

Example style guide

by Jean Hollis Weber

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

<http://www.northerncalifornia.edu/teaching/docs/1101>, 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.

Apple IIx First A Style Guide for the Computer Industry, Mountain View, CA: San Microsystems, Inc., 1988.

Grammar/Usage Guides

For questions about grammar, consult any of the following:

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

Steele, Marjorie 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.

Online 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

Daniela Niemeyer



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Table of Contents Example Style Guide Technical Editors Eyrie Resources

1. Understanding the eBook Example Style Guide Technical Editors Eyrie Resources
 - The Rise of Digital Reading Example Style Guide Technical Editors Eyrie Resources
 - Advantages of eBooks Over Traditional Books
2. Identifying Example Style Guide Technical Editors Eyrie Resources
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Example Style Guide Technical Editors Eyrie Resources
 - User-Friendly Interface
4. Exploring eBook Recommendations from Example Style Guide Technical Editors Eyrie Resources
 - Personalized Recommendations
 - Example Style Guide Technical Editors Eyrie Resources User Reviews and Ratings
 - Example Style Guide Technical Editors Eyrie Resources and Bestseller Lists
5. Accessing Example Style Guide Technical Editors Eyrie Resources Free and Paid eBooks
 - Example Style Guide Technical Editors Eyrie Resources Public Domain eBooks
 - Example Style Guide Technical Editors Eyrie Resources eBook Subscription Services

- Example Style Guide Technical Editors Eyrie Resources Budget-Friendly Options
- 6. Navigating Example Style Guide Technical Editors Eyrie Resources eBook Formats
 - ePub, PDF, MOBI, and More
 - Example Style Guide Technical Editors Eyrie Resources Compatibility with Devices
 - Example Style Guide Technical Editors Eyrie Resources Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Example Style Guide Technical Editors Eyrie Resources
 - Highlighting and Note-Taking Example Style Guide Technical Editors Eyrie Resources
 - Interactive Elements Example Style Guide Technical Editors Eyrie Resources
- 8. Staying Engaged with Example Style Guide Technical Editors Eyrie Resources
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Example Style Guide Technical Editors Eyrie Resources
- 9. Balancing eBooks and Physical Books Example Style Guide Technical Editors Eyrie Resources
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Example Style Guide Technical Editors Eyrie Resources
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Example Style Guide Technical Editors Eyrie Resources
 - Setting Reading Goals Example Style Guide Technical Editors Eyrie Resources
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Example Style Guide Technical Editors Eyrie Resources
 - Fact-Checking eBook Content of Example Style Guide Technical Editors Eyrie Resources
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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