

Name - Glossary Item

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Name - Glossary Item

The following information is applicable to glossary items only.

Definition

The term being described.

Obligation

Mandatory completion.

Development rules

There may be more than one glossary item with the same name if the particular term has different meanings in different contexts.

The name should be concise and indicative of the content of the glossary item.

Capital letters should only be used for the first letter of the first word and proper nouns.

Hyphens (-) should only be used when two or more words are turned into a single compound word. Do not leave any spaces before or after the hyphen. For example, 'on-call', 'waist-to-hip ratio'.

Do not include any of the following in a glossary item name:

- Quotation marks
- Colons (:)
- Commas
- Full stops
- Parentheses
- Square brackets
- Qualifier terms

Numbers should be expressed in a numeric rather than alphabetic form e.g. 2.1

Slashes are permitted; do not include any spaces before or after the slash.