



Massey University

Publication
Processes & Procedures

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Date Issued: March 2004

Version: 1.0

Review Date: 01/12/2004

Purpose

The purpose of these processes and procedures is to enact the Massey University Publication Policy. The policy is to make the information produced by Massey University about its own activities and capabilities reliable and consistent across all media and production processes and over time.

Processes and procedures

The existing processes and procedures for publication vary according to the historical development of each item and each medium and of the organisational structures within which they have emerged. Current processes and procedures have not been consistently documented and do not necessarily align.

This document aims to describe the generic process and procedural elements which are essential to the purpose of enacting the Massey University Publication Policy, as follows:

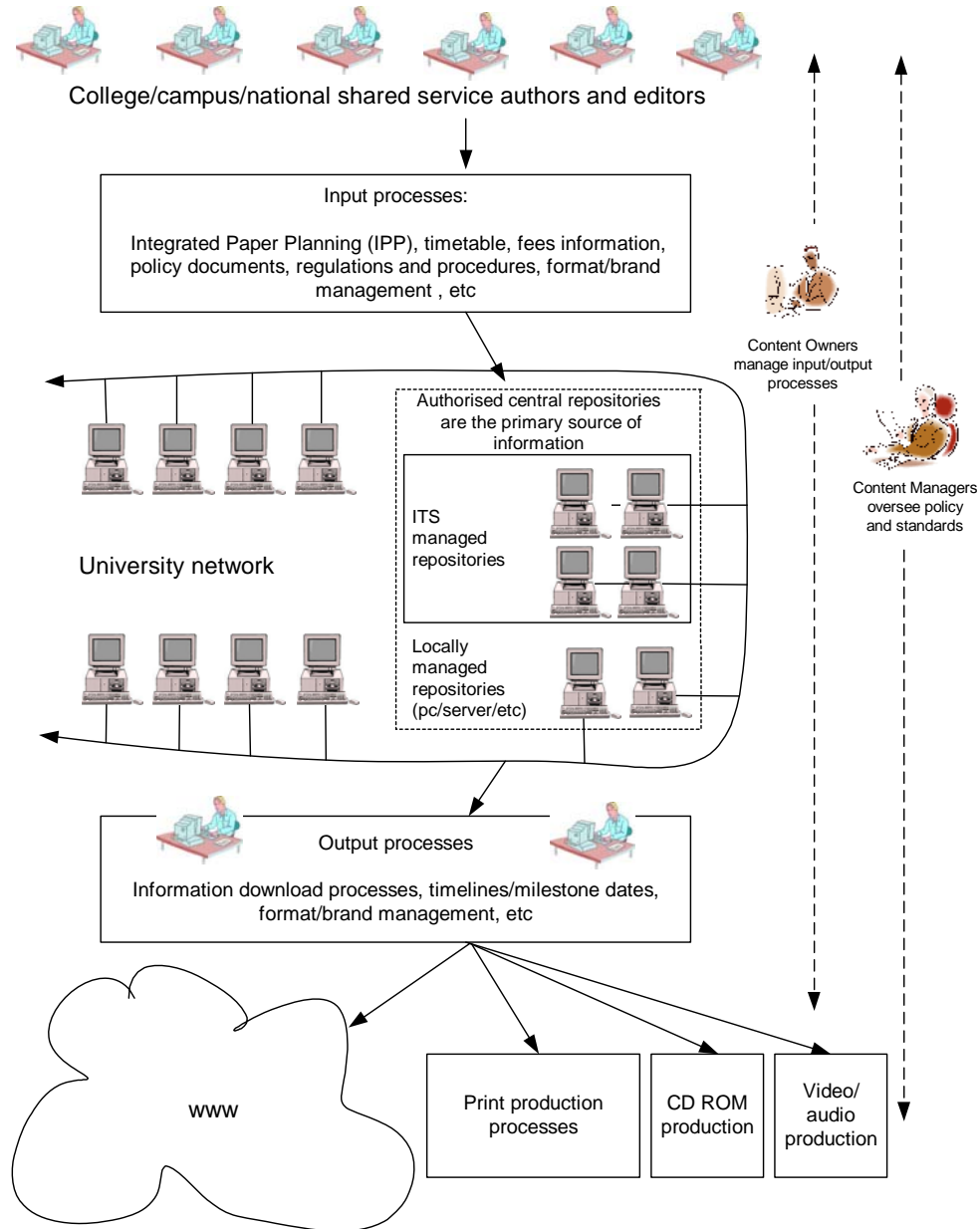
- Defines publication of official University information as a coherent form of activity.
- Describes high-level processes in a way that provides an integrating context for more detailed descriptions of sub-processes and procedures.
- Identifies roles and accountabilities for stakeholders in each phase of publication.
- Outlines the general means and standards by which any University staff member, student or provider of contracted services can contribute information to an official Massey University publication.
- Ensures that all University publications adhere to the University's branding guidelines.
- Ensures that all publications align with the Māori Communications Strategy [draft] and Te Reo Policy [draft]
- Provides guidelines for the technical, stylistic and operational elements of Massey University's publications.

It is recognised that additional detail is required to understand the various publication processes and procedures in full. Responsibility for defining such detail will continue to rest with the operational line managers involved. Likewise, the resources and timelines involved in improving the processes and aligning them appropriately with each other and with the University's policy and required standards rest with the operational line managers involved.

