

# Best Writing Style Guides

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**Style Guide** The Economist 2015-06-23  
This expanded twelfth edition of the bestselling guide to style is based on the Economist's own updated house style manual, and is an invaluable companion for everyone who wants to communicate with the clarity, style and precision for which the Economist is renowned. As the introduction says, 'clarity of writing usually follows clarity of thought.' The Economist Style Guide gives general advice on writing, points out common errors and clichés, offers guidance on consistent use of punctuation, abbreviations and capital letters, and contains an exhaustive range of reference material - covering everything from accountancy ratios and stock market indices to laws of nature and science. Some of the numerous useful rules and common mistakes pointed out in the guide include:  
\*Which informs, that defines. This is the house that Jack built. But: This house, which Jack built, is now falling down.  
Discreet means circumspect or prudent; discrete means separate or distinct.  
Remember that "Questions are never indiscreet. Answers sometimes are" (Oscar Wilde). Flaunt means display, flout means disdain. If you flout this distinction you will flaunt your ignorance Forgo means do without; forego means go before. Fortuitous means accidental, not fortunate or well-timed. Times: Take care. Three times more than X is four times as much as X. Full stops: Use plenty. They keep sentences

short. This helps the reader.

## **Politics and the English Language**

George Orwell 2021-01-01 George Orwell set out 'to make political writing into an art', and to a wide extent this aim shaped the future of English literature - his descriptions of authoritarian regimes helped to form a new vocabulary that is fundamental to understanding totalitarianism. While 1984 and Animal Farm are amongst the most popular classic novels in the English language, this new series of Orwell's essays seeks to bring a wider selection of his writing on politics and literature to a new readership. In Politics and the English Language, the second in the Orwell's Essays series, Orwell takes aim at the language used in politics, which, he says, 'is designed to make lies sound truthful and murder respectable, and to give an appearance of solidity to pure wind'. In an age where the language used in politics is constantly under the microscope, Orwell's Politics and the English Language is just as relevant today, and gives the reader a vital understanding of the tactics at play. 'A writer who can - and must - be rediscovered with every age.' — Irish Times

## **The Business Style Handbook, Second Edition: An A-to-Z Guide for Effective Writing on the Job**

Helen Cunningham 2012-10-26 Revised and updated for the newest digital platforms—the classic guide to business writing style and protocols While retaining all the valuable information

that has made *The Business Style Handbook* a modern classic, the second edition provides new words, phrases and guidance to help you express yourself clearly, confidently and correctly on any digital platform. New to this edition: Updated A-to-Z section with 250 new entries Best practices for email in a world of portable devices Insights from communications executives at global companies Praise for *The Business Style Handbook* “This may be the handiest and clearest book of tips on basic business writing I’ve read in a long time.” —Pam Robinson, cofounder, the American Copy Editors Society “An excellent primer on how to communicate effectively in a business setting.” —Michael Barry, vice president, media relations, Insurance Information Institute “This book is especially helpful for people when English is their second language. I recommend it to all my business classes.” —Elizabeth Xu, Ph.D., author, executive mentor and leadership class instructor, Stanford University “You never want poor writing to get in the way of what you’re saying. . . . This style guide is a valuable resource to help ensure that the quality of your writing differentiates you.” —Bart Mosley, principal and chief investment officer, Alprion Capital Management LP

#### Technical Report Writing and Style Guide

Tony Atherton 2020-09-08 This book is based on, and expanded from, a course on technical report writing that the author has presented for over 20 years. Are you an engineer who writes technical reports as part of your job, yet you wish you could make them shorter and better - and write them faster? Maybe you write external reports for your consultancy's clients, or internal reports for senior managers. Maybe sometimes you think you signed up to be an engineer not a writer. But now you are a writer as well as an engineer and you wish that writing a good report was easier. This book will show you how to write shorter and better reports, and write them faster. The author is a retired chartered engineer and who has written about 100

