

## ANNEX C

### Dictionaries and references

The OECD recommends consulting the most recent editions of the **Concise Oxford Dictionary** (COD) and the **Oxford Style Manual** for British English publications for details not covered here.

You may also find the online resources and latest editions of the following works useful, as supplements to the *OECD Style Guide*. Where discrepancies between an external guide and our house style guide exist, always choose the OECD practice and be in touch with your PAC editor as needed.

#### Some online resources for writers and editors

##### *Dictionaries and word references:*

- [www.yourdictionary.com](http://www.yourdictionary.com): A collection of online dictionaries, one of the oldest and best sites for language links in English and a host of other languages.
- [www.dictionary.reference.com](http://www.dictionary.reference.com): This resource also provides language links, including one to FOLDOC, the Free *Online Dictionary of Computing* developed at Imperial College, London.

**NOTE** > The versions of *The Elements of Style* and *Fowler* provided here are the first editions, now outdated.

##### *Grammar resources:*

- The University of Chicago Writing Program's grammar resources: <http://writing-program.uchicago.edu/resources/grammar.htm>.
- The *Guide to Grammar and Writing* is sponsored by the Capital Community College Foundation, a non-profit organisation that supports scholarships, faculty development, and curriculum innovation: <http://grammar.ccc.commnet.edu/grammar/>.

### Avoiding jargon:

- Plain English Campaign has been helping many official organisations by ensuring their public information is as plain as possible: [www.plainenglish.co.uk/](http://www.plainenglish.co.uk/).
- Plain Language Association International is a non-profit association promoting clear communication in any language: [www.plainlanguagenetwork.org/](http://www.plainlanguagenetwork.org/).
- Plain Language Action and Information Network is a group of federal employees promoting effective communication in government writing: [www.plainlanguage.gov/whatisPL/index.cfm](http://www.plainlanguage.gov/whatisPL/index.cfm).

### Style guides:

- Fowler's *The King's English*, later called "Modern English Usage", is particularly useful with regard to grammar.
- Strunk's *Elements of Style* (1918 edition), it is still a valuable tool and it is also the only one in public domain.

**See also :** The Chicago Manual of Style's Q&A blog.

## Useful publications

### Tips on writing and style:

- Flower, L. (1993), *Problem-Solving Strategies for Writing*, 4th Edition, International Thomson Publishing, Stamford CO.
- Hart, H. (1999), *Hart's Rules for Compositors and Readers*, 39th Edition, Oxford University Press, Oxford.
- Minto, B. (1978), *The Pyramid Principle: Logic in Writing*, Rev. 2nd Edition, Minto International, Harlow.
- O'Conner, P. (2000), *Words Fail Me: What Everyone Who Writes Should Know about Writing*, Harvest Books, New York.
- Strunk, W. (2008), *The Elements of Style*, 50th anniversary edition, Longman, London.
- The Economist (2001), *The Economist Style Guide*, Profile Books Limited, London.
- Zinsser, W. (2001), *On Writing Well, 25th Anniversary: The Classic Guide to Writing Nonfiction*, HarperResource, New York.

**See also:** [www.economist.com/styleguide/introduction](http://www.economist.com/styleguide/introduction).

### Tips on grammar:

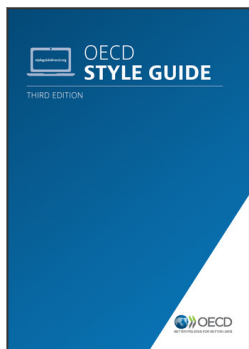
- Fogarty, M. (2008), *Grammar Girl's Quick and Dirty Tips for Better Writing*, Holt, New York.  
*See also:* <http://grammar.quickanddirtytips.com>.
- Gordon, K. (1993), *The Deluxe Transitive Vampire: A Handbook of Grammar for the Innocent, the Ultimate Handbook for the Innocent, the Eager and the Doomed*, Pantheon Books, New York.
- Hale, C. (2001), *Sin and Syntax*, Broadway Books, New York.
- O'Conner, P. (1998), *Woe is I*, Riverhead Books, New York.

### Tips on punctuation:

- Gordon, K. (1993), *The New Well Tempered Sentence: A Punctuation Handbook for the Innocent, the Eager, and the Doomed*, Revised Edition, Houghton Mifflin Harcourt Co., Boston.
- Trask, R.L. (1999), *Penguin Guide to Punctuation*, Penguin, London.
- Truss, L. (2006), *Eats, Shoots & Leaves: The Zero Tolerance Approach to Punctuation*, Gotham, New York.

### Tips on using graphs and on scientific and engineering writing:

- Berger, R. (2014), *A Scientific Approach to Writing for Engineers and Scientists*, IEEE PCS Professional Engineering Communication, Wiley, Hoboken NJ.
- Rathbone, R. (1985), *Communicating Technical Information: A New Guide to Current Uses and Abuses in Scientific and Engineering Writing*, 2nd Edition, Pearson Addison-Wesley, Boston.
- White, J. (1984), *Using Charts and Graphs: One Thousand Ideas for Getting Attention. Using Charts and Graphs*, Greenwood Publishing Group, Westport CT.



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