

Example style guide

by Jean Hollis Weber

This document accompanies "Developing a Department Style Guide," published at <http://www.techwhirl.com>, and includes a sample outline of a style guide.

Some of the sections include some detailed sample text; others do not. Please note that the examples shown here are not necessarily the "correct" choices, or the "preferred" choices, or the "best" choices; they are simply **examples** of things to include. Your project may require additional items, especially if your writing will be used on a Web site.

Style Guide for XYZ Corporation

Follow this style guide when writing or editing materials to be published by XYZ Corporation, to ensure that documents conform to corporate image and policy, including legal requirements, and to improve consistency within and among our publications. Use this style guide as part of the specifications for your writing projects, along with:

- XYZ Corporation Technical Writing Process Guide
- XYZ Corporation Document Design Guide

References

This style guide lists decisions we have made for this company. It supplements several standard style guides, dictionaries, and other reference material. If you can't find something in our style guide, look in these references or refer your question to the departmental editor.

Dictionaries

Merriam-Webster's Collegiate Dictionary, Tenth Edition. Springfield, MA: Merriam-Webster, Inc., 1994, is the preferred source.

Style Manuals

This guide takes precedence over all other sources.

The Chicago Manual of Style, 14th Edition. Chicago, IL: University of Chicago Press, 1993.

Read Me First! A Style Guide for the Computer Industry. Mountain View, CA: Sun Microsystems, Inc. 1996.

Grammar/Usage Guides

For questions about grammar, consult any of the following:

Webster's Dictionary of English Usage. Springfield, MA: Merriam-Webster, Inc., 1989.

Skilkin, Marjorie E., and Robert M. Gay. *Words into Type, 3rd Edition*. Englewood Cliffs, NJ: Prentice-Hall, 1974.

Strunk, William, Jr., and E.B. White. *The Elements of Style, 3rd Edition*. New York: Macmillan, 1979.

Online References

[Fill in as appropriate]

Mechanics

Graphic Elements

Include drawings, figures, tables, and screen shots, whenever it seems useful or otherwise appropriate. Give each graphic element an informative caption.

Refer to each graphic element at an appropriate place in the running text.

For graphic elements used on Web pages, such as navigation aids, icons, photos, and other images, always include alternate text within the IMAGE tags. For example...

Hyphenation

Punctuation

Use standard American punctuation. [If some of your writers are more used to British punctuation, you may need to add an example or two here.]

Use of Language

General

Use short, simple, easy-to-understand words and sentences.

Avoid the passive voice, except where appropriate. [You may want to include an example of an appropriate use.]

In general, use the present tense and, where appropriate, the imperative mood ("Do this.").

Use strong subject-verb constructions. Avoid weak constructions such as "There are."

Be concise; avoid wordy phrases.

Writing Style Guide Template

Alan S. Pringle, Sarah S. O'Keefe



Writing Style Guide Template:

Targeted Regulatory Writing Techniques: Clinical Documents for Drugs and Biologics Linda Fossati Wood, MaryAnn Foote, 2009-01-05 This book describes the authors standard or best practices used in writing regulated clinical documents for the drug and biologics industry The fundamental premise of this book is that the end documents submitted to a health authority is dependent on the beginning the planning and strategy that go into organizing written documentation Each regulatory document inherently exists within a constellation of related documents This book attempts to show the relationships between and among these documents and suggests strategies for organizing and writing these documents to maximize efficiency while developing clear and concise text At all times and irrespective of applicable laws and guidelines good communication skills and a sense of balance are essential to adequately accurately and clearly describe a product s characteristics At no time should the reader perceive these suggestions to be the only viable solution to writing regulatory documents nor should the reader expect that these suggestions guarantee product success The audience for this book is the novice medical writer or those who would like to explore or enhance regulatory writing skills We assume the reader will have a basic understanding of written communication but little experience in applying this skill to the task of regulatory writing Extensive knowledge of science clinical medicine mathematics or regulatory affairs law is not required to use the best practices described in this book