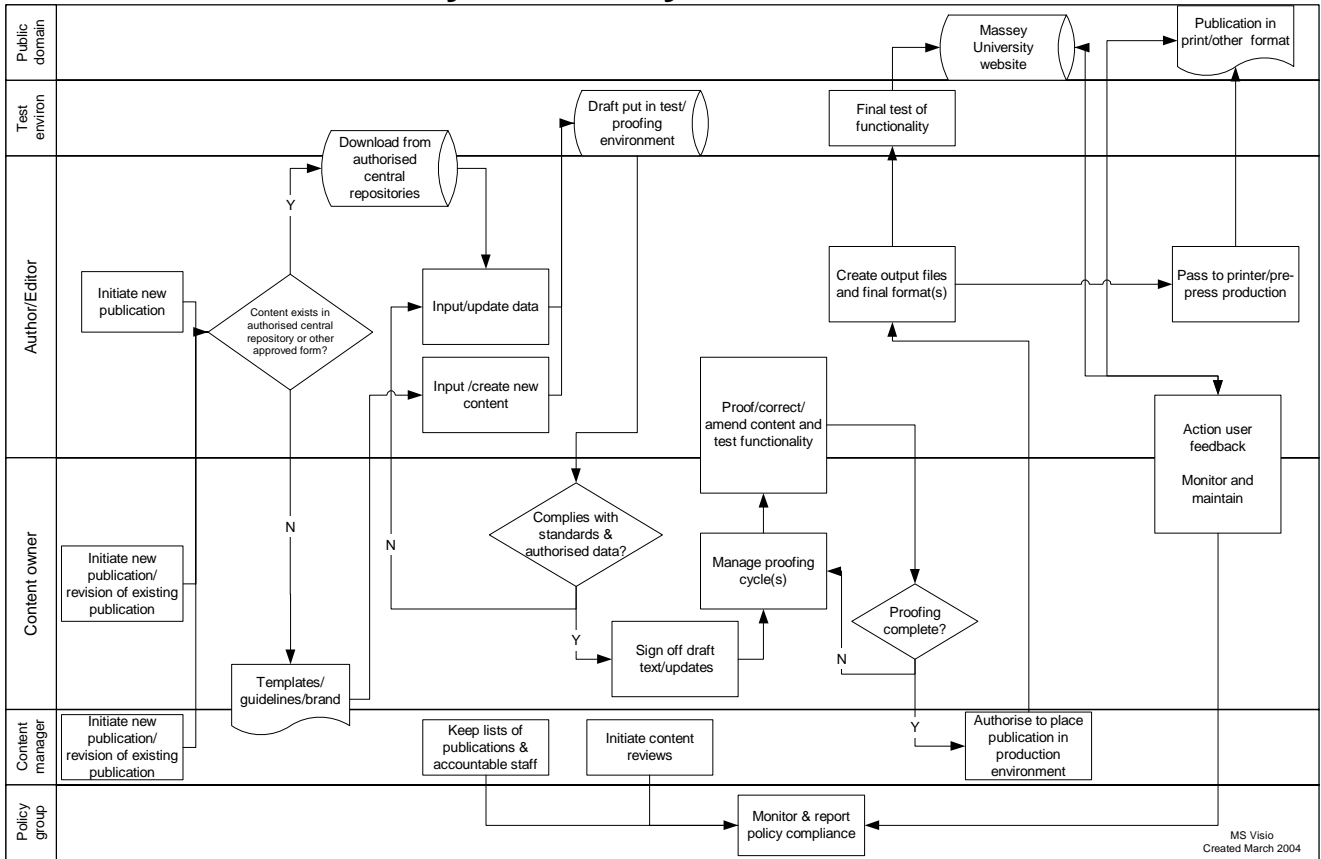
Publication Processes

Definitions of technical terms used in the descriptions below are included in Appendix 1. A list of primary publications is included in Appendix 2.

Massey University Publication Process Management



Massey University Publication Process



Web publication (Primary publications)

Initiation:

The process for generating or revising publications can be initiated by a number of different people/functions:

- Content manager
- Content owner
- Content author
- Automatic request for review after a set period
- Other stakeholder

All content should be reviewed on a regular basis, as specified for each primary publication, for accuracy, timeliness and quality.

Many of the primary publications are updated or re-issued annually or on other regular cycles. The timelines for these production cycles are negotiated with stakeholders in advance and must be adhered to, since they form part of the critical paths for core processes such as student enrolment.

Creating content:

The author must determine what type(s) of content is/are required.

- If content is available in one of the authorised central repositories, then the primary source in that repository must be referenced. It is important for the integrity of the system that information is not duplicated.
- If content already exists (either in the same medium or in a different medium) in an up-to-date and suitable form but is not contained in an authorised central repository, then the existing information should be used. If the content exists but is out of date or needs to be amended, then the author should contact the owner of the content to arrange for updates or amendments. It is important for the integrity of the system that information is kept consistent between different versions and different media.
- If the content does not exist already, the author should collect or write information to create the new content, using the appropriate approved template.
- If the content does not exist already in Te Reo Māori, the author may contact the Māori Communications Manager to develop appropriate content.

