

# PathAI Style Guide

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# Capitalization

PathAI uses title case capitalization for titles, headings, and subheadings in the documentation. Sentence case is used for everything else.

## Title Case

Title case is required for titles and subtitles. It is also used in referencing the product and service names, blogs, article titles in citations, books titles, titles of employees (Chief Financial Officer or Senior Pathologist), and similar situations.

Follow these rules when using title case:

- Always capitalize the first and last words of a title.
- Capitalize all nouns, verbs, adverbs, adjectives, and pronouns.
  - Verbs include: *is* and other forms of *to be*.
  - Adverbs include: *then*, *there*, and *too*.
  - Pronouns include: *this*, *that*, and *its*.For example:
  - About This Manual
  - Platform Error: System Is Too Busy
- Don't capitalize articles, conjunctions, and prepositions of four or fewer letters unless they are first or last in the title.
  - Articles include: *a*, *an*, and *the*.
  - Conjunctions include: *and*, *but*, *nor*, and *if*.
  - Prepositions of four or fewer letters include: *on*, *to*, *in*, *up*, *of*, and *for*.For example:
  - Viewing and Releasing Reports
  - Overview of CTLA Algorithm Results
  - Viewing Reports and Releasing Samples to the Sponsor
- Always capitalize the first letter in a hyphenated word and the first letter following the hyphen.  
For example:
  - Installing System-Wide Anti-Virus Software
  - Using Single Sign-On at Work

# Sentence Case

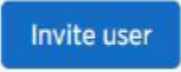
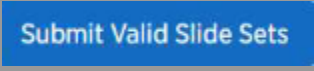
Most situations call for sentence case capitalization. Usually, the first words of a sentence or standalone phrase are capitalized.

The following rules apply to sentence case:

- Capitalize proper nouns.
- Use lowercase for everything else.
- Always capitalize the first word of a new sentence. If a sentence starts with a word that's supposed to be lowercase, change its wording.
  - Don't use internal capitalization unless it's part of a brand name.
- Don't use all uppercase for emphasis.

**Note:** When referencing user interface elements, always use the casing found in the element.

For example:

Element Referenced	Example
	Click the <b>Invite user</b> button in the upper right hand corner.
	When you're ready, click the <b>Submit Valid Slide Sets</b> button.

# Grammar

Aim to use simple grammar. A seventh grader should be able to understand your writing.

## Verb and Voice

Write in the present tense by default and use active voice whenever possible.

- Active voice describes a sentence where the subject performs the action.
  - For example: James fixed the bug.
- Passive voice happens when the subject receives an action. Writers avoid using passive voice because it sounds formal and less-action oriented.
  - For example: The bug was fixed by James.
- Avoid subjunctive mood in documentation.
  - Eliminate the words *would*, *should*, and *could*. Replace them with a word that describes a specific condition: *may*, *might*, *can*, *need to*, *recommend*, or *suggest*.

## Person

“Person” refers to the point of view represented by a statement and determines which pronoun to use.

- In general, use second-person pronouns such as *you* and *your*.
- Avoid using singular first-person pronouns I, me, and, and my, and plural first-person pronouns we and ours.
  - If the company wants to make a recommendation, use the company name, “PathAI recommends...”, and not “we recommend”.

## Prepositions

Prepositions are typically small common words that we use before nouns, pronouns, or noun phrases. “In”, “at”, “on”, “of”, and “to” are all prepositions. Limit prepositional phrases. Remove prepositional phrases (preposition + article + noun) from a sentence if the meaning of the sentence is clear without it.

For example:

<b>Incorrect</b>	The best outcome for this scenario would be FDA approval.
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<b>Correct</b>	The best outcome would be FDA approval.
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Below is another example of limiting prepositional phrases:

<b>Incorrect</b>	This allows users to get access to the repository.
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<b>Correct</b>	This allows users to access the repository.
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