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Customization Guide for Digital Commons Journals

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Customization Guide

For Digital Commons Journals

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Table of Contents

Welcome to Digital Commons	3
The Journal Design Process	4
Design Iterations	
Our Team Is Here to Help	
Journal Template Overview	5
Main Journal Elements	
Journal Design Options	6
Match an Existing Design	
Work with bepress to Create a Unique Design	
Journal Colors, Images, and Logos	7
Considering Accessibility When Choosing a Color Palette	
A Note on Color Correctness of Journal Mock-ups	
Images and Logos	
Image Slideshows and Content Carousels	
Journal Layout	8
Customizing Your Journal Layout	
Journal Typography	9
Digital Commons Default Typography	
Suggested Web-Safe Fonts	
Additional Information about Typography	

Welcome to Digital Commons®

This guide contains the information you need to complete the design and customization process for your new Digital Commons journal.

Please contact bepress Consulting Services when you are ready to begin the design process. We are available 8:30 a.m.–5:30 p.m., Pacific Time, Monday-Friday. You can reach us at support@dc.bepress.com or phone us for assistance at: 510-665-1200, ext. 2.

The Journal Design Process

Design Iterations

The process is optimized to deliver a professionally designed journal. We provide you with up to three design iterations to reach that goal:

- **First iteration:** Consulting Services works with the Design and Technical teams at bepress to create a mock-up (jpeg format) based on your completed set-up form.
- **Second iteration:** Once you receive your first mock-up, you may want to make minor changes or provide feedback to hone the design. The design team will incorporate these requests into your second mock-up.
- **Third iteration:** If further changes are necessary, you may request a third iteration. Once this is complete, you may choose from any of the completed iterations for your final design.
- Changes requested after the third iteration may incur fees and delay the launch of your journal. If you have questions about this, please contact Consulting Services.

NOTE: To help ensure everyone's satisfaction with the final design, and to avoid additional fees and delays, we recommend that you gather feedback from all of the Journal's design decision-makers prior to returning the set-up form to Consulting Services.

Our Team Is Here to Help

We are committed to helping you create a professionally designed journal. If your journal has no pre-existing design or is due for an update or more professional appearance, our expert design and development team will work with you to create a professional online home for your content. With your input, we can create a custom design that incorporates your institutional branding and complements your unique design tastes.

NOTE: Please be sure to consult your marketing or branding department for your institution's specific requirements.

Journal Template Overview

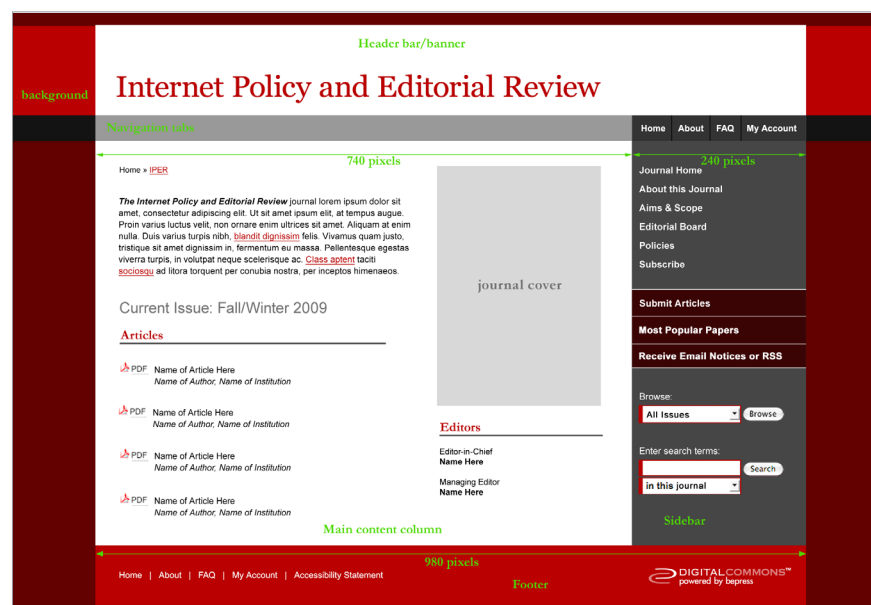
In order to get started with the design process, you'll need to complete the journal set-up form and return it to Consulting Services.