Creating web pages:

The author is responsible for adding links, multimedia elements and navigation to the content. Pages should integrate with existing navigation structures. Web pages will also comply with approved HTML standards and these standards must be followed for development, including tables, nested tables and frames. Pages should normally be designed for version 4 or higher browsers.

The author uploads new content or pages to staging/test/development environment (not available in live environment). The content owner reviews content/web pages in the staging/test/development environment.

If there are changes to be made while in the test environment, the content owner will liaise with the author about these changes.

Once the content owner approves the content/web pages, then these are published to the production environment (made available on the Massey University website).

Quality control:

The web content manager will initiate appropriate content and formatting checks and audits to be carried out on the Massey University website by such staff as the manager of the web content management system, Māori communications manager, brand manager and others. Content owners will normally be advised if content is found to be non-compliant with the Massey University Publication Policy and must take corrective action without delay. The web content manager may remove non-compliant pages from the Massey University website. This authority may be exercised without prior notice if the nature of the non-compliance is such as to place the university at serious risk, but normally a procedure and timeframe will be established with the content owner for suitable amendments to be made.

Content owners and authors are responsible for understanding and applying appropriate technical standards, tone and style. They are also responsible for having in place robust procedures for reviewing and updating content.

Print publication (Primary publications)

Initiation:

The process for generating or revising publications is delegated by the print content manager, the Assistant Vice-Chancellor - Academic, to the content owners. The Academic Manager is the content owner of the Massey University *Calendar*. The Director, Massey Marketing, is the content owner of the core prospective student materials (eg. annual *Short Guide*, *Prospectus*, *Accommodation* and *Family Guide*). The Manager, Student Information Unit, is the content owner of the core student administrative publications (eg. approximately 70 titles comprising the *Introducing* course information booklets and student enrolment materials). The Director, Research Services, is the content owner of the core research administrative materials (eg. information regarding the Copyright Act, research information booklet, contracting requirements, templates and forms to be found at the research.massey.ac.nz webpages).

The primary publications are updated and re-issued annually or on other regular cycles. The timelines for these production cycles are negotiated with stakeholders in advance and must be adhered to, since they form part of the critical paths for core processes such as student enrolment.

Creating content:

The content manager is responsible for determining whether proposed content changes are matters of policy requiring formal approval procedures and, if so, for ensuring that appropriate practices are followed.

The content manager is also responsible for monitoring copyright requirements and issues arising under law or from formal agreements, and where necessary for ensuring that appropriate practices are followed.

The content owner determines what types of content are required. Primary publications comprise data elements drawn from the authorised central repositories and descriptive, explanatory, interpretative and illustrative material. Normally the publications adhere to purpose-built templates.

Normally the primary publications have a coordinating editor located within the relevant national shared service unit and authoring of content is shared by authors located in each college/campus/service unit.

The content manager implements the processes and timelines necessary to enable the college, campus and national service units to update or create content in the authorised central repositories. At predetermined dates the repositories are closed off for the relevant publication cycle and the data is up-loaded into the publication templates.

Where descriptive, explanatory, interpretative and illustrative content already exists in an up to date and suitable form but is not contained in an authorised central repository, then the existing information is used. If the content exists but is out of date or needs to be amended, then the editor contacts the owners of the content to arrange for updates or amendments.

Working with the content manager, content owner or authors as appropriate, the Māori communications manager will be responsible for ensuring that publications align with the Māori communications Strategy [draft] and Te Reo Policy [draft].

It is important for the integrity of the system that information is kept consistent between different versions and different media.

If the content does not exist already, the author should collect or write information to create the new content, using the appropriate approved template.

Creating publications:

Multiple proofing cycles occur as required, including proofing for correct use of Te Reo Māori and Māori images, following procedures and timelines negotiated between the stakeholders.

If there are changes to be made while in the proofing stage, the content manager will liaise with the content owner(s) and/or the author(s) about these changes.

Once the content manager and owner(s) approve the final proof, it is passed to the printer, following procedures, technical specifications and timelines negotiated between the parties.

Quality control:

The print content manager and staff delegated responsibility for particular publications or types of publication, including the brand manager and the Māori communications manager, will conduct appropriate checks and audits on the Massey University print, CD ROM, video and audio publications. Content owners will normally be advised if content is found to be non-compliant with the Massey University Publication Policy and must take corrective action without delay.

Content owners and authors are responsible for understanding and applying appropriate technical standards, tone and style. They are also responsible for having in place robust procedures for reviewing and updating the content for which they are responsible.

Print publication (Secondary publications)

Secondary publications include programme-specific or event-specific publications produced by colleges, campuses, schools, departments, institutes, etc.

When regulatory or contractual information is included within a secondary publication it is vital that the information is drawn from the appropriate central authorised repository.

Recreating material independently leads to the introduction of inconsistencies and errors.

All publications must adhere to the style guidelines available from Massey Marketing and the Student Information Unit and the principles and practices outlined in the Māori Communications Strategy and Te Reo Policy.

