

## Style Guide

The standards in this style guide apply to projects from **Marken Training**.

CATEGORY	COMMENTS
ACRONYMS	Please use DSSD Word Index as reference for looking up acronyms.
ADDRESSES	Do not localize addresses.
DATES & TIMES	Please use: MM/DD/YYYY  And the 12-hour format for times.  Example: 10/20/2025 8:30 AM  <i>Do not localize dates and times, follow the source file format.</i>
TARGET AUDIENCE	Internal use
TONE OF VOICE	A professional tone and business-like corporate style.