

# Documentation Editing Guidelines

## Editing Best Practices (to avoid release errors)

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### Always use Relative Wiki Links!

When entering in links to other pages in this wiki, never use the Full Harcoded Link. Instead, always use a relative link!

For example, if you wanted to link to the [Configuration](#) page:

- Insert a new "Link"
  - Under the "Search" sidetab, type in "Configuration"
  - Locate the appropriate "Configuration" page in the Wiki and select it (pay close attention to the Wiki space it's in..there may be several pages called "Configuration")
  - Optionally, provide custom "Link Text" (at the bottom)

Another example! This time, of a link to a specific **heading** on a page. Suppose you wanted to link to the [General Configuration](#) header on the [Configuration](#) page:

- Insert a new "Link"
  - Select the "Advanced" sidetab
  - In the "Link" field, type: "Configuration#General Configuration" (*Format: "Page Name##Heading"*)
  - In the "Link Text" field, add some text for the link (e.g. "General Configuration")

You can view the source of this page for examples

### Use our standard Table of Contents when creating a new page

In the Official DSpace Documentation, we try to use a standard "table of contents" on each and every page (it's even at the top of this page).

- Insert a new Table of Contents Macro, with the following settings
  - **Output Type:** list
  - **Display Section Numbering:** (checked/selected)
  - **List Style:** none
  - **Minimum Heading Level:** 2

This table of contents does a few things:

1. formats the TOC like an "outline" (1, 1.1, 1.2, 2, 2.1, etc.) (*Display Section Numbering = checked*)
2. turns off any special styling (*List Style = none*)
3. ensures the numbering begins with the first "Heading 2" (*Minimum Heading Level = 2*)

For an example, just view the Wiki Markup for this page!

There may be occasional exceptions to this rule. One example is the [Upgrading a DSpace Installation](#) page, which uses a bulleted-list based Table of Contents (as the outline numbers look confusing next to the DSpace version numbers).

### Additional General Wiki Syntax Hints

Some general Wiki Syntax hints/tips can be found in our [DSpace Wiki Style Guide](#).

Obviously, just clicking "Edit" on any wiki page (and especially looking at the "Wiki Markup") is a great resource as well!

### Avoid special characters in page titles

Many people arrive on a specific page of the documentation after a google search. That's why it's important to ensure that the relevant keywords for the page are in the URL. This also makes URLs easy to read and share. When you put special characters in the titles, keywords will NOT show in the page URLs. Therefore, avoid special characters like brackets etc.

[Official resource on special characters in page titles and effect on page urls.](#)