For more information about style guidelines, contact A.Rudzki@massey.ac.nz
For publication templates, contact A.K.Rowland@massey.ac.nz

Roles and responsibilities

Policy Reference Group

- Strategic External Relations Group (SERG), chaired by the Deputy Vice-Chancellor – Wellington, has responsibility for administration of the Publication Policy. Issues of compliance, policy interpretation, maintenance of the policy, processes and procedures and promulgation of the policy should be referred to SERG. Compliance with the policy will be monitored by SERG and reported to VCEC on a regular basis.
- Implementation of the processes and procedures that enact the publication policy is the responsibility of the operational line managers to whom the internal stakeholders normally report.
- The Director Information Technology and Organisational Development is responsible for technical infrastructure.

Content Managers

- The role of Web Content Manager is currently assigned to the Deputy Vice-Chancellor - Wellington. The Web Content Manager is responsible for the content of the University's website. The Web Content Manager is also responsible for media advertising and materials promoting the University in whatever medium in which they occur.
- The role of Print Content Manager is currently assigned to the Assistant Vice-Chancellor - Academic. The Print Content Manager is responsible for the University's primary publications in print. The Print Content Manager also has responsibility for primary publications which appear in CD ROM, video or audio format.
- Responsibility for secondary publications rests with the operational line managers.
- Content managers maintain an up-to-date list of publications and of content owners.
- Content managers authorise disclaimers and other such forms of wording for use in primary and secondary publications.
- Content managers authorise production and release of specific publications, either in person or through a documented process of delegation.
- Content managers may withhold or withdraw the right to publish or withdraw from circulation any material whatsoever until such time as it complies with the publication policy. Corrective action to achieve compliance is the responsibility of the content owner in the first instance.
- Content managers ensure that appropriate policies and standards are in place and adhered to by internal stakeholders.
- The Māori Communications Manager is responsible for ensuring that all publications in all media are aligned with the Māori Communications Strategy and Te Reo Policy, undertaking appropriate checks and audits on publications and reporting non-compliance to the content owner.

Content Owners

- An owner must be assigned for each content item / web page / print publication.
- All content owners must be registered with the Content Manager. Owners of web pages are registered upon application for hosting services and/or domain names. Print publication owners must identify themselves to the content manager.
- The content / web page / print publication must be approved by the relevant owner(s) prior to publication. This authorisation process will be audited.
- Accountability must be evident on each print publication, CD ROM or web page. The owner must be an authorised staff member of the University.
- Once content is released into the public arena it is considered to be official Massey University content and must comply with the relevant Massey University policies.
- Content owners are responsible for the accuracy, timeliness and consistency of information under their control.
- The content owner is responsible for the use of appropriate prose style in the presentation of information
- It is the responsibility of the content owner to ensure that the content is presented in accordance with the Massey University Publication Policy and related guidelines. This includes using the correct templates for web documents, and complying with print publication guidelines.
- It is the responsibility of the content owner to ensure that the content is presented in accordance with the Māori Communications Strategy and Te Reo Policy and related guidelines.
- Content must also comply with general Massey University policy and with NZ law.
- It is the responsibility of the content owner to ensure that metadata exist and are optimised for each content item where applicable.
- The content owner is responsible for regularly reviewing content in the public arena. Outdated content must be updated, removed or marked as having expired.
- A feedback mechanism (eg. an email address for feedback) must be supplied on each website and owners must commit to an acceptable level of response on feedback.
- Owners must be contactable and responsive in case of an emergency.

Any member of staff or postgraduate student who has permission to use University facilities for such purposes may set up personal web pages. Permission to set up web pages is granted by the Head of Institute/ School / Department or line manager (or nominee) for the person concerned. The following statement indicating such approval must be placed on the Home page; " *This web site is approved by [Name, title of content owner/manager, date]*". In publishing personal web pages on the University network, authors must ensure that they abide by the policies as described in this document as well as general University policy and NZ law. Personal web pages do not necessarily reflect the views, policies or opinions of the University and must clearly indicate this by way of an authorised disclaimer statement.

To register a new owner of web content, or to register change of owner, submit the online form at <http://webmasters.massey.ac.nz/policy/register.htm>

Authors

- Authors create new content and update existing content.

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- Authors are responsible for making sure that they link to, or draw from authorised primary sources of content wherever it is possible to do so, in preference to replicating such information, creating new content or using secondary sources (such as static down-loads of data from primary sources). New content should be constructed in such a way that it can be easily re-used by others or in future iterations.
 - Authors should test links in web documents regularly, ensuring that they are current.
 - Authors are responsible for complying with accessibility, design and other guidelines as described by this document.
 - Authors must be registered with the content manager.
 - Authors are responsible for amending content upon request from the content owner or the content manager.
 - Authors must ensure that content is presented in accordance with the Massey University Publication Policy and related guidelines. This includes using the correct templates for web documents, and complying with print publication guidelines.
 - Authors must ensure that the content is presented in accordance with the Māori Communications Strategy and Te Reo Policy and related guidelines.
 - Authors must take appropriate steps to ensure that an appropriate standard of expression as well as a high standard of accuracy is used in the presentation of information
 - A feedback mechanism must be provided on each website and authors must commit to an acceptable level of response to feedback.
 - Authors must be contactable and responsive in case of an emergency.
 - Authors must create and maintain metadata for each web content item to enable indexing and searching.

