



Astronomical League

Observing Program Division

Internal White Paper

Observing Program Web Page Style Manual

Each Observing Program at the Astronomical League is unique and has unique needs. The intent of this style manual is to provide a standard look and feel to the web pages. This will enable members, when they wish to consider new Observing Program opportunities, to determine which ones best meet their interests and needs more easily.

The initial content can be copied from an existing web page. It can then be modified to meet the specific needs and content for the new Observing Program.

Some standard features include:

- Observing Program Web Pages will follow the AL Web Page Styles.
- A common font and size
- Standard heading styles
- Standard layout
- Standard content sections
- Quick view informational grids

These Style Standards will be used:

- Font: Arial
- General content size: 14 point
- General content color: Black
- Section Headings Section Headings size: 18 point
- Section Headings color: Blue
- Section Headings style: Bold
- Section Heading example: **Introduction**
- Section Headings are typed in, and appear black in the editor. They are Heading 2.
- Subsection Headings style: Bold
- Subsection Headings color: Black, Bold, and Underlined

- Subsection Headings example: **Lunar Binocular Certification:**
- Solar Warnings color: Yellow
- Exceptions will be noted under details for the individual sections.
- Items shown in “{}” marks are to be replaced by specific information.

Each web page will contain these standard sections and optional subsections:

- Coordinator Information with the Observing Program Division Logo on the far right.
- A Logo or Image related to the Observing Program may be inserted to the left of the Observing Program Division Logo.
- Introduction
 - Various Topics with various titles (optional)
- Background Information (title of this section may vary)
 - Various Topics with various titles (optional)
- Requirements and Rules
- Submitting for Certification
- Notes: (note there is a colon)
 - Various Topics with various titles (optional)
- Coordinator Information (a repeat of the first section)
- Links: (note there is a colon)
 - Various Topics with various titles (optional)

Detailed information on each of these sections:

Coordinator Information:

- This section (the top one), is a table of one row and two or three columns.
 - The left column contains the Coordinator’s information.
 - The center column contains a graphic appropriate to that specific Observing Program and may be selected by the Coordinator.
 - The right column contains the Observing Program Division Logo.
 - Specific table formatting:
 - The first column:
 - `<td style="width:50%>` This width may be varied if needed.
- The bottom section is not a table and ONLY contains the Coordinator information..

- Layout of this information:

{Observing Program Name} > Coordinator:

{Coordinator Name}

{Coordinator Street Address}

{Coordinator City, State, and Zip Code}

{{Area Code}} {Coordinator phone number}

E-mail: {Coordinator E-Mail Address}

Introduction:

- The first piece of content is a table of one row and two columns.
 - The left column contains text. Specific text may be changed by the Coordinator.
 - The right column contains the Quick View Grid that is specific to the Observing Program.
 - The first column:
 - `<td style="width:60%>`
 - The second column:
 - Grid has a standard width but will vary in height.
 - `<td></td>`

Background:

- Naming of this section may vary and is determined by the Coordinator.
- It may have as many subsections as needed.

Requirements and Rules

- The first piece of content under this section will be:

This certification is available to members of the Astronomical League, either through their local astronomical society or as members at large. If you are not a member and would like to become one, check with your local astronomical society, search for a local society on the Astronomical League Website ([click here](#)), or join as a Member-At-Large at the [AL Store](#).

- This content should be varied for those few Observing Programs that do not require Astronomical League membership.
- The (click here) text are links.
 - The first link is to: <https://www.astroleague.org/astronomy-clubs-usa-state/>
 - The second link is to: <https://store.astroleague.org/>
- The second piece of content is a table of one row and two columns:

- The left column contains text. Specific text may be determined by the Coordinator.
- The right column contains the Observation Requirements Grid that is specific to the Observing Program.
- The first column:
 - `<td style="width:60%">`
- The second column:
 - Grid has a standard width but will vary in height.
 - `<td></td>`
- Additional content and subsections are defined by the Coordinator.

Submitting for Certification

- The first piece of content is a table of one row and two columns:
 - The left column contains text. Specific text may be determined by the Coordinator.
 - The right column contains the Observation Requirements Grid that is specific to the Observing Program.
 - The first column:
 - `<td style="width:60%">`
 - The second column:
 - Grid has a standard width but will vary in height.
 - `<td></td>`
- Additional content and subsections are defined by the Coordinator.
- The final piece of content in this section must be:

Upon verification of your submission and of your active membership in the Astronomical League, your recognition (certificate, pin, etc.) will be sent to you or to the awards coordinator for your society, as you specified. Your name will also appear in an upcoming issue of the Reflector magazine and in the Astronomical League's on-line database. Congratulations. Good luck with your next observing challenge.

Notes:

- Acknowledgements (optional)
- Links to kindred Observing Programs (optional)
- This may include any additional information that is appropriate and is determined by the Coordinator.

Links:

- Subsections may be used as needed.

- Items should be on “dotted” lists.
- Observing lists should be in PDF file format as well as Excel format
- Appendices (optional)
- References (optional)
- Other References (optional)
- This may include any additional links that are appropriate and are determined by the Coordinator.
- The last link is to the Award Search Page.
 - Find Your Observing Program Award
 - The link is to: <https://www.astroleague.org/award-search/>



Aaron Clevenson, Observing Program Director

ver. 20230703