

TL;DR

The Mailchimp Content Style Guide goes into depth on many subjects. It may be more information than you need. Here are the most important things to know.

Principles

Good content is:

- Clear
- Useful
- Friendly
- Appropriate

Voice and tone

Mailchimp's voice is:

- Human
- Familiar
- Friendly
- Straightforward

Our tone changes depending on the situation, but it's generally informal. We have a sense of humor, but we value clarity over entertainment.

Our priorities are to educate our users about our products without patronizing or confusing them, so they can get their work done and get on with their lives.

Example Style Guide Documentation

Charles Bell



Example Style Guide Documentation:

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™ and Technical Writing Advantage™ 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 *The Digital Style Guide* Susan I. Schultz, 1993 Writing Clean Code Step by Step: A Practical Guide with Examples William E. Clark, 2025-04-19 Writing Clean Code Step by Step A Practical Guide with Examples provides a clear and structured roadmap for developing high quality software from the ground up Covering fundamental programming concepts essential coding principles and industry best practices this book is tailored for both beginners and those seeking to reinforce the foundations of clean coding Each chapter delivers concise explanations actionable advice and practical examples that foster an understanding of how to write code that is readable reliable and maintainable The book's content spans the full software development workflow including project organization effective naming conventions modular design robust error handling and defensible data management Readers learn how to structure projects logically adopt naming practices that enhance clarity implement systematic testing strategies and employ safe refactoring methods Critical concepts such as encapsulation immutability and defensive programming are presented in detail to build confidence in addressing real world development challenges By following this guide readers will acquire a comprehensive toolkit for producing clear and well organized code minimizing errors and facilitating collaboration within development teams Emphasis is placed on long term code quality enabling developers to build software that stands up to ongoing change and adaptation Whether entering the field or striving to establish best

practices readers will emerge with a practical understanding of how to continually improve their codebases and contribute meaningfully to any software project

The Facts on File Guide to Style Martin H. Manser, Stephen Curtis, 2014-05-14
Instructs writers on improving their writing skills

CSS Mastery Simon Collison, Andy Budd, Cameron Moll, 2017-01-11
Building on what made the first edition a bestseller CSS Mastery Advanced Web Standards Solutions Second Edition unites the disparate information on CSS based design spread throughout the internet into one definitive modern guide Revised to cover CSS3 the book can be read from front to back with each chapter building on the previous one However it can also be used as a reference book dipping into each chapter or technique to help solve specific problems In short this is the one book on CSS that you need to have This second edition contains New examples and updated browser support information New case studies from Simon Collison and Cameron Moll CSS3 examples showing new CSS3 features and CSS3 equivalents to tried and tested CSS2 techniques

CSS Mastery Cameron Moll, Andy Budd, Simon Collison, 2006-11-21 This book is your indispensable guide to cutting edge CSS development all you need to work your way up to CSS professional While CSS is a relatively simple technology to learn it is a difficult one to master When you first start developing sites using CSS you will come across all kinds of infuriating browser bugs and inconsistencies It sometimes feels like there are a million and one different techniques to master spread across a bewildering array of websites The range of possibilities seems endless and makes for a steep and daunting learning curve By bringing all of the latest tips tricks and techniques together in one handy reference this book demystifies the secrets of CSS and makes the journey to CSS mastery as simple and painless as possible While most books concentrate on basic skills this one is different assuming that you already know the basics and why you should be using CSS in your work and concentrating mainly on advanced techniques It begins with a brief recap of CSS fundamentals such as the importance of meaningful markup how to structure and maintain your code and how the CSS layout model really works With the basics out of the way each subsequent chapter details a particular aspect of CSS based design Through a series of easy to follow tutorials you will learn practical CSS techniques you can immediately start using in your daily work Browser inconsistencies are the thorn in most CSS developers sides so we have dedicated two whole chapters to CSS hacks filters and bug fixing as well as looking at image replacement professional link form and list styling pure CSS layouts and much more All of these techniques are then put into practice in two beautifully designed case studies written by two of the world s best CSS designers Simon Collison and Cameron Moll

A Manual of Style and Standards in Academic Writing, Editing and Publishing Manzurul Islam, 2015-12-30 This is a unique book covering topics of both academic and professional interest Be they new Teachers Researchers Authors Editors Copyeditors Graduate students or corporate executives and officials having anything to do with writing editing and publishing this Manual and Some Thoughts will be a trusted companion Starting from issues on Language and Style Citations and Referencing Editing Plagiarism etc the volume also encompasses Articles on publishing and book development proposals in South Asia and other non English speaking

regions The book will be a handy guide in maintaining consistencies and acceptable standards The Manual is a concise compilation of Styles and Standards from various authentic sources in Part 1 as well as an analysis of the present status of publishing in Part 2 in Bangladesh and elsewhere A painstaking research based and brief but well illustrated Manual on Standards and a short but thought provoking work on publishing the book also suggests an academic Course on Publishing all for dissemination of knowledge and scholarship An academic an open learning proponent and a publishing professional of long standing the Author was a senior Faculty in universities and research organizations in Bangladesh and abroad A PhD in Communication with a Masters in English Manzurul Islam received advanced training in UK USA and Canada His recent engagements include Faculty Development and Quality Assurance programs through trainings in research and publication works

A Research Primer for Technical Communication George F Hayhoe, Michael A. Hughes, George F.

