



## Victorian Government Website Management Framework

# Publications

### Guideline

This guideline provides advice on implementing publications lists as required by the Minimum Information Provision standard.

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## Overview

The Minimum Information Provision standard (WEB/STD/09) requires all websites to display a list of available publications relevant to their department/agency, and details of how to access them. This guideline provides advice on how to construct a publications list.

## Rationale

Victorian Government website users have a reasonable expectation that they may access:

- an accurate list of publications relevant to the department/agency; and
- details of how and where to access particular publications, whether online or offline.

## Derivation

- WoVG Minimum Information Provision Standard (WEB/STD/09).

## Context

This guideline should be followed in conjunction with the website's information architecture to confirm categorisation of publications and their location within the overall site architecture.

The steps outlined in this guideline describe a target state considered online best practice. However, this guideline also acknowledges that from time to time there may be technical or resource implications with implementing the recommendations.

## Steps

To implement a publications list, websites should:

- determine the types of publications that are appropriate for their website type (corporate, program/issue or thematic/portal);
- ensure the list items display descriptive information about the publication;
- consider the formats of publications; and
- implement a list-management process.

## Types of publications

The following are the types of publications that could be appropriate for each of the website types:

	Corporate website	Program/issue website	Thematic website
<b>Current annual report</b>	Required	Recommended	Not required
<b>Previous annual reports</b>	Recommended	Recommended	Not required
<b>Organisation structure</b>	Required	Recommended	Not required



<b>Guiding policy document (eg corporate plan)</b>	Required	Recommended	Not required
<b>Budget papers</b>	Required	Recommended	Not required
<b>Policies and guidelines</b>	Recommended	Recommended	Not required
<b>Regulations</b>	Recommended	Recommended	Not required
<b>Media releases - Ministerial</b>	Required	Recommended	Recommended
<b>Media releases – departmental or agency</b>	Recommended	Recommended	Recommended
<b>Newsletters</b>	Recommended	Recommended	Recommended
<b>Green papers</b>	Recommended	Recommended	Recommended
<b>White papers</b>	Recommended	Recommended	Recommended
<b>Reports, studies, impact assessments</b>	Recommended	Recommended	Recommended
<b>Brochures, flyers, posters</b>	Recommended	Recommended	Recommended
<b>Publications for sale</b>	Recommended	Recommended	Recommended

## Descriptive information to include

Items in a publication list should display:

- the title of the publication;
- an abstract or overview;
- the publication format (e.g. PDF, Word);
- file size (e.g. 930 kb);
- the date of publication;
- availability – i.e. online and offline; and
- the price, if the publication is for sale.

In the instances where a publication is series-based, or issued on a regular basis, e.g. a monthly gazette, the item should also contain information outlining the available catalogue. This information could address:

- the frequency of publishing e.g. monthly, twice-monthly, yearly;
- the date range of which the publication is available e.g. October 2003 – May 2009;



- the volumes available; and/or
- the issue range of which the publication is available e.g. issues 1 – 15.

Additionally, items in a publication list may include:

- author name, if relevant;
- publisher name, if this differs from the department/agency name; and/or
- the number of pages (e.g. PDF, 930 kb, 197 pp).

Contact information, and/or the process for obtaining copies of publications, should be displayed for publications that are:

- not available online;
- not accessible in the format provided ;
- available in hard copy; and/or
- for sale.

## Publication formats

In general, information published to Victorian Government websites must be in HTML format.

As per the Accessibility standard (WEB/STD/05), in the instances where content cannot be presented in HTML, an alternate, accessible format must be provided.

When using alternate formats, websites should:

- provide a brief summary of the document or the section of the document;
- describe the file type and size;
- consider breaking large documents into sections (in addition to providing the document as a single file); and
- explain the use of any plug-ins or viewers that are required and provide links at the end of the relevant page. For example, the following statement may be suitable for PDF files:

Publications are in Adobe Acrobat format (PDF). You will need a PDF viewer such as Adobe® Acrobat® Reader to view and print PDF files.

Websites should also consider including a page on their website that:

- describes the types of files users will see on the site;
- includes links to relevant plug-ins or viewers; and
- provides support or hints to download or view files successfully.

## Managing publications

- To assist with version control, it is recommended that publications are contained in a central repository with a hyperlink reference to the publication in the relevant page or pages.
- To enable alternative formats to be delivered where required, always keep a copy of the source document.

## References and toolkits

Victorian Government standards:

- [http:// www.enterprisesolutions.vic.gov.au/business-systems/online-and-mobile/](http://www.enterprisesolutions.vic.gov.au/business-systems/online-and-mobile/)

## Governing requirement

- Websites must provide a complete list of available publications and their access details.



## Related requirements

- None

## Related guidelines

- About Us (WEB/GUIDE/01)

A list of publications, or a link to the list of publications, including key corporate documents (as described in the Minimum Information Provision standard), may be included in the About Us page.

- Developing and Managing an Information Architecture (WEB/GUIDE/03)

## Related policies and standards

- Accessibility (WEB/STD/05)
- Information Architecture and Classification (WEB/STD/08)

## Related resources

Guidance on creating accessible PDFs is available from:

- W3C (<http://www.w3.org/WAI/GL/WCAG-PDF-TECHS-20010913/>); and
- the Accessibility Toolkit (<http://www.egov.vic.gov.au/victorian-government-resources/manuals-and-toolkits-victoria/accessibility-toolkit.html>).

## Further information

For further information regarding this standard, please contact the Department of State Development and Business Innovation, at [enterprisesolutions@dpc.vic.gov.au](mailto:enterprisesolutions@dpc.vic.gov.au)

## Glossary

Term	Meaning
<b>Accessibility</b>	The level to which websites and website content can be accessed by users with a disability, older technology or impeded infrastructure.
<b>Corporate website</b>	Each department/agency has a single corporate website that describes the structure and functions of the department/agency.  Examples: <a href="http://www.diird.vic.gov.au">www.diird.vic.gov.au</a> , <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a> , <a href="http://www.epa.vic.gov.au">www.epa.vic.gov.au</a>
<b>Information architecture</b>	The Information Architecture Institute defines IA as: <ul style="list-style-type: none"><li>• The structural design of shared information environments;</li><li>• The art and science of organizing and labelling web sites, intranets, online communities and software to support usability and findability; and</li><li>• An emerging community of practice focused on bringing principles of design and architecture to the digital landscape.<sup>1</sup></li></ul>

<sup>1</sup> What is IA?, IA Institute, [http://www.iainstitute.org/en/learn/resources/what\\_is\\_ia.php](http://www.iainstitute.org/en/learn/resources/what_is_ia.php), September 2008



**Program/Issue website** A website that provides information or services on a particular campaign, program or issue.

Example: [www.tenders.vic.gov.au](http://www.tenders.vic.gov.au)

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**Thematic/Portal website** A thematic website contains content focused on a particular topic.

Example: [www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)

A portal website presents information from diverse sources in a unified way, often providing outbound links for users to access further information.<sup>2</sup>

Example: [www.vic.gov.au](http://www.vic.gov.au)

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**WMF** Website Management Framework.

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## Version history

Version	Date	TRIM ref	Details
1.0	3 August 2005		First published
2.0	21 August 2009		
2.1	February 2014		Updated branding

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<sup>2</sup> Adapted from the Wikipedia entry for Web portal ([en.wikipedia.org/wiki/Web\\_portal](http://en.wikipedia.org/wiki/Web_portal)). Accessed 27 May 2009.