SCP METAVERSE
SERVER ARCHIVE

SERVER DOCUMENT 011
PUBLIC

Archive Style Guide

How to write a file members will want to read, and the limits every file must stay within. Who may write which file, and how it is reviewed, is set by Foundation Directive 003.

DOCUMENT	SERVER DOCUMENT 011	CLASSIFICATION	PUBLIC
APPLIES TO	EVERYONE WHO WRITES FOR THE FOUNDATION ARCHIVE	KIND	COMMUNITY
REVISION	0	ISSUED	[redacted]

1. Voice

1. Write as the Foundation writes: calm, clinical and precise. The horror comes from what is described, not from how loudly it is described.
2. Use plain words and short sentences. State what was observed, then what it means.
3. Use the past tense for events and the present tense for procedures and properties.
4. Refer to people by designation or role: Dr. Vance, D-4312, Agent Kerr, O5-7.
5. Dates are written [redacted], times 14:05, in the site's local time.

2. Every file

1. Starts with its header: number, title, type, object class (anomaly files), clearance, site, authors.
2. Has a one-line summary a reader can understand on its own.
3. Uses the sections of its type, below, in order, and no others without the reviewer's agreement.
4. Credits any material adapted from the SCP Wiki: the article, its author and a link, as the Licensing policy requires. Original work is marked original.

3. Sections by type

TYPE	SECTIONS, IN ORDER
Anomaly file	Special Containment Procedures; Description; Discovery; Addenda (tests, incidents, interviews by number)
Incident report	Summary; Timeline; Personnel involved; Response; Outcome and losses; Recommendations
Experiment log	Purpose; Subject and setup; Procedure; Results; Notes
Test transcript	Test (experiment log number); Subject; Personnel present; Transcript; Closing notes
Post	Title; Body (up to about 300 words); Links to related files
Interview log	Interviewed; Interviewer; Foreword; Transcript; Closing statement
Exploration log	Team; Objective; Log; Findings; Recovered items
Medical report	Patient; Presentation; Treatment; Outcome
Site file	Overview; Zones; Staffing; Anomalies held; Alarms and breach levels
Personnel file	Designation; Department and clearance; Service record; Notes
Department procedure	Purpose; Applies to; Procedure; Exceptions

3A. Writing a test transcript

1. Each line is a speaker and what they said or did, with the time: `14:05 Dr. Vance: Subject, please describe the object in front of you.`
2. Actions and observations go in square brackets on their own line: `14:06 [SCP-0012 emits a low tone. D-4312 steps back.]`
3. Record what happened, not what it means. Interpretation belongs in the closing notes or the experiment log.
4. Keep every line in order. If something was not recorded, say so: `[Audio lost, 14:09 to 14:11.]`
5. A draft recorded by a Roblox place is a starting point: correct names, remove chat that was not part of the scene, and add the observations the recording could not catch.

3B. Writing a post

1. One idea per post, in a few short paragraphs, in character.
2. Say what you saw or did, and link the file it belongs to, if there is one.
3. A post is not an incident report. If something happened that must be on record, file the report first and post a short note pointing to it.

4. Redaction

1. Redact only what readers below a level must not see. Every redaction carries its level, written [REDACTED, L4], so a reader knows what clearance would reveal it.
2. Use [DATA EXPUNGED] only for information the Foundation destroyed on purpose, with a reason in the addenda.
3. A file that is mostly redaction is not a good file. If most of it needs Level 4, set the whole file to Level 4.

5. Limits

These come from Discord's and Roblox's rules and the Community Rules, and no file may break them.

1. Horror, not gore: describe effects and aftermath, not graphic injury. No sexual content of any kind.
2. No real people, real tragedies, real hate symbols or real places of worship as anomalies or victims.
3. No content that targets a member, even disguised as a character.
4. Files shown in the Roblox places follow Roblox's content rules; an approver may set a file as web-only if it suits the web but not the games.

6. Canon

1. A published file is the Foundation's official account, not proof of what happened. The Creators decide what is canon when accounts conflict.
2. Do not contradict a published file without citing it and explaining why: a later finding, a test, or an error.
3. Anomalies tied to a Roblox place are coordinated with the Developers before publishing, so the file matches the game.

7. Before you send it for review

1. The header is complete and the clearance fits the content.
2. The sections match the type.
3. Every redaction has its level.
4. Adapted material is credited.
5. You read it once aloud. If a sentence is hard to say, rewrite it.

Revisions

REVISION	DATE	CHANGE
0	[redacted]	[redacted].

Server Document 011. Archive Style Guide, revision 0. The official text is held in the SCP Metaverse repository; printed copies are uncontrolled.