

WRITING-STYLE GUIDE AND PREFERRED USAGE FOR DAD DOCUMENTS

1. **ORIGINAL PRINCIPLES.** Write your documents clearly and correctly, applying the following general principles of effective writing:

a. When drafting your document, use an outline. This will help you organize your document and keep it focused and on track.

b. Use short, simple words. Limit sentences to one thought and keep them brief (an average of 20 or fewer words).

c. Use the correct words. (See Appendix 1 for a glossary of preferred usage and Appendix 2 for a list of hypothetical conditions used in DAD documents.)

d. Write in the active voice (active voice means you are an actor with the action being taken immediately after the noun. (See Figure 1 for characterization and examples.))

e. Use parallel constructions (the same grammatical structure for similar or related ideas). (See Figure 2 for examples.)

f. Avoid long, rambling paragraphs. If a paragraph is longer than 20 lines, it should probably be constructed as multiple subparagraphs.

g. Organize the material. When the document template doesn't provide a specific structure, organize sections, enclosures, and appendices so that earlier paragraphs serve as reader later paragraphs close. When possible, use paragraph headings to highlight important concepts so the reader can see at a glance what the paragraph is about.

(Figure 1)– Characterization and Examples of Passive and Active Voice

PASSIVE VOICE:	ACTIVE VOICE:
Consequently, under the direction of the nation, the Information copy of the Board meeting minutes must be forwarded to the members. A military chaplain of a particular religious organization may be appointed as a consultant.	Identify the date The Chair may forward an Information copy of the Board meeting minutes to the members. The Board may appoint a military chaplain of a particular religious organization as a consultant.
Consequently, it is longer and less direct. Consequently includes a "to" phrase. A written agreement will be executed by the parties. Implementing instructions will be issued by the DAD Components.	Take on the point The parties will execute a written agreement. The DAD Components will issue implementing instructions.

Us Government Writing Style Guide

Amy Einsohn, Marilyn Schwartz



U.S. Government Writing Style Guide:

U.S. Government Printing Office Style Manual GPO Style Board, Robert C. Tapella, 2010-09-01 The 30th edition marks the first revision to this authoritative style manual since 2002. The text is prepared by the GPO Style Board composed of proofreading, printing, and Government documents specialists from within GPO where all congressional publications and many other key Federal Government documents are prepared.

U. S. Government Printing Office Style Manual U.S. Government Printing Office, 2009-03-01

Style Manual United States. Government Printing Office, 1953

United States Government Publishing Office Style Manual 2016 U.S. Government Printing Office, 2017-01-13 The GPO Style Manual as it is popularly known is issued under the authority of section 1105 of title 44 of the U.S. Code which requires the Director of the GPO to determine the form and style in which the printing ordered by a department is executed, having proper regard to economy, workmanship, and the purposes for which the work is needed. The Manual is prepared by the GPO Style Board composed of proofreading, printing, and Government documents specialists from within GPO where all congressional publications and many other key Government documents are prepared. The first GPO Style Manual appeared in 1894. It was developed originally as a printer's stylebook to standardize word and type treatment and it remains so today. Through successive editions, however, the Manual has come to be widely recognized by writers and editors both within and outside the Federal Government as one of the most useful resources in the editorial arsenal. And now in the 21st century, writers and editors are using the Manual in the preparation of the informational content of Government publications that appear in digital formats. Writers and editors whose disciplines have taught them aspects of style different from those found in the GPO Style Manual will appreciate the difficulty of establishing a single standard. Users of this Manual should consider it instead as a general guide. Its rules cannot be regarded as rigid for the printed word assumes many shapes and variations in annual presentation and usage changes over time as language evolves. Periodically the Manual is updated as this edition has been to eliminate obsolete standards, update form and usage, and adjust the guidance for document preparation and appearance to current custom. Comments and suggestions from users of the GPO Style Manual are welcomed. All such correspondence may be emailed to the GPO Style Board at gpostyle@gpo.gov.