FranklinCovey Style Guide Stephen R. Covey, 2012-06-07 FranklinCovey Style Guide For Business and Technical Communication can help any writer produce documents that achieve outstanding results Created by FranklinCovey the world renowned leader in helping organizations enhance individual effectiveness this edition fully reflects today s online media and global business challenges The only style guide used in FranklinCovey s own renowned Writing Advantage TM and Technical Writing Advantage TM programs it covers everything from document design and graphics to sentence style and word choice This edition s many improvements include extensive new coverage of graphics writing for online media and international business English Through dozens of examples and model documents writers learn how to overcome writer s block and efficiently create documents from start to finish FranklinCovey s experts show how to get powerful results from every email add distinctiveness and power to any online presence write far more effective proposals letters memos reports and resumes and improve all forms of documentation from business procedures to highly technical content You ll learn how to quickly discover and prioritize the information you need whether you re planning a presentation leading a meeting or managing a project The authors reveal how to design visuals that communicate messages instantly and intuitively and use charts color illustrations maps photos and tables to supercharge any presentation Packed with up to the minute examples this A Z guidebook can help you write more effectively no matter who you are whether you re a business or sales professional who must motivate and persuade a technical professional who must explain challenging content more clearly and accurately or a student who needs stronger writing skills to succeed in school and in your career *Style Guide*

for Business Writing Michael C. Thomsett, 2018-04-09 Style guides come in many shapes and sizes usually focused toward scientific or academic use only However business writing is a space occupied by many individuals that has not been given the attention it deserves The Style Guide for Business Writing Second Edition is designed specifically to assist business writers in both the public and private sector including those publishing with English as a second language authors of academic papers business book authors financial journalists and writers of reports proposals or even just e mail and memoranda This book provides a comprehensive guide to clear and precise writing that will help develop basic communication skills for the beginner and refresh the basics for the experienced business writer Major topics are arranged alphabetically and the cross references and index enable quick and easy access to information Michael C Thomsett is a market expert author speaker and coach His many books include *Stock Market Math* *Candlestick Charting* *The Mathematics of Options* and *A Technical Approach to Trend Analysis*

Researcher's Guide: Templates and guidelines for Research article in SCI journal Dr. M. Jayachandran, In the realm of academic research and scholarly publishing achieving recognition in prestigious SCI Science Citation Index Journals is a pinnacle of success However the path to successful publication can be arduous filled with intricate guidelines rigorous standards and the need for absolute precision That s where Researcher s Guide Templates and Guidelines for Research Articles in SCI Journals comes to your aid This meticulously crafted book is designed as an indispensable companion for researchers scientists and academics of all levels who aspire to not only meet but exceed the expectations of SCI Journals Whether you are a seasoned scholar or an early career researcher this guide empowers you with the tools and knowledge needed to navigate the complex world of research article writing with finesse and confidence

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Technical Writing 101: A Real-World Guide to Planning and Writing Technical Content (Third Edition)

Alan S. Pringle,Sarah S. O'Keefe,2009-05 [Software Engineering Research, Management and Applications](#) Roger Lee,2022-09-21 This edited book presents scientific results of the 20th IEEE ACIS International Conference on Software Engineering Research Management and Applications SERA2022 held on May 25 2022 in Las Vegas USA The aim of this conference was to bring together researchers and scientists businessmen and entrepreneurs teachers engineers computer users and students to discuss the numerous fields of computer science and to share their experiences and exchange new

ideas and information in a meaningful way Research results about all aspects theory applications and tools of computer and information science and to discuss the practical challenges encountered along the way and the solutions adopted to solve them The conference organizers selected the best papers from those papers accepted for presentation at the conference The papers were chosen based on review scores submitted by members of the program committee and underwent further rigorous rounds of review From this second round of review 12 of the conference s most promising papers are then published in this Springer SCI book and not the conference proceedings We impatiently await the important contributions that we know these authors will bring to the field of computer and information science

Planning, Writing and Reviewing Medical Device Clinical and Performance Evaluation Reports (CERs/PERs) Joy Frestedt, 2024-09-19 A Practical Guide to Planning Writing and Reviewing Medical Device Clinical Evaluation Reports guides readers through clinical data evaluation of medical devices in compliance with the EU MDR requirements and other similar regulatory requirements throughout the world This book brings together knowledge learned as the author constructed hundreds of CERs and taught thousands of learners on how to conduct clinical data evaluations This book will support training for clinical engineers clinical evaluation scientists and experts reviewing medical device CERs and will help individual writers teams and companies to develop stronger more robust CERs Identifies and explains data analysis for clinical evaluation of medical devices Teaches readers how to understand and evaluate medical device performance and safety in the context of new regulations Provides analysis of new clinical evaluation criteria in the context of medical device design as well as in hospital deployment and servicing

Virtual Collaborative Writing in the Workplace: Computer-Mediated Communication Technologies and Processes Hewett, Beth L., Robidoux, Charlotte, 2010-06-30 This book investigates the use of computer mediated communication technologies and collaborative processes to facilitate effective interdependent collaboration in writing projects especially in virtual workplace settings Provided by publisher

