

INSERT COMPANY LOGO HERE

# DOCUMENT STYLE GUIDE:

COMPANY NAME

Document No. 2004-SG

MARCH 3, 2004

*Prepared by:*

Lori Jo Oswald, Ph.D., Technical Editor  
Wordsworth Writing, Editing, & Research Services  
PO Box 4083, Palmer, AK 99645  
(907) 745-5674  
[www.wordsworthwriting.net](http://www.wordsworthwriting.net)  
E-mail: [editor@wordsworthwriting.net](mailto:editor@wordsworthwriting.net)

## TABLE OF CONTENTS

<b>1.0</b>	<b>INTRODUCTION</b> .....	<b>1-1</b>
<b>2.0</b>	<b>DOCUMENT REVIEW POLICY</b> .....	<b>2-1</b>
2.1	Peer Review .....	2-2
2.2	Technical Editing .....	2-2
2.3	Document Processing .....	2-3
<b>3.0</b>	<b>PUNCTUATION</b> .....	<b>3-1</b>
3.1	Apostrophes .....	3-1
3.2	Capitalization .....	3-1
3.3	Colons .....	3-2
3.4	Commas .....	3-3
3.4.1	Using Commas in a Series .....	3-3
3.4.2	Using Commas to Separate Complete Sentences .....	3-3
3.4.3	Using Commas to Set off Phrases (Which, That, Who).....	3-4
3.4.4	Using Commas with Names, Titles, and Addresses.....	3-4
3.4.5	Using Commas in Numbers.....	3-5
3.4.6	Using Commas After Introductory Phrases .....	3-5
3.4.7	Using Commas With Quotation Marks.....	3-5
3.4.8	Using Commas in Dates.....	3-5
3.5	Dashes .....	3-5
3.6	Ellipses .....	3-5
3.7	Exclamation Points .....	3-6
3.8	Hyphenation .....	3-6
3.9	Parentheses and Brackets .....	3-9
3.10	Quotation Marks .....	3-9
3.11	Semicolons.....	3-10
<b>4.0</b>	<b>WRITING TIPS</b> .....	<b>4-1</b>
4.1	Active and Passive Voice .....	4-1
4.2	Be Specific .....	4-1
4.3	Cliches.....	4-1
4.4	Getting Started .....	4-1
4.5	Jargon .....	4-3
4.6	Sentence Errors .....	4-4
4.7	Vague Terms.....	4-4
4.8	Wordiness .....	4-4
4.9	Words to Avoid for Liability Reasons.....	4-7
<b>5.0</b>	<b>COMPANY NAME STYLE</b> .....	<b>5-1</b>
5.1	Abbreviations and Acronyms.....	5-1
5.2	Companies and Agencies .....	5-2
5.3	Dates .....	5-2
5.4	Italics .....	5-2
5.5	Headings and Titles.....	5-3
5.6	Heading Introductions .....	5-3

5.7	Justification.....	5-3
5.8	Lists (Bulleted and Numbered Lists) .....	5-4
5.9	Measurements.....	5-5
5.10	Numbers.....	5-5
5.11	Parallelism.....	5-6
5.12	References in the Text .....	5-7
5.13	Spacing .....	5-7
5.14	Spelling.....	5-7
5.15	Temperatures .....	5-7
5.16	Tense .....	5-8
5.17	Time .....	5-8
5.18	Titles and Names of People .....	5-8
5.19	Unbiased Language .....	5-9
<b>6.0</b>	<b>COMMONLY USED WORDS .....</b>	<b>6-1</b>
<b>7.0</b>	<b>ACRONYMS AND ABBREVIATIONS MOST COMMONLY USED AT COMPANY NAME .....</b>	<b>7-1</b>
7.1	OVERVIEW.....	7-1
7.2	GENERAL GUIDELINES.....	7-1
7.3	ACRONYMS & ABBREVIATIONS .....	7-2
<b>8.0</b>	<b>MEASUREMENT ABBREVIATIONS .....</b>	<b>8-1</b>
<b>9.0</b>	<b>COMPANY AND EQUIPMENT NAMES.....</b>	<b>9-1</b>
9.1	company names.....	9-1
9.2	Equipment Names .....	9-1
9.2.1	Surveying Equipment.....	9-2
9.2.2	Heavy Equipment .....	9-3
9.2.3	Other Equipment.....	9-3
9.3	Computers.....	9-3
9.3.1	Computer Software.....	9-3
9.3.2	Computer Hardware and Printers, Plotters, and Scanners.....	9-3
<b>10.0</b>	<b>COMMONLY MISPELLED WORDS .....</b>	<b>10-1</b>
<b>11.0</b>	<b>STANDARD DOCUMENT FORMATTING .....</b>	<b>11-1</b>
11.1	Memorandum .....	11-1
11.2	Transmittal Letter .....	11-1
11.3	Standard Report .....	11-2
11.3.1	Document Design .....	11-2
11.3.2	Section Headings.....	11-2
11.3.3	Spacing and Text Fonts.....	11-3
11.4	Title Page .....	11-3
11.5	Table of Contents Page.....	11-3
11.6	List of Tables and Figures .....	11-3
11.7	List of Appendices .....	11-4
11.8	List of Acronyms and Abbreviations .....	11-4
11.9	Executive Summary .....	11-4
11.10	Sample Report Page .....	11-5

11.11	Sample Figures and Tables.....	11-5
11.12	Sample Reference Page .....	11-6
11.13	Proposals .....	11-7
11.14	Resumes .....	11-7
11.14.1	Resume: Standard Long Version .....	11-7
11.14.2	Resume: Short Version .....	11-8
11.14.3	Resume: One Paragraph.....	11-8
11.14.4	Resume: 255 Form.....	11-8
<b>12.0</b>	<b>FORMATTING AND WRITING TABLES.....</b>	<b>12-1</b>
12.1	CAPTIONS .....	12-1
12.2	TABLE NUMBERING .....	12-1
12.2.1	Alphanumeric Numbering System .....	12-1
12.2.2	Numeric Numbering System.....	12-2
12.3	TABLE BORDERS .....	12-2
12.3.1	Standard Borders.....	12-2
12.3.2	Special Column Borders.....	12-2
12.3.3	Special Row Borders .....	12-3
12.4	TABLE SHADING.....	12-3
12.4.1	Header Rows .....	12-3
12.4.2	Shaded Rows within Table Body .....	12-4
	Data Tables Longer Than One Page.....	12-5
12.5	TABLE TEXT .....	12-5
12.6	TABLE WIDTH AND JUSTIFICATION .....	12-6
12.7	TABLE NOTES.....	12-7

## APPENDICES

A – SAMPLE DOCUMENTS

B – ENGLISH USAGE GLOSSARY AND COMMONLY CONFUSED WORDS

---

## LIST OF TABLES AND FIGURES

### TABLES

Table 3-1 Prefixes Not Requiring Hyphens.....	3-6
Table 4-1 Simplifying Jargon .....	4-3
Table 4-2 Eliminating Wordiness .....	4-5
Table 5-1 Replacing Biased Language with Unbiased Language .....	5-9
<a href="#">Sample Tables:</a>	
Table 12-1 .....	12-2
Table 12-2 Table Showing Bold Borders within Table Columns.....	12-2
Table 12-3.....	12-3
Table 12-4.....	12-3
Table 12-5.....	12-4
Table 12-6.....	12-4
Table 12-7.....	12-5
Table 12-8.....	12-6
Table 12-9.....	12-6
Table 7-10.....	12-7

### FIGURES

Figure 2-1 Document Review Flowchart.....	2-1
---	-----