United States Government Correspondence Manual United States. General Services Administration, 1960

Plain Language in Government Writing Judith Gillespie Myers, 2008-04-01 A Plain English Guide to Government Writing. Whether you're in the public or private sector, good writing skills are critical to your success in the workplace. *Plain Language in Government Writing: A Step by Step Guide* shows you how to apply federal plain language guidelines to every type of writing, from emails, memos, and letters to agency communications, technical procedures, and budget justification statements. Through numerous exercises as well as examples from a variety of federal and state agencies, this practical guide walks you step by step through every phase of the writing process, providing tips for improved clarity, conciseness, and completeness. This valuable reference will help you write for

diverse audiences in reader friendly plain language Overcome writer s block Gain confidence in your ability to write and get results Make your writing visually appealing Prepare for briefings and presentations Recognize successful writing and identify what makes it effective A Plain English Guide to Government Writing will enable you to express yourself more clearly and concisely produce documents more efficiently and work more effectively with others throughout the writing process

U. S. Government Printing Office Style Manual: an Official Guide to the Form and Style of Federal Government Printing Robert Tapella,2012-02-08 By act of Congress the Public Printer is authorized to determine the form and style of Government printing The GPO Style Manual is a standardized device designed to achieve uniform word and type treatment and it aims for the economy of word use It is primarily a GPO printer s stylebook Through successive editions however the GPO Style Manual has come to be widely recognized by writers and editors both within and outside the Federal Government as one of the most useful resources in the editorial arsenal This new revised version of the GPO Style Manual has been thoroughly redesigned to make it more modern and easier to read and the content has been updated generally throughout in keeping with current usage Style Guide (mechanical) for Technical Writers Larry S. Lopez,1979 *The Insider's Guide to Technical Writing* Krista Van Laan,2012-05-15 Every complex product needs to be explained to its users and technical writers also known as technical communicators are the ones who do that job A growing field technical writing requires multiple skills including an understanding of technology writing ability and great people skills Whether you re thinking of becoming a technical writer just starting out or you ve been working for a while and feel the need to take your skills to the next level The Insider s Guide to Technical Writing can help you be a successful technical writer and build a satisfying career Inside the Book Is This Job for Me What does it take to be a technical writer Building the Foundation What skills and tools do you need to get started The Best Laid Plans How do you create a schedule that won t make you go crazy How do you manage different development processes including Agile methodologies On the Job What does it take to walk into a job and be productive right away The Tech Writer Toolkit How do you create style guides indexes templates and layouts How do you manage localization and translation and all the other non writing parts of the job I Love My Job How do you handle the ups and downs of being a technical writer Appendixes References to websites books and other resources to keep you learning Index **The Naval Institute Guide to Naval Writing, 4th Edition** Christopher E Crane,Estate of Robert E Shenk,2024-06-01 With updates to every chapter this new fourth edition serves as the premier guide to professional writing for the naval services Authored by a naval officer who taught English at two service academies the book is widely used by officers enlisted men and women and civilians in both the Navy and Marine Corps Shenk provides sound practical advice on all common naval writing assignments across digital and print platforms Fully revised the book reflects the changing landscape of professional communication in general and changes in naval culture in the last decade across the fleet making it an essential guide *US Army Field Artillery School Guide for Writers of Military History*,1983 *Writing Guide for Naval Officers* United States. Bureau of

