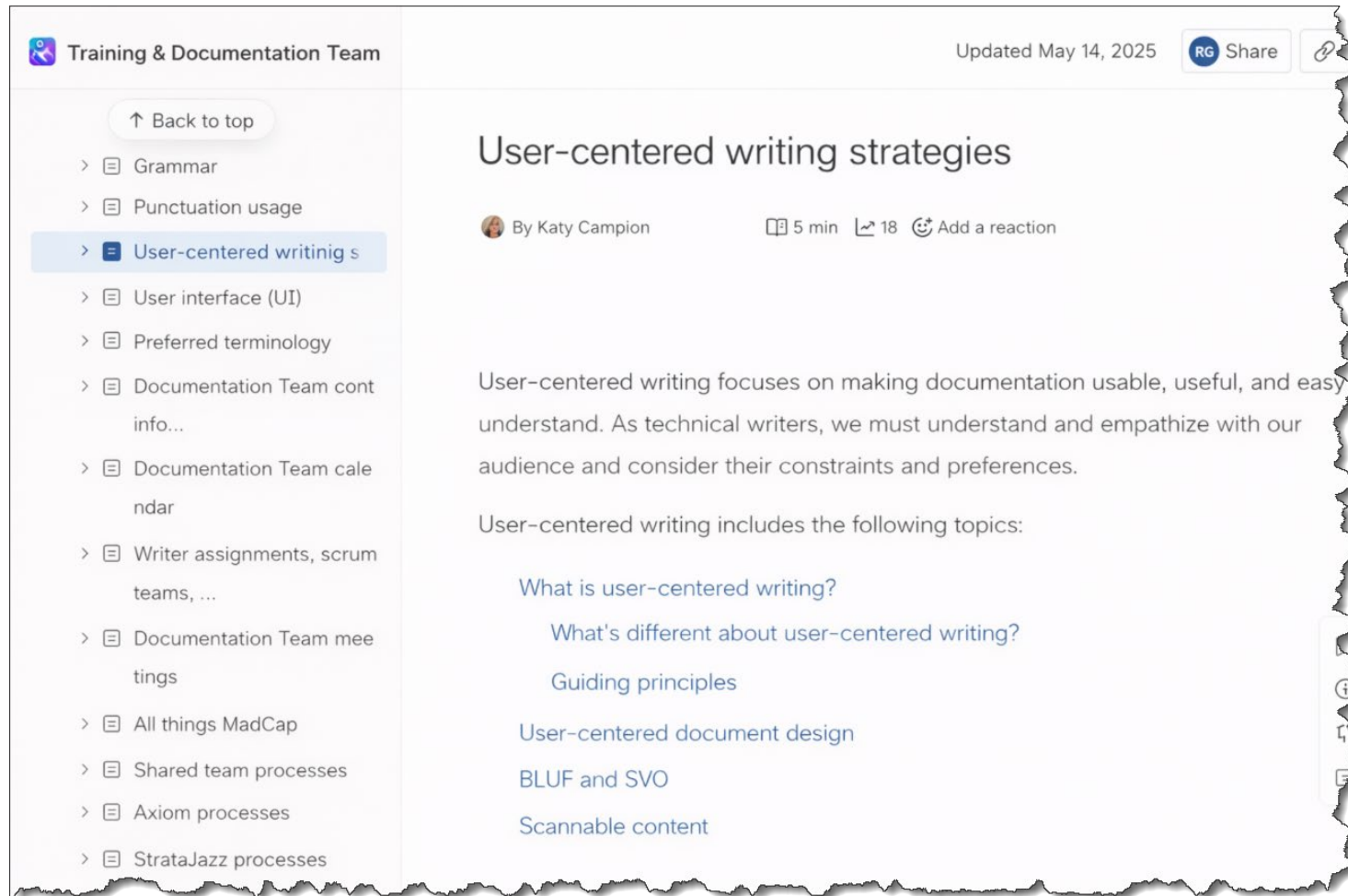


Confluence team site

The following screenshots illustrate the Confluence site I created for the Documentation team site following the merger of two legacy documentation teams. The site was our “source of truth” resource for team processes, blended style guidelines, workflows, and governance.



The screenshot shows a Microsoft Teams chat window. On the left is a navigation pane with a sidebar for 'Apps' and 'Content'. The 'Content' section is expanded to show a list of folders, with '*Strata Style Guide*' selected. The main chat area displays a document card for '*Strata Style Guide*' by Katy Campion, updated on August 04, 2025. The document content includes an 'Introduction' section and a 'Writing references' section with two bullet points.

Apps

Training & Documentation Team ...

Content + ...

Search by title

- > Customer Content Strategy
- > Training Team
- > Documentation Team
- ✓ ***Strata Style Guide***
- > General writing style
- > Grammar
- > Punctuation usage
- > Screen captures and GIFs
- > User-centered writing strategies
- > User interface (UI)
- > Preferred terminology
- > Documentation Team contact info...
- > Documentation Team calendar
- > Writer assignments
- > EPST processes

✕ ***Strata Style Guide*** Updated Aug 04, 2025 **RG** Edit

*** [REDACTED] Style Guide***

By Katy Campion 1 min 37 Add a reaction Edit Inherit

Introduction

Style guidelines provide general guidance, editorial standards, and best practices that support quality customer-facing documentation. They also provide a comprehensive list of preferred word conventions and usage that supports consistency across our deliverables and products.

This style guide reflects the go-forward strategy for all Strata content deliverables, including StrataJazz Axiom, EPSI, and Market Solutions.

Writing references

This collection of guidelines is based on well-established, industry-standard guidance, and writing and localization best practices from the following references:

- [Chicago Manual of Style](#) (for general usage)
- [Microsoft Style Guide](#) (for UI- and web-specific usage questions that are not covered by the Chicago Manual of Style).