

# Web Content Accessibility Guidelines

## Recommended Guidelines

Following these guidelines will add functionality and usability for all users, including users of assistive technology.

## Contact Information

All new and redesigned web pages must be in compliance with the W3C Web Content Accessibility Guidelines 2.0 Level AA, and must indicate in plain text a method of contact for users with disabilities having trouble accessing content within the site. The contact information shall include a phone number and /or e-mail address that put the user in touch with the person(s) responsible for the content and function of the page.

1. The goal is that such person(s) responsible for the content and function of the page reply to the inquiry within one business day of its dispatch.
2. This plain text notice will appear in a consistent form and location on each web page.
3. Current WordPress templates include an "Accessibility" link in the footer pointing to the University's [Accessible Syracuse web page](#).

## Writing Style and Language

- Try to break up large blocks of information into smaller sections to aid in navigation and readability.
- Define the meaning of acronyms and abbreviations where they first occur in a document.
- Identify the primary natural language of a document. Any changes in the primary natural language of a document must be identified. For example, if the natural language of a document is English and a section of the document changes to French, the French text must be clearly identified as being French.

## Layout and Presentation

- If color is used to convey information, make sure that the information is also available without color.
- Background colors and foreground colors should provide sufficient color contrast.
- Link text should be clear and meaningful. Avoid using "click here."
- Navigation features and style of presentation should be consistent throughout the site.
- Style sheets should be used to create layout and presentation instead of tables.
- Use relative units rather than absolute units in markup language attribute values and style sheet property values.
- Use Header (H1, H2 etc.) to indicate headers and sub-headers, and use them in the correct order. Do not use headers to embellish fonts.
- Use lists and list items properly and do not use them for layout or formatting purposes.
- Use quotation markup for quotations and not for formatting purposes such as indentations.
- Avoid the use of screen flicker and blinking at rates faster than 2 per second and slower than 55 per second. Flashing, flickering, and blinking of a document or document element can cause seizures in people with photosensitive epilepsy.
- Automatic refresh and auto-redirect of pages can be confusing and disorienting to some users. Instead, configure the server to perform redirects, and create a static page that provides the new URL to direct the user to the new Web location.
- Use [W3C technologies](#) when they are available and appropriate for a task and use the latest versions when supported.
- Outdated elements of W3C technologies should be avoided and replaced with newer technologies. The FONT tag is an example of an outdated element that has been replaced through the use of style sheets. Refer to the [W3C References](#) for more information.