

TOP GLOSSARY STYLE GUIDE

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1. Glossary Index (Gloss-ex)

- This is a Flare Topic consisting of a simple list of words or phrases (entries). The Topic is currently named “Para Only version”.
- Each entry is hyperlinked to a separate Topic (Gloss-Top) which expounds the word/phrase.
- The Gloss-Top is usually (but not necessarily) titled with the same word/phrase as the entry.
- In some cases an entry in the Gloss-ex links to a Topic with a different name, in which case the Gloss-ex entry must make this clear. E.g. **Establishment (The) → ruling class**.
- Some entries will have two arrows if there are two alternative re-directions. More than two arrows is likely to be confusing so, in these cases, the user will be taken to the Topic and allowed to choose the appropriate reference to suit their needs.
- In some cases, several Gloss-ex entries may link to the same Gloss-Top (e.g. **Custom** and **The Custom** will both link to the same Gloss-Top entitled Custom (which will include two separate Tables for the two variants, see below).

2. Glossary Topics (Gloss-Tops)

- Each Glossary entry is contained in a separate Flare Topic (Gloss-Top). The Gloss-Tops are arranged alphabetically and grouped, for convenience, A-C, D-F &c.
- The layout of each Gloss-Top is standardised as described below.
- A Gloss-Top should never simply point somewhere else – if it does, it should be deleted and the Title should appear in the Gloss-ex clearly marked as a link to the “somewhere else” (see Establishment in Glossary Index above.)

3. Example Gloss-Top Layout

On the next pages, example Gloss-Tops (**Authority/An Authority, Organization/An Organization, Arrogance and Approach**) are shown, followed by detailed descriptions of the various rules and guidelines employed to determine layout, ordering of references/meanings, colour use, &c.

Authority

A general term essential to order and ethics in social life, but used with a variety of different connotations.

	Reference/Meaning	Formula
#1	See: an authority (below)	sPH6-G5 ²
#2	Any entity, abstract or constituted, which has legitimate control over the exercise of power in society i.e. which can command or decide or choose or provide purposes or set rules, in a way that ought to influence the views and conduct of others.	sPH"6
#3	A form of right which provides the social legitimation to support the carrying out of duties and the exertion of power, either within an organization or in wider society. Cf. <u>duty</u> .	sPH"6
#4	An agency, regulatory or service-providing, controlled and funded by government with defined powers (e.g. <i>Education Authority, Planning Authority, Gaming Board</i>) including both its governing body and its executants or employees.	sPH"6-L4
#5	In relation to conformity with the ethical frames of reference, qualified as: traditional, rational or religious.	sPH"6-G5
#6	The basis of any ethical order and fundamental to the regulation of power and obedience.	sPH"6-G7
#7	See: <u>governing body</u> .	sPH6-G5 ¹
#8	See: <u>ethical authority</u> for abstract or rule-based authority	sPH"6
#9	See: <u>established authority</u> for official authority, constituted authority.	sPH"6
#10	See: <u>obligation</u> for inner authority	
#11	See: <u>primal authority</u>	sPH"6-G1

An Authority

	Reference/Meaning	Formula
#1	A form of endeavour, either regulatory by statute or self-regulatory, set up to operate autonomously to preserve existing social values and apply them authoritatively to particular situations.	sPH6-G5 ²

[Glossary Index](#)

Last updated:9/21/2011

Organization

	Reference/Meaning	Formula
#1	See: an organization (below).	
#2	Re <u>identity</u> : The stable form of self-expression in <u>social being</u> .	PH'4-L6
#3	Re <u>politics</u> , see: <u>the government</u> .	sPH6-G6 ¹
#4	Re <u>society</u> , see: <u>institution</u> .	
#5	See: <u>social body</u> .	
#6	See also: <u>an enterprise</u> .	sPH6-G5 ¹

