

*STYLE GUIDELINES FOR TECHNICAL PAPERS
(FOR CLIENTS)*

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INTRODUCTION

Technical writing involves the documentation process in various professional fields in terms of the dissemination of information to a specified audience. Primarily, the aim is to develop technical documents concerning electrical, electronics, and telecommunication fields.

The following are some of the technical documents I generate:

- a) Project proposals.*
- b) Case-study reports.*
- c) Academic-based technical reports.*
- d) Work-based technical reports.*
- e) Blue-papers.*
- f) White-papers.*
- g) Yellow papers.*
- h) Research papers.*
- i) Engineering journals.*

**Kindly note the details of each technical document above is in the project details document.*

1. ACTIVE VOICE

All technical documents adopt the active voice as the dominant style for simplicity purposes. This technique also minimizes the word count while maintaining the sentences' clarity. Passive voice is also permissible in some cases where the active voice may alter the intended message, e.g., in describing the roles and responsibilities of a professional, order of operations, etc.

2. CHOICE OF WORDS

In all technical writing, the choice of words is accurate and selective. It improves the clarity of words by eliminating vagueness and wordiness (use of many words). Also, the use of negative words, e.g., not, is avoided for better sentence structure.

3. TASK-BASED APPROACH

Due to the aim of technical documents of disseminating vital technical information, it adopts this approach. Basically, with this approach, the writing of technical documents revolves around a central idea (mainly the topic).

4. LANGUAGE

Generally, plain language is used for better text understanding in all the technical documents. It is through the use of simple and few words in the sentences' structure.

5. USE OF JARGON

For simplicity, Jargon is avoided in the sentence structure of the technical documents. Jargon is the use of complex technical terminology, which may not be easily understood by most people.

6. VISUAL DISPLAY

For better clarity in documents, pictures, graphs, and tables, etc. are included. Typically they aim to give the intended audience a better visual representation, especially in the methodology. However, their use primarily depends on the client's approval and recommendations.

7. FORMATTING

All documents adopt the Times new roman Font 12 and 1.15 line spacing.

8. WORD COUNT

A standard document contains at least 1500 words and up to 2500 words. However, the client can specify the minimum and maximum word count. For clarity in the technical document, each paragraph contains at least four full sentences or a minimum of 100 words and a maximum of 150 words.

9. GRAMMAR AND PLAGIARISM

All writing should be free of grammatical errors and spelling mistakes. Grammarly software and the add-in is used for checking grammatical errors.

10. PROOFREADING

Upon the completion of the technical documents, they are proofread to ascertain there are no errors in it. Primarily the aim to ensure that the intended audience can easily navigate/read through the document.

FINAL TAKE

Thank you for reading this document, I look forward to working with you

Regards, Electronics Dr

Electronics Dr