To register a new editor of web content, or to register change of editor, submit the online form at <http://webmasters.massey.ac.nz/policy/register.htm>

Content sources

Core content for web and print publication is stored on centrally managed infrastructure. Authorised central repositories and other centrally managed infrastructure (such as web servers) are supported by ITS and backed up on a regular basis. Content will be served from authorised central repositories and central Massey University web servers or official publications.

All publications must be constructed from (and web pages linked to) the information contained in the authorised central repositories where applicable, since duplication of the content introduces risks to the integrity of the information. The content manager has the authority to decline or terminate publication of material that places the primacy of the authorised central repositories at unnecessary risk.

A description of authorised central repositories is included in Appendix 3.

Storage and technical specifications

Content owners and authors should use the University's Document Management system to make documents available to an internal Massey audience. This refers to

documents in formats such as Microsoft Word, PDF, Excel etc. Documents in the Document Management System can be referenced from the Content Management System via hyperlinks. This reduces the duplication of documents.

Space can be allocated on central Massey web servers for any College/Institute/School/Department web sites.

Web sites may also be hosted on web servers maintained by Colleges/Institutes/Schools/Departments. These web sites should be mounted on professionally maintained servers dedicated to WWW publishing. Any College/Institute/School/Departmental web server carrying primary content must be maintained and backed up by a formally designated administrator so that access to the information supplied on Web Pages by the server will be consistently and reliably available. The official Massey University website will only point to College/Institute/School/Department servers which comply with the policy outlined in this document.

To apply for hosting space on the central Massey web servers, go to <http://its-intra.massey.ac.nz/infrastructure/webhosting/index.htm> and apply for the service online.

To apply for space on the IIS server, go to http://iismgr-dev.massey.ac.nz/iis_application1.asp to apply online

Content must be able to support macronisation in whatever output medium is being used for text. Information on applications that can support macronisation can be sourced through ITS.

File Types for web publication

A number of different file types can be used to convey content. These include files with textual content, such as word processing files and web pages

The approved HTML 3.2 standards must be used for development, including tables, nested tables, and frames. As much as possible, pages should be designed to be read by at least a version 4.0 browser. The recommended HTML-generating application is Macromedia Dreamweaver.

Images for use on the web site should be in .gif or jpeg format. It is recommended that other file types, such as Office documents, be stored in the Massey University Document Management System.

Web pages should load as quickly as possible, preferably under 15 seconds. Therefore, it is important to limit file sizes. The size of individual pages should not exceed 100k.

Templates:

All official Massey University web pages are required to use the approved templates made available by ITS.

All official Massey University print publications are required to use the approved templates, branding standards and style guides available from Marketing and SIU.

Web templates can be downloaded from <http://webmasters.massey.ac.nz>

Publication standards

Web

Navigation:

Great care must be taken with the navigation properties of websites. This is an important factor in the coherence of the Massey University websites.

- Selected sites will be included in the global navigational system for the Massey website(s) and made available in the approved templates.
- Secondary web sites must include a link back to the main Massey University homepage. This should be designated by a link called 'Home'.
- All official Massey web sites must provide clear navigation around their collection of pages.
- Pages should channel visitors to the appropriate areas with clear and logical navigation.
- Links to external websites should be used sparingly. It is recommended that external websites open in a new browser window to preserve the navigation of the Massey website.

Documentation:

- Websites should be documented (current pages, updates and site file structure).
- Metadata should be used to record extended information about websites (e.g. author, owner, date last reviewed, keywords, description etc). Content owners and authors should test the effectiveness of metadata by using search engines to gauge the visibility of the website.

Accessibility:

- Web accessibility refers to the ability of web pages to be viewed in a variety of conditions, including those experienced by users with disabilities. Accessible web documents are those which successfully communicate their information via:
 - text-based browsers
 - screen readers or text-to-speech converters
 - various monitor resolutions and colour depths
 - various hardware and software platforms
 - older browsers
 - browsing environments configured to omit images or other elements
 - browsing by sight-impaired or colour-blind users

Authors should adhere to the web accessibility guidelines as specified by the W3C at <http://www.w3.org/TR/WCAG10/>

You can test the accessibility of your website with the Bobby Scan at <http://bobby.watchfire.com/bobby/html/en/index.jsp>

Legal requirements:

- All content should adhere to NZ law and the regulations and policies of Massey University.
- Inconsistent, inaccurate and outdated information poses a legal risk for the University. Content owners have the responsibility to ensure that content in any Massey University publication is correct, consistent and timely.
- Owners of content are responsible for ensuring that none of the content in Massey University publications infringes copyright and/or current copyright agreements.
- Massey University has a legal duty to maintain the confidentiality of personal information relating to students and staff, including names and addresses and photographs taken for ID purposes. Personal information such as names and photographs of students and staff should not be made accessible on the web or in any other form without obtaining auditable prior permission from the individual concerned.
- It is prohibited to include defamatory, objectionable or restricted material in a Massey University publication. Contravention of this prohibition will be treated by the University as misconduct.

For information on New Zealand law, use the [Massey University Law guide](#)

Advertising

All advertising must be constructed from templates and formats made available by Massey Marketing through the Massey University Design Studio. External advertising agencies must be instructed to obtain and adhere to these templates and formats. The content manager has the authority to decline or terminate publication of material that does not comply.

