

Lists and Tables

There is no single standard for writing a list. The style of each list depends on the contents of the list, but the style should remain consistent within each list.

There are, broadly, two different types of lists: the ordered list and the itemized list. When a reader must follow the items in a list sequentially, use an ordered list. If sequence is not important, use an itemized list.

<title>Stems</title>

<para>

Avoid using bullet point lists to format a single sentence. Some translation tools, for example Zanata, display list items and the introductory sentence (or <emphasis>sentence stem</emphasis> translation. If these are not complete sentences, they are difficult to translate.

</para>

```
<table>
<title></title>
<tgroup cols="2" colsep="1" rowsep="1">
  <colspec colname="c1"></colspec>
  <colspec colname="c2"></colspec>
  <thead>
    <row>
      <entry> Example </entry>
      <entry> Improvement </entry>
    </row>
  </thead>
  <tbody>
    <row>
      <entry> <para>
        Before you start the installation, make sure you have
      </para>
      <itemizedlist>
        <listitem>
          <para>
            enough free storage on your system
          </para>
        </listitem>
        <listitem>
          <para>
            backed up any data that you want to keep
          </para>
        </listitem>
      </itemizedlist>
    </row>
  </tbody>
</table>
```

```

        </para>

    </listitem>

</itemizedlist>
<para>
    to ensure a smooth installation.
</para>
</entry>
<entry> <para>
    Before you start the installation, follow these steps to ensure a smooth
</para>
    <itemizedlist>
        <listitem>
            <para>
                Ensure you have enough free storage on your system.
            </para>

        </listitem>
        <listitem>
            <para>
                Back up any data that you want to keep.
            </para>

        </listitem>

    </itemizedlist>
</entry>

</row>

</tbody>

</tgroup>

</table>

<title>Punctuation</title>

If you place a period at the end of one list item in a list, then use a period at the end of the list.

Use punctuation when a list item completes an introductory sentence.

<para>
    Before removing your USB hard drive from your computer, you may need to:
</para>

<itemizedlist>

```

```
<listitem>
<para>
  close any open files located on the drive.
</para>
</listitem>
```

```
<listitem>
<para>
  close any terminal open to a directory on the drive.
</para>
</listitem>
</itemizedlist>
```

Use punctuation when a list item contains more than one complete sentence.

```
<para>
  Before removing your USB hard drive from your computer, there are two tasks you may need t
</para>
```

```
<itemizedlist>
  <listitem>
    <para>
      If you are running an application with a files from the
      drive open, you must close the file. Alternately, save a new
      copy of the file to some other location. If you are not sure
      whether you have any files from the drive open, use the
      <command>lsof</command> command.
    </para>
  </listitem>
  <listitem>
    <para>
      If you have a terminal open to a directory on the drive,
      either close the terminal or change directory to a directory
      not located on the drive.
    </para>
  </listitem>
</itemizedlist>
```

Do not use punctuation for:

```
<itemizedlist>
  <listitem>
    <para>
      sentence fragments
    </para>
  </listitem>
  <listitem>
    <para>
```

```

    single words or short terms
</para>
</listitem>
</itemizedlist>

<para>
    Most of all, strive for consistency. If a list contains two list
    items that are complete sentences, and a third that is just a
    single word, then change the single word list item into a simple
    sentence so that it matches the other items.
</para>

<title>Tense</title>

<para>
    Retain the same verb tense for each list item.
</para>

<para>
    For example, this is incorrect:
</para>

<informalexample>
    <itemizedlist>
<listitem>
    <para>
        Students gain an understanding of the Linux init system.
    </para>
</listitem>
<listitem>
    <para>
        All students will learn how to use <command>systemctl</command>.
    </para>
</listitem>
<listitem>
    <para>
        Students create a simple chroot for testing.
    </para>
</listitem>
    </itemizedlist>
</informalexample>

<para>
    The second list item uses the future tense, while the other two are present tense.
</para>

```

<para>
 This is correct:
</para>

<informalexample>
 <itemizedlist>

<listitem>
 <para>
 Students gain an understanding of the Linux init system.
 </para>

</listitem>

<listitem>
 <para>
 Students learn how to use the <command>systemctl</command> command to start, stop, and m
 </para>

</listitem>

<listitem>
 <para>
 Students create a simple chroot for testing.
 </para>

</listitem>

</itemizedlist>

</informalexample>

<title>Key-value lists</title>

<para>
 Some lists exist mostly to define terms. Delimiters separating a term from its definition
</para>

<informalexample>
 <itemizedlist>

<listitem>
 <para>
 <emphasis role="strong">example.com</emphasis> is a domain reserved as a safe example URL
 </para>

</listitem>

<listitem>
 <para>
 <emphasis role="strong">example.local</emphasis>: a domain that exists only within a local
 </para>

</listitem>

<listitem>
 <para>
 <command>cat</command> - the concatenate command. This is also unclear, since the dash
 </para>

```

</listitem>
</itemizedlist>
</informalexample>

<title>Tables</title>

<para>
  Tables are, essentially, lists rendered horizontally as well as vertically.
</para>

<para>
  The same rules apply for tables as for lists, with the primary goal being internal consist
</para>

<informaltable>
  <tgroup cols="3">
    <colspec colwidth="6em" align="left" />
    <colspec colwidth="6em" align="left" />
    <colspec colwidth="16em" align="left" />
    <thead>
      <row>
        <entry>
          Server
        </entry>
        <entry>
          OS
        </entry>
        <entry>
          Function
        </entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry><emphasis role="strong">servera</emphasis></entry>
        <entry>RHEL&nbsp;7</entry>
        <entry>DNS</entry>
      </row>
      <row>
        <entry><emphasis role="strong">serverb</emphasis></entry>
        <entry>RHEL&nbsp;7</entry>
        <entry>DNS fallback</entry>
      </row>
      <row>
        <entry><emphasis role="strong">serverc</emphasis></entry>
        <entry>Fedora&nbsp;26</entry>

```

```

        <entry>This is only a testing server.</entry>
      </row>
    </tbody>
  </tgroup>
</informaltable>

```

```

<para>
  This is a consistent table:
</para>

```

```

<informaltable>
  <tgroup cols="3">
    <colspec colwidth="6em" align="left" />
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        <entry>DNS</entry>
      </row>
      <row>
        <entry><emphasis role="strong">serverb</emphasis></entry>
        <entry>RHEL&nbsp;7</entry>
        <entry>DNS fallback</entry>
      </row>
      <row>
        <entry><emphasis role="strong">serverc</emphasis></entry>
        <entry>Fedora&nbsp;26</entry>
        <entry>This is only a testing server</entry>
      </row>
    </tbody>
  </tgroup>

```

</informaltable>

<para>

Even though the final entry in the table is a complete sentence, it has no period at the e

</para>