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| --- | --- | --- | --- | --- | --- |
|  | **Reference** | **Concept** | **Principle** | **Process** | **Task** |
| **Definition** | Describes things the reader needs to know | Explains things the reader needs to understand | Advises the reader what they need to do or not do and when | Demonstrates to the reader how things work | Instructs the reader on how to do things |
| **Types of authoring models** | Sentences/phrases  Lists (ol, ul)  Tables  Diagrams  Part-description  Part-function | Sentences/phrases  Lists (ol, ul)  Tables  Illustrations | Sentences/phrases  Lists (ol, ul)  Tables  Decision tree  Graphic | Sentences/phrases  Stage ordered list  When/then condition tree  Graphic example | Sentences/phrases  Lists  If/then decision tree  Graphic example |
| **Titling best practices** | Describes the item and anything that differentiates it from other items | Use the plural form of the noun, if one exists. Don’t add additional words such as “About”, “What is”, or “Definition” | Identifies the principle and expresses the gravity of the principle. Formula= gravity + principle, or principle + gravity | Human processes: Gerund of verb + noun “Grooming a dog”.  System processes: Use “How (item) works” Ex “How engines work” | Starts with an imperative verb, do not use gerund. “Mow the lawn”  “Boil and egg”  “Register for a course” |
| **Primary block title** | Introduction | Definition | Statement | Summary | Purpose |
| **Primary block content** | Provide a description of the reference topic and how it would be used | Provide the exact meaning of the concept | Provide a high-level summary of the principle | Provide a short explanation of the purpose of the process, or the need for the process | Provide an explanation of why or when the reader would use the task |
| **Tips and examples** |  |  |  |  |  |