articles and four books - published by Kogan Page, Macmillan and San Francisco Press. Here is just one comment from one client who arranged for the course on which this book is based to be presented to his staff: 'Thank you for the course. All the feedback I've had so far has been very positive... which is quite unusual as they can be a cynical bunch.' Well, not so much as cynical as don't like 'airy-fairy' ideas. The book is down-to-earth with practical ideas. You will learn: - How to break the task into three phases: planning, writing and editing.- How to avoid the biggest complaint about technical reports.- How to use three layers of sequencing to make the writing easier.- The most common format for technical reports - and three others. - How much detail to include.- Twelve big tips to improve the writing and several smaller tips.- How to satisfy both technical and non-technical readers.- How to cut the waffle.- How to edit your own work, which is never an easy thing to do.- Seventeen consistency checks to look for when editing.- How to get the best from the Microsoft grammar checker.- How to use the readability statistics.- Variations between British and US English. PLUS: A style guide with over 130 items of guidance, including all the punctuation marks. Did you know that the hyphen has been described as the punctuation mark to drive you mad?

**Advanced R** Hadley Wickham 2015-09-15 An Essential Reference for Intermediate and Advanced R Programmers *Advanced R* presents useful tools and techniques for attacking many types of R programming problems, helping you avoid mistakes and dead ends. With more than ten years of experience programming in R, the author illustrates the elegance, beauty, and flexibility at the heart of R. The book develops the necessary skills to produce quality code that can be used in a variety of circumstances. You will learn: The fundamentals of R, including standard data types and functions Functional programming as a useful framework for solving wide classes of problems The

positives and negatives of metaprogramming How to write fast, memory-efficient code This book not only helps current R users become R programmers but also shows existing programmers what's special about R. Intermediate R programmers can dive deeper into R and learn new strategies for solving diverse problems while programmers from other languages can learn the details of R and understand why R works the way it does.

*Guide to Legal Writing Style* Terri LeClercq 2000 Helps law students gain essential skills needed to advance from acceptable to exceptional writing, focusing on organization, sentence structure, word choice, punctuation, and formatting. Includes exercises and reviews for self or group testing. This second edition includes a new chapter on formattin

**MLA Style Manual and Guide to Scholarly Publishing** Joseph Gibaldi 1998 Provides information on stylistic aspects of research papers, theses, and dissertations, including sections on writing fundamentals, MLA documentation style, and copyright law

The Creative Writer's Style Guide Christopher T. Leland 2002 Textbook rules about punctuation and grammar can be difficult to apply to your novel, short story, personal essay or memoir. There are special considerations that normal style manuals just don't address. This resource saves you time, while giving you the guidance you need to edit your manuscript with confidence.

Rules for Compositors & Readers at the University Press, Oxford Horace Hart 2017-08-24 This work has been selected by scholars as being culturally important, and is part of the knowledge base of civilization as we know it. This work was reproduced from the original artifact, and remains as true to the original work as possible. Therefore, you will see the original copyright references, library stamps (as most of these works have been housed in our most important libraries around the world), and other notations in the work.

This work is in the public domain in the United States of America, and possibly other nations. Within the United States, you may freely copy and distribute this work, as no entity (individual or corporate) has a copyright on the body of the work. As a reproduction of a historical artifact, this work may contain missing or blurred pages, poor pictures, errant marks, etc. Scholars believe, and we concur, that this work is important enough to be preserved, reproduced, and made generally available to the public. We appreciate your support of the preservation process, and thank you for being an important part of keeping this knowledge alive and relevant.

Elements of Indigenous Style Gregory Younging 2018-03-01 Elements of Indigenous Style offers Indigenous writers and editors—and everyone creating works about Indigenous Peoples—the first published guide to common questions and issues of style and process. Everyone working in words or other media needs to read this important new reference, and to keep it nearby while they're working. This guide features: - Twenty-two succinct style principles. - Advice on culturally appropriate publishing practices, including how to collaborate with Indigenous Peoples, when and how to seek the advice of Elders, and how to respect Indigenous Oral Traditions and Traditional Knowledge. - Terminology to use and to avoid. - Advice on specific editing issues, such as biased language, capitalization, and quoting from historical sources and archives. - Case studies of projects that illustrate best practices.

A Manual Of Style Random House Value Publishing 1997-09

**Web Style Guide: Basic Design Principles For Creating Web Sites** P.J. Lynch, S. Horton 1999 This essential guide for web site desiners offers clear, concise advice on creating well designed and effective web sites and pages. Focusing on the interface andgraphic design principles that underlie the best web site design, the book provides expert guidance on issues ranging from planning and organizing

goals, to design strategies for a site, to the elements of individual page design.

