlinks.
Components

- feed title
- event entry display (date graphic, hyperlinked event title, short description)

Additional parameters

Options for uoCal display/hide and guideline on how many elements to show (max).

No images are permitted within uoCal feeds.

Governance

Communications Directorate

Contextual contact footer

Purpose

Provides contextual contact information for a subsite (in contrast to the global page footer, which provides high-level contact information for uOttawa.ca). This element also helps extend the global page footer to create a common look and feel, while providing needed space for specific contact information that relates to the subsite content.

This space is should not have imagery (other than small icons for the subsite's social media accounts) or information other that contacts and coordinates.

Components

Text in columns takes up about 75% of the width. The site's social media account icons take up another column at right of 25% of the width.

If the faculty, unit or service that maintains the subsite doesn’t have social media accounts, the 25% column space on the right should be left empty.

NOTE: A small title (H5) is hard-coded into this element in some cases. Please see Creating Contact Footers for instructions on setting a contextual contact footer, and a discussion on snippets, the preferred method of rendering contact information into the element.

Department of Classics and Religious Studies

Desmarais Building, 10th Floor
55 Laurier Ave. East,
Ottawa ON Canada K1N 6N5
Tel.: 613-562-5714
Fax: 613-562-5991
cdrsr@uottawa.ca

Office hours
Monday to Friday
8:45 a.m. to 12 p.m.,
1 p.m. to 4:30 p.m.
(June to August: closed at 4 p.m.)

Additional parameters

- Use text portion to convey contact information, such as addresses, phone numbers or contact emails.
- Contact emails must not be personal email addresses.
- If you use text to show opening hours rather than, or in addition to, contact information, limit the text to two lines.

**Governance**

Communications Directorate