Technical Writing One Hundred One Alan S. Pringle, Sarah S. O'Keefe, 2009 Details the skills you need as a technical writer to create both printed and online content This valuable reference describes the entire development process planning writing visual design editing indexing and production You also get tips on how to write information that is more easily translated into other languages You ll learn about the importance of following templates and about how structured authoring environments based on Extensible Markup Language XML streamline the content development process This updated third edition features new information on the Darwin Information Typing Architecture DITA standard for structured authoring and it explains the impact of Web 2 0 technologies blogs wikis and forums on technical communication

Transforming Writing Instruction in the Digital Age Thomas DeVere Wolsey, Dana L. Grisham, 2012-04-26 An innovative practical guide for middle and high school teachers this book is packed with specific ways that technology can help serve the goals of effective writing instruction It provides ready to implement strategies for teaching students to compose and edit written work electronically conduct Internet inquiry create blogs

websites and podcasts and use text messaging and Twitter productively The book is grounded in state of the art research on the writing process and the role of writing in content area learning Teacher friendly features include vivid classroom examples differentiation tips links to online resources and reproducible worksheets and forms The large size format facilitates photocopying

Visual Design Solutions Connie Malamed, 2015-04-13 Enhance learners interest and understanding with visual design for instructional and information products No matter what medium you use to deliver content if the visual design fails the experience falls flat Meaningful graphics and a compelling visual design supercharge instruction training and presentations but this isn't easy to accomplish Now you can conquer your design fears and knowledge gaps with Visual Design Solutions a resource for learning professionals seeking to raise the bar on their graphics and visual design skills This informal and friendly book guides you through the process and principles used by professional graphic designers It also presents creative solutions and examples that you can start using right away Anyone who envisions designs or creates instructional or informational graphics will benefit from the design strategies laid out in this comprehensive resource Written by Connie Malamed an art educator and instructional designer this book will help you tap into your creativity design with intention and produce polished work Whereas most graphic design books focus on logos packaging and brochures Visual Design Solutions focuses on eLearning presentations and performance support Visual Design Solutions includes practical guidelines for making smart design choices ways to create professional looking products and principles for successful graphics that facilitate learning Ideal for instructional designers trainers presenters and professors who want to advance from haphazard to intentional design this book will help them realize their design potential Gain the knowledge and confidence to design impressive effective visuals for learning Increase learner comprehension and retention with visual strategies offered by an expert author Serves as a reference and a resource with a wealth of examples for inspiration and ideas Addresses an intimidating topic in an informal friendly style In four parts the book provides a thorough overview of the design process and design concepts explores space image and typography and presents workable solutions for your most persistent and puzzling design problems Get started and begin creating captivating graphics for your learners

Technical Writing for Teams Alexander Mamishev, Sean Williams, 2011-02-11 A unique integrative team centered approach to writing and formatting technical documents Technical Professionals Do you have difficulty producing high quality documents with multiple contributors when faced with a tight deadline Do you need a process that enables global team members to collaborate online as they produce sophisticated documents Do you prefer the ease of a WYSIWYG desktop publishing tool like Microsoft Word rather than more complex software like LaTeX Professors and Graduate Students Do you want to streamline the process of writing multi investigator papers reports proposals and books Do you spend a lot of time formatting documents instead of thinking and writing Do you write research papers in Microsoft Word and then need to convert them to LaTeX for your thesis Do you write research papers in LaTeX and then need to convert them to Microsoft

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Technical Writing 101 Alan S. Pringle, Sarah O'Keefe, 2003

Professional Writing in Context John Frederick Reynolds, Carolyn B. Matalene, Joyce Neff Magnotto, Donald C. Samson, Jr., Lynn Veach Sadler, 2013-11-05 This volume explores adult work world writing issues from the perspectives of five seasoned professionals who have logged hundreds of hours working with adults on complicated written communication problems It examines the gap between school world instructional practices and real world problems and situations After describing the five major economic sectors which are writing intensive the text suggests curricular reforms which might better prepare college educated writers for these worlds Because the volume is based on the extensive work world experiences of the authors it offers numerous examples of real world writing problems and strategies which illustrate concretely what goes wrong and what needs to be done about it

