

NEFSC Webpage Reviewer's Checklist

The following questions reflect the kind of advice we seek from you with regard to the enclosed webpage. We do not expect you to answer all of the questions. These questions are simply a tool that may prove useful in organizing your thoughts.

1. Is a webpage an appropriate, or the best, medium for conveying the information to NEFSC constituents?
2. Is the arrangement of the information (*i.e.*, the layout) simple and clean?
3. Are the embedded links appropriate – should some be added or removed?
4. Does the webpage have a unique and descriptive title located at the top of the webpage?
5. Is the author of the webpage listed as such on the webpage?
6. Is there sufficient information (*i.e.*, e-mail address, postal address, or telephone number) listed on the webpage to permit others to contact the author for additional information?
7. If this is a new webpage, or if this is a significant modification of an existing webpage, is the posting date (*i.e.*, month day, year) of the new or modified webpage listed on the webpage?
8. If this webpage replaces an existing webpage, and if the replaced webpage contains technical information which is potentially citable in a scientific, management, or legal context, has the replaced webpage been appropriately converted to a PDF file and moved to an archive specifically created for that purpose?
9. Is there a link back to the main NEFSC webpage?
10. Do all subpages have "Return to top page" links leading back to the top document?