All Digital Commons journals make use of common templates, which can be customized with unique design elements. It may be useful to familiarize yourself with the basic parts of the journal and its template dimensions.

Main Journal Elements:

1. Header bar/banner
2. Sidebar
3. Footer
4. Main content column

The design mock-ups you receive will include placeholder text and links in the main content column and sidebar. Once the design has been approved and is on a live environment, Consulting Services can help you add your unique text and links to these areas.



Journal Design Options

The appearance of your Digital Commons journal is important! We provide several approaches for creating your design.

Match an Existing Design

If you browse our gallery, you will notice many DC journals emulate the design of an institution's main or library website. Our design team can incorporate key elements of an existing website into your new journal. On the set-up form, provide the web address of the site you would like to match. Please provide any specific branding guidelines and images you would like to use.

Work with bepress to Create a Unique Design

You can also work with Consulting Services and the bepress Design Team to create a custom journal design of your own. If you have a vision for the design of your journal or its banner, share it with us! Our Design Team can create a design based on your input. You can also provide your own mock-up. Just request a Photoshop template from Consulting Services. On the set-up form, indicate that you have attached your own option, and complete the remaining sections.

Sample header banners for journals



Journal Colors, Images, and Logos

Check with your institution's marketing department for any specific colors, logos, typefaces, graphic elements, or other requirements that need to be followed when producing an affiliated website.

Considering Accessibility When Choosing a Color Palette

Accessibility is an integral part of journal development and should be considered early in the design process. Keep in mind, a color palette with adequate contrast allows more potential users to access your journal, including visually impaired and color blind individuals. Our design team may need to make slight adjustments to your design in order to meet accessibility standards.

A Note on Color Correctness of Journal Mock-ups

There can be a slight variation between the hexadecimal colors you provide to us and the colors that appear on your journal mock-up. This difference is caused by your browser interpreting the embedded colors of the mock-up (which is an image) and the colors of the final journal, which are defined by your browser using CSS. Although we do our best to color match as closely as possible, you may see a discrepancy. Rest assured that the final journal will include the correct colors.

Images and Logos

If you would like to include any images or logos in the design of your journal, please include links to these or attach them as image files when you return your set-up form to Consulting Services. You can specify images to be used in your banner.

Image Slideshows and Content Carousels

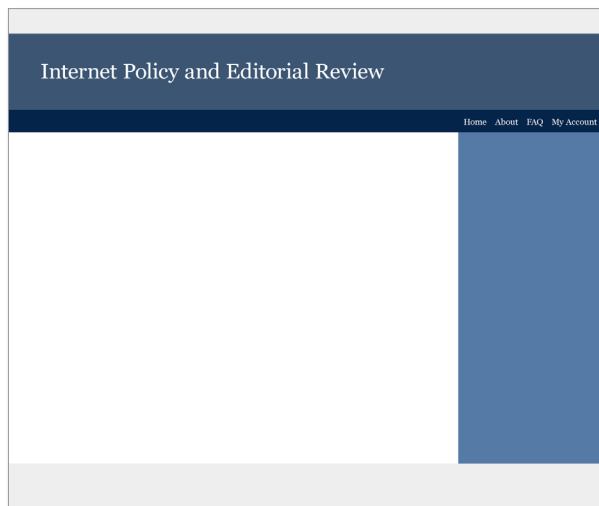
Image slideshows and content carousels allow your administrators to curate and share images with visitors on the journal's home page. If you want to include a dynamic image slideshow or content carousel, please indicate this on your set-up form.

Journal Layout

Please refer to the following images when completing the “Journal Layout” section of the Set-up form.