An Organization

	Reference/Meaning	Formula
#1	Loosely used to refer to any <u>social body</u> . <i>Syn: association, company, guild, fraternity, syndicate, society, group, centre, agency, trust, club, partnership, movement, institute, commission, order, authority, consortium, federation, tribunal, exchange, collective, foundation, league, party, union.</i>	
#2	Often refers to <u>an enterprise</u> —but <u>a movement</u> and <u>an authority</u> also have characteristic organizations. In referring to an enterprise, often refers to a business—but there are many non-commercial forms.	sPH6-G5 ¹

[Glossary Index](#)

Last updated: 9/21/2011

Arrogance

	Reference/Meaning	Formula
#1	Aggressive conceit revealing a poor appreciation of one's strengths and weaknesses.	
#2	The <u>cardinal vice</u> resulting from failing to resolve the strength v vulnerabilities duality when using the <u>individualist approach</u> to <u>ethical choice</u> .	PH'6-L4uD

Approach

	Reference/Meaning	Formula
#1	The direction that ensures adherents' correct participation within their wider community setting.	sPH6-G2 ⁵
#2	A <u>value system</u> in the form of a theory, paradigm or philosophy devised to govern action when dealing with certain <u>social needs</u> .	PH6-L6
#3	See: <u>system</u> .	
#4	See: <u>structure</u> .	
#5	THEE-Terminology: The theoretical correlate of a <u>Type</u> , to be distinguished from <u>a mentality</u> .	

4. Detailed Rules/Guidelines for Layout of Gloss-Tops

[Firm rules are given in black. Guidelines are given in green.]

a. Table Layout

- A specific TableStyle has been created: GlossAltRowsOrange.css
- Column widths are set to 40px (line number - no heading); 400px (Reference/Meaning); 110px (Formula). In the case of a very long formula which will not fit, expand the last column to an appropriate size (say 140px).
- Where the Title includes the definite or indefinite article (The, A or An) then two Tables are created, the first without the article and the second with.

b. General Layout of Page

- Title is style H2, orange bold. **Generally Sentence Case, although there are some examples where Title Case may be better** (e.g. Social order, Project management, but The Social Order, Typology Essences Table, Tragedy of the Commons).
- In the few cases where an overall explanatory sentence is need [see example **Authority above**], then this comes after the Title but before the Table.
- After the Table, insert one blank <p>.
- In the next <p> insert a hyperlink to the **Glossary Index** using **Style H4**. Link to open in a **New Window**.
- Then in the next <p> insert the date in the format: **Last updated: [SHORT DATE]**. (Short Date is found by using Insert>Variable and select Short Date). The paragraph style is **p.lastupdated** which automatically right justifies the line.
- (A simple way to insert the Glossary Index hyperlink and the Last Updated line is to copy and paste them from an existing Gloss-Top.)

c. Ordering of Entries/Rows:

These are mainly guidelines, not rules. Meaning and what looks sensible on the page are more important than slavishly following rules. For example the prime meaning must come first, even if the formula might suggest otherwise.

In the original book version, meanings were sometimes conflated into one row. On the website they should be separated. E.g. the general meaning specified first, then the particular taxonomic location on a separate row of its own. (For an example see "**Arrogance**" above.)

- Within the Table, every line is numbered sequentially.
- Bold formula items (THEE names) come before those with plain formulae.
- **For Topics with two Tables, the cross reference from the upper Table to the lower will often come first [e.g. in the example **Authority** above, see line #1].** No cross reference from the lower Table to the upper one.