### *Style Guide for Business Writing*

2018-04-09 Style guides come in many shapes and sizes, usually focused toward scientific or academic use only. However, business writing is a space occupied by many individuals that has not been given the attention it deserves. The *Style Guide for Business Writing, Second Edition*, is designed specifically to assist business writers in both the public and private sector, including those publishing with English as a second language; authors of academic papers; business book authors; financial journalists; and writers of reports, proposals or even just e-mail and memoranda. This book provides a comprehensive guide to clear and precise writing that will help develop basic communication skills for the beginner, and refresh the basics for the experienced business writer. Major topics are arranged alphabetically and the cross references and index enable quick and easy access to information. Michael C. Thomsett is a market expert, author, speaker, and coach. His many books include *Stock Market Math*, *Candlestick Charting*, *The Mathematics of Options*, and *A Technical Approach to Trend Analysis*.

*The Gregg Reference Manual* William A Sabin 2001-01-01 The *Gregg Reference Manual 9e* by William Sabin is intended for anyone who writes, edits, or prepares material for distribution or publication. For nearly fifty years, this manual has been recognized as the best style manual for business professionals and for students who want to master the on-the-job standards of business professionals. Copyright © Libri GmbH. All rights reserved.

**Microsoft Manual of Style** Microsoft Corporation 2012-01-15 Maximize the impact and precision of your message! Now in its fourth edition, the *Microsoft Manual of Style* provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at

Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of use, the *Microsoft Manual of Style* is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media.

*The Web Content Style Guide* Gerry McGovern 2002 As quality becomes ever more critical in differentiating successful websites, the need for a professional approach to your content is growing. The *Web Content Style Guide* provides a set of standards and rules to ensure consistent quality content and a flawless service to your readers.

**The Global English Style Guide** John R. Kohl 2008-04-08 The *Global English Style Guide* illustrates how much you can do to make written texts more suitable for a global audience. Accompanied by an abundance of clearly explained examples, the *Global English* guidelines show you how to write documentation that is optimized for non-native speakers of English, translators, and even machine-translation software, as well as for native speakers of English. You'll find dozens of guidelines that you won't find in any other source, along with thorough explanations of why each guideline is useful. Author John Kohl also includes revision strategies, as well as caveats that will help you avoid applying guidelines incorrectly. Focusing primarily on sentence-level stylistic issues, problematic grammatical constructions, and terminology issues, this book addresses the following topics: ways to simplify your writing style and make it consistent; ambiguities that most writers and editors are not aware of, and how to eliminate those ambiguities; how to make your sentence structure more explicit so that

your sentences are easier for native and non-native speakers to read and understand; punctuation and capitalization guidelines that improve readability and make translation more efficient; and how language technologies such as controlled-authoring software can facilitate the adoption of Global English as a corporate standard. This text is intended for anyone who uses written English to communicate technical information to a global audience. Technical writers, technical editors, science writers, and training instructors are just a few of the professions for which this book is essential reading. Even if producing technical information is not your primary job function, the Global English guidelines can help you communicate more effectively with colleagues around the world. This book is part of the SAS Press program.

*Guardian Style* David Marsh 2010 A completely revised and updated edition of the Guardian's indispensable guide to good style, used by journalists at one of the world's most stylishly written and edited newspapers

**The Yahoo! Style Guide** Chris Barr 2010-07-06 WWW may be an acronym for the World Wide Web, but no one could fault you for thinking it stands for wild, wild West. The rapid growth of the Web has meant having to rely on style guides intended for print publishing, but these guides do not address the new challenges of communicating online. Enter The Yahoo! Style Guide. From Yahoo!, a leader in online content and one of the most visited Internet destinations in the world, comes the definitive reference on the essential elements of Web style for writers, editors, bloggers, and students. With topics that range from the basics of grammar and punctuation to Web-specific ways to improve your writing, this comprehensive resource will help you: - Shape your text for online reading - Construct clear and compelling copy - Write eye-catching and effective headings - Develop your site's unique voice - Streamline text for mobile users - Optimize webpages to boost your chances of appearing in search results -

Create better blogs and newsletters - Learn easy fixes for your writing mistakes - Write clear user-interface text This essential sourcebook—based on internal editorial practices that have helped Yahoo! writers and editors for the last fifteen years—is now at your fingertips.

