Correct Tagging

Editorial aspects

(1) The main function of tags is to provide an additional means of navigation for users.

(2) When they came to the end of an article, they should be given the option of further reading. Hence, they should find all contents that have ever been tagged like the article.

(3) It has to be avoided, that users find only the same content again when clicking on a tag. This happens if only one node has been tagged like this If you know that soon another node will be tagged like this, you can tag one single node.

(4) Tagging (also of single nodes) can make sense for geographical names, such as Switzerland.

(5) One cannot compare our tagging with a library catalog, where there could be different versions of tags with the same meaning, for instance, Czechia (instead of Czech Republic), or abbreviations like EU (for European Union). Instead, official names should be used: European Union (EU); Czech Republic.

(6) Avoid abbreviations that are not commonly known (for instance of institutions or conferences). Instead, write without abbreviation, for instance, International Civil Aviation Organization (for ICAO; International Court of Justice (ICJ); International Criminal Court (for ICC); Google, Amazon, Facebook, Apple (instead of GAFA.

(7) If abbreviations are not unique and could cause confusion, add an explanation in the term description. E. g. I found 14 meanings for AKP in the German Wikipedia. That's why I wrote into the description: Adalet ve Kalkınma Partisi: abbreviated officially "AK Parti" in Turkish, is a conservative and populist political party in Turkey.

(8) Chose specific tags, so that their context can be derived directly from the tag (and not just from context or a combination of tags). For instance, the tag „Elections" is too general. It should be „Elections Poland" or even better „Polish Parliamentary elections".

(9) Avoid general terms such as „Change", „consumption"„ responsibility", „turnaround", „crime" etc. because too many different topics could be tagged like this. Be more precise: „Climate change", „ecological turnaround", „consumption of energy", „war crime" …

(10) Be thrifty: Don't assign more than five tags to a node.

(11) All articles, publications and landingpages should have at least one tag. If you wish, I can install a module that doesn't allow to save an untagged node or any node without a supertag.

(12) The original node and its translation must have the same tags.

(13) Don't use ironic, sexist, belittling, or historically wrong terms. In articles, they are sometimes used when in inverted commas, however not as tags.

(14) Use first and surname when tagging persons (if you use the surname only, it often gets a negative, pejorative connotation.

(15) All parts (nodes) of a dossier should have the same tags as a basis. Special articles can get additional, more special tags.

Technical aspects

An overview of all your tags can be found on https://yourdomain/language-token/admin/advanced-term-admin, e. g. https://www.boell.de/de/admin/advanced-term-admin

Here you can sort:
- by title (alphabetically): What tags exist?
- By term-id: Which/what is the translation of an existing tag? Original and translation have the same term-id.

(1) If a topic exists in more than one language, there is:

(2) 1 tag + n translations of the tag. Hence, all translations have the same term-id as the tag in the original language. The user frontend will automatically choose the correct translation. So it will show „Europäische Union" on German pages and „European Union" on English pages.

(3) Translations can be added later when new content in more languages is uploaded.

(4) Note: Drupal 7 had one tag for each language, so there were tags with different tag-ids.

How to

(1) Create tag: STRUCTURE – TAXONOMY – TAGS, choose correct language for the tag

(2) TRANSLATE TAG: add translation by clicking on the tag - > TRANSLATE

(3) EDIT TAG: STRUCTURE – TAXONOMY – TAGS or advanced term admin or click on tag and edit.

(4) DELETE TAG: STRUCTURE – TAXONOMY – TAGS or advanced term admin or click on the tag and delete.

(5) Re-tag content: Filter for the tag in the Advanced Content Admin, check all nodes that are to be re-tagged.

(6) BULK-OPERATIONS – MODIFY FIELD VALUES – click on APPLY TO SELECTED ITEMS

(7) If you have selected different node types in the Advanced Content Admin, you will have to perform the following steps for all node types (articles, products, landingpages).

(8) Select fields to change: Choose TAG.

(9) Type new or existing tag-name into the field. If it exists, it will be found. If it doesn't exist, it will be created.

(10) ATTENTION! Always check the option: ADD VALUES TO MULTIVALUE FIELDS (and don't replace existing values). APPLY.

(11) No longer needed tags can now be deleted.