

STYLE GUIDE SAMPLE

OVERVIEW

Provide the why behind the style guide. Explain the situations in which it should be used and when it shouldn't.

SOURCES

List your sources. These will be helpful when you try to remember why you made a particular decision. Some examples include:

- [Chicago Manual of Style](#)
- [Merriam-Webster.com](#)
- [Google Developer](#)

GENERAL GUIDANCE

Topics to include in this section include:

- Tense
- Use of jargon
- Active vs. passive voice
- Present tense vs. future tense
- Common terms like Designing or designing or e-learning or re-learning
- Metaphors and how they might work with your audience, especially if the audience is global
- How to write for voiceover

COMMON ISSUES

Four topics may vary, but not cover:

- Title/headers
- Capitalization
- All sorts of issues that affect style
- How you handle things like the Oxford (Serial) comma
- Quotation marks
- Use of pronouns

NITPICKY

- Space after a period
- Use of abbreviations
- Use of ellipses
- When to bold, italicize, or underline
- When to write out numbers
- Hyphens, em dashes, en dashes <https://www.thewritingninja.com/em-dash.html>

Training Style Guide

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Training Style Guide:

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