

# WSU Writing Style Guide

## *Standards for consistency in Wichita State University communications*

Wichita State University follows the Associated Press Stylebook for all public communications, with a few university-specific modifications. In general, however, any material sent out to the masses in an effort to inform – whether news releases covering an event, publicly viewed features online, business writing, social media or marketing materials – should be based on the AP Stylebook. Copies of the AP Stylebook are available through the Shocker Store in the Rhatigan Student Center.

The goal of the WSU Writing Style Guide is to provide help on that which is not addressed in AP style and that which is an exception to AP. Some common style issues that are addressed in AP also bear repeating here.

**academic titles** - Capitalize and spell out formal titles such as “president,” “provost,” “professor” or “dean” when they precede a person’s name (College of Fine Arts Dean John Doe). Otherwise, formal titles should be all lower case (John Doe, dean of the College of Fine Arts).

**abbreviations, acronyms, initialisms** - Some abbreviations are universally recognized on first reference (FBI, CIA). In general, spell out on first reference the actual names of most entities, including universities, colleges and programs. On subsequent references, use an accepted shortened version, acronym or initialism (Wichita State University; Wichita State; WSU).

**addresses** - Use abbreviations in street addresses (1845 Fairmount St.; 5015 E. 29th St.), but not for locations (North Hillside, East 17th; 17th and Hillside; 29th and Oliver). In Wichita, numbered streets (1st Street; 17th Street; 21st Street) are not spelled out.

**alumna, alumnae, alumnus, alumni** - Use “alumna” for singular female, “alumnae” for plural; use “alumnus” for singular male, “alumni” for plural; Use “alumni” for a group including both men and women.

**campus expansion** - (see “innovation campus, innovation university” entry)

**campuses** - (see “community locations” entry)

**center, college, department, university** - Lowercase uses of these words after the initial reference in a story. “Wichita State University” on first reference, but “the university” on second reference. “Department of Physician Assistant” on first reference; in casual references, “physician assistant department.”

**commas** - AP style is not to use a comma before the last item in a serial list, e.g., “red, white and blue.” Use for clarity, however, in some complex sentences (The flag is red, white and blue, and revered as a national symbol).

# Style Guide For Training Materials Writing

**ML Morrison**



## **Style Guide For Training Materials Writing:**

**Call Centre Training and Development** Laurence Carter, 2012-12-19 The training and development team of an international call centre enterprise is faced with the challenge of creating a global workforce dedicated to excellent customer service and high quality operational results that drive business performance High standards for employee performance must be nurtured in the organisation The training and development team is responsible for producing and delivering training that can be effectively utilized in different global operational environments with individuals of different cultural backgrounds The goal is to train call centre employees who attain the same levels of productivity quality and compliance across the global organisation Training initiatives should be developed for effective use throughout the organisation and should be able to generate the same level of competencies in workforce employees regardless of their location In a highly competitive market for global call centre operations training and development teams should be at the forefront of the planning and execution of training programs that generate excellent business results while ensuring learning transfer in an enriching learning environment This book is dedicated to reviewing aspects of call centre training and development to showcase what it takes to create a world class productive and successful call centre training and development program **The IEEE Guide to**

**Writing in the Engineering and Technical Fields** David Kmiec, Bernadette Longo, 2017-08-30 Helps both engineers and students improve their writing skills by learning to analyze target audience tone and purpose in order to effectively write technical documents This book introduces students and practicing engineers to all the components of writing in the workplace It teaches readers how considerations of audience and purpose govern the structure of their documents within particular work settings The IEEE Guide to Writing in the Engineering and Technical Fields is broken up into two sections Writing in Engineering Organizations and What Can You Do With Writing The first section helps readers approach their writing in a logical and persuasive way as well as analyze their purpose for writing The second section demonstrates how to distinguish rhetorical situations and the generic forms to inform train persuade and collaborate The emergence of the global workplace has brought with it an increasingly important role for effective technical communication Engineers more often need to work in cross functional teams with people in different disciplines in different countries and in different parts of the world Engineers must know how to communicate in a rapidly evolving global environment as both practitioners of global English and developers of technical documents Effective communication is critical in these settings The IEEE Guide to Writing in the Engineering and Technical Fields Addresses the increasing demand for technical writing courses geared toward engineers Allows readers to perfect their writing skills in order to present knowledge and ideas to clients government and general public Covers topics most important to the working engineer and includes sample documents Includes a companion website that offers engineering documents based on real projects The IEEE Guide to Engineering Communication is a handbook developed specifically for engineers and engineering students Using an argumentation framework the

handbook presents information about forms of engineering communication in a clear and accessible format This book introduces both forms that are characteristic of the engineering workplace and principles of logic and rhetoric that underlie these forms As a result students and practicing engineers can improve their writing in any situation they encounter because they can use these principles to analyze audience purpose tone and form

