

# WRITER'S STYLE GUIDE

## AN INTRODUCTION

Welcome to the O.C. Writers' customizable **WRITER'S STYLE GUIDE**, a resource designed to help you navigate your unique path to better writing. We've included some optional information to help you begin, but it's only a starting point. As you move along your writing journey and encounter trouble spots, or make choices about spelling, punctuation, and grammar, add that information to this guide. The more you add to this resource, the more helpful it will become.

## HOW TO GET STARTED

To download a copy, you may need to be logged into a Google account. Once you have opened the **O.C. WRITERS' STYLE GUIDE STARTER KIT** document, click on the "File" option along the menu at the top, move down and click on "Make a Copy," then click on "Entire Presentation." You will then be prompted to select where the document should be downloaded. We recommend "My Drive." You now have your own copy of the document and are able to personalizE it. You should also be able to print it out without downloading it.

Once you begin building your own style guide, bookmark it or print it out and keep it close for easy reference.

## PREFERRED REFERENCE GUIDES

- The Chicago Manual of Style, 17th edition
- Merriam-Webster dictionary ([www.merriam-webster.com](http://www.merriam-webster.com))
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## PUNCTUATION RULES

- Use single spaces after periods, unless you're typing on a typewriter.
- Do not set off "too" with a comma. (Ex. She wanted to go to the store too.)
- Commas go before and after states when accompanied by a city. (Ex. The family moved from Bend, Oregon, in 1989.)
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## GRAMMAR RULES

- Use a comma and conjunction when joining two independent clauses. (Ex. They went to bed, but they brushed their teeth first.)
- Neither ... nor constructions take a singular verb. (Ex. Neither Brad nor Brenda is free tonight.)
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## MISCELLANEOUS

- Remember to vary sentence structures unless doing so for stylistic effect.
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## COMMON MISSPELLINGS

### - A -

accommodation

appalling

### - B -

believe

### - C -

committed

## ----- COMMON MISPELLINGS (CONTINUED) -----

### - D -

disappoint

### - E -

environment

### - F -

foreseeable

### - G -

gist

### - H -

### - I -

incidentally

### - J -

### - K -

knowledgeable

## ----- COMMON MISSPELLINGS (CONTINUED) -----

**- L -**

**- M -**

**- N -**

necessary

**- O -**

occasion

occurrence

**- P -**

perceive

**- Q -**

**- R -**

receive

**- S -**

separate

siege

## ----- COMMON MISSPELLINGS (CONTINUED) -----

### **- T -**

threshold

### **- U -**

unforeseen

### **- V -**

### **- W -**

weird

wherever

### **- X -**

### **- Y -**

yield

### **- Z -**