



# Document Style Guide: for Architectural, Engineering, Environmental, and Construction Firms

*Lori Jo Oswald*

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This style guide provides a quick, clear overview of technical writing and editing rules and style guidelines for editors, writers, and other company personnel. Examples are provided for each topic. Chapters include Punctuation, Writing Tips, and Style. Chapters that can be referenced when editing documents cover correct spelling, hyphenation, and capitalization of commonly used words, as well as an Acronyms and Abbreviations section. Standard formatting guidelines are listed, and the final chapters detail how to use the reviewing features in Microsoft Word and creating consistent, clear tables.

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