



MISSING VOICES: BIOGRAPHY

STYLE GUIDE EXCERPT

*may not include the latest updates

WRITING GUIDELINES FOR BIOGRAPHY:

- Refer to the featured figure by last name after first mention of their full name in the Abstract and again in the body of the Biography.
- Include the year a publication/movie/work was released in parenthesis (or written into the sentence) with its first mentioned.
- Write out the full words associated with an acronym on first appearance, e.g. Pennsylvania (PA), then PA may used in following paragraphs.
- Highlight the featured figure’s connection to PA and current news/works.
- Tense Choice: Use present tense for living figures, past for the deceased; revise as necessary when updating a bio.
- Apply a hyperlink to any name of a figure who has a biography on the PA Center for the Book Cultural Heritage Maps.
- Apply a hyperlink to the title of a PA Center for the Book award given to the featured figure.
- Refrain from using underlines to emphasize text as they are used to represent hyperlinks.
- When drafting content in Word, use straight quotes only.
- Accuracy over Time: Write/revise to ensure content remains accurate over time:
 - Use phrases such as, “At the time of this writing...” or “As of this writing...” or “As of now” (instead of “Currently...”)
 - Remove mention of an author’s “latest” or “new” book, and just refer to it by title.
 - Revise “The author of three novels...” to “The author of multiple novels...”