Hayhoe, 2009-03-04 This practical volume provides a thorough introduction to conducting and critically reading research in technical communication complete with exemplars of research articles for study Offering a solid grounding in the research underpinnings of the technical communication field this resource has been developed for use in master s level and upper division undergraduate research methods courses in technical and professional communication

Tools for Working with Guidelines Jean Vanderdonckt, Christelle Farenc, 2012-12-06 This volume contains the papers presented at the International Workshop on Tools for Working with Guidelines TFWWG 2000 held in Biarritz France in October 2000 It is the final outcome of the International Special Interest Group on Tools for Working with Guidelines Human computer interaction guidelines have been recognized as a uniquely relevant source for improving the usability of user interfaces for interactive systems The range of interactive techniques exploited by these interactive systems is rapidly expanding to include multimodal user interfaces virtual reality systems highly interactive web based applications and three dimensional user interfaces Therefore the scope of guidelines sources is rapidly expanding as well and so are the tools that should support users who employ guidelines to ensure some form of usability Tools For Working With Guidelines TFWWG covers not only software tools that designers developers and human factors experts can use to manage multiple types of guidelines but also looks at techniques addressing organizational sociological and technological issues

Software Development Lifecycle Made Simple: A Practical Guide with Examples William E. Clark, 2025-04-22

Software Development Lifecycle Made Simple A Practical Guide with Examples offers a clear and comprehensive introduction to the processes principles and best practices of modern software development Designed for beginners and aspiring professionals this book demystifies the complexities of the software development lifecycle SDLC guiding readers step by step from foundational programming concepts to the structured methodologies that drive successful projects The book is organized to mirror real world workflows covering every phase of development including planning requirements analysis design implementation testing deployment and ongoing maintenance Each chapter breaks down essential topics such as algorithms programming languages debugging version

control collaborative practices quality assurance security and project management A continuous case study reinforces each concept by demonstrating how it applies to a practical software project making the principles tangible and directly relevant to actual development scenarios Readers will gain a strong understanding of how software products are envisioned constructed and maintained in professional settings By emphasizing both technical skills and the broader project context this guide equips learners with the knowledge and confidence needed to participate effectively in software development teams Whether preparing for a technical role or seeking to understand the mechanics of software project execution this book provides a reliable foundation and a practical pathway for further growth in the field **CIW Site and E-Commerce**

Design Study Guide Jeffrey S. Brown, Susan L. Thomas, J. Peter Bruzzese, 2006-02-20 Here is the book you need to prepare for Exam 1D0 420 CIW Site Designer and Exam 1D0 425 CIW E Commerce Designer This Study Guide provides In depth coverage of official exam objectives Practical information on web site and e commerce design Hundreds of challenging review questions in the book and on the CD Leading edge exam preparation software including a testing engine and electronic flashcards Authoritative coverage of all exam topics including Implementing design concepts vision statements Web strategy and tactics Enhancing web site usability with tables frames and Cascading Style Sheets CSS Using client side and server side programming Implementing marketing in e commerce site development Developing and hosting an e commerce site using outsourcing services Configuring Web server software for an e commerce site Note CD ROM DVD and other supplementary materials are not included as part of eBook file **Documenting Software Architectures** Paul

Clements, Felix Bachmann, Len Bass, David Garlan, James Ivers, Reed Little, Paulo Merson, Robert Nord, Judith Stafford, 2010-10-05 Software architecture the conceptual glue that holds every phase of a project together for its many stakeholders is widely recognized as a critical element in modern software development Practitioners have increasingly discovered that close attention to a software system s architecture pays valuable dividends Without an architecture that is appropriate for the problem being solved a project will stumble along or most likely fail Even with a superb architecture if that architecture is not well understood or well communicated the project is unlikely to succeed Documenting Software Architectures Second Edition provides the most complete and current guidance independent of language or notation on how to capture an architecture in a commonly understandable form Drawing on their extensive experience the authors first help you decide what information to document and then with guidelines and examples in various notations including UML show you how to express an architecture so that others can successfully build use and maintain a system from it The book features rules for sound documentation the goals and strategies of documentation architectural views and styles documentation for software interfaces and software behavior and templates for capturing and organizing information to generate a coherent package New and improved in this second edition Coverage of architectural styles such as service oriented architectures multi tier architectures and data models Guidance for documentation in an Agile development environment Deeper treatment