**Writing and Designing Manuals and Warnings, Fifth Edition** Patricia A. Robinson, 2019-11-11 Technology is changing the way we do business the way we communicate with each other and the way we learn This new edition is intended to help technical writers graphic artists engineers and others who are charged with producing product documentation in the rapidly changing technological world While preserving the basic guidelines for developing manuals and warnings presented in the previous edition this new edition offers new material as well including a much expanded section on hazard analysis Features Provides more explicit guidance on conducting a hazard analysis including methods and documentation Offers in depth discussion of digital platforms including video animations and even virtual reality to provide users with operating instructions and safety information Incorporates current research into effective cross cultural communication essential in today's global economy Explains new US and international standards for warning labels and product instructions Presents expanded material on user analysis including addressing generational differences in experience and preferred learning styles

**Writing and Designing Manuals and Warnings Fifth Edition** explores how emerging technologies are changing the world of product documentation from videos to virtual reality and all points in between

**The Tech Writer's Survival Guide** Janet Van Wicklen, 2009 Presents a comprehensive guide that includes advice on writing editing and researching plus a glossary and solutions to common problems encountered on the job

**Writing and Speaking in the Technology Professions** David F. Beer, 2003-07-04 An updated edition of the classic guide to technical communication Consider that 20 to 50 percent of a technology professional's time is spent communicating with others Whether writing a memo preparing a set of procedures or making an oral presentation effective communication is vital to your professional success This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace The revised and expanded second edition of this popular book completely updates the original providing authoritative guidance on communicating via modern technology in the contemporary work environment Two new sections on global communication and the Internet address communicating effectively in the context of increased e mail and web usage As in the original David Beer's Second Edition discusses a variety of approaches such as Writing technical documents that are clear and effective Giving oral presentations more confidently Using graphics and other visual aids judiciously Holding productive meetings Becoming an effective listener The new edition also includes updated articles on working with others to get results and on giving directions that work Each article is aimed specifically at the needs of engineers and others in the technology professions and is written by a practicing engineer or a technical communicator Technical engineers IEEE society members and technical writing teachers will find this updated

edition of David Beer's classic *Writing and Speaking in the Technology Professions* an invaluable guide to successful communication     IBM Rational Unified Process Reference and Certification Guide Ahmad K. Shuja, Jochen Krebs, 2007-12-29 The Only Official RUP Certification Prep Guide and Compact RUP Reference The IBM Rational Unified Process has become the de facto industry standard process for large scale enterprise software development The IBM Certified Solution Designer IBM Rational Unified Process V7.0 certification provides a powerful way for solutions developers to demonstrate their proficiency with RUP The first and only official RUP certification guide this book fully reflects the latest versions of the Rational Unified Process and of the IBM RUP exam Authored by two leading RUP implementers it draws on extensive contributions and careful reviews by the IBM RUP process leader and RUP certification manager This book covers every facet of RUP usage It has been carefully organized to help you prepare for your exam quickly and efficiently and to provide a handy compact reference you can rely on for years to come Coverage includes A full section on RUP exam preparation and a 52 question practice exam Core RUP concepts the new RUP process architecture and key principles of business driven development RUP's architecture centric approach to iterative development practical issues and scenarios Patterns for successful RUP project implementation and anti patterns to avoid The Unified Method Architecture UMA basic content and process elements RUP content disciplines in depth Business Modeling Requirements Analysis and Design Implementation Test Deployment Project Management Change and Configuration Management and Environment Essential RUP work products roles and tasks RUP phases activities and milestones RUP tailoring and tools for your organization including introductions to IBM Rational Method Composer RMC and MyRUP     *Writing and Designing Manuals and Warnings 4e* Patricia A. Robinson, 2009-06-15 Twenty five years ago how many people were thinking about the internet on a daily basis Now you can find everything including technical and instruction manuals online But some things never change Users still need instructions and warnings to guide them in the safe and proper use of products Good design clear instructions and warnings place     *Writing and Designing Manuals* , 2010-12-12 A survival guide for writers in the real world *Writing and Designing Manuals* Third Edition has become a standard reference for technical writers and editors Readable and practical it addresses all aspects of manual development from choosing a format to writing effective warnings Not limited to text elements the manual also provides guidance for designing illustrations to complement the text and underscore the safety warnings The completely revised and updated Third Edition includes Current materials on desktop publishing Alternative media such as videos CD ROMs and on line help The impact of new technology such as CD ROMs and digital cameras on manual design and production New regulations for products sold overseas Impact of the Internet on manual design Gone are the days when a manual might be a few pages of typewritten text Thanks to the advances in computer technology even tiny companies can produce slick professional publications *Writing and Designing Manuals* Third Edition guides you through the messy complex frustrating and fascinating business of producing manuals     *IPPC Procedure*

