

# Content Style Guide Template

## 1. Introduction

**Purpose:** Outline the purpose of this content style guide. Explain its importance in maintaining consistency and quality in all company communications.

**Scope:** Define the scope of content this guide covers, such as websites, blogs, social media, and marketing materials.



## 2. Brand Voice and Tone

**Overview:** Describe the overall voice of the brand, (e.g., professional, friendly, authoritative).

**Tone Variations:** Specify how the tone may shift depending on the content type or audience, (e.g., more casual on social media).

## 3. Writing and Grammar Rules

**Grammar:** Outline key grammar and punctuation rules (e.g., use of Oxford comma, sentence structure).

**Style Preferences:** Note preferences for things like numerals vs. written numbers, capitalization, etc.



## 4. Formatting Guidelines

**Headings and Subheadings:** Describe styles and usage for headings and subheadings to organize content effectively.

**Paragraphs:** Detail paragraph styling, including line spacing and text alignment.

## 5. Visual Elements

**Logo Usage:** Guidelines for how and where to use the company logo.

**Color Scheme:** Define the brand's color palette and guidelines on how to use it.

**Typography:** Specify which fonts are to be used in different contexts.



## 6. Content Types

**Blogs:** Guidelines for blog post structure, tone, and stylistic elements.

**Emails:** Directions for email formatting, style, and common language.

**Social Media:** Rules for engaging on social platforms, including character limits and hashtags usage.

## 7. Legal and Ethical Considerations

**Copyright and Trademarks:** Information on respecting intellectual property.

**Confidentiality:** Instructions on handling confidential information.



## 8. Review and Updates

**Revision Frequency:** How often the style guide will be reviewed and updated.

**Feedback Process:** How team members can suggest changes or ask for clarifications.

# Web Content Style Guide

**Kelsey J. S. Ransick**



## **Web Content Style Guide:**

**The Web Content Style Guide** Gerry McGovern, Rob Norton, Catherine O'Dowd, 2002 As quality becomes ever more critical in differentiating successful websites the need for a professional approach to your content is growing The Web Content Style Guide provides a set of standards and rules to ensure consistent quality content and a flawless service to your readers

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

**Web Style Guide** Patrick J. Lynch, Sarah Horton, 2016-01-01 A classic reference book on user interface design and graphic design for web sites updated to reflect a rapidly changing market Consistently praised as the best volume on classic elements of web site design Web Style Guide has sold many thousands of copies and has been published around the world This new revised edition confirms Web Style Guide as the go to authority in a rapidly changing market As web designers move from building sites from scratch to using content management and aggregation tools the book's focus shifts away from code samples and toward best practices especially those involving mobile experience social media and accessibility An ideal reference for web site designers in corporations government nonprofit organizations and academic institutions the book explains established design principles and covers all aspects of web design from planning to production to maintenance The guide also shows how these principles apply in web design projects whose primary concerns are information design interface design and efficient search and navigation

Killer Web Content Gerry McGovern, 2011-07-01 On the Internet if you're not read you're dead Written by an internationally acclaimed specialist in this field Killer Web Content gives you the strategies and practical techniques you need to get the very best out of your Web content Accessible concise and practical it will make your website really work for you This book helps readers to provide visitors to their website with the right content at just the right time write compelling Web content that users really respond to and want more of make sure their website has the best possible chance of getting into the first page of search results understand the benefits of blogs RSS and e mail newsletters Web content is an increasingly important asset It helps sell products and deliver services

From travel companies to software companies from universities to governments it s something that has to be got right

*Human Factors and Web Development* Mark J. Anderson, Patrick J. Whitcomb, 2002-08-01 Due to the ever changing technological landscape and the global integration of the Internet in schools libraries homes and businesses the content of this second edition changed significantly Since many computer users are connected at both home and work the Web has transformed communication consumption patterns and access to business politi **Learning Responsive Web Design**

Clarissa Peterson, 2014-06-09 Deliver an optimal user experience to all devices including tablets smartphones feature phones laptops and large screens by learning the basics of responsive web design In this hands on guide UX designer Clarissa Peterson explains how responsive web design works and takes you through a responsive workflow from project kickoff to site launch Ideal for anyone involved in the process of creating websites not just developers this book teaches you fundamental strategies and techniques for using HTML and CSS to design websites that not only adapt to any screen size but also use progressive enhancement to provide a better user experience based on device capabilities such as touchscreens and retina displays Start with content strategy before creating a visual design Learn why your default design should be for the narrowest screens Explore the HTML elements and CSS properties essential for responsive web design Use media queries to display different CSS styles based on a device s viewport width Handle elements such as images typography and navigation Use performance optimization techniques to make your site lighter and faster Global Writing for Public Relations Arhlene

