  – Use appropriate commas and conjunctions in the list items.

  – Typically begin a bulleted list with an introductory sentence or clause, with a colon or comma.

- The following terms are one word:

  – standalone

  – workflow

- Use "unavailable," "offline," or "unreachable" to refer to a `mongod` instance that cannot be accessed. Do not use the colloquialism "down."

- Always write out units (e.g. "megabytes") rather than using abbreviations (e.g. "MB".)

Structural Formulations

- There should be at least two headings at every nesting level. Within an "h2" block, there should be either: no "h3" blocks, 2 "h3" blocks, or more than 2 "h3" blocks.

- Section headers are in title case (capitalize first, last, and all important words) and should effectively describe the contents of the section. In a single document you should strive to have section titles that are not redundant and grammatically consistent with each other.

- Use paragraphs and paragraph breaks to increase clarity and flow. Avoid burying critical information in the middle of long paragraphs. Err on the side of shorter paragraphs.

- Prefer shorter sentences to longer sentences. Use complex formations only as a last resort, if at all (e.g. compound complex structures that require semi-colons).

- Avoid paragraphs that consist of single sentences as they often represent a sentence that has unintentionally become too complex or incomplete. However, sometimes such paragraphs are useful for emphasis, summary, or introductions.

  As a corollary, most sections should have multiple paragraphs.

- For longer lists and more complex lists, use bulleted items rather than integrating them inline into a sentence.

- Do not expect that the content of any example (inline or blocked) will be self explanatory. Even when it feels redundant, make sure that the function and use of every example is clearly described.

ReStructured Text and Typesetting

- Place spaces between nested parentheticals and elements in JavaScript examples. For example, prefer `{ [ a, a, a ] }` over `{[a,a,a]}`.

- For underlines associated with headers in RST, use:

  – `=` for heading level 1 or h1s. Use underlines and overlines for document titles.

  – `-` for heading level 2 or h2s.

  – `~` for heading level 3 or h3s.

  – `` ` `` for heading level 4 or h4s.

- Use hyphens (`-`) to indicate items of an ordered list.

- Place footnotes and other references, if you use them, at the end of a section rather than the end of a file.

  Use the footnote format that includes automatic numbering and a target name for ease of use. For instance a footnote tag may look like: `[#note]_` with the corresponding directive holding the body of the footnote that resembles the following: `.. [#note].`

  Do **not** include `.. code-block:: [language]` in footnotes.