

## Oromo Studies Association (OSA)

# WEBSITE POLICY, STANDARDS AND GUIDELINES

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### 1.0 Scope

- 1.1 These guidelines apply to the Oromo Studies Association (OSA) website. The guidelines outline the policy and procedures to be followed in developing, managing and maintaining OSA's website. The guidelines are established and amended by the OSA Board of Directors.

### 2.0 Responsibility

- 2.1 It is the responsibility of all OSA officers and designated individuals involved in administrating OSA's website to adhere to these guidelines.
- 2.2 It is the responsibility of OSA's executive committee to ensure that the guidelines are enforced as required and that the content posted on OSA's website adheres to the guidelines.
- 2.3 It is the responsibility of the Public Relations Officer of OSA to review the guidelines regularly, seek feedback on web content from OSA members and others and recommend revisions to the guidelines.

### 3.0 Purpose

- 3.1 The guidelines establish a minimum standard that should be maintained by OSA's webmaster so that the OSA website reflects the mission and vision of OSA.

### 4.0 Definitions

- 4.1 In this policy *Content refers to all material in OSA's website including text, graphics, tables, audio, video, menu/directional icons, bars, indicators, listings, and indexes.* This definition also encompasses functions that support content such as links, navigation and searches.

### 5.0 Website

- 5.1 The domain name of OSA's website will be "www.romostudies.org"
- 5.2 OSA's website ownership should be clearly indicated on the home page or directly accessible through a link from all other web pages.

## **6.0 Website Management**

- 6.1 OSA's Executive Committee has the right to change or remove any information or link on the website to assure accuracy, timeliness, and the professional image of the association.
- 6.2 Web pages on the website will be reviewed at least quarterly for timeliness and accuracy and updated as needed.
- 6.3 Time-sensitive content such as information promoting events will be removed as soon as the event takes place.
- 6.4 Style guidelines will be developed by OSA's Public Relations Officer and will be enforced by the Executive Committee.
- 6.5 Links to other websites of similar mission will be provided.
- 6.6 All content on the website will adhere to applicable copyright and other laws.

## **7.0 Content**

- 7.1 Content should be reviewed for quality (including originality, accuracy, and reliability) before posting. The method of review will be determined by OSA's Public Relations Officer.
- 7.2 The website provides research findings and general information on Oromo studies and related topics.
- 7.3 Visitors to OSA's website will be given general information on Oromo Studies Association activities and plans.
- 7.4 The content of OSA's website must include
  - 7.3.1 Name and emblem of the organization
  - 7.3.2 Aim and objectives of the organization
  - 4.3.2 Organizational structure, including directorates, officers, etc.
  - 4.3.3 Postal address, fax, phone number and email of the organization.
  - 4.3.4 OSA's Bylaws, membership application forms, etc
  - 4.3.5 OSA Press releases
- 7.5. Any content on the website should be free of
  - 7.5.1. Insulting, threatening or provocative language.
  - 7.5.2. Inciting hatred on the basis of race, religion, gender, nationality or sexual orientation or other personal characteristics.
  - 7.5.3. Swearing, using hate-speech or making obscene or vulgar statements.
  - 7.5.4. Condoning illegal activity or breach of copyright.
  - 7.5.5.** Posting in a language other than the languages of the website
  - 7.5.6.** Invading people's privacy.

## **8.0 OSA Journal and Proceedings**

- 8.1 Information about access to content, required registration, and password protection (if applicable) should be provided and easy to find on the web site.

- 8.2 Information about payment (i.e., subscriptions, document delivery, pay per view, etc) should be provided and easy to find.

## **9.0 Copyright**

- 9.1 Copyright ownership of specific content should be clearly indicated on screen and on items printed from the site.
- 9.2 The information, material and documents made available on OSA’s website have to be backed up with proper copyright policies explaining the terms and conditions of their usage and reference by others.
- 9.3 OSA’s website administrator should be sensitive towards publishing any information having a third party copyright. The administrator should follow proper procedures to obtain the permission prior to publishing such information on the website.
- 9.4 In cases where the document is in the public domain and there is no restriction on its reproduction, the copyright statement could be stated as follows:

*“The following material featured on this site may be reproduced free of charge in any format or media without requiring specific permission. This is subject to the material being reproduced accurately and not being used in a derogatory manner or in a misleading context. Where the material is being published or issued to others, the source must be prominently acknowledged. However, the permission to reproduce this material does not extend to any material on this site which is identified as being the copyright of a third party. Authorization to reproduce such material must be obtained from the copyright holders concerned. “*

- 9.5 In cases where the nature of the information or document calls for a restriction on its reproduction, the copyright statement could indicate the following terms:

*“The following material is subject to copyright protection unless otherwise indicated. The material may be downloaded to file or printer without requiring specific prior permission. Any other proposed use of the material is subject to the approval of copyright holder. Application for obtaining permission should be made to (email and complete postal address of the concerned copyright holder)”*

## **10.0 Downloading Files**

- 10.1 If content can be downloaded in a portable document file (PDF) format, instructions regarding how to download the PDF file and how to obtain the necessary software should be provided and easy to find. A link to such software should be provided.

## **11.0 Multilingual (Oromo & English) Versions**

- 11.1 The OSA website, in addition to use of the English language, will display contents that are in Afaan Oromo.
- 11.2 Mixing two languages in a single page is not recommended.

- 11.3 As much as possible contents that are presented in both languages should be updated simultaneously or it should have a time stamp indicating the date of updating the information.

## **12.0 Accessibility**

- 12.1 Inter-site content links should be reviewed before posting, maintained and monitored. If links are not functional, links should be repaired in a timely manner.
- 12.2 External site links should be reviewed before posting, maintained and monitored. If links are not functional, these links should be repaired or removed in a timely manner.
- 12.3 Sites should not prevent viewers from returning to a previous site.
- 12.4 Sites should not redirect the viewer to a site the viewer did not intend to visit.
- 12.5 Sites should not frame other sites.
- 12.6 A courtesy email will be sent to the owners of Linked sites informing them of the link, and the validity of such links should be tested from time to time.
- 12.7 There should be a general disclaimer for visitors of the website, the Disclaimer statement could indicate the following terms:  
*“This is a public website and author(s) are responsible for their writings and OSA is not responsible. OSA is not responsible for the contents and the hyperlinks on this Website to other Internet resources, either expressed or implied, including, but not limited to, the warranties of merchantability, copyright of third party, or the presence or absence of any computer virus.”*

## **13.0 Visibility**

- 13.1 To improve the likelihood that the website of OSA has a high visibility:-
  - 13.1.1 The website should be registered with as many search engines as possible, under appropriate categories.
  - 13.1.2 The website should incorporate *internal* descriptive data or meta data comprising relevant keywords and descriptions, intended to be read by search engines.
  - 13.1.3 All the stationery items of OSA such as Letterheads, Publicity material such as Brochures, Pamphlets and documents such as JOS etc should display the URL of the website.
  - 13.1.4 Links should be exchanged with other relevant National/International websites.

## **14.0 Contingency Management (Backup)**

- 14.1 Regular Back-up of the website will rely upon the website hosting service provider. Therefore the website hosting service provider should:
  - 14.1.1 possess state-of-the-art security infrastructure as well as security policies to ensure the best possible security for the website.
  - 14.1.2 have a redundant server infrastructure to ensure fastest restoration of the website in the event of any unforeseen hardware/software failure.
  - 14.1.3 perform regular backups of the website.
  - 14.1.4 provide technical support on 24 hours and seven days a week basis.