

CMS Standards

When creating new content, please use the following standard for CMS Title field:
Community: Site Abbreviation: Content Type Abbreviation: Title of the page

For example a generic article for the Office of the CIO will be:

CIO: Article: Name of Article

While a generic article for Information Technology Services will be:

CIO: ITS: Article: Name of Article

Community	Abbreviation
Academics	ACAD
Bowling Green State University	BGSU
College of Arts and Sciences	CAS
Continuing & Extended Education	CEE
College of Health and Human Services	CHHS
Office of the CIO	CIO
College of Musical Arts	CMA
Executive Vice President	ExecVP
Finance & Administration	FIN
Graduate College	GRAD
University Libraries	Library
Office of the Provost	Provost
Office of the Provost Programs	Provost
Division of Student Affairs	SA
University Advancement	UA

Content Type	Abbreviation
Calendar	Calendar
Content Listing	List
Event	Event
External URL	URL
File	File
Generic Article	Article
Generic Home Page	Home
Image	Image
Left Navigation	LeftNav
Multimedia	Multimedia

The purpose of the standard is for users to easily locate content on the CMS system. Contents are listed by community and subcategories. It is also important to understand that the CMS system alphabetic list will be affected if the first letters are capital or lower-case. It will also be affected by spaces. With this in mind it is our recommendation that you use capital letters at the beginning of the words in your titles and that you put a space after the colons: in the title.