**Garner's Modern American Usage** Bryan Garner 2009-08-27 A guide to proper American English word usage, grammar, pronunciation, and style features examples of good and bad usage from the media.

*The Elements of Style* William Strunk Jr. 2018-05-11 The Elements of Style William Strunk concentrated on specific questions of usage—and the cultivation of good writing—with the recommendation "Make every word tell"; hence the 17th principle of composition is the simple instruction: "Omit needless words." The book was also listed as one of the 100 best and most influential books written in English since 1923 by Time in its 2011 list.

**The Chicago Manual of Style** University of Chicago. Press 2003 Searchable electronic version of print product with fully hyperlinked cross-references.

*A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition* Kate L. Turabian 2013-04-09 A little more than seventy-five years ago, Kate L. Turabian drafted a set of guidelines to help students understand how to write, cite, and formally submit research writing. Seven editions and more than nine million copies later, the name Turabian has become synonymous with best practices in research writing and style. Her Manual for Writers continues to be the gold standard for generations of college and graduate students in virtually all academic disciplines. Now in its eighth edition, A Manual for Writers of Research Papers, Theses, and Dissertations has been fully revised to meet the needs of today's writers and researchers. The Manual retains its familiar three-part structure, beginning with an overview of the steps in the research and writing process, including formulating questions, reading critically, building arguments, and revising drafts.

Part II provides an overview of citation practices with detailed information on the two main scholarly citation styles (notes-bibliography and author-date), an array of source types with contemporary examples, and detailed guidance on citing online resources. The final section treats all matters of editorial style, with advice on punctuation, capitalization, spelling, abbreviations, table formatting, and the use of quotations. Style and citation recommendations have been revised throughout to reflect the sixteenth edition of *The Chicago Manual of Style*. With an appendix on paper format and submission that has been vetted by dissertation officials from across the country and a bibliography with the most up-to-date listing of critical resources available, *A Manual for Writers* remains the essential resource for students and their teachers.

**Writing Spaces: Readings on Writings, Vol. 2** Charles Lowe Volumes in Writing Spaces: Readings on Writing offer multiple perspectives on a wide-range of topics about writing. In each chapter, authors present their unique views, insights, and strategies for writing by addressing the undergraduate reader directly. Drawing on their own experiences, these teachers-as-writers invite students to join in the larger conversation about the craft of writing. Consequently, each essay functions as a standalone text that can easily complement other selected readings in writing or writing-intensive courses across the disciplines at any level.

**The Associated Press Stylebook 2015** Associated Press 2015-07-14 A fully revised and updated edition of the bible of the newspaper industry

**ACS Style Guide** Anne M. Coghill 2006 In the time since the second edition of *The ACS Style Guide* was published, the rapid growth of electronic communication has dramatically changed the scientific, technical, and medical (STM) publication world. This dynamic mode of dissemination is enabling scientists, engineers, and medical practitioners all over the world to obtain and transmit information quickly and

easily. An essential constant in this changing environment is the requirement that information remain accurate, clear, unambiguous, and ethically sound. This extensive revision of *The ACS Style Guide* thoroughly examines electronic tools now available to assist STM writers in preparing manuscripts and communicating with publishers. Valuable updates include discussions of markup languages, citation of electronic sources, online submission of manuscripts, and preparation of figures, tables, and structures. In keeping current with the changing environment, this edition also contains references to many resources on the internet. With this wealth of new information, *The ACS Style Guide's Third Edition* continues its long tradition of providing invaluable insight on ethics in scientific communication, the editorial process, copyright, conventions in chemistry, grammar, punctuation, spelling, and writing style for any STM author, reviewer, or editor. The Third Edition is the definitive source for all information needed to write, review, submit, and edit scholarly and scientific manuscripts.

