

Style Guide for ilog entries

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Some general notions

An entry must serve two related functions: it must communicate to your audience, and the information must be accessible by someone using the available search tools.

To communicate well, the entry (or group of entries) must have a lead-in sentence or phrase which orients the reader -- what is the subsystem or system under study, and what was the goal of the measurement.

The data should be complete enough to recreate the experiment; a pointer to a previous set up is fine (if not better).

The entry also should, if possible, draw a conclusion or indicate how the data are to be used. Ideas on interpretations and speculation are also very useful (but should be clearly indicated as such!).

A series of entries in one series of experiments (on a given day) may be introduced in the first entry and conclusions left for the last entry to reduce the overhead and repetition, but each shift should be self-explanatory (perhaps by pointing to a previous shift introduction).

Before making your first entries, read one month's worth of entries in the log -- it will give you a sense of what works, and especially what does NOT work (what is that graph about? what did they hope to achieve? what is that list of numbers for?). Try the search tool to see what kind of entries make it easy to find information.

PLEASE re-read your entry the next day, and feel free to comment on it (using the facility in ilog to put the comment within the original entry); your insight is uniquely valuable.

More specific points

FIXED-WIDTH TYPE: if alignment of text is important (and it usually is), enclose the entry in `<pre> ...text... <\pre>` -- this will make the text appear in normal Courier typeface, and so aligned columns etc. will remain so.

TABLES: Tables for repeated entries should be identical in layout, if possible; this is best achieved using a template prepared in another application (e.g, Word), and pasted (in text mode) into the ilog

window. The table title (don't forget one!) should be exactly identical between occurrences to allow searches (and is best pasted in with the template). Whenever possible, use cut-and-paste to get quantities of numbers or long strings into the ilog to reduce the risk of error (and frustration).

FIGURES (embedded objects in general): A caption, including the word 'figure', is important. Give axis labels, number of averages, tool used if appropriate. pdf files are strongly preferred to other graphic formats; ascii text is best for words. Exceptions are ok for special cases. Try to orient the figure for easy viewing. If the figure is very large (>200kb) please indicate in the text.

POINTERS TO DOCUMENTS: All pointers to documents outside of the ilog should be to documents in the electronic DCC. This is to ensure that documents are not moved, changed, etc. rendering the ilog pointer useless.

ILOG vs. DCC: For some documentation, the DCC (Document Control Center) is a more appropriate environment. In many cases, information will be first logged in the ilog, and then collected and/or analyzed and then assembled into a report which should have a DCC number and be electronically available there. Examples are the development of procedures, or measurements of resonances of suspended optics. In this case the DCC number should be added to the original entry as a comment to lead the reader to a definitive document. An ilog entry might just indicate that the data have been incorporated in a new revision of an existing document, and point the reader there.

POST-DATED ENTRIES: It is best if associated information lies together, and so if e.g., some spectra of measurements are made on the day following the experiment, it is best to put them in the log on the actual day of the experiment. An alternative, when there is evolution in the interpretation, is to put a comment in referring to the later analysis.

KEYWORDS: An entry should carry one or more keywords (in the pull-down menu) which describe the focus of the work. People will use the keywords to narrow a search; try some searches yourself to see how the concept can help if used judiciously. For all work including the complete set of subsystems, please use '2km' (or '4km' as appropriate).

ABBREVIATIONS AND ACRONYMS: Please use the standard TLAs (yes, Three Letter Acronyms) for the subsystems in any text (including 'IOO' for the Input Optics Optics). The search tool is powerful, and so reasonable abbreviations which leave out no consecutive letters are fine; for example, a search for 'interf' will find interferometer, interferometric, interferometers, but will NOT find 'ifo' (so this latter should be avoided). A search for 'boot' finds 'boot', 'reboot', 'booted', 're-boot', etc.

MATH EXPRESIONS: Use any standard ascii characters that get the idea across; no actual subscripts or superscripts are needed. $1.6e-19$, 10^{13} , Hz/rHz, \sqrt{f} , etc.