



Document Style Guide for Businesses

Ph.D., Lori Jo Oswald

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This style guide provides writing tips, editing rules, and formatting advice for your company. This can work as both a training manual and a reference source. The first five chapters will help you through the writing or editing process. The rest provide reference sections and examples on how to use Microsoft Word to ensure your documents are clean, organized, and consistent. Written by a technical editor with over 30 years of editing experience and a Ph.D. in English, this manual is designed to be a valuable asset for your employees and your company by simply and quickly explaining the rules and styles to ensure you present your best, in writing, to your clients.

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