

# Table of Contents

GoodStyle Collaboration Tips.....	1
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# GoodStyle Collaboration Tips

- TWiki has a very simple **text formatting shorthand**. In any case, you won't go wrong if you simply:
  - ◆ start each line without spaces
  - ◆ separate paragraphs with a blank line
- Run together capitalized words to form **WikiWords**:
  - ◆ WikiWords automatically appear as hyperlinks
  - ◆ make up meaningful, reasonably brief Wiki names - it can be a challenge (it'll sharpen you up!)
  - ◆ WikiWords has name-creation tips that may help
- If a **discussion** is going on:
  - ◆ separate each follow-up with a space
  - ◆ add your WikiName and the date at the end. Example:  
-- Main.TWikiGuest - 22 Feb 2020
  - ◆ OR, by all means, insert your comment where it seems to fit best:
    - ◇ you may want to inset it with a bullet and/or *set it in italics* so it's clear (always sign and date)
  - ◆ if you'd like to use an initial, use a link with label. Example:  
-- [[Main.TWikiGuest][ZXQ]] - 22 Feb 2020
- A good format for a **new topic** is "dissertation followed by discussion":
  - ◆ start with a brief, factual introduction, followed by double horizontal rules
  - ◆ let the discussion begin
- When a discussion dies down and the page becomes static, if you're clear on your course, feel free to **refactor mercilessly**:
  - ◆ fearlessly edit down to capture the key points
  - ◆ reduce the noise without losing the facts or the flavor
  - ◆ if you merge or delete comments, group credit `Contributors`: at the end of the page
  - ◆ *This is how Wiki content matures and grows in value over time.*
- For **external site links**, you can type URLs directly into the text - `http://etcete.ra/...` - it'll be clear to anyone where they're headed on click.
- TWiki is intended for world-wide use, and an internationally understood date format like **2020-09-01** (ISO 8601 date format) or **01 Sep 2020** (RFC 5322 date format) is preferred. It's clearer than the **xx/xx/xx** format, where a date like 9/1/01 can mean either January or September, depending on the local conventions of the readers. For months, use the first three letters: Jan, Feb, Mar, Apr,...
- **TIP:** Check the source when you want to find out how something is formatted: click `[Edit]` on the lower toolbar. To see earlier versions, click `[More topic actions]`, then check "Raw text format" and click `[View revision]`. A bit of HTML experience can't hurt, but you'll soon see with TWikiShorthand how far that is from necessary.

**Related Topics:** UserDocumentationCategory

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Ideas, requests, problems regarding TWiki? Send feedback

**Note:** Please contribute updates to this topic on TWiki.org at TWiki:TWiki.GoodStyle.