

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

Richard Bailey



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

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

Technical Writing 101: A Real-World Guide to Planning and Writing Technical Content (Third Edition) Alan S. Pringle, Sarah S. O'Keefe, 2009-05

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 Key Features Templates for Every Section The heart of this book lies in its meticulously designed templates for each section of a research article from abstract to conclusion These templates are like a compass guiding you through the intricate structure of your paper while ensuring compliance with the exacting standards of SCI Journals Guidelines and Best Practices In addition to templates this guide provides comprehensive guidelines and best practices for crafting research articles that captivate readers and reviewers alike Learn how to create compelling titles write engaging abstracts conduct thorough literature reviews present results effectively and construct impactful discussions Ethical Considerations Understand the ethical considerations that underpin responsible research and publishing Discover how to navigate issues related to authorship conflicts of interest and the responsible use of data Peer Review Insights Gain insights into the peer review process and learn strategies for effectively handling reviewer feedback Transform the peer review process from a challenge into an opportunity for improvement Resources for Continued Growth Beyond the templates and guidelines this book equips you with valuable resources including additional reading materials citation style guides and references to further hone your research writing skills Interdisciplinary Perspective While the book provides a strong foundation in scientific writing it is designed to be adaptable across disciplines ensuring its relevance to a wide range of research fields including engineering social sciences natural sciences and more This book is more than just a book it is your gateway to the world of impactful scientific publishing Whether you aim to disseminate groundbreaking discoveries contribute to your field's body of knowledge or simply enhance your research writing skills this guide is your trusted companion on the journey to success Don't let the intricacies of research article writing hold you back With this book you have the tools templates and expertise at your fingertips to elevate your research articles to the highest standards of excellence ensuring your work is not only published but celebrated in the esteemed pages of SCI Journals Embark on your journey to scholarly excellence today with *Researcher's Guide: Templates and Guidelines for Research Articles in SCI Journals*

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 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 *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 **Visual Design Solutions** Connie Malamed,2015-03-31 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

The Yahoo! Style Guide Chris Barr, 2010-06-30 WWW may be an acronym for the World Wide Web but no one could fault you for thinking it stands for wild wild West The rapid growth of the Web has meant having to rely on style guides intended for print publishing but these guides do not address the new challenges of communicating online Enter The Yahoo Style Guide From Yahoo a leader in online content and one of the most visited Internet destinations in the world comes the definitive reference on the essential elements of Web style for writers editors bloggers and students With topics that range from the basics of grammar and punctuation to Web specific ways to improve your writing this comprehensive resource will help you Shape your text for online reading Construct clear and compelling copy Write eye catching and effective headings Develop your site's unique voice Streamline text for mobile users Optimize webpages to boost your chances of appearing in search results Create better blogs and newsletters Learn easy fixes for your writing mistakes Write clear user interface text This essential sourcebook based on internal editorial practices that have helped Yahoo writers and editors for the last fifteen years is now at your fingertips

Write Like a User Pasquale De Marco, 2025-04-25 Write Like a User is the ultimate guide to creating user manuals that are clear concise and engaging Drawing on best practices from technical writing instructional design and human computer interaction this book provides a step by step framework for creating user manuals that users

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The Bedford Guide for College Writers with Reader, Research Manual, and Handbook X. J. Kennedy, Dorothy M. Kennedy, Marcia F. Muth, 2011-01-06 With its process oriented rhetoric provocative thematic reader up to date research manual and comprehensive handbook The Bedford Guide for College Writers gives your students the tools they need to succeed as writers all in one book Each of the book s four main components has been carefully developed to provide an engaging well coordinated guide for student writers This edition s new more open design and sharper focus on active learning do even more to help students develop transferable skills The Bedford Guide for College Writers prepares students to be the confident resourceful and independent writers they will need to be

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

How to write a successful how-to booklet Carl French, 2013-10-01 This booklet will tell you all you need to know on how to make a how to booklet This small booklet is written with the intention of encouraging and aiding more people with know how locked

in their heads to contribute to the insatiable human appetite to get simple practical answers to the question How do you So how about you Do you have specialist expertise locked in your head Wouldn t it be good to share it with others It could enhance your own reputation make you some money and perhaps most importantly create a long term legacy It only takes a few hours to create a how to booklet but the benefits could last for ever *Technical Documentation and Process* Jerry C. Whitaker,Robert K. Mancini,2018-09-03 We live in an age of electronic interconnectivity with co workers across the hall and across the ocean and managing meetings can be a challenge across multiple time zones and cultures This makes documenting your projects more important than ever In *Technical Documentation and Process* Jerry Whitaker and Bob Mancini provide the background and structure to help you document your projects more effectively With more than 60 years of combined experience in successfully documenting complex engineering projects the authors guide you in developing appropriate process and documentation tools that address the particular needs of your organization Features Strategies for documenting a project product or facility A sample style guide template the foundation on which you can build documents of various types A selection of document templates Ideas for managing complex processes and improving competitiveness using systems engineering and concurrent engineering practices Basic writing standards and helpful references Major considerations for disaster planning Discussion of standardization to show how it can help reduce costs Helpful tips to manage remote meetings and other communications First hand examples from the authors own experience Throughout the authors offer practical guidelines suggestions and lessons that can be applied across a wide variety of project types and organizational structures Comprehensive yet to the point this book helps you define the process document the plan and manage your projects more confidently **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 **Occupational Therapy in Psychiatry and Mental Health** Rosemary Crouch,Vivyan Alers,2014-07-30 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 **Absolute Beginner's Guide to WordPerfect 11** Laura Acklen,2004 Whether you re new to WordPerfect or upgrading from a previous version Absolute Beginner s Guide to WordPerfect 11 teaches you what you need to know to get right to work This fun to read and easy to understand book starts with the basics helping you build a foundation of knowledge so that you can be confident and comfortable using the software In no time you ll be able to produce letters invoices spreadsheets presentations and much more Bonus chapters also provide coverage of Quattro Pro 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 **Public Relations Writing** Valerie Fields,2024-09-17 With a focus on storytelling social media and socially conscious content Public Relations Writing Essential Skills for Effective Storytelling is a step by step how to guide that helps students develop and hone the skills they need to become strong writers and versatile storytellers within the Public Relations field **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 WYSIWG 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

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