

# **Editorial Style Guide for Cascadia Community College (Contents)**

Words, Symbols, Abbreviations, and Acronyms

Numbers

Dates and Time

Capitalization

Punctuation

Italics, Boldface, and Underlining

Headings

Lists

Grammatical Guidelines

How to Write Links

Standard Wording for Frequently Used Links and Instructions

How to Write Alt Text for Photos and Other Images

Special Characters

Three Rules for Writing Webpages

1. Make It Short and Simple
2. Put the Most Important Information First
3. Be Polite and Straightforward