Naming Conventions

🔧Fix Me!: For more on word choice, subdivision etc. of headings, see ??? .

Basic rules for naming objects

„Objects“ can be wiki *pages* and *namespaces*, *images*, *media* and other *files*.

Avoid the spaces and use hyphens. You should also not use underscores. Stick to the lower case Latin letters from “a” to “z” and the digits “0” to “9”.

Naming Zendiwiki pages

Use a **„truncated“ form** of the page title resp. heading as page name. Example:

`introduction-to-service-portfolio-management` for *An Introduction to Service Portfolio Management*.

It can be useful to **pull a keyword to the front**. For example, if there are several wiki pages with articles on the topic „portfolio management“ (= keyword). Example:

`service-portfolio-management-introduction` instead of `introduction-to-service-portfolio-management`. This is even shorter and still easy to understand.

Another page title *Practical Implementation of a Service Portfolio Management Approach* could be truncated to:

`service-portfolio-management-practical-implementation`.

This even goes a little further by omitting the „approach“. Nevertheless, you can see from the page name what it is all about. Of course, it is the author's decision whether an omission is still OK or too distorting.

Truncated in this way, the advantage of such a shortening would be, that the two pages would appear directly below each other in a list with alphabetically ordered page names:

- `service-portfolio-management-introduction`
- `service-portfolio-management-practical-implementation`

Additional rules for specific pages

Pages in [de|en]:services:catalogue

Each page inside this namespace contains the full description of one single ZenDi service, based on

the respective namespace's template.

Additional naming recommendations apply to these service description pages:

Depending on the service category

A good choice for the leading keyword of an **infrastructure service** or **support service** is often the *system*, *product* or *facility* to which the service relates. Examples:

- `en:services:catalogue:moodle-managed-hosting`
- `en:services:catalogue:zoom-managed-hosting`

- `en:services:catalogue:moodle-support-internal`
- `en:services:catalogue:zoom-support-internal`
- `en:services:catalogue:moodle-support-managed`
- `en:services:catalogue:zoom-support-managed`

Naming Files

Naming Images and Media

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