A. Flowers, 2015-12-07 Global Writing for Public Relations Connecting in English with Stakeholders and Publics Worldwide provides multiple resources to help students and public relations practitioners learn best practices for writing in English to communicate and connect with a global marketplace Author Arhlene Flowers has created a new approach on writing for public relations by combining intercultural communication international public relations and effective public relations writing techniques Global Writing for Public Relations offers the following features Insight into the evolution of English language communication in business and public relations as well as theoretical and political debates on global English and globalization An understanding of both a global thematic and customized local approach in creating public relations campaigns and written materials Strategic questions to help writers develop critical thinking skills and understand how to create meaningful communications materials for specific audiences Storytelling skills that help writers craft compelling content Real world global examples from diverse industries that illustrate creative solutions Step by step guidance on writing public relations materials with easy to follow templates to reach traditional and online media consumers and businesses Self evaluation and creative thinking exercises to improve cultural literacy grammar punctuation and editing skills for enhanced clarity and Supplemental online resources for educators and students English is the go to business language across the world and this book combines the author s experience training students and seasoned professionals in crafting public relations materials that resonate with global English language audiences It will help public relations students and practitioners

become proficient and sophisticated writers with the ability to connect with diverse audiences worldwide **Copywriting that Sells High Tech** Janice M. King, 2006 **Web Project Management for Academic Libraries** Jody Condit

Fagan, Jennifer Keach, 2009-12-04 Managing the process of building and maintaining an effective library website can be as challenging as designing the product itself Web Project Management for Academic Libraries outlines the best practices for managing successful projects related to the academic library website The book is a collection of practical real world solutions to help web project managers plan engage stakeholders and lead organizations through change Topics covered include the definition and responsibilities of a web project manager necessary roles for the project team effective communication practices designing project workflow executing the project and usability testing and quality control The techniques recommended are drawn from the experiences of the authors and from library and project management literature The book is an essential text for library staff working as project managers or on web teams library administrators library school faculty and students and web consultants working with libraries Field tested web project management guidance grounded in the literature of librarianship project management and web development Consideration of the special needs of academic libraries Practical step by step guidance for novices and experts in libraries of all sizes **Get Slightly Famous** Steven Van

Yoder, 2006 I build levers to move objects that appear to be immovable Alexei Drovosek represents the next evolution of human no heart immunity to cancer and the uncanny ability to survive in conditions that would kill normal men As an orphan growing up in post Soviet Russia Alexei was taken in by the state and trained as its most vicious and effective killer But eventually the Russian Federal Security Service s best trained assassin did the most dangerous thing of all he turned on his handlers went rogue and disappeared In the bleak high tech near future Alexei has resurfaced in a secret compound on the outskirts of Los Angeles a city where autonomous drive vehicles race along the highways and independent city states operate with materialistic impunity In the center of it all is the soaring headquarters of Pearl Knight Industries an international mega corporation that keeps war machines and cultural capitalism running in every country and on every continent on the planet As a principal proponent of the 31st Amendment to the United States constitution which legalized the transfer of suffrage from citizens to corporations Pearl Knight has power that is truly above the law Alexei lives a clandestine existence where his closest companions are his personal AI Emma and a group of orphans he has spent years amassing and training But Alexei isn t fostering these children as a favor to the state he s raising them with the hope that they will destroy it As he moves each child into play in the world s highest stakes game of chess that spans decades and continents Alexei fights to destroy the plutocratic control of those in power and restore what matters to him most democracy and freedom [The Guide to Assisting Students With Disabilities](#) Lisa M. Meeks, PhD, Neera R. Jain, MS, CRC, 2015-08-13 Describes how to meet the needs of health science students with disabilities Students with disabilities studying health sciences face unique challenges within their educational environments that require distinct accommodations This manual is a vital resource for