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Instructional Design—Step by Step John S. Hoffman, 2013-04-30 Learn a simple proven step by step method for designing lean effective and motivational education and training from author Dr John S Hoffman a thirty year training veteran A practitioners guide geared toward the newcomer to professional instructional design Instructional Design Step by Step presents an easy to understand process that includes these features A primer on understanding how humans learn and the twelve principles of adult learning Ten key teaching principles and twenty common training mistakes Instruction on how to design computer application training complete with numerous examples illustrating new concepts and techniques Simple principles and practical advice laid out in bulleted lists and tables that can be immediately applied to training projects Follow up questions at the end of every chapter with answers to test understanding of key concepts A broad range of examples across subject areas gathered by assessing real life situations Sidebars containing recommendations for further reading A bibliography and extensive index for locating specific information Instructional Design Step by Step and its companion volume Instructional Development Step by Step provide a complete A to Z guide on how to design and develop instructional and educational materials from short presentations to entire courses and curricula

How to Write Technical and Scientific Reports Heike Hering, 2025-05-01 How to Write Technical and Scientific Reports This textbook introduces all important and necessary knowledge to create written reports or oral presentations about STEM and engineering topics in a professional and efficient manner By showing example structures and right wrong comparisons you will get many practical hints on how to design your own report The examples are mostly derived from works written by the authors and therefore they often deal with mechanical engineering topics There are different sections about frequent mistakes in Technical and Scientific Reports the use of word processors and tools for creating presentations the design of figures and tables as well as the oral presentation of the Technical or Scientific Report also as a short statement In this 3rd edition all texts were revised and updated the sections with references were updated the glossary and index were expanded and Springer Nature SN Flashcards were added to help you to remember the introduced knowledge and to create Technical and Scientific Reports even more efficiently Test your knowledge with questions and answers about the book with Springer Nature Flashcards

Writing Spaces 2 Charles Lowe, Pavel Zemliansky, 2011-01-04 Volumes in WRITING SPACES READINGS ON WRITING offer multiple perspectives on a wide range of topics about writing In each chapter authors present their unique views insights and strategies for writing by addressing the undergraduate reader directly Drawing on their own experiences these teachers as writers invite students to join in the larger conversation about the craft of writing Consequently each essay functions as a standalone text that can easily complement other selected readings in writing or writing intensive courses

across the disciplines at any level Volume 2 continues the tradition of the previous volume with topics such as the rhetorical situation collaboration documentation styles weblogs invention writing assignment interpretation reading critically information literacy ethnography interviewing argument document design and source integration

Scientific and Medical Communication Scott A. Mogull, 2017-09-01 Scientific and Medical Communication A Guide for Effective Practice prepares readers to effectively communicate in professional scientific communities The material in this book is firmly grounded in more than 500 published research findings and editorials by scientific writers authors and journal editors Thus this text provides the broadest and most comprehensive analysis of scientific writing In addition carefully selected and thoroughly annotated examples from the scientific and medical literature demonstrate the recommendations covered in the text These real world examples were carefully selected so that the scientific content can be understood by those without a detailed background in any particular scientific or medical field thus clearly illustrating the content organization and writing style This text will prepare individuals to write and edit scientific manuscripts conference abstracts posters and press releases according to journal and professional standards Readers will also learn to conduct effective searches of the scientific and medical literature as well as proper citation practices

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

Replacing the Rainmaker: Business Development Tools, Techniques and Strategies for Accountants Ian Tonks, 2015-03-17 Replacing the Rainmaker is a practical guide to business development for accountants It offers an array of tools techniques and strategies to help accountants win more work It gives you everything you need to launch a successful firm wide business development effort Each topic in the book culminates with

three key takeaways and many topics include step by step processes to help put the ideas into action The book is supplemented by additional resources including online workshops templates spreadsheets and any other materials needed to jump start your business development efforts The book is written for any CPA whether you re a sole practitioner staff accountant or partner at a large firm If you have an open mind and a desire to grow your business through calculated business development strategies this book is for you

Multimedia Telecommunications B. Whyte,1997-07-31 In this volume written by engineers at the centre of the development of the industry will be found a comprehensive survey of the wide range of applications encompassed by the term Multimedia Telecommunications From broadcast television to the specifics of data communications from entertainment to decision making from the human interface to the details of the technology all are essential facets of the subjects and are treated in this volume For all users and providers of any form of multimedia service researchers development engineers computer providers or users IT and Information System managers change managers in business or in the entertainment industry Multimedia Telecommunications is essential reading

How to Write Technical Reports Heike Hering,2018-12-29 The 2nd edition was fundamentally changed and adopted to be displayed not only in book form but also on all kinds of electronic devices The following sections have been reduced or skipped Tables Scheme and diagram Perspective drawing Technical drawing and bill of materials Pictorial re arrangement of text Copyright and copyright laws Details about text accentuation Automatic creation of indexes tables lists labels and cross references Creating slides with presentation graphics programs

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