{JIRA Case: <http://jira.pentaho.com/browse/DOC-2861>}

{MindTouch Article: <https://help.pentaho.com/UX_and_Documentation_Home/Documentation_Style_Guide/Overview>}

Style Guide

This style guide provides you with guidelines and resources for creating documentation in the Pentaho Help (<https://help.pentaho.com>). The purpose of these articles are:

* To help you effectively communicate knowledge to users of Pentaho products.
* To help us create documents that have a consistent look and feel.
* To provide a central location about writing-related issues.

The [Microsoft Manual of Style](https://pentaho.app.box.com/files/0/f/12734324584/1/f_104033590376) and [Hitachi Global Style and Standards](https://pentaho.box.com/s/6uw83ksd5h09bgrrjx32i8kxj64neovb) are the main sources for our style standards. This iWiki style guide contains any exceptions to these manuals. We recommend starting your search for a particular style reference in this guide. If the style in question is not in this guide, then search the Microsoft and Hitachi manuals.

This guide contains the following sections:

* [Style Issues](http://iwiki.pentaho.com/pages/viewpage.action?pageId=22151510): Instructions on how to address proposed style changes.
* [Word Usage](http://iwiki.pentaho.com/display/DOC/Word+Usage): How some terms are used in our documentation in contrast to the Microsoft and Hitachi manuals.
* [Punctuation](http://iwiki.pentaho.com/display/DOC/Punctuation): How punctuation is applied within our documentation.
* [Guidelines](http://iwiki.pentaho.com/display/DOC/Guidelines): Common guidelines (rules for voice and tone for example) for how we should speak in one voice throughout the documentation.
* [Content Types](http://iwiki.pentaho.com/display/DOC/Content+Types): How content is arranged in our documentation.

# Assumptions

It is assumed that you are familiar with basic rules of the English language and general concepts associated with writing technical documentation. This guide does not include general information about how to write, or grammar rules unless they are associated with areas of dispute.

# References

The following style books or publications are references used by the documentation team:

* Microsoft®Manual of Style for Technical Publications, Fourth Ed., Microsoft Press, <https://pentaho.app.box.com/files/0/f/12734324584/1/f_104033590376>
* Hitachi Global Style and Standards, <https://pentaho.box.com/s/6uw83ksd5h09bgrrjx32i8kxj64neovb>
* BBC Mobile Accessibility Guidelines, <http://www.bbc.co.uk/guidelines/futuremedia/accessibility/mobile>
* The Chicago Manual of Style, Sixteenth Ed., University of Chicago Press Staff, 2010, <http://www.chicagomanualofstyle.org/home.html>
* Yahoo Style Guide, <http://styleguide.yahoo.com/>
* iPad User Guide, <https://help.apple.com/ipad/10/> and <https://pentaho.box.com/files#/files/0/f/357540577/AuthoringAndPublishing>
* Special Characters List, <https://pentaho.box.com/files#/files/0/f/357540577/AuthoringAndPublishing>

{iWiki Article: <http://iwiki.pentaho.com/display/DOC/Style+Guide>}

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# Updating the Style Guide

The Pentaho Style Guide is located in the iWiki site <http://iwiki.pentaho.com/display/DOC/Style+Guides+and+Standards> .

Style or usage questions that arise when writing or reviewing documentation which are not answered in the Pentaho Style Guide should be posted to the [Doc Team Notes SharePoint](https://pentaho-my.sharepoint.com/personal/wbrown_pentaho_com/_layouts/15/WopiFrame.aspx?sourcedoc=%7b1BFF657F-6F5B-43CB-95B2-332D4D9BF098%7d&file=Doc%20Team%20Notes&action=default&d=w1bff657f6f5b43cb95b2332d4d9bf098&e=5&RootFolder=%2fpersonal%2fwbrown%5fpentaho%5fcom%2fDocuments%2fNotebooks%2fDoc%20Team%20Notes) site for discussion in the next scheduled documentation group weekly working session (WWS).   
When needed, supporting documentation should be attached to the appropriate WWS page. The issue is then discussed and resolved in the WWS and either a decision is made or a spike for investigation is created.

Results of spikes should be reported to the next available WWS for a decision. Once a decision is reached, the writer responsible for updating the Style Guide will add the results of the decision to the appropriate [iWiki Style Guide](http://iwiki.pentaho.com/display/DOC/Style+Guides+and+Standards) page.

A decision on implementing site-wide corrections and changes to previous versions of the documentation will be made by the documentation manager, and the necessary Jira case generated.

# References

The following style books or publications are references used by the documentation team:

* Microsoft®Manual of Style for Technical Publications, Fourth Ed., Microsoft Press, 2012 (ISBN 0-7356-4871-9)
* Hitachi Global Style and Standards, <https://pentaho.box.com/s/6uw83ksd5h09bgrrjx32i8kxj64neovb>
* BBC Mobile Accessibility Guidelines, <http://www.bbc.co.uk/guidelines/futuremedia/accessibility/mobile>
* The Chicago Manual of Style, Sixteenth Ed., University of Chicago Press Staff, 2010, <http://www.chicagomanualofstyle.org/home.html>
* Yahoo Style Guide, <http://styleguide.yahoo.com/>
* iPad User Guide, <https://help.apple.com/ipad/10/> and [https://pentaho.box.com/files#/files/0/f/357540577/AuthoringAndPublishing](https://pentaho.box.com/files" \l "/files/0/f/357540577/AuthoringAndPublishing)
* Special Characters List, <https://pentaho.box.com/files#/files/0/f/357540577/AuthoringAndPublishing>