

# Grammar Rules

*Something you must always do!*

- ★ an **em-dash** (—) is the length of two hyphens. It is used to show a break in thought. Em-dashes used in pairs are like parentheses
- ★ a person is a **who**, and a thing is a **that**
- ★ **l.e.** and **e.g.** must be followed by a comma. It's better to spell out l.e. --> in other words and e.g. --> for example
- ★ **make bullets consistent:** start with verb, verb, verb or noun, noun, noun
- ★ "punctuation goes inside the **quote marks**."
- ★ use **less** for **mass** nouns (things you can't count individually) and **fewer** for **count** nouns (things you can count)
- ★ use **hyphens with adjectives** and no hyphens with nouns
- ★ use an **en-dash** (–) to mean through or to; use the word *minus* in an arithmetic phrase
- ★ **which** or **that**: *which* has a comma before it, if you can use *that*, use *that*. These two words are not interchangeable; *which* is not a more formal word for *that*

# Tips for writing

- ★ **U.S. Energy Information Administration and EIA**; not U.S. EIA and not the EIA
- ★ avoid overuse of **due to**—try to use *because*, as a result of, or following
- ★ be **policy neutral**
- ★ don't begin a sentence with a **numeral** or a **year**
- ★ be consistent with **%** (informal and educational content) and **percent** (formal content) within a document
- ★ additionally --> **also**, utilize --> **use**, in order to --> **to**, numerous --> **many**
- ★ spell out **acronyms** the first time used and repeatedly in separate sections of a long document
- ★ don't use **impact** as a verb
- ★ use **since** with time and **because** when you want to show cause
- ★ **American** vs. **British** English: gray vs. grey, traveled vs. travelled, and forward vs. forwards
- ★ **title case** capitalization: Coal Price Data  
**sentence case**: Coal price data; be consistent within a document

# EIA style

- ★ **punctuating bullets:** no ending punctuation (no commas or semicolons) unless they are all complete sentences; then end each bullet with a period
- ★ use the **serial comma**—red, white, and blue
- ★ do not capitalize **state, federal, nation, and congress** unless it's a proper name
- ★ write **1990s**, not 1990's
- ★ noun --> **United States**; adjective --> U.S.
- ★ website, homepage, and email: **one word**, no hyphens, no spaces
- ★ don't use **postal codes** except in addresses and footnotes
- ★ **Washington, DC** not Washington, D.C.
- ★ don't capitalize or underline for **emphasis**; use bold or italics
- ★ writing **time**: correct—3:00 p.m.; incorrect—3:00 pm, 3:00pm, 3:00PM
- ★ don't hyperlink **click here** or **here**, link to the subject
- ★ writing **dates**: correct—January 2012; Jan 5; incorrect—Jan 2012; January, 2012; January '12; January 5th

# Writing Style Guide

**Katherine Lapworth**



## **Writing Style Guide:**

**The Yahoo! Style Guide** Chris Barr, 2010-06-30 WWW may be an acronym for the World Wide Web but no one could fault you for thinking it stands for wild wild West The rapid growth of the Web has meant having to rely on style guides intended for print publishing but these guides do not address the new challenges of communicating online Enter The Yahoo Style Guide From Yahoo a leader in online content and one of the most visited Internet destinations in the world comes the definitive reference on the essential elements of Web style for writers editors bloggers and students With topics that range from the basics of grammar and punctuation to Web specific ways to improve your writing this comprehensive resource will help you Shape your text for online reading Construct clear and compelling copy Write eye catching and effective headings Develop your site s unique voice Streamline text for mobile users Optimize webpages to boost your chances of appearing in search results Create better blogs and newsletters Learn easy fixes for your writing mistakes Write clear user interface text This essential sourcebook based on internal editorial practices that have helped Yahoo writers and editors for the last fifteen years is now at your fingertips

**The Creative Writer's Style Guide** Christopher T. Leland, 2002 Presenting the rules of grammar punctuation and style this handbook also offers great advice on effective writing by a 25 year veteran of the craft

**The Elements of Style** William Strunk, E. B. White, 2015-12-26 A Prescriptive American English Writing Style Guide The Elements of Style William Strunk Jr And E B White This book aims to give in brief space the principal requirements of plain English style It aims to lighten the task of instructor and student by concentrating attention in Chapters II and III on a few essentials the rules of usage and principles of composition most commonly violated In accordance with this plan it lays down three rules for the use of the comma instead of a score or more and one for the use of the semicolon in the belief that these four rules provide for all the internal punctuation that is required by nineteen sentences out of twenty Similarly it gives in Chapter III only those principles of the paragraph and the sentence which are of the widest application The book thus covers only a small portion of the field of English style The experience of its writer has been that once past the essentials students profit most by individual instruction based on the problems of their own work and that each instructor has his own body of theory which he may prefer to that offered by any textbook The numbers of the sections may be used as references in correcting manuscript The writer s colleagues in the Department of English in Cornell University have greatly helped him in the preparation of his manuscript Mr George McLane Wood has kindly consented to the inclusion under Rule 10 of some material from his Suggestions to Authors The Elements of Style is a prescriptive American English writing style guide in numerous editions The original was composed by William Strunk Jr in 1918 and published by Harcourt in 1920 comprising eight elementary rules of usage ten elementary principles of composition a few matters of form a list of 49 words and expressions commonly misused and a list of 57 words often misspelled E B White much enlarged and revised the book for publication by Macmillan in 1959 That was the first edition of the so called Strunk White which Time named in 2011 one of

