

EXAMPLE

Style and Compliance Checklist

This is a general list of grammar, style, and formatting standards for the development of products for electronic publication. Although this list is not exhaustive, it does capture basic elements that are common to most CDC e-learning products. *The Chicago Manual of Style*, *AMA Manual of Style*, *Writing for the Internet: A guide to real communication in virtual space*, and a number of other references for technical communication were consulted in the compilation of this list.

1. All pages, slides, and frames are numbered correctly.
2. All original images and photos have been cited appropriately.
3. Image sources and permissions to reprint are documented and submitted with clearance information.
4. HHS and CDC logos appear as indicated in the CDC Brand Identity Standards wiki at [Placement, Size and Proportion: CDC Logo with HHS Logo](#).
5. The following words appear on the title page or the last page of the course (without italics):

This course is in the public domain and may be used and reprinted without permission; citation as to source, however, is appreciated.

Your suggested citation should be included, using the following format (without italics):

Suggested Citation

Centers for Disease Control and Prevention (CDC). Insert Name of Course. [Internet]. Atlanta, GA: US Department of Health and Human Services, CDC; Insert year course was published. Available from: <http://www.cdc.gov/training/InsertCorrectURL>. Accessed [Borrower inserts date course was accessed].

6. An application for permission to use logos of clients outside of CDC must be submitted to CDC's Office of Transfer Technology through your clearance office, or a text only acknowledgement must be used.
7. Disclaimers are included for the following purposes:
 - Links to non-federal sites
See <http://www.cdc.gov/Other/disclaimer.html>.
 - Use of commercial products and trade names
See [SEPDPO Scientific Clearance Policy and Guidance](#).
 - The product does not require OMB approval but does include scientific claims.
See Guidance on Disclaimers for CDC Scientific Publications and

EXAMPLE

Presentations at <http://intranet.cdc.gov/od/oads/osqt/science-olicies/docs/disclaimers-guidance.pdf>.

Final determinations about disclaimer use should be made during the clearance of information products and are left to CIO ADSs or other clearance officials. Developers should inquire about scientific claims at intake.

8. Underlines are not used except in hyperlink formatting.
9. There is only one space following the period at the end of each sentence.
10. The product has been checked by the internal spell checker and manually reviewed for spelling errors.
11. Use the "penultimate" comma, that is, a comma before the last item in a list, to reduce ambiguity, e.g., "Eat your fruits, vegetables, and whole grains."
12. Color is not used to convey important information, e.g., "See red text below."
13. All charts, graphs and other graphics have either an alternative text description or provide a description in the text immediately below the graphic.
14. All tables read from left to right and top to bottom.
15. All hyperlinks are active and use the full Web address, e.g., <http://www.hhs.gov>.
16. The document has been reviewed in Print Preview for a visual check of formatting errors.
17. Bulleted items that are complete sentences end with a period (.); items that are not complete sentences have no end punctuation. End punctuation is consistent **within** bulleted lists; however, consistency **among** lists is not necessary and most likely inappropriate.
18. The developer has ensured that the product is Section 508 compliant, according to the HHS 508 Checklists at <http://intranet.cdc.gov/cdcweb/usability/508/#1>.
19. The words *Do Not Distribute* have been added conspicuously to all products that are not final.
20. A date stamp appears on the first and last pages, indicating authoring tool, version and date of publication.