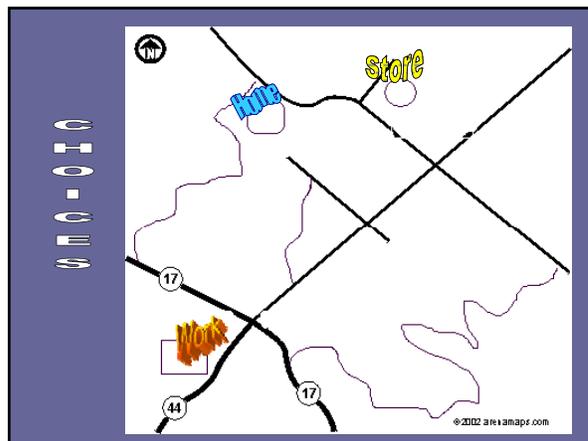


A Reference Toolbox

Your Guide to Style Manuals and Reference Works



Writing Situation

Poll 1: You are writing a letter to a local organization denying their request for a refuge activity. How do you close?

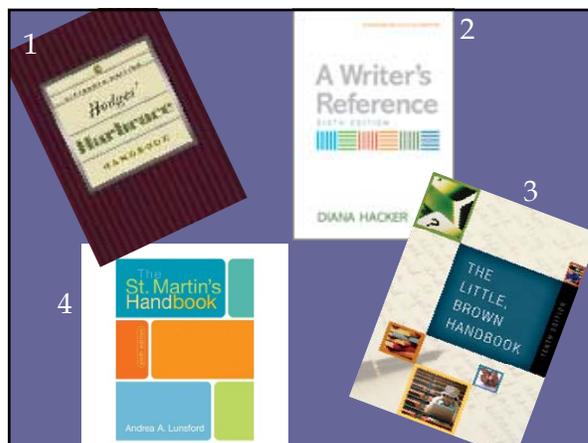
- A. Very truly yours
- B. Sincerely
- C. Regards
- D. Warmly

Writing Situation

Poll 2: Does the following sentence require a comma?

- A. Yes
- B. No

The Service prefers not to make decisions without adequate research and we have not had sufficient time to conduct testing according to the latest scientific standards.



Definition of Style

Writing choices that we make based on experience, taste, and the writer's triangle.

Grammar Rules



Encoded in the
Brain

Common Style Manuals

- MLA
- CBE
- Chicago (Turabian)

GPO