administrators and faculty in health science programs that describes how to create accommodations that meet the needs of students with disabilities in academic health science settings Grounded in federal disability law case law and Office for Civil Rights OCR determinations this highly practical manual is written by experienced disability service providers from some of the most prestigious health science schools in the country In a clear well organized format they bring their expertise to bear on all aspects of disability and disability law in the health science setting Citing legal cases and real life scenarios the manual describes best practices for good decision making how to avoid problems by implementing strong accessibility focused policies and how to resolve problems in difficult cases with a focus on providing effective services for students while protecting the institution from potential liability Each chapter is replete with illustrative examples including tips for creative accommodations advice for troubleshooting and specific guidance for working with students with all types of disabilities The book describes the process for determining disability accommodations and provides examples of typical accommodations in didactic as well as clinical and laboratory settings Tools provided in the text include sample letters and procedures lists of nationwide professional resources flowcharts graphs and worksheets to assist disability service providers with determining and implementing appropriate student accommodations Additionally it discusses myths about disability the importance of professional communication around disability and how to encourage a culture of disability acceptance within schools With its concrete framework this book will help disability service and administrative professionals move away from a mode of putting out fires and toward establishing a welcoming environment where students feel safe to disclose their disabilities early and seek the support and accommodations needed to facilitate equal access Key Features Addresses all aspects of disability and disability law for students in the health science setting Includes clearly written Do s and Don ts Presents examples of accommodations that are appropriate in the classroom clinic and laboratory Provides easy to follow flowcharts and worksheets Includes resources for students and legal case examples throughout Localizing Apps Johann

Roturier,2015-05-08 The software industry has undergone rapid development since the beginning of the twenty first century These changes have had a profound impact on translators who due to the evolving nature of digital content are under increasing pressure to adapt their ways of working Localizing Apps looks at these challenges by focusing on the localization of software applications or apps In each of the five core chapters Johann Roturier examines The role of translation and other linguistic activities in adapting software to the needs of different cultures localization The procedures required to prepare source content before it gets localized internationalization The measures taken by software companies to guarantee the quality and success of a localized app With practical tasks suggestions for further reading and concise chapter summaries Localizing Apps takes a comprehensive look at the transformation processes and tools used by the software industry today This text is essential reading for students researchers and translators working in the area of translation and creative digital media *User Experience (UX) Design for Libraries* Aaron Schmidt,Amanda Etches,2012-01-01 This book shows you how to

get there by providing hands on steps and best practices for UX design principles practices and tools to engage with patrons online and build the best web presence for your library      Design for All Learners Sarah Mercier,2025-02-04 Get the Toolbox You Need to Design for All Learners Design for All Learners empowers instructional designers trainers and other talent development professionals to create learning experiences that are accessible to and inclusive of all people Learn from practitioners vulnerable lived experiences moving stories and practical advice Written with accessibility inclusion and L D experts and edited by Sarah Mercier this book will help you ensure that individuals can fully participate in the talent development and training programs you offer Adopt a progress over perfection approach Start with shifting your mindset to consider that all learners are people who have unique experiences perspectives backgrounds and abilities and that learning design should be built for people not just to meet compliance standards Find what you need to know about designing for the modality you re using to reach learners from e learning and job aids to training in the physical and virtual classroom Gain a clearer understanding of requirements and standards and then explore strategies and tactics to foster an inclusive mindset throughout your organization Anyone involved with the practice of design in learning and development will benefit from the wide range of perspectives and techniques offered whether you re a team of one or work in an organization with a variety of resources If your goal is to become a better designer developer teacher and leader this book presents a packed toolbox to do so It will change everything you think you know Use it as a guide in your journey to accessible inclusive design for all

*Designing Web Sites that Work* Tom Brinck,Darren Gergle,Scott D. Wood,2002 Every stage in the design of a new web site is an opportunity to meet or miss deadlines and budgetary goals Every stage is an opportunity to boost or undercut the site s usability This book tells you how to design usable web sites in a systematic process applicable to almost any business need You get practical advice on managing the project and incorporating usability principles from the project s inception This systematic usability process for web design has been developed by the authors and proven again and again in their own successful businesses A beacon in a sea of web design titles this book treats web site usability as a preeminent practical and realizable business goal not a buzzword or abstraction The book is written for web designers and web project managers seeking a balance between usability goals and business concerns Examines the entire spectrum of usability issues including architecture navigation graphical presentation and page structure Explains clearly the steps relevant to incorporating usability into every stage of the web development process from requirements to tasks analysis prototyping and mockups to user testing revision and even postlaunch evaluations Includes forms checklists and practical techniques that you can easily incorporate into your own projects at <http://www.mkp.com/uew>      Testing Applications on the Web Hung Q. Nguyen,2001-05-18 A software testing survival guide for those who work in Internet time With Internet applications spreading like wildfire the field of software testing is increasingly challenged by the brave new networked world of e business This book brings you up to speed on the technologies testing concepts and tools you ll need to run e business

