# Table of Contents

GoodStyle Collaboration Tips .................................................................................................................1
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 - 02 Oct 2022
    ```
  - 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]] - 02 Oct 2022
    ```

- 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 **2022-09-01** (ISO 8601 date format) or **01 Sep 2022** (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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