Heritage Computer Science Technical Writing Cheat sheet

The purpose of this document is to provide a quick reminder of the Heritage Technical Writing practices. It is not meant to be a comprehensive list or provide detailed explanations, though many items are linked to detailed articles.

Students are expected to follow these practices for any technical documentation in the Computer Science program, unless otherwise specified.

|  |  |
| --- | --- |
| **Area** | **Guidelines** |
| Organization | <https://learn.microsoft.com/en-us/style-guide/scannable-content/>  Readers are often seeking specific information.  Consider Headings, Sections, Lists, Tables  Know how to use links or references within your document. |
|  |  |
| [Audience](https://developers.google.com/tech-writing/one/audience) | <https://developers.google.com/tech-writing/one/audience> |
|  |  |
| Paragraphs | Each paragraph has a single topic. [Follow the What,Why,How model.](https://developers.google.com/tech-writing/one/paragraphs) |
|  |  |
| Sentences | [Clear sentences](https://developers.google.com/tech-writing/one/clear-sentences)  [Short sentences. Say it in less words.](https://developers.google.com/tech-writing/one/short-sentences) |
|  |  |
| Words | [Abbreviations and acronyms](https://learn.microsoft.com/en-us/style-guide/acronyms)  Only use acronyms that your audience is familiar with.  If you must use an acronym spell out the term for clarity  Don’t introduce acronyms that are used just once |
|  | [Active voice over passive voice](https://developers.google.com/tech-writing/one/active-voice) |
|  |  |
| [Punctuation](https://developers.google.com/tech-writing/one/punctuation) | Commas, semicolons, colons, parentheses |

## References

Hungry for more? Checkout the following resources:

|  |  |
| --- | --- |
| **Area** | **Guidelines** |
| [Microsoft style guide](https://learn.microsoft.com/en-us/style-guide/welcome/) | Welcome to the Microsoft Writing Style Guide, your guide to writing style and terminology for all communication—whether an app, a website, or a white paper. If you write about computer technology, this guide is for you |
| [Google Documentation Style guide](https://developers.google.com/style) | This style guide provides editorial guidelines for writing clear and consistent technical documentation for an audience of software developers and other technical practitioners. |
| [Microsoft Top 10 tips for Microsoft style and voice](https://learn.microsoft.com/en-us/style-guide/top-10-tips-style-voice) |  |
| [Google Technical Writing Courses](https://developers.google.com/tech-writing) | We've aimed Technical Writing One and Technical Writing Two at the following audiences:  software engineers  software engineering or computer science students  Additionally, many people in engineering-adjacent roles (such as product managers) have also benefited from these courses.  We've aimed at Tech Writing for Accessibility at anyone who writes technical documents or creates technical websites, including:  engineers  engineering managers  Product Managers  technical writers |