

Article style review steps

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Things to check when reviewing an article for style and conformation to [Knowledge Base Best Practices](#):

1. Basics

- Make sure it is in the correct space. [Groups, spaces, Moira lists and permissions in the KB](#).
- Click on links to see if they work. If not, correct them. If you can't figure out the correct link, email kb-help@mit.edu or use a feedback button to report the issue.
- Review the labels. Add any additional labels you think are appropriate. Be sure to include multiple spellings, phrasings and synonyms. More labels are always better for searching.
- If the labels do not include a category label (generally of the format `c-categoryname`, determine the appropriate one and add it. For more information, see: [What are categories and how do I add an article to a category?](#) Note: Only articles in IS&T Contrib, MIT Contrib, and IST Internal must contain category labels.

2. Accessibility

- The Wave toolbar is helpful in finding accessibility errors. <http://wave.webaim.org/toolbar>
- Make sure the article starts with an `h1` header and `{title}` macro. Many screen readers use the `h1` header as a way to find the main content of a page. The page does not automatically display the article title without the title macro.
- Make sure any headers are in order. [Avoid skipping levels](#). Don't go from `h1` to `h3` without `h2` in between.
- Remove tables used solely for formatting purposes. Usually the content can be conveyed by other means. Step by step procedures should not be in tables, only data.
- Make sure data tables include [table header formatting](#).
- Make sure all images have appropriate [alt text](#).

3. Style

- Spell and grammar check the article.
- Fix any broken wiki markup.
- If the article uses the `{html}` macro, remove those and convert the html to wiki markup.
- Make sure procedures are in the [step/result format](#).
- Make sure bullets and ordered steps are being created with wiki markup, not manually.
- Check image size. If images are too large (over 500 x 500 pixels), shrink them with the width command.
- Check text formatting to be sure elements are [formatted correctly \(bold, emphasis, etc\)](#).
- If you have to scroll to read the article and it contains sub-sections, add a [Table of Contents](#).
- Use your judgment to clean up the article and make it readable. Some ways to do this include: remove excess white space, add tip/warning boxes, break up large chunks of text into paragraphs and create sub-sections where appropriate. If in doubt, review the [Knowledge Base Best Practices](#) for instructions and guidelines.

4. Finishing up

- Save and view the article to be sure all your changes display correctly.
- Remove the `r-style` label. This removes the article from the list of [Articles Nominated for Style Review](#).