Third Party Advertising in University Publications

Massey University will not normally support third party advertising within its primary publications (eg. banners on its web pages, advertisements in its course booklets, or as enclosures within information packs).

Recognition of sponsors and partners may be incorporated in publications in the form of acknowledgements.

'Recommended supplier' information is for internal University use and is not for general advertising to the public.

Related Policies, Procedures and Documents

These include, but are not limited to, the following Massey University publications:

Publication Policy
E-mail and Internet Use Policy

Access to Information Technology Systems Policy
Data Network Policy
Research Use of Information Technology Infrastructure Policy
Māori @ Massey Strategy
Māori Communications Strategy [draft]
Te Reo Policy [draft]
Copyright agreements
Brand Identity guidelines
Communications Strategy [draft]
Style Guide [draft]

Definitions of terms used in this document

Author

Person responsible for creating and/or maintaining content in a content management system, database, specific website, web page or print publication.

Authorised Central Repository

An authorised source of information about Massey University or Massey services. This is the primary (most accurate and authorised or verified) form of the information held by the University. Information incorporated into publications or called up from web pages should draw as directly as possible from the relevant repository.

Content Manager

These positions have over-arching responsibility for ensuring that the Massey University website and print publications comply with the Massey University Publication Policy. The role of Web Content Manager is currently assigned to the Deputy Vice-Chancellor, Wellington. The role of Print Content Manager is currently assigned to the Assistant Vice-Chancellor - Academic. The Print Content Manager also has responsibility for primary publications which appear in CD ROM, video or audio format.

Editor

An editor or co-ordinating editor has delegated responsibility for one or more publications which combine materials belonging to several content owners or created or manipulated by a number of authors.

Granularity

The extent to which content consists of separate items (granules). The more content items - or the greater the granularity - the more flexible it is. For example, instead of putting all the information about a project in one content item, the content is divided so that one item contains the introduction; another contains the project deliverables and so forth. These content items can then be put together to create a web page or a publication.

Metadata

Data about data. In the context of this document, the term is used to signify the information used to describe content items. Examples of metadata include a library catalogue, which contains information about publications. Metadata in a publication describes characteristics of the publication; e.g. author, owner, date created, file type, content status, keywords and summary.

Optimised metadata

This refers to the quality of the metadata stored for each content item. Clear and accurate descriptors are most likely to result in successful searches (internal and external search engines) for web publications.

Owner

The person responsible for the quality and functionality of websites web pages and publications they own. While the labour of updating and maintaining the content can be delegated, the ultimate responsibility for the quality and accuracy of the eventual publication rests with the owner. The owner is also responsible for ensuring compliance with the *Massey University Publication Policy*.

Page

A page or web page is a document readable via a web browser. It may be more than one printed page in length and may contain hyperlinks, multimedia and other web elements.

Website / site

A website is a collection of web pages owned by a department, college, service department or individual.

Primary publications of Massey University
 as at February 2004

1. Web pages

Site name (bold=main site/non-bold=subsite)	Content Owner	Levels	Page count
ADMIN TOP LEVEL SITES			
aboutmassey.massey.ac.nz		1	10
albany.massey.ac.nz / auckland.massey.ac.nz		3	200
alumni.massey.ac.nz		2	15
calendar.massey.ac.nz		3	323
careers.massey.ac.nz		2	332
departments.massey.ac.nz		1	1
directory.massey.ac.nz		1	2
enrol.massey.ac.nz		2	23
events.massey.ac.nz		2	9
extramural.massey.ac.nz		1	41
fees.massey.ac.nz		1	30
foundation.massey.ac.nz		1	4
futurestudents.massey.ac.nz		1	18
graduation.massey.ac.nz		1	9
hrs.massey.ac.nz		1	10
international.massey.ac.nz		3	35
its.massey.ac.nz		3	250
jobs.massey.ac.nz		1	5
liaison.massey.ac.nz		2	72
library.massey.ac.nz		4	300

Site name (bold=main site/non-bold=subsite)	Content Owner	Levels	Page count
masseynews.massey.ac.nz		6	5,100
palmerstonnorth.massey.ac.nz		1	14
policyguide.massey.ac.nz		2	76
research.massey.ac.nz		1	20
staff.massey.ac.nz		1	2
students.massey.ac.nz		1	15
student-services.massey.ac.nz		2	110
study.massey.ac.nz		1	50
tdu.massey.ac.nz		2	112
webct.massey.ac.nz		2	2
wellington.massey.ac.nz		1	18
www.massey.ac.nz/~muelc		2	30
www.massey.ac.nz/~wwdis		2	30
www.massey.ac.nz/~wwrec		2	14
www.mymassey.com		4	4
TOTAL- ADMIN TOP LEVEL SITES			7,286
ACADEMIC TOP LEVEL SITES			
business.massey.ac.nz / commerce.massey.ac.nz		2	30
www-accountancy.massey.ac.nz		2	257
aviation.massey.ac.nz		3	34
gsb.massey.ac.nz		2	60
econ.massey.ac.nz		2	278
college-of-business.massey.ac.nz/commerce		2	18
communication.massey.ac.nz		2	66
finance-banking-property.massey.ac.nz		1	1
hrm.massey.ac.nz		2	40
infosys.massey.ac.nz		2	860
massey.ac.nz/~wwmansys		2	60

