SQL Querying Guidelines

## Keywords, Symbols, and Operators

SQL keywords should be uppercase. Examples include: SELECT, DISTINCT, TOP, JOIN, ON, IN, NOT

In general, un-needed keywords and symbols should be excluded: Examples include: OUTER, AS

Parenthesis should be excluded from table joins and always included when using OR.

Operators should be surrounded by spaces. Not-equal should be denoted with != rather than <>.

## Table and Column Aliases

Table aliases should be uppercase. When possible, use an acronym for the table aliased. (E.g. INNER JOIN LOAN **L**; LEFT JOIN FORBEARANCE\_TYPE **FT**) Preface all fields with their table alias. (E.g. FT.FORB\_START\_DATE)

## System Functions

SQL functions should be uppercase. Examples include: ISNULL, COALESCE, SUM, DATEADD

## User Defined Functions, and Stored Procedures

User defined function names and stored procedure names should be Pascal case and descriptive of what it is or does. (E.g. GetEmployeeBadgeNumber)

## Object References

Query object references (column and table names) should match the case of the database design.

Always include the table alias along with the column name. (E.g SELECT **E**.employee\_id, **E**.first\_name FROM EMPLOYEES E)

## Magic Numbers

Magic Numbers should be avoided. When referring to a specific value, include a comment that indicates the meaning behind the value. (E.g. WHERE status = 1 **-- Active**)

## Query Formatting

When formatting a query, readability by the team is a high priority.

## Example Query

