

Acronyms, Capitalization and Grammar

- Do not use shorthand, abbreviations, or acronyms with first use. This requirement includes products and technologies specified in bricks and patterns. If an acronym or abbreviation is required, use a legend. One exception to this rule is the use of a product or technology acronym that is conventionally understood and copyrighted or trademarked with the US Patent Office.
- Spell out the first usage of every acronym (followed by the acronym in parentheses)
- Spell out any acronyms that appear in the captions for titles or figures (because they appear in the table of contents)
- Spell out acronyms that appear in captions of titles and figures since they appear in the table of contents (before you've spelled it out)
- Use "Web" when referring to the WWW
- Use "web" when it is used to qualify a type of technology, e.g. "web server," "website," or a "web browser"
- Capitalize these consistently:
 - Technology Architecture
 - Business Architecture
 - Information Architecture
 - Data Architecture
 - Application Architecture
 - <Name> Domain Team (when referring to a specific one as a title, "domain team" when generic)
 - <Named> Pattern (when referring to the title of a specific pattern, "pattern" when talking about the architectural concept)
- Do Not Capitalize
 - intranet
 - web browser, web server, website
- One space after each period that ends a sentence.
- Don't use "architectural" use "architecture" as part of a compound noun, so say "architecture framework," "architecture standards," etc.
- Use vendor names, product names, and technologies as copyrighted or as trademarked with the US Patent Office.

Citations

- Reference specific documents, not work done during a given time period.
- When writing draft standards do not cite other draft documents that have not been approved through the NIH Enterprise Architecture Standards Process.

Figures and Tables

- Make sure every Figure and Table is referenced in the text
- Provide a legend (or at least explanation in the text) for any symbols used in tables or figures. For example, explain that "IE \geq V6" means any version of IE greater than or equal to V6.

Bricks and Patterns

- Benefits and Limitations sections should include complete sentences, not bulleted fragments.
- In pattern description, don't assume reader can see the color.
- Use alphabetized lists contained in bricks.
- For bricks that include products use one of the following formats for data normalization:
 - Vendor
 - Vendor + Product Name
 - Vendor + Product Name + Version
- Ensure that each brick includes the following two bullets at the end:
 - Tactical and strategic products were selected to leverage NIH's investment in products that are a proven fit for NIH's known future needs. Leveraging baseline products in the future will minimize the operations, maintenance, support and training costs of new products.
 - Some baseline products have been designated retirement and containment. These products are either not as widely or successfully deployed at NIH, or they do not provide as much functionality, value, or Total Cost of Ownership as the selected tactical and strategic products.
- Do a completeness check for each brick to make sure that we have comments addressing:
 - Specific rationale for recommendations
 - Any implications of the recommendations
 - Implementation guidelines to guide decision-making for managers
 - Any dependencies