**CHAPTER 200 – GENERAL MANAGEMENT**

**110** **TIGTA’s Writing and Style Guide**

110.1 Purpose.

The TIGTA Writing and Style Guide (“the Guide”) provides in-depth guidance with respect to TIGTA’s specific writing conventions and preferences. The Guide is used by all TIGTA functions as a resource when drafting any type of document for internal or external use.

110.2 Applicability.

The Guide is applicable to all TIGTA functions, nationwide.

110.3 Background.

The Guide was created over the course of one year through a collaborative process with representatives from all functions within TIGTA. The Guide is primarily based on sources, such as the Associated Press Stylebook and the Government Printing Office Style Manual, and it sets forth the specific writing conventions preferred by the Office of the Inspector General.

110.4 Updates to the Guide.

The Guide will be updated by the Office of Communications on an annual basis. This update will generally occur in the calendar month of January.

110.5 Accessing the Guide.

The Guide is available online on TIGTA’s intranet. To access the Guide, click on the [Communications tab](http://spteam.tigtanet.gov/tigta_ig/CommOff/Shared%20Documents/TIGTA%20Writing%20and%20Style%20Guide.docx) at the top of the home page. The Guide will be located on the left navigational pane.

110.6 Questions About the Guide.

All questions about the Guide should be referred to the Office of Communications. You may submit your query via e-mail at [TIGTACommunications@tigta.treas.gov](mailto:TIGTACommunications@tigta.treas.gov). The Office of Communications will respond to any questions, as appropriate.