

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

Pasquale De Marco



Writing Style Guide Template:

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 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 will actually want to read Whether you re a seasoned technical writer or a subject matter expert tasked with creating user documentation this book is an invaluable resource It covers everything from planning and structuring your manual to writing in a clear and engaging style You ll also learn how to design user friendly layouts incorporate visuals effectively and ensure accuracy and completeness Beyond the basics of writing Write Like a User also delves into the art of user experience It explores how to create manuals that are not just informative but also enjoyable to read You ll learn how to use storytelling techniques incorporate real life examples and add a touch of personality to your writing With its practical advice real world examples and engaging writing style Write Like a User is the ultimate guide to creating user manuals that are both effective and user friendly Whether you re writing a manual for a software application a consumer electronic device or a complex industrial machine this book will help you create a document that users will appreciate and find truly helpful In this book you ll learn how to Plan and structure your manual for maximum usability Write in a clear and concise style that users can easily understand Design user friendly layouts that make information easy to find Incorporate visuals effectively to enhance understanding Ensure accuracy and completeness of your content Create manuals that are not just informative but also enjoyable to read Use storytelling techniques real life examples and a touch of personality to engage your readers With Write Like a User you ll have all the tools you need to create user manuals that are both effective and user friendly Your users will thank you for it If you like this book write a review on google books Word 2000 in a Nutshell Walter

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typography techniques are linked to the software language in a single source This is the perfect companion for graphic designers desktop publishers and production artists

The Allyn and Bacon Guide to Writing John D. Ramage, John C. Bean, 2000 The Allyn Bacon Guide to Writing Brief Edition is a paperback volume that contains all of the content of The Allyn Bacon Guide to Writing with the exception of Part Six A Guide to Editing The most successful college rhetoric published in over a decade The Allyn Bacon Guide to Writing offers the most progressive and teachable introduction now available to academic and personal writing The guide offers engaging instruction in rhetoric and composition a flexible sequence of comprehensive writing assignments numerous examples of student and professional writing and thorough guides to research and editing Solidly grounded in current theory and research yet eminently practical and teachable The Allyn Bacon Guide to Writing has set the new standard for freshman composition courses in writing reading and critical thinking and inquiry Part One A Rhetoric for College Writers provides a conceptual framework for The Allyn Bacon Guide to Writing by showing how inquiring writers pose problems pursue them through discussion and exploratory writing and solve them as they compose and revise chapters arranged according to the purposes for writing Each chapter guides students through the process of generating and exploring ideas composing and drafting and revising and editing Concluding each chapter are Guidelines for Peer Reviewers which sum up the important features in the assignments and facilitate detailed helpful peer reviews Part Three A Guide to Composing and Revising comprises four self contained chapters of nuts and bolts strategies for composing and revising A Guide to Research Part Four helps students learn to conduct research and incorporate sources into their own writing and includes a state of the art chapter on electronic writing and research Part Five A Guide to Special Writing Occasions gives students helpful advice on writing reflective self evaluations and on writing essay exams

The GUI Style Guide Susan L. Fowler, Victor R. Stanwick, 1995 The GUI Style Guide provides the tools necessary for programmers to write interfaces for a variety of windowing environments All of the guidelines are useful to programmers either creating IBM mainframe applications or writing Windows applications It also explains how to take advantage of object oriented programming and fourth generation languages Contains all of the information for designing an effective GUI such as human factors color menu levels and prototyping Explains how to create an interface that makes sense to others Demonstrates similarities between various manufacturers underlying windowing environments Covers examples from all sorts of software on as many hardware platforms as possible Provides programmers with the necessary tools to write interfaces for a variety of windowing environments Includes all of the guidelines necessary for programmers to create any type of windowed application from IBM CUA mainframe to pen to Macintosh Motif NeXt and Windows systems

Custom Guide to Writing, 2005

The Allyn & Bacon Guide to Writing John D. Ramage, John C. Bean, June Johnson, 2003 The most successful college rhetoric published in over a decade The Allyn Bacon Guide to Writing offers the most progressive and teachable introduction now available to academic and personal writing The four color guide offers engaging instruction in rhetoric and composition

a flexible sequence of comprehensive writing assignments numerous examples of student and professional writing and thorough guides to research and editing Solidly grounded in current theory and research yet eminently practical and teachable The Allyn Bacon Guide to Writing has set the new standard for first year composition courses in writing reading critical thinking and inquiry Part One A Rhetoric for College Writers provides a conceptual framework for The Allyn Bacon Guide to Writing by showing how inquiring writers pose problems pursue them through discussion and exploratory writing and solve them within a rhetorical context shaped by the writer s purpose audience and genre Part Two Writing Projects contains thirteen self contained assignment chapters arranged according to the purposes for writing Each chapter guides students through the process of generating and exploring ideas composing and drafting and revising and editing Concluding each chapter are Guidelines for Peer Reviewers which sum up the important features in the assignments and facilitate detailed helpful peer reviews Part Three A Guide to Composing and Revising comprised of three self contained chapters of nuts and bolts strategies for composing and revising Part Four A Rhetorical Guide to Research presents pedagogically sequenced instruction for helping students learn to conduct searches evaluate sources and incorporate sources into their own writing Research skills are taught within a rhetorical context with special attention to the rhetoric of websites Part Five A Guide to Special Writing and Speaking Occasions gives students helpful advice on working in groups giving speeches and presentations writing essay exams assembling portfolios and writing reflective self evaluations Part Six A Guide to Editing is a concise handbook of grammar usage mechanics punctuation style and editing **Conference Proceedings** ,1999

Designing Usable Web Interfaces Ameeta Dhanesh Jadav,2003 This textbook offers advice on the proper design of Web pages with a focus on making pages easy to use and appealing to the eye After discussing the basic terminology and objectives of Web design the author discusses types of Web applications project development information architecture interface design writing for the Web and measuring Web site success Annotation copyrighted by Book News Inc Portland OR

Writing with a Computer Joan P. Mitchell,1989 **Study Skills for Dyslexic Students** Sandra Hargreaves,2007 Written with the needs of dyslexic students in further and higher education in mind this book will motivate inspire and guide you through your studies It includes a CD ROM packed with tools and resources to help you plan your work improve your skills and boost your confidence *HTML Complete* Sybex Inc,2003-04-11 Introducing HTML Planning and designing your web page Advanced HTML XML

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web in agile principles timeboxing allocates a maximum unit of time to an activity called a timebox within which a planned activity takes place it is used by agile principles based project management approaches and for personal time management

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web timeboxing sets a maximum time for an event or activity to be completed teams can end the event or activity before the timebox if they ve accomplished what they set out to do but exceeding the timebox allows events and activities to drift in focus and purpose

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web the objective of timeboxing timeboxing is one of the important options for team agility and for the scheduling strategy decision the schedule is divided into a number of separate time periods timeboxes each box has its own deliverables deadline

and budget in agile these timeboxes are known as iterations or sprints

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web timeboxing is used to set the length of a given sprint and can even be used to set time limits on individual processes within a sprint sprint planning before setting off on a sprint the sprint planning process is required to identify exactly which tasks need to be executed and how they will be executed

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web dsdm defines a timebox as a fixed period of time at the end of which an objective has been met the timebox objective is usually completion of one or more deliverables this ensures the focus for a timebox is on achieving something complete and meaningful rather than simply being busy

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