*manual for implementation and capacity development* IPPC Secretariat,2023-04-03 The Procedure manual for implementation and capacity development is composed of six sections 1 Implementation and Facilitation Unit of the IPPC Secretariat 2 Implementation and Capacity Development Committee IC 3 IC Sub groups IC Teams and Working Group 4 Specific IC Sub groups 5 Specific IC Teams and 6 Additional useful procedures The purpose of this manual is to provide a convenient consolidation of decisions procedures practices and forms used in the implementation and capacity development work in the IPPC community This manual will be revised annually to include any new decisions and procedures and to amend existing decisions and procedures as necessary IPPC Procedure manual for implementation and capacity development Food and Agriculture Organization of the United Nations,IPPC Secretariat,2025-03-12 The Procedure manual for implementation and capacity development is composed of six sections 1 Implementation and Facilitation Unit of the IPPC Secretariat 2 Implementation and Capacity Development Committee IC 3 IC subgroups IC teams and working group 4 Specific IC subgroups 5 Specific IC teams and 6 Additional useful procedures The purpose of this manual is to provide a convenient consolidation of decisions procedures practices and forms used in the implementation and capacity development work in the IPPC community This manual will be revised annually to include any new decisions and procedures and to amend existing decisions and procedures as necessary *Solicitation for Technology Research and Development Partnership Projects for Community Policing* ,1996 **Solicitation** National Institute of Justice (U.S.),1996 **Resources in Education** ,1997 **Federal Register** ,1996-05-09 **Index of Specifications and Standards** , **Principles of Marketing: A Comprehensive Study Guide** Cybellium,2024-10-26 Designed for professionals students and enthusiasts alike our comprehensive books empower you to stay ahead in a rapidly evolving digital world Expert Insights Our books provide deep actionable insights that bridge the gap between theory and practical application Up to Date Content Stay current with the latest advancements trends and best practices in IT AI Cybersecurity Business Economics and Science Each guide is regularly updated to reflect the newest developments and challenges Comprehensive Coverage Whether you re a beginner or an advanced learner Cybellium books cover a wide range of topics from foundational principles to specialized knowledge tailored to your level of expertise Become part of a global network of learners and professionals who trust Cybellium to guide their educational journey [www.cybellium.com](http://www.cybellium.com) Understanding Organizational Behavior Cybellium Ltd,2024-10-26 Designed for professionals students and enthusiasts alike our comprehensive books empower you to stay ahead in a rapidly evolving digital world Expert Insights Our books provide deep actionable insights that bridge the gap between theory and practical application Up to Date Content Stay current with the latest advancements trends and best practices in IT AI Cybersecurity Business Economics and Science Each guide is regularly updated to reflect the newest developments and challenges Comprehensive Coverage Whether you re a beginner or an advanced learner Cybellium books cover a wide range of topics from foundational principles to specialized knowledge tailored to your level of expertise Become

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oct 24 2022 the aim is for these laws to be reviewed by the end of 2023 with any that have not been looked at by government civil servants which is highly likely due to the sheer number of them simply expiring under what is called the sunset clause this presents a great threat to our wildlife with most of our laws that protect wildlife

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among the threats behind environmental destruction and degradation in the amazon are the lack of policy frameworks to support sustainable development and natural resource protection political instability the inability of some institutional and governmental entities to establish and enforce legislation for nature conservation and poverty and

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mar 3 2020 sounak mitra world wildlife day is marked every year on march 3 since it was declared in 2013 to celebrate and raise awareness about the world s animals under threat the theme for world wildlife day 2020 is sustaining all life on earth the wildlife day is celebrated with concerns about sustaining wildlife which includes animals and plants

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these populations are however under severe threat from poaching for ivory and rhino horn the demand for antelope based wildlife meat or bush meat and from habitat fragmentation large areas of natural land used by wildlife are being undermined by the selective extraction of hard woods charcoal and firewood and are under huge pressure to be

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species and disease most ecosystems are facing multiple threats each new threat puts additional stress on already weakened ecosystems and their wildlife

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