Site name (bold=main site/non-bold=subsite)	Content Owner	Levels	Page count
massey.ac.nz/~wwwmib		3	200
marketing.massey.ac.nz		2	12
centre-banking-studies.massey.ac.nz		1	13
cbsd.massey.ac.nz		2	17
property-group.massey.ac.nz		1	19
sme-centre.massey.ac.nz		1	8
is-alt.massey.ac.nz		3	12
management-enterprise-dev.massey.ac.nz		1	9
isrc.massey.ac.nz		1	14
Total College of Business			2,008
creative.massey.ac.nz		4	65
creative.massey.ac.nz/html/design/schoolofdesign		5	
creative.massey.ac.nz/html/finearts/schooloffinearts		2	
creative.massey.ac.nz/html/music/conservatoriumofmusic		2	
Total College of Design, Fine Arts & Music			65
education.massey.ac.nz		4	1,514
education.massey.ac.nz/ale		2	
education.massey.ac.nz/hhd		2	
education.massey.ac.nz/lt		2	
tekupenga.massey.ac.nz		2	36
education.massey.ac.nz/spse		2	
education.massey.ac.nz/tsme		2	
education.massey.ac.nz/ote		2	
education.massey.ac.nz/gse		2	
education.massey.ac.nz/ipder		3	
kanukagrove.massey.ac.nz		1	7
nzplc.massey.ac.nz		1	7

Site name (bold=main site/non-bold=subsite)	Content Owner	Levels	Page count
Total College of Education			1,564
cohss.massey.ac.nz		2	1,080
defence.massey.ac.nz		2	37
ems.massey.ac.nz		3	8
healthscience.massey.ac.nz		3	142
hpp.massey.ac.nz		2	135
language.massey.ac.nz		2	59
Māorii.massey.ac.nz		2	170
publichealth.massey.ac.nz		2	513
pep.massey.ac.nz		2	5
psychology.massey.ac.nz		2	218
sscs.massey.ac.nz		2	226
sspsw.massey.ac.nz		2	109
www.shore.ac.nz		2	104
Total College of Humanities & Social Sciences			2,806
sciences.massey.ac.nz		2	14
ifnhh.massey.ac.nz		2	222
ifs.massey.ac.nz		2	451
iims.massey.ac.nz		2	250
www-ist.massey.ac.nz		2	23
imbs.massey.ac.nz		2	212
inr.massey.ac.nz		2	19
ite.massey.ac.nz		3	37
ivabs.massey.ac.nz		3	210
Total College of Sciences			1,438
TOTAL - ACADEMIC TOP LEVEL SITES			7,881

Site name (bold=main site/non-bold=subsite)	Content Owner	Levels	Page count
GRAND TOTAL TOP LEVEL SITES			15,167

2. Printed publications

Student Information Unit Publications 2004 "Introducing" Publications			
Owner	Publication Name	Code	No. of pages
Business	Business (Undergraduate)	COB/Intro/04/01	52
	Business (Professional Development Progs.)	COB/Intro/04/02	48
	Business (Wgtn. Based Progs.)	COB/Intro/04/03	16
	Aviation	COB/Intro/04/04	12
	Journalism (brochure)	COB/Intro/04/05	6
Design, Fine Arts & Music	Music	DFAM/Intro/04/01	24
	Design and Fine Arts	DFAM/Intro/04/02	36
	DFAM (Postgrad.)	DFAM/Intro/04/03	16
	Māorii Performing Arts (brochure)	DFAM/Intro/04/04	6
Education	Quals in Teaching	COE/Intro/04/01	28
	Quals in Education	COE/Intro/04/02	36
	Postgrad Quals in Education (brochure)	COE/Intro/04/03	6
Humanities & Social Sciences	Humanities & Social Sciences	HSSIntro/04/01	48
	Nursing & Midwifery	HSS/Intro/04/02	12
	Social Work	HSS/Intro/04/03	8
	Cont. Prof. Education in Health	HSS/Intro/04/04	16
	Resource & Environmental Planning (brochure)	HSS/Intro/04/05	6
	Defence Studies (brochure)	HSS/Intro/04/06	6
Sciences	Science	COS/Intro/04/01	88
	Engineering & Technology	COS/Intro/04/02	62

Student Information Unit Publications 2004 "Introducing" Publications			
Owner	Publication Name	Code	No. of pages
	Vet Science and Equine Studies	COS/Intro/04/03	12
	Science (Prof. Development Progs.)	COS/Intro/04/04	28
	Food and Nutrition	COS/Intro//04/05	12
	Animals (brochure)	COS/Intro/04/06	6
	Plants (brochure)	COS/Intro/04/07	6
Generic	Sport	Intro/04/Sport	28
	Health	Intro/04/Health	24
	Information Technology	Intro/04/IT	64
	Massey Māorii	Intro/04/Māorii	72
	Land and the Environment	Intro/04/Environ	84
	Total Books: 30		Total Pages: 868

