

## Industry Canada Style Guide for Writers and Editors (1997, 2002)

[https://publications.gc.ca/collections/collection\\_2021/isde-ised/C23-128-1997-eng.pdf](https://publications.gc.ca/collections/collection_2021/isde-ised/C23-128-1997-eng.pdf) (1<sup>st</sup> ed., 1997)

<https://publications.gc.ca/collections/Collection/C2-469-2002E.pdf> (2<sup>nd</sup> ed., 2002)

### Scope

The *Industry Canada Style for Writers and Editors* (1997, 2002) was a manual intended to address writing concerns particular to publications of the former Industry Canada department, now known as Innovation, Science and Economic Development (ISED). This “quick style and usage reference for busy people” provided brief answers to issues Industry Canada’s staff would have commonly encountered while preparing departmental publications, including appropriate punctuation, bilingual requirements, naming conventions for government agencies, and more.

Much of the manual summarized rules and best practices found in other reference works, and only some content seemed uniquely relevant to Industry Canada, like the subsection on the proper wording of certain legal notices. For concerns not addressed in the manual, like Canadian spelling or compliance with the Federal Identity Program, readers were advised which sources they should consult instead. Since the department’s restructuring in 2015, this manual has been superseded by the web-oriented *Canada.ca Design System*, which satisfies ISED’s current needs.

### Presentation

Since the former manual is now a legacy document, it is available nowadays only as a PDF download from the Government of Canada’s online catalogue. The PDF of the first edition is a scan of the original printed document, which looked like a college textbook and had no illustrations; the second edition, which condensed and updated the manual for the Internet age, has always been a fully tagged PDF. In either case, the manual was laid out in short sections and subsections featuring instructions and indented text boxes with examples.

### Tone

The manual’s tone was direct, impersonal, and official, as if from the perspective of Industry Canada itself. It is a little dry due to the absence of visual aids other than text boxes and some tables but the instructions were succinct enough that this would not have posed a problem.

### Summary

Industry Canada’s writers—especially new hires—must have found value in having this manual at hand, but it did not offer them much that was not already available in other sources, so it is understandable that it would become obsolete as:

- a) the Internet made it increasingly easy to consult these other sources;
- b) the Government of Canada centralized style guidelines; and,
- c) the majority of ISED’s written content moved from print to the web.