Example style guide

by Jean Hollis Weber

This document accompanies "Developing a Style Guide," published at http://www.raycomm.com/techwhirl/styleguide.html, 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., 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]

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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.

Example Style Guide Technical Editors Eyrie Resources

Steve Dunham

Example Style Guide Technical Editors Eyrie Resources:

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 guidefor 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   **Chicago Style Guide** Jen Whitehouse,2025-08-25 Master the art of Chicago style writing with the definitive guide Chicago Style Guide Essential Rules and Techniques for Writers and Editors This comprehensive resource provides a clear and concise explanation of the renowned Chicago Manual of Style equipping you with the tools necessary to produce impeccable academic professional and creative writing Features This indispensable guide offers a meticulously crafted presentation of the core principles of Chicago style covering everything from punctuation and grammar to citation and formatting Packed with practical examples clear explanations and easy to follow instructions this book simplifies the complexities of Chicago style making it accessible to writers and editors of all levels We delve into the intricacies of note bibliography systems author date systems and manuscript preparation ensuring you re equipped to handle any writing project with confidence Advantages Unlike other style guides that can be overwhelming and dense this book prioritizes clarity and conciseness Its user friendly format allows you to quickly find the information you need saving you valuable time and reducing frustration The inclusion of numerous real world examples clarifies ambiguous rules and helps you avoid common errors Its compact size makes it perfect for quick reference making it a handy companion throughout your writing process Benefits By mastering the Chicago style you will Enhance your credibility and professionalism Impeccable writing demonstrates attention to detail and expertise building trust with readers and elevating the impact of your work Improve the clarity and consistency of your writing Following a

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