

E Source style guide and word list

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Welcome to the E Source <u>style guide</u> (PDF) and <u>word list</u> (PDF). We created these resources to help E Source employees write clear and consistent content across the E Source website.

If you're an E Source employee ...

Use the internal versions of these documents:

- <u>E Source style guide</u>
- E Source word list: A guide to terms, abbreviations, and hyphenation

We use the <u>Chicago Manual of Style</u> as our default style guide. We adapt certain rules to better suit E Source voice, which is how we've created the E Source style guide. And we use <u>Merriam-Webster</u> as our default dictionary, which is how we determine how to treat certain words and phrases in the E Source word list.

We invite you to use and adapt these resources as needed. All we ask is that you credit E Source. Although the E Source style guide and word list are freely available online, they haven't been written with public or external use in mind. Note that we've removed internal E Source hyperlinks from these versions.

Thanks to the <u>Mailchimp Content Style Guide</u> and the <u>University of Oxford Style Guide</u> for content and design inspiration.

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