Document Writing Rules

Scope

The purpose of this section is to establish the requirements for a Document writer to use when preparing a Cyberlog document.

## Purpose

ISO 9001, paragraph 4.5

Responsibilities

Technical Writer, Support, Procedure Documentation.

Procedure

1. Verbs has to agree with their subjects.
2. Prepositions are not words to end sentences with.
3. And don't start a sentence with a conjunction.
4. It is wrong to ever split an infinitive.
5. Avoid cliches like the plague. (They're old hat.)
6. Also, always avoid annoying alliteration.
7. Be more or less specific.
8. Parenthetical remarks (however relevant) are (usually) unnecessary.
9. Also too, never, ever use repetitive redundancies.
10. No sentence fragments.
11. Contractions aren't necessary and shouldn't be used.
12. Foreign words and phrases are not apropos.
13. Do not be redundant; do not use more words than necessary; it's highly superfluous.
14. One should NEVER generalize.
15. Comparisons are as bad as cliches.
16. Don't use no double negatives.
17. Eschew ampersands & abbreviations, etc.
18. One-word sentences? Eliminate.
19. Analogies in writing are like feathers on a snake.
20. The passive voice is to be ignored.
21. Eliminate commas, that are, not necessary. Parenthetical words however should be enclosed in commas.
22. Never use a big word when a diminutive one would suffice.
23. DO NOT use exclamation points and all caps to emphasize!!!
24. Use words correctly, irregardless of how others use them.
25. Understatement is always the absolute best way to put forth earth shaking ideas.
26. Use the apostrophe in it's proper place and omit it when its not needed.
27. Eliminate quotations. As Ralph Waldo Emerson said, "I hate
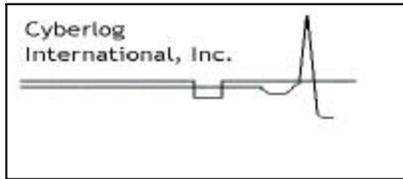
quotations. Tell me what you know."
28. If you've heard it once, you've heard it a thousand times:
Resist hyperbole; not one writer in a million can use it
correctly.
29. Puns are for children, not groan readers.
30. Go around the barn at high noon to avoid colloquialisms.
31. Even IF a mixed metaphor sings, it should be derailed.
32. Who needs rhetorical questions?
33. Exaggeration is a billion times worse than understatement.
34. The passive voice should never be used.
36. Do not put statements in the negative form.
37. Writers are enkeraged to use a spelling chekker.
38. A writer must not shift your point of view.
39. Place pronouns as close as possible, especially in long
sentences of 10 or more words, to their antecedents.
40. Writing carefully, dangling participles must be avoided.
41. If any word is improper at the end of a sentence, a
linking verb is.
42. Take the bull by the hand and avoid mixing metaphors.
43. Avoid trendy locutions that sound flaky.
44. Everyone should be careful to use a singular pronoun with
singular nouns in their writing.
45. Always pick on the correct idiom.
46. The adverb always follows the verb.
47. Be careful to use the rite homonym.
And Finally...
47. Proofread carefully to see if you any words out.

Definitions

Related Documents

Document #	Name	Type
99-ISO-1034	Document Template	T

P=Process Doc, T=Template, C=Checklist, R=Report format

Policy References

Webster, Twain, Internet