

**University of Arkansas at Little Rock**  
Rhetoric 5/4304 Technical Style and Editing  
**MEMORANDUM**

October 31, 2002

**TO:** Professor: Cindy Nahrwold  
**FROM:** Linda Hooten  
Kasey Sexton  
Shirhonda Thorn  
Hoyt Wallis  
**SUBJECT:** In-House Style Manual/Cover Piece

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In response to your request for an in-house style manual, we are pleased to submit the following proposal.

Our group has chosen to write an in-house style manual for the Arkansas Game & Fish Commission (AGFC). The manual will be written specifically for the Commission's administrative office.

### **User Analysis**

The users of the manual will be the AGFC administrative office employees, including the Director of AGFC.

### **Editing Goals**

The administrative office has pre-existing rules that cover grammar, spelling, punctuation, and style. These rules are governed by the Director of AGFC. He edits all documents that come in and go out of the administrative office.

Our manual will demonstrate the correct rules already established by the Director. The goal of the manual is to demonstrate the rules that the Director uses day-to-day.

Our group has set aside certain responsibilities to carry out during the production of the manual. The rules are listed below.

- Establish a set of grammar, spelling, punctuation, and style rules with the rest of the group in order to cover anything without pre-existing rules.
- Make sure that the group rules do not ignore or violate the pre-existing rules.
- Check for consistency in Director's documents and translate those consistencies into the manual.

- Check for consistency within our manual.
- Meet with team members to review the manual before, during, and after the editing process.

### **Organizational Plan for Manual**

The in-house style manual will consist of the normal preliminary pages as well as sections that will give the user clear guidelines regarding the principles of style that are unique to the AGFC.

- **Preliminary pages**
  - Cover
  - Title Page
  - Copyright Page
  - List of Contributors
  - Table of Contents
  - Preface
- **Body**
  - Blank Pages
  - Running Heads
  - Sections; Subsections
    - Graphic Design for Specific Documents (i.e. spacing, titles, headings, paragraphs, bulleted lists, font, etc.)
    - Capitalization
    - Abbreviations
    - Numbers
    - Punctuation
    - Spelling
    - Acronyms
    - AGFC terms
- **Back matter**
  - References
  - Glossary

### **Management Plan/Work Schedule**

Our group anticipates meeting every Tuesday from October 22 to November 19. We will also meet on Thursday, November 14. Each meeting will last at least one hour. After an editor has edited our typed draft of the manual, we will meet again on Tuesday, November 26 and once more on Tuesday, December 3 to discuss changes that should be made to the final draft.

In order to keep our meetings formal and organized, an agenda for topics of discussion will be produced and presented to each group member before every meeting.

