

ASA Guidelines for Hosting Web Pages

ASA is willing and able to host web pages for Committees, Sections, and Chapters. This can be an advantage for those official units of ASA needing a stable platform, and can assist ASA in archiving historical material.

ASA offers hosting in two platforms: Windows (via www.amstat.org) and Linux (via www.amstat-online.org).

This document covers the following topics:

- Basic Guidelines for Hosting Pages
 - Common Guidelines for all Web Pages
 - Committee/Section/Chapter Responsibilities & Contacts
 - ASA Staff Responsibilities & Contacts
 - How to Update Pages (FTP)
 - ASA Downloadable Graphics
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Basic Guidelines for Hosting Pages

These basic guidelines are aimed at streamlining communication between ASA staff and ASA member units with the aim of developing and constantly improving the quality and intellectual content of our pages.

Common Guidelines for all Web Pages

The following are common guidelines for all Web pages, whether members or staff. These should be followed whether pages reside at <http://www.amstat.org>, <http://www.amstat-online.org>, or an offsite location. It is expected that ASA members and staff communicate cordially, and that all recognize that many new, emerging issues will arise as we move into more use of electronic media. Some of these may take some time to resolve in a manner that suits all.

1. Maintain up-to-date pages, especially with regards to dated material and hyperlinks.
2. Review each page carefully to ensure quality of content, spelling, broken links etc.
3. Use relative links throughout so that cleanup time is minimal.
4. Make pages easy to read and accessible to the majority of browsers.
5. Adopt aspects of the Amstat Online "look and feel" as appropriate.
6. Respect liability issues that may concern ASA, as the web is a legal form of publication.
7. Adhere to ASA policies on electronic publication. For instance, send job announcements to the ASA Job Web since they would otherwise compete with paid advertisements. Further, avoid links to commercial sites unless inclusion primarily benefits ASA members.
8. Respect privacy of members and the public. This includes notifying visitors of exactly what information is being gathered while they visit web pages.

Committee/Section/Chapter Responsibilities & Contacts

The committee/section/chapter units have certain additional rights and responsibilities when publishing on the Internet. These are especially pertinent if ASA physically hosts a unit's pages. These include the following:

1. Coordinate with ASA Staff on electronic publishing matters relevant to the unit.
2. Link unit's home pages to Amstat Online (www.amstat.org).
3. Link to the Current Officers Page for the unit, which is maintained by ASA. This has current data on officers/members, mission, and charter, if relevant.
4. Keep file transfer password secure (see FTP below).

ASA Staff Responsibilities & Contacts

ASA Staff have dual responsibility of physically maintaining the web pages at www.amstat.org and developing content for members and subscribers. These are in addition to the common responsibilities outlined above.

1. Arrange a method to put pages up on the server (see FTP below).
2. Add links to other areas to highlight material on pages of chapters/sections/committees.
3. Publish these guidelines so that units can use the hosting service smoothly.
4. Publish the legal responsibilities and liability of web pages published by any unit of ASA.
5. Publish a [privacy statement](#).
6. Keep Current Officers Page for each unit up to date.
7. Identify potential quality or integrity problems with material in unit pages and work with appropriate parties to address concerns (see Ensuring Quality, Privacy and Integrity of Posted Material below).

Your chief contacts among ASA Staff are:

- Webmaster (FTP access, page integrity, links) (webmaster@amstat.org)
- Chapters and Sections Liaison (rick@amstat.org)

Check the [ASA Staff Directory](#) for current staff. The Webmaster handles technical issues, while the Chapter & Section Liaison can address programmatic issues (e.g. membership lists, current officers, etc.).

How to Update Pages

The Basic Guidelines for Hosting Pages above should be read carefully before considering how to update and transfer files. The <http://www.amstat.org> server operates in a Microsoft Windows environment. The alternative hosting environment is on a Linux server, <http://www.amstat-online.org>.

Regardless of platform, please take note of the following important update guidelines for security, good communications, and common courtesy:

1. Each section/chapter/committee should determine which environment, Linux or Microsoft, is appropriate for their needs.
2. Each section/chapter/committee can establish an FTP login. Email the [Webmaster](#) for web space and FTP access. Be sure to indicate your unit (e.g. SPES Section) and your office (e.g. Chair or Webmaster or ...). You will receive a FTP login and password from ASA Staff.
3. Units with FTP access must maintain password security to protect their material as well as that of ASA.
4. ASA Staff (webmaster@amstat.org) can help with technical issues.
5. While ASA can make changes, we (ASA Staff) prefer and expect that you maintain your own pages.
6. Small sites with few Web pages and infrequent changes may request the Webmaster to install pages with either (a) pages attached or (b) a URL to pages on another server.