the 100 best and most influential books written in English since 1923 Cornell University English professor William Strunk Jr wrote *The Elements of Style* in 1918 and privately published it in 1919 for in house use at the university Harcourt republished it in 52 page format in 1920 Later for publication he and editor Edward A Tenney revised it as *The Elements and Practice of Composition* 1935 In 1957 at *The New Yorker* the style guide reached the attention of E B White who had studied writing under Strunk in 1919 but had since forgotten the little book that he described as a forty three page summation of the case for cleanliness accuracy and brevity in the use of English Weeks later White wrote a feature story about Strunk s devotion to lucid English prose

[The Elements of Style](#) E. B. White, William Strunk, 2016-09-14 *The Elements of Style* by William Strunk and E B White *The Classic Writing Style Guide* This book aims to give in brief space the principal requirements of plain English style It aims to lighten the task of instructor and student by concentrating attention in Chapters II and III on a few essentials the rules of usage and principles of composition most commonly violated In accordance with this plan it lays down three rules for the use of the comma instead of a score or more and one for the use of the semicolon in the belief that these four rules provide for all the internal punctuation that is required by nineteen sentences out of twenty Similarly it gives in Chapter III only those principles of the paragraph and the sentence which are of the widest application The book thus covers only a small portion of the field of English style The experience of its writer has been that once past the essentials students profit most by individual instruction based on the problems of their own work and that each instructor has his own body of theory which he may prefer to that offered by any textbook *The Elements of Style* is a prescriptive American English writing style guide in numerous editions The original was composed by William Strunk Jr in 1918 and published by Harcourt in 1920 comprising eight elementary rules of usage ten elementary principles of composition a few matters of form a list of 49 words and expressions commonly misused and a list of 57 words often misspelled E B White greatly enlarged and revised the book for publication by Macmillan in 1959 That was the first edition of the so called Strunk White which Time named in 2011 one of the 100 best and most influential books written in English since 1923

[Read Me First!](#) Sun Technical Publications, 2003 bull The must have reference for every technical writer editor and documentation manager bull Provides all the information you need to document hardware software or other computer products bull Written by award winning documentation experts at Sun Technical Publications *Read Me First* is the most comprehensive guide to creating documentation that is clear consistent and easy to understand

**Writer's Guide to Good Style** Katherine Lapworth, 2019-04-23 Do you want to write more effectively correctly and in a manner which is appropriate for this brave new world of text speak and blogging Whether you are a professional writer or writing for your profession a journalist non fiction writer or simply a would be blogger you will find essential guidance and the latest style rules in this book It contains firstly a detailed breakdown of both the rules of grammar punctuation and spelling and secondly a guide to making your work readable structured and well paced Unlike any other style guide it also sets out the new and evolving rules for 21st century

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 The Writer s Style is not only a style guide for a new generation but a new generation of style guide The book helps writers learn new strategies inductively by looking at firsthand examples of how they operate rhetorically as well as deductively through careful explanations in the text The work focuses on invention allowing writers to develop their own style as they analyze writing from varied genres In a departure from the deficiency model associated with other commonly used style guides author Paul Butler encourages writers to see style as a malleable device to use for their own purposes rather than a domain of rules or privilege He encourages writing instructors to present style as a practical accessible and rhetorical tool working with models that connect to a broad range of writing situations including traditional texts like essays newspaper articles and creative nonfiction as well as digital texts in the form of tweets Facebook postings texts email visual rhetoric YouTube and others Though designed for use in first year composition courses in which students are learning to write for various audiences purposes and contexts The Writer s Style is a richly layered work that will serve anyone considering how style applies to their professional personal creative or academic writing      Style Guide for Business Writing Michael C. Thomsett,2018-04-09 Style guides come in many shapes and sizes usually focused toward scientific or academic use only However business writing is a space occupied by many individuals that has not been given the attention it deserves The Style Guide for Business Writing Second Edition is designed specifically to assist business writers in both the public and private sector including those publishing with English as a second language authors of academic papers business book authors financial journalists and writers of reports proposals or even just e mail and memoranda This book provides a comprehensive guide to clear and precise writing that will help develop basic communication skills for the beginner and refresh the basics for the experienced business writer Major topics are arranged alphabetically and the cross references and index enable quick and easy access to information Michael C Thomsett is a market expert author speaker and coach His many books include Stock Market Math Candlestick Charting The Mathematics of Options and A Technical Approach to Trend Analysis

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treatments of English grammar and usage in the United States This book aims to give in brief space the principal requirements of plain English style It aims to lighten the task of instructor and student by concentrating attention on a few essentials the rules of usage and principles of composition most commonly violated In accordance with this plan it lays down three rules for the use of the comma instead of a score or more and one for the use of the semicolon in the belief that these four rules provide for all the internal punctuation that is required by nineteen sentences out of twenty Similarly it gives in Chapter III only those principles of the paragraph and the sentence which are of the widest application The book thus covers only a small portion of the field of English style The experience of its writer has been that once past the essentials students profit most by individual instruction based on the problems of their own work and that each instructor has his own body of theory which he may prefer to that offered by any textbook

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