

HOW TO WRITE A STYLEBOOK

IN 10 EASY STEPS

1. Start with the AP book
2. If you're updating an existing book, delete what's outdated
3. Consult your colleagues, especially copy editors and the ombudsman
4. Look at the corrections published over the last few years
5. Talk to outsiders who have special knowledge or appear frequently in the news
 - Minority groups
 - Public officials
 - Business leaders
 - College professors
 - Librarians
6. Form in-house committees to address specific questions
7. Compile a small library of reference books, and use them
 - Dictionaries (several of them)
 - Language books
 - An atlas
 - Almanacs
8. Be able to defend every item in the book
9. Brace yourself for lots of tedium in the research and writing
10. Be prepared for lots of grumbling and criticism