

Style guide decision log

Since the Chronologue tool and world is fake, you need to come up with a possible documentation scenario that can be used to create an example of your template in action. You'll use this decision log to write a proposal for your scenario and then send it to the Chronologue canon editorial team to get feedback on your proposal. They will make sure the documentation scenario makes sense for the Chronologue world and that it doesn't impact existing Chronologue projects. After getting their approval, you can move on to the next stage.

In the following sections, spend some time thinking about a scenario you want to propose.

Which template are we documenting and which template pack is it part of?

[{style-guide}](#) - {style guide}

Describe the considerations or other requirements that you need to consider in order to create an effective example of the template's content type

Purpose or goal	The purpose of the style guide is to ensure consistency in brand, voice, and clear language use across all documentation produced for the Chronologue Relay system.
Audience	Software engineers, product managers, QA engineers, and technical writers who create project documentation for end users
Must-have requirements	[based on the template] • A default style guide (Microsoft Style Guide) • A section outlining Chronologue Relay's brand identity • Guidelines for voice and tone and how to adapt them to different audiences (e.g., voice charts for different audiences and document types) • Guidelines for introducing terminology • A glossary • Guidelines on inclusive and bias-free language • A section on formatting text, headers and links to maintain brand consistency • Linter requirements (Vale) • Preferred spelling (U.S. English) • A point of contact for cases when a writer has further questions and suggest changes to the style guide

	• A schedule of when the style guide is updated (every six months)
Nice-to-have requirements	• General writing guidelines • Text formatting guidelines for brand identity (Friction log) • Revision history

Given these requirements, which Chronologue publication will your documentation scenario be for?

Options are:

- **The Chronologue API documentation** - The organization that runs the Chronologue telescope is OCTAVIA. It is inspired by NASA in our present day. OCTAVIA is the multi-national government-sponsored entity that developed, built, and launched the Chronologue telescope. OCTAVIA maintains the Chronologue telescope and they control access to it, but they expose all the data it collects to a publicly accessible API. This is called the Chronologue API.
- **The KronoPy open source documentation** - KronoPy is an open source community of Python developers from the scientific community who build libraries to extract information from the Chronologue API. Off stage, it is inspired by AstroPy.
- **The Chronologue Relay product documentation** - Zauis, Inc. is a company that creates commercial products based on the Chronologue API. Right now, their main product is the Chronologue Relay, which is a home console that can connect the Chronologue API to your home VR headset and view astronomical events in time. Zauis's current market includes hobbyists. Think of it as being similar to 3D printers today. 3D printers are somewhat affordable, but only enthusiasts currently buy them because of the high price point. Zauis also markets to STEM programs, museums, and educational institutions who can afford to buy the Chronologue Relay.
- **You can propose a different publication if these three don't make sense, but you might want to get prior approval if that's the case.**

What is your documentation plan?

{Describe in detail specifically what you plan to document in this scenario. You could possibly explain the goal of the document or the context for what you plan to document. Explain the content of the documentation from end-to-end. This is the main content of the proposal, so try to make this as thorough as possible to resolve any potential questions.}

Scenario

This decision log proposes the creation of a style guide for the Chronologue Relay product. The style guide will provide clear, consistent guidelines for writing documentation aimed at multiple

audiences, including hobbyists, educators, developers, and support teams. The initial scope will focus on user-facing (on-stage) technical content. The editorial team may expand the scope of the style guide over time to include marketing and community-contributed materials.

Chronologue Relay was chosen for this example because Zauis Inc. targets a diverse range of users. In its first iteration, the style guide will need to support different tones, content types, and levels of expertise, while maintaining a consistent brand voice.

Scope

This style guide supports internal writers, editors, and support teams who create user-facing content such as user manuals, troubleshooting guides, how-tos, tutorials, and quickstart guides. In its first iteration, it's intended for technical writers, software developers, and support engineers. In the future, the guide may expand to include marketing content, community-contributed articles, and additional audiences such as STEM educators and content marketers. **It does not cover UI design, internal source documentation, or developer notes.**

Preferred Style Guide

To ensure brand consistency and scientific credibility, the Chronologue Relay documentation should be clear and accessible to end users with general scientific knowledge. The default style guide is the **Microsoft Style Guide**, chosen for its focus on plain language, accessibility, and suitability for a global audience.

While the Microsoft Style Guide will serve as a foundation, the Chronologue Style Guide will provide guidelines unique to the Chronologue Relay's terminology, branding, and audience. Sections will include:

Preferred Terminology

This section will outline preferred terminology when writing about Chronologue Relay and guidelines to ensure consistent terminology for the documentation audiences.