Naval Personnel,1964 **Suggestions to Authors of the Reports of the United States Geological Survey** Geological Survey (U.S.),1991 **The Copyeditor's Handbook** Amy Einsohn,Marilyn Schwartz,2019-05-14 Unstuffy hip and often funny The Copyeditor's Handbook has become an indispensable resource both for new editors and for experienced hands who want to refresh their skills and broaden their understanding of the craft of copyediting This fourth edition incorporates the latest advice from language authorities usage guides and new editions of major style manuals including The Chicago Manual of Style It registers the tectonic shifts in twenty first century copyediting preparing text for digital formats using new technologies addressing global audiences complying with plain language mandates ensuring accessibility and serving self publishing authors and authors writing in English as a second language The new edition also adds an extensive annotated list of editorial tools and references and includes a bit of light entertainment for language lovers such as a brief history of punctuation marks that didn't make the grade the strange case of razbliuto and a few Easter eggs awaiting discovery by keen eyed readers The fourth edition features updates on the transformation of editorial roles in today's publishing environment new applications processes and protocols for on screen editing major changes in editorial resources such as online dictionaries and language corpora new grammar and usage authorities online editorial communities and web based research tools When you're ready to test your mettle pick up The Copyeditor's Workbook Exercises and Tips for Honing Your Editorial Judgment the essential new companion to the handbook **Copyediting and Proofreading For Dummies** Suzanne Gilad,2011-02-14 Turn your knack for language into a lucrative career Must know techniques and resources for maximizing your accuracy and speed Interested in becoming a copyeditor or proofreader Want to know more about what each job entails This friendly guide helps you position yourself for success Polish your skills build a winning résumé and land the job you've always wanted Books magazines Web sites corporate documents find out how to improve any type of publication and make yourself indispensable to writers editors and your boss Balance between style and rules Master the art of the query Use proofreader symbols Edit and proof electronic documents Build a solid freelancing career **Instant-Answer Guide to Business Writing** Deborah Dumaine,Elisabeth C. Healey,2003-03 Fast accurate answers to all your business writing questions will be at your fingertips when you put this handy carry it anywhere reference to work for you Packed with practical guidance and real world examples it helps you write better business documents in half the time design winning proposals generate e mail that commands attention create presentations and reports that achieve results use visuals to maximum effect choose from many sample documents for inspiration write with greater clarity and impact avoid redundancy stiff phrasing and bureaucratic writing make every word count handle complex technical topics with ease learn the fine art of sending bad news organize formal documents for impact choose the best formatting techniques avoid embarrassing mistakes in grammar and usage **Technical Communication** Michael H. Markel,Mike Markel,2012-01-04 This volume provides students with accessible and easy to follow strategies for tackling the major types of documents from writing reports to job

applications Interactive exercises are included to provide engaging scenarios for writing practice Guide to the Writing of American Military History United States. Department of the Army,1951 **Field Hydrogeology** John E. Moore,2010-12-12

In recent years the focus in groundwater studies has expanded to also include groundwater contamination and remediation studies as a part of resource evaluations While there are other books on the subject Field Hydrogeology A Guide for Site Investigations and Report Preparation provides the first integrated presentation of the American Society of Testing Materials ASTM standards US Geological Survey USGS and US Environmental Protection Agency EPA field techniques It also includes access to a Web site that contains software for designing aquifer tests and aquifer recharge experiments Written by an author with more than 40 years of experience in hydrology and geology this reference treats the subject from a field standpoint Useful as a field guide and a textbook it contains standard methods for planning and undertaking hydrogeologic investigations It incorporates case studies contains a glossary of field hydrogeology technical terms and provides a detailed list of ASTM standards and key hydrologic Web sites The guide is based on ASTM standards EPA and US Department of Interior DOI field technical manuals The text covers hydrogeologic fundamentals conceptual models planning an investigation surface investigations subsurface investigations field inventory stream flow measurements water quality measurements and report preparation It includes more recent groundwater evaluation techniques such as tracing and isotope techniques Field Hydrogeology will allow students and seasoned professionals to have a vast array of clearly written descriptive materials and an extensive source of references available at their fingertips About the Author John E Moore Ph D is a hydrogeologist at the USEPA Region 8 in Denver Colorado Dr Moore is also an adjunct professor of hydrology at Metro State College in Denver and a consulting hydrologist He has more than 40 years of experience in hydrogeology and geology as a researcher teacher and consultant He is internationally recognized as an expert in these fields Dr Moore was deputy assistant chief hydrologist and field scientist with the USGS and served as a technical advisor to the USEPA and the U S House of Representatives He is past president of the International Association of Hydrogeologists IAH and the American Institute of Hydrology AIH and is the chairman of the IAH Education Commission **Technical Communication** Mike Markel,Michael H. Markel,2009-02-03 Comprehensive and truly accessible Technical Communication guides students through planning drafting and designing the documents that will matter in their professional lives Known for his student friendly voice and eye for technology trends Mike Markel addresses the realities of the digital workplace through fresh samples and cases practical writing advice and a companion Web site TechComm Web that continues to set the standard with content developed and maintained by the author The text is also available in a convenient affordable e book format

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