Occupational Therapy in Psychiatry and Mental Health Rosemary Crouch, Vivyan Alers, 2014-09-22 Comprehensive and informative the extensively revised fifth edition of *Occupational Therapy in Psychiatry and Mental Health* is an accessible overview of occupational therapy in psychiatry providing key information on a range of international models of occupational therapy as well as their practical applications The fifth edition includes Case studies throughout to illustrate application of theory to practice Coverage of key concepts and issues in occupational therapy New material on emerging areas of practice Comprehensive information on assessment and treatment for children adolescents and adults covering key mental health conditions *Occupational Therapy in Psychiatry and Mental Health* is an ideal resource for students in occupational therapy newly qualified and experienced practitioners and other allied health professionals seeking an up to date globally relevant resource on psychiatry and mental health care

The Art of Public Writing Zachary Michael Jack, 2020-10-28 Today's professionals recognize the need to elevate written communication beyond

argument driven pedantry political polemic and obtuse pontification Whether the goal is to write the next serious work of best selling nonfiction to develop a platform as a public scholar or simply to craft clear and concise workplace communication The Art of Public Writing demystifies the process showing why it s not just nice but necessary to connect with those inside and outside one s area of expertise Drawing on a diverse set of examples ranging from Charles Darwin s On the Origin of Species to Steven Levitt s Freakonomics Zachary Michael Jack offers invaluable advice for researchers scholars and working professionals determined to help interpret field specific debates for wider audiences address complex issues in the public sphere and successfully engage audiences beyond the Corner Office and the Ivory Tower *Letting Go of the Words* Janice (Ginny) Redish,2007-06-22 Redish has done her homework and created a thorough overview of the issues in writing for the Web Ironically I must recommend that you read her every word so that you can find out why your customers won t read very many words on your website and what to do about it Jakob Nielsen Principal Nielsen Norman Group There are at least twelve billion web pages out there Twelve billion voices talking but saying mostly nothing If just 1% of those pages followed Ginny s practical clear advice the world would be a better place Fortunately you can follow her advice for 100% of your own site s pages so pick up a copy of *Letting Go of the Words* and start communicating effectively today Lou Rosenfeld co author Information Architecture for the World Wide Web On the web whether on the job or at home we usually want to grab information and use it quickly We go to the web to get answers to questions or to complete tasks to gather information reading only what we need We are all too busy to read much on the web This book helps you write successfully for web users It offers strategy process and tactics for creating or revising content for the web It helps you plan organize write design and test web content that will make web users come back again and again to your site Learn how to create usable and useful content for the web from the master Ginny Redish Ginny has taught and mentored hundreds of writers information designers and content owners in the principles and secrets of creating web information that is easy to scan easy to read and easy to use This practical informative book will help anyone creating web content do it better Features Clearly explained guidelines with full color illustrations and examples from actual web sites throughout the book Written in easy to read style with many before and afters Specific guidelines for web based press releases legal notices and other documents Tips on making web content accessible for people with special needs Janice Ginny Redish has been helping clients and colleagues communicate clearly for more than 20 years For the past ten years her focus has been helping people create usable and useful web sites She is co author of two classic books on usability A Practical Guide to Usability Testing with Joseph Dumas and User and Task Analysis for Interface Design with JoAnn Hackos and is the recipient of many awards Clearly explained guidelines with full color illustrations and examples from actual web sites throughout the book Written in easy to read style with many before and afters Specific guidelines for web based press releases legal notices and other documents Tips on making web content accessible for people with special needs *The Oxford Guide to Practical Lexicography* B. T. Sue Atkins,Michael

Rundell,2008-06-19 This is a down to earth how to do it textbook on the making of dictionaries Written by professional lexicographers with over seventy years experience between them the book presents a step by step course for the training of lexicographers in all settings including publishing houses colleges and universities world wide and for the teaching of lexicography as an academic discipline It takes readers through the processes of designing collecting and annotating a corpus of texts shows how to analyse the data in order to extract the relevant information and demonstrates how these findings are drawn together in the semantic grammatical and pedagogic components that make up an entry The authors explain the relevance and application of recent linguistic theories such as prototype theory and frame semantics and describe the role of software in the manipulation of data and the compilation of entries They provide practical exercises at every stage The Oxford Guide to Practical Lexicography draws on materials developed by the authors over more than twenty years of teaching courses for publishing houses and universities in the US Japan Hong Kong and China South Africa Australia the UK and Europe It will be welcomed everywhere by lexicographers teachers of lexicography and their students It is also fascinating reading for all those interested in discovering how dictionaries are made *Word 2000 in a Nutshell* Walter Glenn,2000-08-18 This guide features the renowned O Reilly Nutshell style of drilling deep into a subject without wasting time and words on extraneous detail Throughout are time saving tips and in depth details that an intermediate advanced user needs

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