

Capitalization cheat sheet

N o.	Case	Additional context	Rule	Examples
1	Nulogy object	Nulogy object is an entity that can be created (or imported) in Nulogy applications (ship order, shipment, scenario, bill of materials, reports ...).	use lowercase	<ul style="list-style-type: none"> ✓ ship order(s) ✓ bill(s) of materials ✓ job productivity report ✗ Custom Shipment Field 1 — , use “<i>custom shipment field 1</i>”
2	Tools	<p>Tools are special Nulogy objects that have only 1 instance and are listed below.</p> <p>item locator, production dashboard, production scheduling*, JIT line replenishment, material ordering, capacity management</p> <div style="background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p>i Production scheduling here refers to a specific page that is part of Production Scheduling Module. If referring to Production Sheduling as a module use rule #5.</p> </div>	use lowercase	<ul style="list-style-type: none"> ✓ item locator ✓ production dashboard ✓ production scheduling ✓ JIT line replenishment ✓ material ordering
3	Standard industry terms	These are terms that do not exist as Nulogy objects or concepts.	use lowercase	<ul style="list-style-type: none"> ✓ directed put-away
4	Title, heading and label	This includes page titles, all headings on the pages, form and button labels, table column headings, ...)	Use sentence case capitalization	
5	Platform, application, portal, and module* name	<p>*Module in SF refers to an entity that shares common navigation, configuration, and settings.</p> <p>Modules in SF include: Shop Floor Control, Production Scheduling, and Digital Quality Inspections (DQI).</p> <p>Modules in SC include: Order Management, Analytics, Inventory Management, Master Data.</p>	Use Title Case Capitalization	<ul style="list-style-type: none"> ✓ Nulogy, Nulogy Platform, The Nulogy Platform ✓ Shop Floor, Shop Floor Solution, The Shop Floor Solution, The Nulogy Shop Floor Solution ✓ Shop Floor Control, Shop Floor Control Module, The Shop Floor Control Module ✓ Help Desk, Nulogy Help Desk ✗ Materials Ordering — <i>not a module, use “materials ordering”</i> ✗ User Access Control — <i>not a module, use “user access control”</i>
6	Team name		Use Title Case Capitalization	<ul style="list-style-type: none"> ✓ Professional Services team ✓ Professional Services ✗ Professional Services Consultant — <i>not a</i>

				team name but a role, use “Professional Services consultant”
7	Unique instance of Nulogy object	<p>Most Nulogy objects can have multiple instances containing unique information and have dedicated pages (Ship Order 1, Ship Order 2, Ship Order 3, ...). You can think of these unique instances as <i>proper nouns</i> (Ship Order 123), while general Nulogy concepts as <i>nouns</i> (ship order).</p> <p>Unique instances of reports are also considered as unique instances of Nulogy objects.</p>	Use Title Case Capitalization	<ul style="list-style-type: none"> ✓ Ship Order 123 ✓ Shipment 123 ✓ Scenario 123 ✓ Work Order 123 ✗ Work order 123 ✗ work order 123 ✓ Please refer to Job Productivity Report for last month. ✗ To see how many cases were produced on a specific line, use the Job Productivity Report. — <i>not a unique instance of a report but a concept so rule #1 should apply, use “... job productivity report.”</i>
8	UI elements	<p>UI elements are specific entities that can be pointed out in the user interface. These elements include buttons, labels, titles, entire pages, sections, form fields, ...</p> <p>Examples: Save now button, Due date field, Ship orders page, Attachments tab, General information section...</p> <div style="background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p>i Some Nulogy concepts that exist as both objects and UI elements (pages), such as work orders, and can be referred to as:</p> <ul style="list-style-type: none"> work orders (complies with rule #1 since it is referring to an object), or Work Orders page / Work Orders page (complies with rule #8, since it refers to a UI element - page). </div> <div style="background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p>i Our recent work fully complies with Rule #4 and we use sentence case for UI elements. However, this is not the case with our legacy work (most of SF Control and DQI). This discrepancy will result in inconsistency in our documentation since we can end up with “Submit now button” in our recent</p> </div>	<p>Use same capitalization as in UI.</p> <p>Add visual emphasis (bold, <i>italic</i>, or “_”) for enhanced understanding.</p> <p>Whenever possible, add icons in the bracket following the label if referring to iconic button or any other element that is represent with an icon.</p> <p>When refering to predefined select options or specific input values enclose the values between quotation marks (“_”).</p>	<ul style="list-style-type: none"> ✓ click Save now button — <i>new work (SC, PS, new SF pages)</i> ✓ click Save Now button — <i>legacy (old SF Control, DQI pages)</i> ✓ go to Material ordering page ✓ click Attachments tab ✓ click Add button () ✓ select “Yes” option ✓ select from available options: “Type 1”, “Type 2”, “Type 3”, ...

		work and “ Submit Now button” in our older work.		
9	Hyperlinks	When linking to an application pages, sections, tabs or any other UI element.	<p>Apply case 2, 7, or 8 rules and apply default link styling.</p> <p>If applying case 8 rule, do not apply additional styling (bold, <i>italic</i>, “_”).</p>	<p>✓ ... item locator can help you locate ... — rule #2</p> <p>✓ ... Ship Order 123 ... — rule #7</p> <p>✓ ... Job Productivity Report for last month ... — rule #7</p> <p>✓ ... go to Material ordering page ... — rule #8</p> <p>✓ ... go to Attachments tab ... — rule #8</p> <p>✓ ... go to Job Productivity Report page ... — rule #8</p> <p>⊘ ... go to Attachments tab ...</p>
10	If in doubt		<p>use lowercase</p> <p>... or post a question in #nu-content-writing slack channel (Nulogy access only).</p>	