

Writing Style *Guidelines*



Us Government Writing Style Guide

Judith Gillespie Myers



Us Government Writing Style Guide:

U.S. Government Printing Office Style Manual GPO Style Board, Robert C. Tapella, 2010-09-01 The 30th edition marks the first revision to this authoritative style manual since 2002 The text is prepared by the GPO Style Board composed of proofreading printing and Government documents specialists from within GPO where all congressional publications and many other key Federal Government documents are prepared *U. S. Government Printing Office Style Manual* U S Government Printing Office, 2009-03-01 **Style Manual** United States. Government Printing Office, 1934 United States Government Publishing Office Style Manual 2016 U.S. Government Printing Office, 2017-01-13 The GPO Style Manual as it is popularly known is issued under the authority of section 1105 of title 44 of the U S Code which requires the Director of the GPO to determine the form and style in which the printing ordered by a department is executed having proper regard to economy workmanship and the purposes for which the work is needed The Manual is prepared by the GPO Style Board composed of proofreading printing and Government documents specialists from within GPO where all congressional publications and many other key Government documents are prepared The first GPO Style Manual appeared in 1894 It was developed originally as a printer's stylebook to standardize word and type treatment and it remains so today Through successive editions however the Manual has come to be widely recognized by writers and editors both within and outside the Federal Government as one of the most useful resources in the editorial arsenal And now in the 21st century writers and editors are using the Manual in the preparation of the informational content of Government publications that appear in digital formats Writers and editors whose disciplines have taught them aspects of style different from those found in the GPO Style Manual will appreciate the difficulty of establishing a single standard Users of this Manual should consider it instead as a general guide Its rules cannot be regarded as rigid for the printed word assumes many shapes and variations in annual presentation and usage changes over time as language evolves Periodically the Manual is updated as this edition has been to eliminate obsolete standards update form and usage and adjust the guidance for document preparation and appearance to current custom Comments and suggestions from users of the GPO Style Manual are welcomed All such correspondence may be emailed to the GPO Style Board at gpostyle@gpo.gov **U. S. Government Printing Office Style Manual: an Official Guide to the Form and Style of Federal Government Printing** Robert Tapella, 2012-02-08 By act of Congress the Public Printer is authorized to determine the form and style of Government printing The GPO Style Manual is a standardized device designed to achieve uniform word and type treatment and it aims for the economy of word use It is primarily a GPO printer's stylebook Through successive editions however the GPO Style Manual has come to be widely recognized by writers and editors both within and outside the Federal Government as one of the most useful resources in the editorial arsenal This new revised version of the GPO Style Manual has been thoroughly redesigned to make it more modern and easier to read and the content has been updated generally throughout in keeping with current usage *United States Government*

Correspondence Manual United States. General Services Administration,1960 *Plain Language in Government Writing* Judith Gillespie Myers,2008-04-01 A Plain English Guide to Government Writing Whether you re in the public or private sector good writing skills are critical to your success in the workplace Plain Language in Government Writing A Step by Step Guide shows you how to apply federal plain language guidelines to every type of writing from emails memos and letters to agency communications technical procedures and budget justification statements Through numerous exercises as well as examples from a variety of federal and state agencies this practical guide walks you step by step through every phase of the writing process providing tips for improved clarity conciseness and completeness This valuable reference will help you Write for diverse audiences in reader friendly plain language Overcome writer s block Gain confidence in your ability to write and get results Make your writing visually appealing Prepare for briefings and presentations Recognize successful writing and identify what makes it effective A Plain English Guide to Government Writing will enable you to express yourself more clearly and concisely produce documents more efficiently and work more effectively with others throughout the writing process

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cannot be regarded as rigid for the printed word assumes many shapes and variations in type presentation An effort has been made to provide complete coverage of those elements that enter into the translation of manuscript into type The GPO Style Board made significant revisions to update this edition of the GPO Style Manual The changes include redesigning the format to make it more modern and easier to read replacing What is GPO Access with GPO's Online Initiatives removing the atomic weights column from the Chemical Symbols table expanding and updating time zone abbreviations listing additional entries to the Post Office abbreviations extensively reviewing the capitalization chapter to remove outdated entries and include new ones realigning the abbreviations lists to create a new list of technical abbreviations and initialisms updating old and adding new tables to the Useful Tables chapter expanding military titles creating new sample pages for the Reports and Hearings chapter providing many URLs as references and including many suggestions by users

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