

## Selected published style manuals

This table includes 12 style manuals. Bette Frick and Betsy Frick use some in their practices, and several others were recommended by experienced colleagues. Many of these books now have an online or CD version, as noted. Some may also be available on Amazon's Kindle or as Google Books, which we have not researched.

Complete publication facts	History and purpose	Recommended use today	Availability in online and CD formats
<p><b>The ACS Style Guide:</b> Effective Communication of Scientific Information, 3rd edition, 2006. American Chemical Society and Oxford University Press ISBN: 978-0-8412-3999-9 List price: \$59.50</p>	<p>First edition, 1986. Subtitle: "a manual for authors and editors" expressed expansion of earlier <i>Handbook for Authors</i> from guidelines for ACS publications to practices desirable in scientific literature in general.</p>	<p>"...to communicate accurate information in a clear, unambiguous manner, coupled with ethical behavior of all participants." <i>--Preface to 3rd ed.</i></p> <p>Includes guidelines for electronic manuscript submissions, publishing online, international scientific publishing.</p> <p>New chapter on ethics in scientific publishing.</p> <p><b>Best for</b> contributors to ACS journals, chemical industry professionals, and those in other sciences, engineering, and medicine who write for publication.</p>	<p>Order the book at <a href="http://www.acs.org">www.acs.org</a> <a href="http://www.oup.com">www.oup.com</a> <a href="http://www.amazon.com">www.amazon.com</a> and other sites. No online version or CD available.</p>
<p><b>AMA Manual of Style:</b> A Guide for Authors and Editors, 10th edition, 2007. Oxford University Press ISBN: 978-0-1951-7633-9 List price: \$59.95</p>	<p>First edition, mid-1960s, "...when the then-editors of JAMA assembled and codified their collection knowledge and experience..." <i>--Foreword, v</i></p>	<p>"Everything medical and scientific researchers, writers, and editors need to produce well-organized, clear, readable, and authoritative manuscripts." <i>-- Publisher's announcement</i></p> <p><b>Best for</b> authors with intent to publish in medical and scientific journals.</p>	<p>Online edition by annual subscription at <a href="http://www.amamanualofstyle.com">www.amamanualofstyle.com</a> Abstracts and keywords for chapters available free online. No CD available.</p>

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<p><b>APA: Publication Manual of the American Psychological Association</b>, 6<sup>th</sup> edition, July 2009            American Psychological Association            ISBN: 987-1433805615            List price: \$28.95</p>	<p>First edition, 1929, a 7-page set of style rules for scholarly publishing in the field of psychology.            Subsequent editions grew to become “an authoritative source on all aspects of scholarly writing...”  <i>--Introduction to 6th ed.</i></p>	<p>Includes updates for computer and online technology, especially in the writing and publishing process.            Most APA publishing specifics are on the website, not in the book.  <b>Best for</b> writers of scholarly manuscripts for publication in psychology and other behavioral and social sciences, including nursing.</p>	<p>Access many free supporting materials and order copies at <b>www.apastyle.org</b>.            No CD available.</p>
<p><b>Associated Press Stylebook and Briefing on Media Law</b>, 44th edition, 2009.            Basic Books            ISBN: 978-0-917360-53-4            List price: \$18.95</p>	<p>First edition, 1952. “It was a booklet of 60 pages, ‘distilled from a thousand suggestions and ideas, a stack of newspapers and a big dictionary’...The slim, stapled booklet was called the ‘most definitive and inclusive work every undertaken by a group of newspapers.’”  <i>--Foreword, vii</i>            Known as “the journalist’s bible.”            Updated annually.</p>	<p>AP’s own description calls it the “gold standard of news writing.” The cover states, “The industry’s best-selling reference for 30 years, essential for journalists, students, editors and writers in all professions.”  <b>Best for</b> journalists and, by extension, marketing and sales writers and those who work in related industries</p>	<p>Order directly at <b>www.apstylebook.com</b>, <b>amazon.com</b>, or in bookstores.            Online version and other resources available by \$25.00 annual subscription.            Not available as a CD.</p>
<p><b>Scientific Style and Format</b>, the CSE Manual for Authors, Editors, and Publishers, 7th edition, 2006.            Council of Science Editors            ISBN 0-9779665-0-X            List price: \$59.95</p>	<p>First edition, 1960. “The first 5 editions included content on writing and submitting papers for journal publication, along with guidance on publication style and format.            Recommendations on scientific style were limited mainly to the microbial, plant, zoological, and medical sciences.”  <i>--Preface, ix</i></p>	<p>Starting with the sixth edition published in 1994, “the scope was broadened to generally encompass all scientific disciplines....The current edition of the manual maintains this broadened scope, covering a wide variety of disciplines in experimental and observation science, with emphasis on the physical and life sciences.”  <i>--Preface, ix</i></p>	<p>Order directly at <b>www.councilscienceeditors.org</b> or at <b>amazon.com</b>.            Not available online or as a CD.</p>