- For Topics with two Tables, there should not be duplication of items (rows) between the two Tables.
- Formulae closer to the Taxonomy Origin come before those distant from the Origin (which usually means formulae which are simple/short come before those which are complex/long) approx.: R – RH – R-Complex – PH – sPH - PH' – PH'#C - PH" – sPH" – PH'#QH
- Similar numbers are grouped together.
- Higher numbers in the stem (beginning) of the formula come before lower numbers e.g. PH"6 before PH"4; sPH6 before PH4.
- Single prime comes before Double prime, so PH'4 before PH"4. NB - prime symbol always comes after the H and not the P.
- In the middle/end of the formula, follow numerical order so sPH6-G5 before sPH6-G6.
- In the middle/end of the formula if the number is the same, follow alphabetical order so sPH6-G5 comes before sPH6-L5
- "Re (context word):" comes before "Re (context word), see:". E.g. "Re identity:" comes before "Re politics, see:" [see example Organization, lines #2 and #3 above]. NB - use this construction in place of "In politics ..." etc.
- All "Re" meanings come before plain "See:" meanings.
- Meanings starting "An example of ..." will generally come low down the list, before any "See..." items. (For an example see "Autonomy".)
- "See:" comes before "See also:". "See: xyz" can be followed by "for ..." or "if referring to ..." or whatever seems natural.
- Use "See" when it is another version of the same thing; "See also:" when it is a related notion. Hyperlinks are required for all such items. Formulae to be included where these are known, but never in bold. [See example **Organization** lines #5 and #6 above]
- THEE-Terminology entries come last (and start with the words "THEE-Terminology :") (followed by an initial capital)) - or may even need a separate Table - to be decided when this arises. (For an example see "Approach" above)
- Plain text entries may come first (before See: &c) even though they have no formula, if this seems the most logical placing.
- Synonyms do not have a separate row (and see below re colour usage for synonyms).

d. Colour/Italic Usage

- In general, text within the Tables is to be in default grey, ignoring the conventions used within the main TOP Style Guide, except that **THEE** continues to be in **Orange (i.e. Burnt Red) Bold**.
- Lines starting "THEE-Terminology" will have those words in **Orange (i.e. Burnt Red) Bold**. (See **Approach** above)

- Where meanings include Synonyms, use the format: “*Syn: word, next word, next word.*” The abbreviation “*Syn:*” is to be in italics and the list of synonyms in plain Orange (i.e. Style Burnt Red). [See example **An Organization**, line #1 above.]
- Other lists may also be better in orange, possibly italic, [see example **Authority** line #4 above].
- Context words/phrases (“**Re**” words) are to be in plain Blue (i.e. Style plain Navy), e.g. “**Re identity:**” and “**Re politics, see:**” [see example **Organization**, lines #2 and #3 above].

e. Other Conventions for Gloss-Top Wording

- Context words (“**Re**” words) are to be standardised - a Topic has been created to keep track of those used.
- Where necessary for clarity, the format “See: hyperlink for (explanatory words)” can be used, e.g. “See: ethical authority for abstract or rule based authority” [see example **Authority** line #8 above].
- If a formula is unknown – leave the formula box blank (don’t use n/a or n/k).
- If there are two formulae for one meaning, use only the main one.
- If a formula includes a prime or double prime, this should be after the H in the formula, never after the P (e.g. PH’6 or PH”6)
- Circular references should be avoided (e.g. Organization - See: Enterprise; Enterprise - See: Organization) but are acceptable provided the wording is “See also:” in both cases and is in addition to other references/meanings.
- For ‘g’ levels, a standardized wording is to be used to end the Reference/Meaning entry: “hence the required quality of purposes in the first (or as appropriate) internal level of groups within the realizing values (or as appropriate) framework.” The words “realizing values” (or as appropriate) should be hyperlinked.
- Replace use of lower case ‘f’ in formulae for Stages/Modes with Greek phi (ϕ) e.g. PH’6C ϕ 2.
- Flag to WK any use of the word “Derivative” e.g. “Purpose Derivative”.

f. Hyperlinks within Gloss-Tops

Not finally decided but likely to include:

- Links from selected words within reference/meaning column to other appropriate Gloss-Tops: these are being created as the project progresses and are set to open by default in the same window. These are particularly required for words which might be:
 - Usual but crucial in the formulation

- Unusual (e.g. 'primal role')
- Strange or unexpected in some way
- Any use of "See:", or "See also:", or "cf." for "contrast with", should be followed by a hyperlink.
- If one concept is hyperlinked, a similar one in the same sentence/row must be too e.g. if "in community-centred" is linked then "reality-centred" in the same row must be too.

g. Hyperlinks to the THEE Flare Project

- Links to other Flare Topics which expound the idea: these will probably have to be relative links, and have not been decided/tackled yet. They may be attached to the number in the first column.
- Links from Formula to Flare Graphic: not finally decided.