applications on the Web Written by Hung Nguyen a coauthor of the bestselling software testing book of all time Testing Computer Software this new guide takes you to the next level helping you apply your existing skills to the testing of B2B Business to Business B2C Business to Consumer and internal Web based applications You ll learn how to test transactions across networks explore complex systems for errors and work efficiently with the many components at play from servers to browsers to protocols Most importantly you ll get detailed instructions on how to carry out specific test types along with case studies and error examples for each test Software testers test leads and test managers QA analysts and managers and IT managers and staff will find this an invaluable resource for their testing projects With an emphasis on achievable goals and necessary rather than nice to have features Testing Applications on the Web provides An analysis of the Web application model and the difference between Web testing and traditional testing A tutorial on the methodology and techniques for networking technologies and component based testing Strategies for test planning test case designing and error analysis on the Web Effective real world practices for UI User Interface tests security tests installation tests load and stress tests database tests and more A survey of commercial tools and a sampling of proven test matrices and templates Free and Easy Website Design for Museums and Historic Sites Kelsey J. S. Ransick,2015-12-16 Museums and historic sites faced with small budgets and staff can find it intimidating to redesign or create a website from scratch Concerns over resources make coding and designing or hiring someone to do so daunting and expensive It does not have to be so Content creation is inescapable when making a website but designing and constructing a unique website can be as simple as taking an afternoon to use a color chart to pick a color scheme and paste in text from a Word document All of the tools discussed in the book are free at the base level and some offer upgrade packages with even more features The advice and techniques are all created with an eye to making websites work for smaller institutions with limited budgets and timeframes Every museum professional has come across issues when adapting general software for an institution s specific needs and the information in this book will anticipate some of these needs by offering easytoimplement workarounds and information on related software or services that integrate with each website Features include Howto guides for Wix Weebly WordPress and Google SitesDetailed comparisons of WYSIWYG What You See Is What You Get editors by cost features and easeofuse so that you can easily identify which platforms meet your needsMythbusting of common website and computer assumptionsStepbystep content and design planning guideBasic HTML coding tricks and tips for the slightly more advanced users or those who want to become so A free companion Web site includes links to online resources ongoing updates to this book to keep it current and links to other free online tools and software Go to <https://freethemuseum.wixsite.com/aaslh> to request access on this author created and managed companion site *Redesign Your Library Website* Stacy Ann Wittmann,Julianne T. Stam,2016-05-16 A comprehensive guide for all sizes of libraries this book guides you through the entire process of effectively redesigning your library s website from evaluating your current site and understanding user needs to creating a

budget through to launching and maintaining your updated site For today s increasingly web savvy patrons your library s website is a critical aspect of your services and user experience If it s time for a website makeover for your library this book will take you through the process step by step sharing lessons learned and pointing out pitfalls to avoid The end result You ll delight your patrons with easy to find information wow your director with an easy to use content management system CMS and impress your board with a website that clearly communicates your library s value Written by two veterans of the process who have presented workshops on this topic this book covers the entire process of library website redesign from evaluating your current website to making the decision of whether to hire a web developer or do it in house to usability testing It also addresses budgeting making content and design decisions the launching process marketing and upkeep of your new site

Content Critical Gerry McGovern, Rob Norton, 2002 The web s made everyone a publisher so what s going to make people read what YOU write The answer is high quality well written reader focused compelling content This is the book that explores what killer content actually is and shows how to create it for yourself **Digital Marketing Excellence** PR Smith, 2022-07-22 Now in its sixth edition the hugely popular Digital Marketing Excellence is a practical guide to creating and executing integrated digital marketing plans combining established approaches to marketing planning with the creative use of new digital models and digital tools Written by two highly experienced digital marketing consultants the book shows you how to Draw up an outline integrated digital marketing plan Evaluate and apply digital marketing principles and models Integrate online and offline communications Implement customer driven digital marketing as part of digital transformation Reduce costly trial and error Measure and enhance your digital marketing Learn best practices for reaching and engaging your audiences using the key digital marketing platforms This new edition has been streamlined to seamlessly integrate the latest developments in digital analytics ethics and privacy Predictive Analytics Machine Learning and Artificial Intelligence Including new international case studies and up to date examples throughout this book cuts through the jargon to show marketers how to leverage data and digital technologies to their advantage Offering a highly structured and accessible guide to a critical and far reaching subject Digital Marketing Excellence 6th edition provides a vital reference point for all digital marketing students and managers involved in digital marketing strategy and implementation Online resources have been fully updated for the new edition and include a new set of PowerPoint slides and a full test bank of questions and exercises

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