Student Information Unit Publications 2004 Stage Three Enrolment Publications			
Owner	Publication Name	Code	Pages
College of Business	Bachelor of Applied Economics	COB/04/01	16
	Bachelor of Business Information, Graduate Diploma in Business Computing, NZ Dip Business , Dip Bus Computing	COB/04/02	24
	Bachelor of Business Studies, BBS/BSc, BA/BBS, Bachelor of Accounting, Bachelor of Business Information Systems, Cert in Business Studies	COB/03/03	52
	Graduate Diploma of Business Studies, Graduate Dip in OSH, Graduate Diploma in Journalism Graduate Diploma in Applied Journalism	COB/04/04	40
	Wellington Specific Programmes: Diploma in Catering & Hospitality, Diploma in Tourism & Travel, Legal Executive Cert.	COB/04/05	16
	Bachelor of Aviation, Bachelor of Aviation Management, Certificate in Aviation, Certificate in Advanced Aviation	COB/04/06	36
	Bachelor of Sports Studies	COB/04/07	16
College of Science	Bachelor of Applied Science, GDip Rural Studies, DipAg, CertApplSc, CertHort, GCertSci&Tech	COS/04/01	56
	Bachelor of Engineering, Bachelor of Technology, GDip in Tech, GCert in Sci&Tech, CertAgEng, DipDairyTech, DipMeatTech, GDipIndustProduction, GDipMeatIndOp, GDipQualAssurance, GDipPackTech, GDipTechEd	COS/04/02	24
	Bachelor of EngTech, B Construction (QS), DipArchTech,	COS/04/03	24

Student Information Unit Publications 2004 Stage Three Enrolment Publications			
Owner	Publication Name	Code	Pages
	DipEle&TelEng, CertPC, GCertSci&Tech, GDipTech		
	Bachelor of Information Science, Grad DipInfSc, GradDipAppStatistics,Grad Cert Sci & Tech	COS/04/04	32
	Bachelor of Medical Laboratory Science	COS/04/05	12
	Bachelor of Science, BSc/BA, BBS/BSc, GradDipSc, Science Cert, Cert in Environmental Sc, GCert Sci&Tech	COS/04/06	68
	Bachelor of Veterinary Science, Dip Veterinary Nursing	COS/04/07	20
College of DFAM	Design and Fine Arts: B.Design,B.Fine Arts,Grad Dip in Design, Cert.in Art and Design,Bachelor of Performance Design,	CODFAM/04/01	48
	Music: B.Music, B.Arts(Music), Foundation Cert in Jazz	CODFAM/04/02	24
	Dip Fashion Design & Technology, Dip Photography, Foundation Certificate in Design	CODFAM/04/03	16
College of Education	Bachelor of Ed, BEd(AdultEd),BSLT, GDipAdultLearning&Teach, GDipEd, DipAdultEd, CertAdultEd, CertAttainment, Cert Completion, CertCounsTheory, CertEarlyYearsEd, CertHumanDev, CertTeacherAides, CertTeachingEngAddLanguage,CertUniPrep	COE/04/01	52
	Pre-service Education	COE/04/02	128
	Teacher Aides	COE/04/03	20

Student Information Unit Publications 2004 Stage Three Enrolment Publications			
Owner	Publication Name	Code	Pages
College of Humanities & Social Sciences	Bachelor of Arts, Grad Dip Arts, Cert. in Arts, Cert.in Rehab Studies, Dip in Police Studies	COHSS/04/01	76
	Bachelor of Defence Studies	COHSS/04/02	8
	Bachelor of Māorii Visual Arts	COHSS/04/03	12
	Bachelor of Midwifery	COHSS/04/04	8
	Bachelor of Resource & Environmental Planning	COHSS/04/05	12
	Bachelor of Social Work, Cert. In Social & Community Work	COHSS/04/06	12
	Bachelor of Nursing	COHSS/04/07	8
	Bachelor of Health Science, Diploma in Exercise Science, Cert Rehab Studies	COHSS/04/08	32
Massey University English Language Centre (MUELC)	Certificate in Introductory English for Speakers of Other Languages, Certificate in Intermediate English for Speakers of Other Languages, Certificate in Advanced English for Speakers of Other Languages	MUELC/04/01	8
College of Business	College of Business – Postgraduate booklet	COB/PG/04	68
College of Design Fine Arts and Music	College of Design Fine Arts and Music - Postgraduate booklet	CODFAM/PG/04	12
College of Education	College of Education - Postgraduate booklet	COE/PG/04	152
College of Humanities and Social Sciences	College of Humanities and Social Sciences - Postgraduate booklet	COHSS/PG/04	156
College of Science	College of Science - Postgraduate booklet	COS/PG/04	104

Student Information Unit Publications 2004 Stage Three Enrolment Publications			
Owner	Publication Name	Code	Pages
Academic Manager (Academic Registry)	Massey University Calendar		615
	Albany paper listing	ALB/04/01	64
	Wellington paper listing	WGTN/04/01	52
	Extramural Handbook	EM 04/01	222
	Extramural Handbook S2/S3	EM 04/02	102
	Summer School Prospectus	SS 04/01	30
	Total Books: 40		Total Pages: 2,481

2004 Massey Marketing Publications		
Owner	Publication name	No. of pages
Massey Marketing	Short guide for future students	12
	Family guide	14
	Accommodation guide	44
	Prospectus	60
	Campus maps	
	Total Books: 4	Total Pages: 130