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.

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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.
> Skillin, 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.

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IPPC Procedure manual for implementation and capacity development IPPC Secretariat,2023-04-03 The Procedure manual for implementation and capacity development is composed of six sections 1 Implementation and Facilitation Unit of the IPPC Secretariat 2 Implementation and Capacity Development Committee IC 3 IC Sub groups IC Teams and Working Group 4 Specific IC Sub groups 5 Specific IC Teams and 6 Additional useful procedures The purpose of this manual is to provide a convenient consolidation of decisions procedures practices and forms used in the implementation and capacity development work in the IPPC community This manual will be revised annually to include any new decisions and procedures and to amend existing decisions and procedures as necessary   <u>Resources in Education</u> ,1985   <u>IPPC Procedure manual for implementation and capacity development</u> Food and Agriculture Organization of the United Nations,IPPC Secretariat,2025-03-12 The Procedure manual for implementation and capacity development is composed of six sections 1 Implementation and Facilitation Unit of the IPPC Secretariat 2 Implementation and Capacity Development Committee IC 3 IC subgroups IC teams and working group 4 Specific IC subgroups 5 Specific IC teams and 6 Additional useful procedures The purpose of this manual is to provide a convenient consolidation of decisions procedures practices and forms used in the implementation and capacity development work in the IPPC community This manual will be revised annually to include any new decisions and procedures and to amend existing decisions and procedures as necessary

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guide delivers a structured approach to both large scale and incremental initiatives With solutions to common missteps and practical tools and samples to manage training activities Digital Transformation Champions empowers leaders to drive confident competent adoption of new technologies and business processes By applying the concepts set forth in this book you can achieve better learning and lasting adoption requisites for competitive business change Join the ranks of digital transformation champions today   How to Prepare Training Manuals Lynn Arthur Emerson,1952 With her one hundred dollars worth of bubble gum Gia and her friends blow a gigantic bubble that leads to even bigger adventures   **Training Development Guide** Ronald I. Ribler,1983 Abstract A comprehensive training guide for personnel managers trainers supervisors and students provides a stepwise approach to training design and development to aid in the development of training courses Various examples are presented together with definitions explanations and illustrations in an informal conversational style The 23 text chapters are grouped among 3 principal themes The first covers basic information on how people learn The second covers 10 different training development tasks ranging from identifying training course objectives testing instructional strategy and preparation of materials to evaluation of the training package and analysis of the results The third extends the concepts of training to a variety of areas and training related topics including self instruction computer applications cost estimations training trainers evaluation and writing styles A variety of forms checklists illustrations and exercises are included   *Australian National Bibliography: 1992* National Library of Australia,1988   **Pitman's manual of business training** Isaac Pitman & Sons,sir Isaac Pitman (and sons; ltd.),1903   Vocational Assessment Training Manual Stephen W. Thomas,Nan Coleman,1988   *The McGraw-Hill Internet Training Manual* Ronald L. Wagner,Eric Engelmann,1996 Designed for the world of business here is a complete single volume Internet training manual Using a workbook style approach the guide details netiquette and other key areas of importance for professionals doing business online Topics include creating a Web site writing for the Internet linking to other pages and more   Proceedings Society for Technical Communication Staff,1991   Who's who in Journalism ,1925   **Inside Ami Pro 2.0** Maria A. Hoath,1992 Includes proven solutions to everyday problems from AMI Technical Support Provides all the practical hands on information users will ever need to know to produce high quality printed materials with AMI Pro Translates the software documentation into clear jargon free English   *Films and Other Materials for Projection* Library of Congress,1978   *Smith's Guide to the Literature of the Life Sciences* Roger C. Smith,W. Malcolm Reid,Arlene E. Luchsinger,1970 Current guide 1 to the library use of the literature of the biological sciences and related areas and 2 to the proper reporting of research to the scientific community Classified arrangement under such topics as bibliographic form ready reference works literature of taxonomy and searching the literature References are included with chapters General index 1st ed 1942 8th ed 1972   Conference Record ,1999

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