

# STYLE GUIDE SAMPLE

## OVERVIEW

This is the only version of the style guide. It applies to all documents in which it should be used and when multiple T.

## SOURCES

List your sources. These will be helpful when you try to remember why you, students, or your instructor decided. Some examples include:

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

## GENERAL GUIDANCE

Things to include in this section include:

- Tense
- Use of germs
- Active or passive voice
- Presenting as if future tense
- Common terms that mean or sound right (learning or something)
- Metaphors and how they might work with your audience, especially if the audience is global
- How to write for someone

## COMMON ISSUES

These examples vary, but are common:

- Strong/weak's
- Capitalization
- All sorts of issues that affect flow
- How you handle punctuation (Oxford/Serial) commas
- Quotation marks
- Use of pronouns

## NITPICKY

- Quoted after a period
- Use of abbreviations
- Use of ellipses
- Whitespace, italics, italics, underline
- Whitespace with numbers
- Hyphens, or dash, or slash <https://www.thepunctuationbook.com/appendix.html>

# Bbc Training Style Guide

**Scott C. Dulebohn**



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