

Style guides

A style guide is a document that lists and explains the way material is to be presented. Style guides offer the expected and accepted style of grammar, spelling, punctuation usage and standards of presentation. They ensure consistency of presentation that may be otherwise difficult because individuals each have their own different ideas and standards regarding presentation, spelling, punctuation and grammar. Different companies, newspapers, magazines, websites, schools and English classes may have different style guides. These are called in-house styles guides. It's a good idea to develop an in-house style guide for your English class or year level to use. See Three steps to style guide.

Three steps to style guide.

- 1 Discuss **Practical editing tips** (pp. 146–7) and decide how you will present your work, the grammar that is necessary, and the spelling and punctuation style you will follow. Specifically discuss:
 - which fonts, both style and sizes are preferred
 - whether paragraphs will be indented or justified
 - whether double or single spacing will be used
 - whether titles are to be bolded, underlined or written in italics
 - the correct spellings of words commonly used
 - which words should have capitals
 - how numbers are to be written
 - the preferred style for single or double quotation marks
 - whether US or British spellings are to be used
 - suggested formats, including headings and bullet points
 - the preferred reference style (p. 155–6)
- 2 For specific edit checklists, review guides for certain text types – see
 - **Instant text review** for set texts (p. X)
 - **Personal, imaginative edit (PIE)** for personal and imaginative texts (p. 100)
 - **Text review guide** (p. X)
 - **Web edit checklist** (p. X).
- 3 Decide on the symbols you will use when you follow the style guide and edit one another's work. Use the table below to help you and add more categories if you need them. You can make up your own symbols.

Features	Editing symbol
Spelling mistake	opinion
New paragraph needed	NP
Full stop, comma, apostrophe or inverted commas needed	• , ' "
Confusing word order	He yesterday went ?
Repeated verbs	He went went yesterday R
Needs to be bolded	<u>Elvis</u> said