*The IBM Style Guide* Francis DeRespinis 2012 Straight from IBM: complete, proven guidelines for writing consistent, clear, concise, consumable, reusable, and easy-to-translate content Brings together everything IBM has learned about writing outstanding technical and business content. *The Hitchhiker's Guide to Python* Kenneth Reitz 2016-08-30 *The Hitchhiker's Guide to Python* takes the journeyman Pythonista to true expertise. More than any other language, Python was created with the philosophy of simplicity and parsimony. Now 25 years old, Python has become the primary or secondary language (after SQL) for many business users. With popularity comes diversity—and possibly dilution. This guide, collaboratively written by over a hundred members of the Python community, describes best practices currently used by package and application developers. Unlike other books for this audience, *The Hitchhiker's Guide* is light on reusable code and heavier on design

philosophy, directing the reader to excellent sources that already exist.

The New York Times Manual of Style and Usage Allan M. Siegal 2015 "The official style guide used by the writers and editors of the world's most authoritative news organization."

*The Elements of Style* William Strunk 2018-09-06 *The Elements of Style* ("Strunk & White") is an American English writing style guide. It is one of the most influential and best-known prescriptive treatments of English grammar and usage in the United States. This book aims to give in brief space the principal requirements of plain English style. It aims to lighten the task of instructor and student by concentrating attention on a few essentials, the rules of usage and principles of composition most commonly violated. In accordance with this plan it lays down three rules for the use of the comma, instead of a score or more, and one for the use of the semicolon, in the belief that these four rules provide for all the internal punctuation that is required by nineteen sentences out of twenty. Similarly, it gives in Chapter III only those principles of the paragraph and the sentence which are of the widest application. The book thus covers only a small portion of the field of English style. The experience of its writer has been that once past the essentials, students profit most by individual instruction based on the problems of their own work, and that each instructor has his own body of theory, which he may prefer to that offered by any textbook.

**The Writer's Style** Paul Butler 2018-12-21 Designed to help all writers learn to use style as a rhetorical tool, taking into account audience, purpose, context, and occasion, *The Writer's Style* is not only a style guide for a new generation but a new generation of style guide. The book helps writers learn new strategies inductively, by looking at firsthand examples of how they operate rhetorically, as well as deductively, through careful explanations in the text. The work focuses on invention, allowing writers to develop their own style as they analyze writing from varied genres. In a

departure from the deficiency model associated with other commonly used style guides, author Paul Butler encourages writers to see style as a malleable device to use for their own purposes rather than a domain of rules or privilege. He encourages writing instructors to present style as a practical, accessible, and rhetorical tool, working with models that connect to a broad range of writing situations—including traditional texts like essays, newspaper articles, and creative nonfiction as well as digital texts in the form of tweets, Facebook postings, texts, email, visual rhetoric, YouTube videos, and others. Though designed for use in first-year composition courses in which students are learning to write for various audiences, purposes, and contexts, *The Writer's Style* is a richly layered work that will serve anyone considering how style applies to their professional, personal, creative, or academic writing.

Style Guide (mechanical) for Technical Writers Larry S. Lopez 1979

**The Sense of Style** Steven Pinker 2014-09-30 "Charming and erudite," from the author of *Rationality and Enlightenment Now*, "The wit and insight and clarity he brings . . . is what makes this book such a gem." —Time.com Why is so much writing so bad, and how can we make it better? Is the English language being corrupted by texting and social media? Do the kids today even care about good writing—and why should we care? From the author of *The Better Angels of Our Nature* and *Enlightenment Now*. In this entertaining and eminently practical book, the cognitive scientist, dictionary consultant, and New York Times–bestselling author Steven Pinker rethinks the usage guide for the twenty-first century. Using examples of great and gruesome modern prose while avoiding the scolding tone and Spartan tastes of the classic manuals, he shows how the art of writing can be a form of pleasurable mastery and a fascinating intellectual topic in its own right. *The Sense of Style* is for writers of all kinds, and for readers who are interested in letters and

literature and are curious about the ways in which the sciences of mind can illuminate how language works at its best.

