

L&I Style Guide updated for easy reference

Thursday, July 19, 2012

Do you write for L&I daily, monthly — or just once a year? No matter how often you write as part of your official duties, your words must count. They are your brand. Don't let punctuation, grammar and terminology keep you from expressing yourself in the best way possible. Use the [L&I Style Guide](#).

The L&I Style Guide is our "house" style guide. It is our set of standards for writing and editing L&I print and online publications. Additions and revisions to the Style Guide are made by the L&I Style Guide Committee. Recently, the committee approved more than 2 dozen revisions and new guidelines that will help you in your efforts to write effective and consistent L&I documents, forms and publications.

The guide exists to serve as a resource for L&I writers of any stripe. Our goal was to clarify real writing and editing situations that come up in our Web, intranet, print and other electronic documents, forms and publications.

Ultimately, we want our communications to be more clear, consistent and professional. The L&I Style Guide is the foundation that keeps us all on the same page.

Please be sure to check out the L&I Style Guide soon and refer to it often during your writing and editing duties. Note that new and updated guidelines are clearly marked for quick reference.

If you have questions or would like to submit topics for consideration in the L&I Style Guide, please feel free to do so. Contact the L&I Style Guide Committee using the [request page](#) or email the [Inside L&I Webmaster](#).