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<p><b>The Chicago Manual of Style:</b> The Essential Guide for Writers, Editors, and Publishers, 15<sup>th</sup> edition, 2003. University of Chicago Press ISBN: 978-0226104034 List price: \$55.00</p>	<p>First edition 1906, as a compilation of typographical rules for books from the largest academic press in the U.S. New edition about every 10 years. "Consistency in support of clarity."</p>	<p>Includes electronic publishing, citations and editing for online. Updated grammar, punctuation, and usage guidelines. Does not include document samples such as reports and letters. <b>Best for</b> authors of scholarly works.</p>	<p>Find it at <b>chicagomanualofstyle.org</b> Some free content. \$30/year for subscription of full text online. No CD available.</p>
<p><b>The Elements of Style</b>, 4th edition, 2000. Allyn &amp; Bacon ISBN: 978-1599869339 List price: \$7.99</p>	<p>William Strunk, Jr., first used his own self-published book in 1919 for his English 8 course at Cornell Univ. E.B. White was a student in the class. The classic style guide, also known as <b>Strunk and White</b>, the authors' last names. First edition 1959, revised and edited by E.B. White at Macmillan Publishing Co. "... aims to give in brief space the principal requirements of plain English style." <i>-p. 5, first edition</i></p>	<p>About 100 pages of the best writing advice any writer will ever need. "A masterpiece in the art of clear and concise writing, and an exemplar of the principles it explains." <i>--Amazon.com Review</i> <b>Best for</b> everyone who writes anything in American English.</p>	<p>Find it at <b>amazon.com</b>. No online version. No CD.</p>
<p><b>Franklin Covey Style Guide</b> for Business and Technical Communication, 3rd edition, 1999. Franklin Covey Publishers ISBN: 978-1883219826 List price: \$49.95</p>	<p>Includes numerous other topics including Grammar, Charts, Graphics, Resumes; is keyed thematically to Stephen R. Covey's <i>The Seven Habits of Highly Effective People</i>. It also includes a CD. <i>(Thanks to Leonard Steiner of the Huntsville AL STC chapter.)</i></p>	<p><b>Best for</b> business professionals.</p>	<p>Order the 3rd edition book and CD at bookstores and online at <b>www.amazon.com</b> and other sites. Order the 4th edition at <b>www.franklincoveystore.com</b></p>

Complete publication facts	History and purpose	Recommended use today	Availability in online and CD formats
<p><b>The Gregg Reference Manual:</b> A Manual of Style, Grammar, Usage, and Formatting, 10th edition, 2005. McGraw-Hill ISBN: 978-0-07-293653-7 List price: \$61.67</p>	<p>John Robert Gregg invented shorthand in about 1888 and started the Gregg Publishing Company in 1893, developing high-quality resources for academic programs in business education.</p> <p>In 1948, McGraw-Hill acquired the company and retains the Gregg name while broadening the scope and purpose of the Reference Manual.</p> <p>Through the 4th edition, the book was called <i>Reference Manual for Stenographers and Typists</i>. The name changed to the Gregg Reference Manual with 1977's 5th edition, reflecting the new computer age, in which most secretarial positions declined, and working professionals needed a guide for themselves.</p> <p>William Sabin, author and former publisher of business books at McGraw-Hill, handled the Reference Manual since the fourth edition in 1970. He passed away in 2009 while working on the 11th edition.</p>	<p>"The business writer's survival manual." --10th ed. Back cover</p> <p><b>Best for</b> "professionals in all fields who are looking for authoritative guidance on matters of style, grammar, usage, and formatting." --10th ed. Page v.</p>	<p>Yearly subscription to view online or download at <a href="http://www.gregg.com">www.gregg.com</a> Also: two sets of worksheets, an instructor's resource manual, and a trainer's resource manual No CD available.</p>
<p><b>Microsoft Manual of Style</b> for Technical Publications, 3rd edition, 2004. Microsoft Press ISBN: 978-0-7356-1746-9 List price: \$29.99</p>	<p>First edition, 1995, with the purpose of defining standards and best practices for technical writers, editors, and content managers who work with Microsoft technologies.</p> <p>Each edition compiled by the Microsoft Corporation Editorial Style Board.</p>	<p>Same overall purpose as first edition, but updated and reorganized to coordinate with advances in software technology and terminology.</p> <p><b>Best for</b> Microsoft employees and others in the computer industry.</p>	<p>Comes with a companion CD that includes the book and other resources. Not available online. Find at <a href="http://amazon.com">amazon.com</a>.</p>

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<p><b>MLA Handbook</b> for Writers of Research Papers, 7th edition, 2009            Modern Language Association of America            ISBN: 9781603290241            List price: \$22.00</p>	<p>Originally a “style sheet” published in 1951 in <i>PMLA</i>, the journal of the Modern Language Association, a professional organization of teachers and scholars started in 1883.            First book edition published in 1977, with the subtitle: For Writers of Research Papers, Theses, and Dissertations.</p>	<p>Includes electronic searches, citing electronic sources, and other guidelines for writing in today’s online environment.  <i>Newsweek</i> magazine calls it “the style bible for most college students.”  <b>Best for</b> high school and college students who need to write research papers.</p>	<p>Buy the book and get the online version at no extra cost at <b>mlahandbook.org</b>            No CD available.</p>
<p><b>United States Government Printing Office Style Manual:</b>            An Official Guide to the Form and Style of Federal Government Printing, 2008, no edition number.            Issued by the Public Printer            ISBN: 978-0160818110            List price: \$41.00</p>	<p>First edition, 1894, described rules for writing, editing, and printing of the time. Subsequent editions evolved appropriate to the technology available.            The style manual applies to government-published books, pamphlets, scientific and technical reports, journals, magazines, and periodicals.</p>	<p>Also called the <b>GPO Style Manual</b>, its purpose has always been “to achieve uniform word and type treatment and economy of word use in the form and style of Government printing.”  <i>--Product description, gpo.gov</i>  <b>Best for</b> those who write and edit government documents that will be published.</p>	<p>Buy directly from the Government Bookstore at <b>http://bookstore.gpo.gov</b> and from <b>amazon.com</b>.            Also available in paperback and CD versions.</p>

**Acknowledgements:**

Betsy Frick  
 Plain Language Solutions  
[bfrick1@charter.net](mailto:bfrick1@charter.net)

Bette Frick  
 The Text Doctor®  
[efrick@textdoctor.com](mailto:efrick@textdoctor.com)