#### The Christian Writer's Manual of Style

Zondervan, 2010-05-11 An essential tool for writers, editors, proofreaders, designers, copywriters, production managers, and marketers too. The Christian Writer's Manual of Style is an essential tool not only for writers of religious materials, but for their editors, proofreaders, designers, copywriters, production managers, and even marketers. Rather than simply repeating style information commonly available in standard references, this newly updated and expanded edition includes points of grammar, punctuation, usage, book production and design, and written style that are often overlooked in other manuals. It focuses on information relating to the unique needs and demands of religious publications, such as discussions on how to correctly quote the Bible, how to capitalize and use common religious terms, and how to abbreviate the books of the Bible and other religious words. Also included are rarely found items such as:

- an author's guide to obtaining permissions
- guidelines for using American, British, and Mid-Atlantic styles
- discussions of inclusive language, profanity, and ethnic sensitivities
- discussions of Internet and computer-related language style
- a list of problem words
- style issues regarding words from major world religions
- a discussion of handling brand names in text
- a list of common interjections
- issues of type design, paper, copy-fit

This edition has been completely updated since the 1988 edition and contains more than twice as much information as the previous edition. This is the most detailed and comprehensive guide of its kind.

#### **Mini Style Guide** Denise O'Hagan

2018-10-10 A clear, accessible introduction for writers of all material on the principles of good writing, guidelines on manuscript presentation, and an outline of publishing options. Contains copious 'real' examples, an appendix of templates for standard forms and letters, a glossary of publishing

terms, a bibliography and an index.

**The Associated Press Stylebook** The Associated Press 2022-07-05 Master the style guidelines of news writing, editing, and common usage with this indispensable guide perfect for students and professional writers everywhere. The style of The Associated Press is the gold standard for news writing. With the AP Stylebook in hand, you can learn how to write and edit with the clarity and professionalism for which their writers and editors are famous. The AP Stylebook will help you master the AP's rules on grammar, spelling, punctuation, capitalization, abbreviation, word and numeral usage, and when to use "more than" instead of "over." To make navigating these specialty chapters even easier, the Stylebook includes a comprehensive index. Fully revised and updated to keep pace with world events, common usage, and AP procedures, The AP Stylebook is the one reference that all writers, editors and students cannot afford to be without.

**FranklinCovey Style Guide** Stephen R. Covey 2012-06-07 FranklinCovey Style Guide: For Business and Technical Communication can help any writer produce documents that achieve outstanding results. Created by FranklinCovey, the world-renowned leader in helping organizations enhance individual effectiveness, this edition fully reflects today's online media and global business challenges. The only style guide used in FranklinCovey's own renowned Writing Advantage™ and Technical Writing Advantage™ programs, it covers everything from document design and graphics to sentence style and word choice. This edition's many improvements include extensive new coverage of graphics, writing for online media, and international business English. Through dozens of examples and model documents, writers learn how to overcome "writer's block" and efficiently create documents from start to finish. FranklinCovey's experts show how to get powerful results from every email; add distinctiveness and power to any online

presence; write far more effective proposals, letters, memos, reports, and resumes; and improve all forms of documentation, from business procedures to highly technical content. You'll learn how to quickly discover and prioritize the information you need, whether you're planning a presentation, leading a meeting, or managing a project. The authors reveal how to design visuals that communicate messages instantly and intuitively, and use charts, color, illustrations, maps, photos, and tables to supercharge any presentation. Packed with up-to-the-minute examples, this A-Z guidebook can help you write more effectively no matter who you are — whether you're a business or sales professional who must motivate and persuade, a technical professional who must explain challenging content more clearly and accurately, or a student who needs stronger writing skills to succeed in school and in your career.

*Style Guide for Technical Publications*

Robert D. Mohrbacher 1984

**The Elements of Style** William Strunk  
2018-06-06 The Classic. The Elements of Style by William Strunk, Jr. And E. B. White. The Elements of Style is a prescriptive American English writing style guide in numerous editions. The original was composed by William Strunk Jr., in 1918, and published by Harcourt, in 1920, comprising eight "elementary rules of usage", ten "elementary principles of composition", "a few matters of form", a list of 49 "words and expressions commonly misused", and a list of 57 "words often misspelled". E. B. White greatly enlarged and revised the book for publication by Macmillan in 1959. That was the first edition of the so-called "Strunk & White", which Time named in 2011 as one of the 100 best and most influential books written in English since 1923.

OECD Style Guide Third Edition OECD  
2015-10-12 This third edition of the OECD Style Guide is designed to help draft and organise published material so that readers can easily navigate, understand and access OECD analysis, statistics and information.