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accurate Based on studies news reports and style guides as well as interviews with more than 50 journalists and experts it offers the best most up to date advice on writing about underrepresented and often misrepresented groups Addressing such thorny questions as whether the words Black and White should be capitalized when referring to race and which pronouns to use for people who don t identify as male or female the book helps readers navigate the minefield of names terms labels and colloquialisms that come with living in a diverse society The Diversity Style Guide comes in two parts Part One offers enlightening chapters on Why is Diversity So Important Implicit Bias Black Americans Native People Hispanics and Latinos Asian Americans and Pacific Islanders Arab Americans and Muslim Americans Immigrants and Immigration Gender Identity and Sexual Orientation People with Disabilities Gender Equality in the News Media Mental Illness Substance Abuse and Suicide and Diversity and Inclusion in a Changing Industry Part Two includes Diversity and Inclusion Activities and an A Z Guide with more than 500 terms This guide Helps journalists journalism students and other media writers better understand the context behind hot button words so they can report with confidence and sensitivity Explores the subtle and not so subtle ways that certain words can alienate a source or infuriate a reader Provides writers with an understanding that diversity in journalism is about accuracy and truth not political correctness Brings together guidance from more than 20 organizations and style guides into a single handy reference book The Diversity Style Guide is first and foremost a guide for journalists but it is also an important resource for journalism and writing instructors as well as other media professionals In addition it will appeal to those in other fields looking to make informed choices in their word usage and their personal interactions

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relatable examples The Conscious Style Guide invites us to challenge binary thinking embrace flexibility and creativity and explore truly effective communication in all aspects of our lives Tools for Working with Guidelines Jean Vanderdonckt, Christelle Farenc, 2012-12-06 This volume contains the papers presented at the International Workshop on Tools for Working with Guidelines TFWWG 2000 held in Biarritz France in October 2000 It is the final outcome of the International Special Interest Group on Tools for Working with Guidelines Human computer interaction guidelines have been recognized as a uniquely relevant source for improving the usability of user interfaces for interactive systems. The range of interactive techniques exploited by these interactive systems is rapidly expanding to include multimodal user interfaces virtual reality systems highly interactive web based applications and three dimensional user interfaces Therefore the scope of quidelines sources is rapidly expanding as well and so are the tools that should support users who employ quidelines to ensure some form of usability Tools For Working With Guidelines TFWWG covers not only software tools that designers developers and human factors experts can use to manage multiple types of guidelines but also looks at techniques addressing organizational sociological and technological issues **Penguin Writers' Guides: Writing for Business** Chris Shevlin, 2005-06-30 The Penguin Writers Guides series provides authoritative succinct and easy to follow guidance on specific aspects of written English Whether you need to brush up your skills or get to grips with something for the first time these invaluable Guides will help you find the best way to get your message across clearly and effectively Business demands many different types of writing skills from creating proposals and presentations to compiling reports and briefings This one stop no nonsense guide shows you how to improve your writing at work including how to discover your strengths and weaknesses how to identify your audience how to develop your argument and keep information flowing while avoiding overused jargon It shows how to make the most of the language you use and make your writing effective and influential Personalization Paradox Val Swisher, Regina Lynn Preciado, 2021-03-08 According to Infosys 86% of consumers surveyed indicated that personalized content has some impact on what they purchase and 25% said that personalization plays a large role in their purchases And yet looking at the data two things stand out Most companies say that personalizing the customer experience is a critical must have and they have the statistics to back it up Very few companies believe they are delivering enough personalized content or deliver it well What's holding these companies back from their personalization goals And how can you avoid the pitfalls and make personalization possible with your own enterprise content In this book global content strategy expert Val Swisher and senior content strategist Regina Lynn Preciado show you exactly what it takes to deliver personalized experiences at scale You ll learn Why personalized content is imperative to the enterprise Why so many companies fail to deliver and how to avoid the pitfalls The five dimensions of content standardization How to bring people technology and process together The impact of big data and artificial intelligence The only way to deliver personalized content at scale is to automate the process at the point of delivery And for that to work you ve got to change how you do

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