Customizing Your Journal Layout

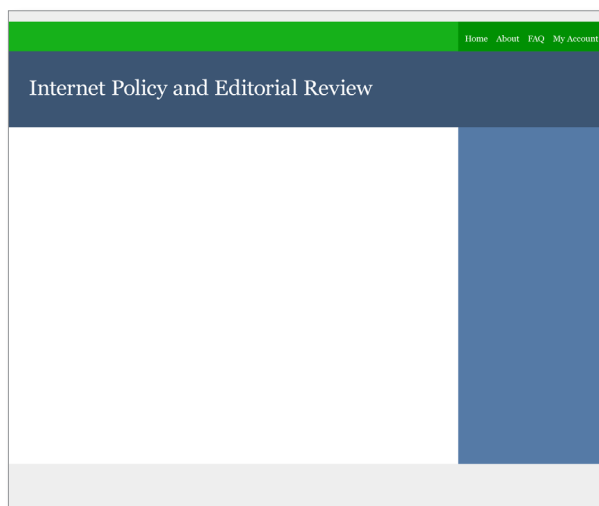
The sidebar of your journal can be located to either the left or the right of the main content column. The global navigation tabs can be located above or below the header banner.



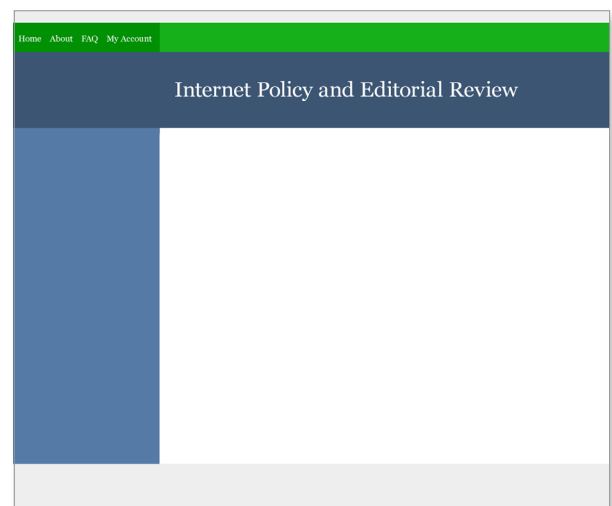
Sidebar right-aligned with navigation tabs below the header banner.



Sidebar left-aligned with navigation tabs below the header banner.



Sidebar right-aligned with navigation tabs above the header banner.



Sidebar left-aligned with navigation tabs above the header banner.

Journal Typography

The default typography is displayed below. If your journal relies on alternative fonts, see our suggested web-safe fonts below for the closest match, and enter them on your Set-up form.

Digital Commons Default Typography

Body Text: Arial, Verdana, Helvetica, default sans-serif

Headings (H1, H2, H3, etc.): Georgia, Times New Roman, Times, default serif

Suggested Web-Safe Fonts

Windows fonts / Mac fonts / Font family

Arial, [Arial](#), [Helvetica](#), *sans-serif*

Arial Black, **Arial Black**, **Gadget**, *sans-serif*

Courier New, [Courier New](#), [Courier](#)⁶, *monospace*

Georgia¹, [Georgia](#), *serif*

Impact, **Impact**⁵, **Charcoal**⁶, *sans-serif*

Lucida Sans Unicode, [Lucida Grande](#), *sans-serif*

Palatino Linotype, Book Antiqua³, [Palatino](#)⁶, *serif*

Tahoma, [Geneva](#), *sans-serif*

Times New Roman, [Times](#), *serif*

Trebuchet MS¹, [Helvetica](#), *sans-serif*

Verdana, [Verdana](#), [Geneva](#), *sans-serif*

Symbol, [Symbol](#) (Symbol², Symbol²)

Webdings, [Webdings](#) (Webdings², Webdings²)

Wingdings, [Zapf Dingbats](#) (Wingdings², Zapf Dingbats²)

MS Sans Serif⁴, [Geneva](#), *sans-serif*

MS Serif⁴, [New York](#)⁶, *serif*

Additional Information about Typography

Digital Commons formats your journal's written content using the CSS font-family property.

This property specifies which typeface the browser should use when loading your journal. In its simplest form, only a single typeface needs to be specified. However, because typeface files are located on your visitors' computers, there is no certainty the correct typeface will be used when a browser renders your journal: not everyone has the same typefaces installed on their computer. The outcome can be a journal that looks drastically different than you hoped. "Font-family" provides a mechanism for dealing with this: It accepts a comma-separated list of names, and it will try each in turn until it succeeds in matching an installed font. A list of generic typefaces are at the end of your list in the event that all the typefaces listed are unavailable. If all else fails, you can specify that the browser use either a serif or a sans-serif typeface.