Knowledge Base Guidelines

Please Do

- Update articles in your area of expertise.
- Create a new page if you want to remember a particular tool, technique, or website and it’s not private information.
- Create a new page if you want to share a resource or some information that has helped you.
- Create a new page if you want to direct people to little known sections of your department website.
- Create a new page if you want to collect a set of other articles together, e.g. advice for new faculty.
- Categorize your new pages into books and (optionally) chapters as you see appropriate. You may create a new chapter or book if you think it makes more sense.
- Watch out for outdated content. Some pages in the Knowledge Base have not been updated in a very long time and may not be accurate anymore.
- Review old pages and update them or tag them as REVIEWED, TO BE VERIFIED, DEPRECATED, or TO BE DELETED:
  - Update any article you think is incorrect. Make any and all changes you think are necessary.
  - Update broken links if you can.
  - Add REVIEWED as a tag, with the date in the tag value, if the content is up-to-date and all the links are working.
  - Add TO BE VERIFIED as a tag if you think a page should be checked by someone specific. Please forward it to them and ask them to make any changes necessary.
  - Add DEPRECATED as a tag and at the top if a page refers to something that is out of date but might be useful to keep around for institutional memory. If non-obvious, explain why.
  - Add TO BE DELETED as a tag and at the top of a page if you think an entire article should be deleted. Please explain why. Someone with delete privileges will review these pages from time to time.
- Keep in mind that changing a page title, changing a book title, or moving a page may break bookmarked links (although BookStack can sometimes still find the right page). You may want to notify the original poster and any updaters if you do this.
- To prevent the above problem, if you want to create a link to a Knowledge Base page, use a permalink instead of the address you see in the address bar. To do so, highlight a piece of text on the Knowledge Base page you want to link to, then copy the link that appears. It will look like this: https://kb.ucla.edu/link/961#bkmrk-page-title. You can remove the part

after the pound sign (#). These kinds of links are not affected by changing page names, page locations, or book names. See Page Permalinks · BookStack (bookstackapp.com) for more information.

- Look for articles where you can contribute, such as anything titled “Has anyone tried …”
- Add yourself to this page: How do you keep up with technology?

Please Don’t

- Post a new article without searching to see if it’s already in the Knowledge Base.

Revision #5
Created 2013-06-12 02:04:21 UTC by Franks, Mike
Updated 2021-04-28 06:28:28 UTC by William O'Brien