

Example style guide

by Jean Hollis Weber

This document accompanies "Developing a Style Guide," published at

<http://www.northerncalifornia.edu/teaching/docs/1001/>, 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., 1988, is the preferred source.

Style Manuals

This guide takes precedence over all other sources.

The Chicago Manual of Style, Tenth Edition, Chicago, IL: University of Chicago Press, 1980.

Microsoft First A Style Guide for the Computer Industry, Mountain View, CA: San Microsystems, Inc., 1998.

Grammar/Usage Guides

For questions about grammar, consult any of the following:

Webster's Dictionary of English Usage, Springfield, MA: Merriam-Webster, Inc., 1989.

Style, Margaret E., and Robert M. Gop. Words into Type, 2nd Edition, Englewood Cliffs, NJ: Prentice-Hall, 1974.

Strunk, William, Jr., and E.B. White. The Elements of Style, 2nd Edition, New York: Macmillan, 1979.

Other References

[List 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 HTML 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.

Example Style Guide Technical Editors Eyrie Resources

Laura J. Gurak, Mary E. Hocks



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The Editor's Companion Steve Dunham, 2015-01-01 Excel at editing The editor's job encompasses much more than correcting commas and catching typos Your chief mission is to help writers communicate effectively which is no small feat Whether you edit books magazines newspapers or online publications your ability to develop clear concise and focused writing is the key to your success The Editor's Companion is an invaluable guide to honing your editing skills You'll learn about editing for CONTENT Analyze and develop writing that is appealing and appropriate for the intended audience FOCUS Ensure strong beginnings and satisfying endings and stick with one subject at a time PRECISE LANGUAGE Choose the right words the right voice and the right tense for every piece GRAMMAR Recognize common mistakes in punctuation parts of speech and sentence structure and learn how to avoid them You'll also find valuable editing resources and checklists advice on editorial relationships and workflow and real life samples of editing with explanations of what was changed and why The Editor's Companion provides the tools you need to pursue high quality in editing writing and publishing every piece every time

The Technical Communication Handbook Laura J. Gurak, Mary E. Hocks, 2009 The Technical Communication Handbook a life long companion for technical communicators is a comprehensive reference guide for technical communication students at all levels as well as by practicing technical communicators and others writing in the technical workplace The handbook boasts a full color design extensively annotated model documents and coverage of current topics in intellectual property digital communication collaboration and accessibility issues

Best Magazine Design Society of Publication Designers (U.S.), 1994

TLLS, the Times Literary Supplement, 1980

A Style Manual for Technical Writers and Editors S. J. Reisman, 1963

Document Style Guide Lori Oswald, 2014-12-04 This style guide provides a quick clear overview of technical writing and editing rules and style guidelines for editors writers and other company personnel Examples are provided for each topic Chapters include Punctuation Writing Tips and Style Chapters that can be referenced when editing documents cover correct spelling hyphenation and capitalization of commonly used words as well as an Acronyms and Abbreviations section Standard formatting guidelines are listed and the final chapters detail how to use the reviewing features in Microsoft Word and creating consistent clear tables

Style Guide for Research Writers and Editors Pura J. Lastimosa, Norma V. Llemmit, 1994

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