

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](#).