Wiki Rules, Guidelines, and Resources

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WikiMan trying to figure out how to use a compass without a manual (credit: Saiko Sugisaki)

Wiki Administrative Committee (WAC)

Guidelines and rules are established by the Wiki Administrative Committee (WAC), which will have six members, including the Supervisor of Analytical Systems, who will head the committee.

The makeup of the Wiki Administrative Committee will be:

- Supervisor of Analytical Systems, who will head the committee
- Technical & Analytical Services (TAS) Representative
- Publications Representative
- Science Operations Representative
- IT Representative
- At Large Representative

Managers of the departments should be queried as to whom they would like for their representative. The At Large Representative will be selected by the Manager of TAS, and may be an external expert.

Rules

- Jokes, pranks, or material that is offensive or inappropriate in any way are prohibited. The Wiki is a university web site intended for professionals, and is open to the general publish for viewing.
    - Never add inappropriate content to any part of the Wiki, including pages that you may think are hidden.
    - If inappropriate content is identified while you are viewing a page, please immediately notify the shipboard (*JOIDES Resolution*) Lab Officer, David Houpt, Brad Julson, Gary Acton, or any of the Wiki administrators at:
        - ADD Additional ADDRESSES LINKING TO THE ABOVE CONTACTS
        - JR Lab Officer: jr_LO@ship.iodp.tamu.edu
        - Gary Acton: acton@iodp.tamu.edu
        - David Houpt: houpt@iodp.tamu.edu
        - Brad Julson: julson@iodp.tamu.edu
- Account and account privileges and page permissions are controlled by the Wiki administrators, who may chose to freeze or remove an account or change access to pages as warranted. The WAC will meet to discuss specific cases should complaints or controversies arise.
- The documents on the ship are the primary version. Therefore, editing should be done primarily on the ship.
    - If editing is to be done from shore on specific pages, the individual doing the editing
        - should either be given direct access to the ship documents or
        - should notify shipboard personnel that specific pages will be revised on shore (offline) and sent to the ship as soon as they are completed.
- Edited documents are immediately available for use on the ship. Thus, ensure that when you are done editing, the resulting document is in a state that is ready for viewing.

    - If not, revert back to the previous version of the document or seek assistance from other experienced Confluence users if you are having difficulties.

Wiki Requirements

- The primary version of the Wiki will be on the ship, where it must run remotely because internet connectivity is poor between ship and shore and many Wiki documents, particularly images and movies, are large.
- A relatively up-to-date copy of the Wiki will be accessible to the general public via a shorebased server or cloud service, which will be separate from the IT's Confluence license on Banff.
    - After the end of each cruise, a copy of the current Wiki will be exported from the ship and imported into the shore version of the Wiki.
- A sufficient number of active accounts must be available to allow IODP staff, Lab Working Group (LWG) members, and approved external scientists to edit Wiki pages.
    - Probably around 100 ± 50.

Guidelines

Wiki Members and Users

- You do not need a Confluence account to view the Lab Manuals, User Guides, and Resources space. It is open to the general public.
- If you are knowledgeable about a laboratory topic and want to contribute to the Wiki, request an account from TBN (Currently this is Paul Foster but for the shipboard version of Confluence it will need to include several possible administrators).
    - You do not have to be an IODP employee to have an account. External scientists/technicians who want to contribute and are experts on one or more topics are welcome to request accounts.
        - External scientists will only have access to active pages while on the ship because the primary pages are stored there.
        - Other editing has to be accomplished offline and the material uploaded to the ship as discussed above.
- If you have an account and are uncertain about how to proceed with adding, editing, or deleting content in Confluence, contact one of the Wiki administrators or an experienced Technician.
    - Getting started only takes a few minutes of training. After that, most topics on how to use Confluence can be easily found by searching on the web (just Google a few key words).
- If you have an account but do not have permission to edit a page, which is the case for some pages (e.g., the main "Laboratory Manuals, Guides, and Resources" page) that may be overseen by specific individuals, and you have suggestions or would like to make improvements, contact a Wiki administrator or the person who is overseeing the page.

Resources

Example Wiki Page

This page (Wiki Rules, Guidelines, and Resources) serves as a example of what a standard Wiki page might look like. Another good example is the user guide page is JR-6A Spinner Magnetometer: Quick Start Guide. Basically, follow the style of that document when creating new web pages. Some of the very basic formatting guidelines are listed below. If you have questions, ask one of the WAC or other experienced users of this wiki.

Style and Formatting Recommendations

- Use the default fonts and headings. They are more than adequate and simple to use
- The typical page has a two-column page layout at the top and a one-column page layout for the rest of the document.
- For the two-column page layout, place the **Table of Contents** in the left column and some image related to the topic in the right column.
- The **Table of Contents** can then be set such that only headers with level 1 to 3 appear in the TOC list, and the header "Table of Contents" can be excluded.
- Images are centered and have a caption below them in italics.
- For web pages that originated from an existing manual or user guide that was a Word document, please create the following sections
    - Credits: This is where one provides credits to the original authors. Subsequent credits for changes made to the Wiki are recorded in the "Page History"
        - To ensure you are credited for your changes, please add a short comment in the comment box at the bottom of any page that is being edited.
    - Archived Versions: This is a bullet list of archived versions of the document. Typically, these are PDF documents, starting with the original version, which may have been printed from an original Word document. Subsequently, about once a year a PDF version of the wiki page should be printed and added to the bullet list of archived versions.
        - To export a PDF version of a Confluence document, go to the upper right menu and selected the image with the 3 periods (...) and then select "Export to PDF".
        - See for example, the bottom of the JR-6A Spinner Magnetometer: Quick Start Guide page.

Credits

This page originated and has evolved within Confluence. See the Page History.

Archived Versions

- Wiki_Rules_Guidelines_and_Resources_v2018-10-22.pdf: This is an exported PDF version of this wiki page completed on 2018-10-22 by Gary Acton.