

THE DIME WIKI STYLE GUIDE

FOR QUESTIONS RELATED TO FORMATTING AND CONTENT ON THE DIME WIKI, PLEASE CONTACT [AVNISH D. SINGH](#)

1. The first mention of the page topic should be in bold, in the introductory sentence of each page.

Example: First mention of phrase 'primary data collection' in [Primary Data Collection](#).

2. Headers should be in title case. Sub-headers should NOT be in title case.
 - Put them in sentence case, without using periods.
 - However, check for other punctuation in the sub-header, especially hyphens.
 - Avoid writing sub-headers that are in the form of a question/exclamation as much as possible.

Example: **Read First** (Header, so title-case), but **Pre-register research** in [Guidelines](#), since it is a sub-header.

3. Avoid using passive voice as much as possible.

Example: The aim of Wiki is to be a guide to researchers and field coordinators, so ~~active voice should be used~~ **use active voice.**

4. Avoid possessive forms of nouns. Also use 'the' as a determiner for resources created by DIME and DIME Analytics in the paragraphs.

Example: The DIME Analytics Guide, instead of DIME Analytics' Guide.

5. Avoid using gendered language. Use plural forms instead, that is, **they/them/their/theirs.**

Example: This can help **researchers** get the information ~~she/he~~ **they** want.

6. If a term you use on any page has its own Wiki entry, link the first usage of that term to its Wiki page. If the term repeats in the same section, use **BOLD** instead. If the term repeats in a different section, again link the first occurrence in that section to its Wiki entry, and use bold for other instances.

NOTE: Sometimes, terms like survey firms have their own Wiki pages, so be sure to check, in order to ensure correct linkage.

Example: "Surveys" should always redirect to [Field Surveys](#) or [Remote Surveys](#), **except** if it is used as [survey firms](#), or [survey design](#), etc.

7. For formatting of the "Additional Resources" section on each page: see [Additional Resources](#).

Format: Author/Owner(s), [URL Name_Of_Resource]

If the resource belongs to a department within an organization, write the owner in the Department (Organization) format.

Example: For a link that directs to DIME Analytics Survey Guidelines, the reference should be as follows - DIME Analytics (World Bank), [Survey Guidelines](#)

Note: Keep resource name as short as possible. However, the name should explain clearly what the resource discusses.

8. Hyphenate only *verb and adjective* forms of **technical words** like back translation, forward translation. Ensure that this rule is consistent across Wiki.

Example: Back-translate(d), forward-translate(d).

9. Add examples to sentences that you think can benefit from a relevant example to better explain a concept or idea in Wiki.
10. For keywords or technical words that do not need their own Wiki pages, highlight them in bold. Do NOT use bold for emphasis.

Example: **Back translation** is correct, but **before/after/only/not etc.** are not correct.

11. File extensions like .doc, .TeX, etc. should appear in boldface.

Example: **.doc, .TeX, .csv** .

12. Format for code blocks, (Copy and paste this exact block into a page on Wiki to see how Wiki renders code blocks)

Example:

```
ieduplicates "id_varname" using ""filename.xlsx""
, uniquevars("varlist")
[force keepvars("varlist") tostringok droprest nodaily
duplistid("string") datelisted("string") datefixed("string") correct("string")
drop("string") newid("string") initials("string") notes("string") listofdifs("string")]
```

Note that the code blocks should clearly allow readers to distinguish filenames and values that options accept.

13. Format for images. First, use [Upload File](#) option to upload an image you want to use, make sure there are no licensing issues - best to use DIME Analytics resources, or cite source in Additional Resources section.

Format : [[File:Name-of-image.png|SizeInPixels(usually specify 500px)|thumb|center|"Title for figure"]]

Example: [[File:Applycode.png|600px|thumb|center|" Figure 1: Data cleaning codebook template"]]