Example:

Use clear, accurate language that reflects the product's functionality. Avoid overly technical, figurative, or sci-fi terms.

Terms that are too technical:

Avoid: "Initialize the environment." Use Instead: "Set up your workspace."

Avoid: "Parse the response." Use Instead: "Read the result."

Sci-Fi or figurative language:

Avoid: "Teleport to the past. Use instead: "View a past event in virtual reality."

Avoid: "Launch Chronologue Relay." Use instead: "Open the Chronologue Relay app."

Chronologue VR's brand identity This section outlines Chronologue Relay's brand identity to help writers maintain a consistent voice. The product offers a unique, publicly accessible experience that allows users to view astronomical events across time. Its brand voice is **high-tech**, **educational**, and **exploratory**, designed to inspire awe, wonder, and curiosity..

Voice And Tone. This section will include guidelines for maintaining a consistent voice and adapting tone for general and technical audiences. Examples:

For a **general audience** (hobbyists, educators, and museum administrators), maintain an enthusiastic tone that inspires wonder and awe about astronomical events. Example: "View history as if you were there. Journey back over two millennia and witness the birth of a star through the Chronologue Relay." Use simplified language and analogies to explain complex concepts. Example: "Imagine a wormhole as a shortcut through time and space that connects two points in the universe." Give step-by-step guidance. Example: "You can choose the time and place of the event—just go to the 'View Event' settings panel to get started."

For a **technical audience** (developers and STEM educators), use a concise tone that assumes expertise in their field and use relevant terminology. Example: "To view Halley's Comet as it appeared from ancient Rome in 12 BCE, input the observer's temporal and geospatial coordinates into the View Navigator under 'View Event'." Provide detailed documentation and references. Example: "Refer to data from the Jet Propulsion Laboratory (JPL) Horizons System to retrieve Halley's Comet coordinates for 12 BCE."

Glossary of Technical Terminology -This section includes a glossary of technical terms related to the Chronologue Relay, along with guidelines for how to introduce and define those terms in user-facing content.

Example: When introducing technical or scientific terms, spell out the full term in bold followed by the acronym in parentheses, if applicable. Provide a brief, plain-language definition immediately after first use. Link to the glossary for users who want a more detailed explanation.

" The **Chronologue Relay View Navigator (CRVN)** is a tool that allows you to choose where and when you want to view an astronomical event.. Think of it as a destination selector for your virtual journey through space and time. [Learn more in the glossary] " Avoid repeating definitions after introducing a term. For all subsequent mentions, link to the glossary entry rather than redefining the term in-text.

Preferred spelling, grammar, and formatting conventions (U.S. English)

General Writing Guidelines These writing principles apply broadly across all documentation types and audiences, not just to Chronologue Relay or Zauis products. They reflect commonly accepted writing standards, as outlined in [Write the Docs](#) and The Thinking Person's Guide to Writing in the 21st Century.

- Use plain language and short sentences (under 25 words)
- Write in active voice
- Avoid jargon, idioms, and filler language
- Be inclusive and respectful in language choice
- Anticipate reader needs and structure content for easy scanning

Text Formatting Guidelines - {PROPOSED NEW SECTION} This section proposes additional formatting guidelines specific to Chronologue Relay. This would be useful in supporting brand

identity and usability across documentation. Although The Good Docs Project Style Guide Template does not currently include a formatting section, this guide introduces one to address the needs of documentation aimed at diverse audiences **Examples of formatting that would be useful for Chronologue Relay:**

- Branded terms - bold on first mention only (e.g., Chronologue Relay)
- Headings- sentence-style capitalization
- Spacing and layout by document type – To support clarity and consistency, use distinct spacing conventions for different types of documentation. For example, tutorials may include extra spacing between steps to improve readability, while reference documentation should use more compact spacing and tighter indentation to aid quick scanning.

How the Style Guide is Updated

The editorial team will conduct a comprehensive review of the style guide every six months. They will also make minor changes as needed to keep up with new releases of Chronologue Relay. They will also collect feedback from writers and users for review. The changelog will record all style guide updates, and the editorial team will communicate these changes to documentation contributors. We will list a point of contact for **suggesting updates** to this style guide (e.g., styleguide@zauisinc.com)

Linter

To maintain consistency in tone, voice, and terminology, the [Vale linter](https://vale.sh) (<https://vale.sh>) will be configured to enforce both the Microsoft Style Guide and all Chronologue Relay–specific rules defined in this style guide.

What impacts (if any) will this documentation scenario have on the Chronologue canon?

This documentation scenario does not change the Chronologue canon. The goal is to ensure the clarity and professionalism of all user-facing content for Zauis, Inc. Chronologue Relay. Over time, it may be adopted for internal and community-created documentation as well.