

MANUAL DE ESTILO

Guía de pautas de estilo, composición, corrección y edición de textos

SUBSECRETARÍA DE
PLANEACIÓN

MINISTERIO DE
COMUNICACIÓN PÚBLICA



GOBIERNO DE LA PROVINCIA DE
BUENOS AIRES

Este Manual de estilo fue pensado para **unificar bajo un mismo formato** las características de los textos que producen los distintos ministerios y organismos del Gobierno de la Provincia de Buenos Aires (en adelante, el Gobierno de la Provincia).

PRODUCCIÓN DE GACETILLAS

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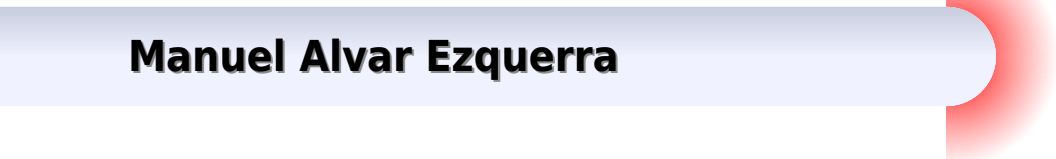
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Manual De Estilo

Manuel Alvar Ezquerro



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Estilo y corrección constituye un curso taller el quinto de una serie de seis orientados al dominio de la lengua materna de acuerdo con los programas de estudio 2015 de la Universidad de Guadalajara Con contenidos y metodología nuevos esta unidad de aprendizaje se propone que el estudiante fortalezca el desarrollo de sus conocimientos y habilidades comunicativas que le permitan reconocer estilos discursivos adquirir la capacidad de crear los propios acuerdos con sus intereses y necesidades así como identificar la intencionalidad de otros textos e interpretar sus contenidos Con la corrección además de desarrollar un sentido crítico de sus propios textos podrá apreciar la adecuación de los recursos lingüísticos del estilo tomando en consideración el propósito del autor Para apoyar este enfoque el libro *Estilo y corrección* está estructurado en dos módulos que corresponden a sendas unidades de competencia Módulo 1 Estilo y Módulo 2 Corrección Cada módulo tiene tres partes claramente diferenciadas Después del título y del contenido en la primera parte Planteamiento didáctico se presentan los siguientes elementos las competencias el producto final con los correspondientes criterios de calidad así como la situación y la secuencia didáctica para que los alumnos demuestren la competencia planeada En la segunda parte de cada módulo Desarrollo temático se incluye la explicación de los principales temas así como de los conceptos centrales Asimismo ofrece diversas lecturas de apoyo actividades y ejercicios con el fin de reforzar el aprendizaje En la tercera parte Evaluación del módulo se describen algunos lineamientos para llevarla a cabo Además se sugiere un examen de conocimientos una rúbrica de autoevaluación así como una guía para la coevaluación o evaluación coparticipativa por medio del trabajo en equipos Adicionalmente cuenta con enlaces en YouTube así como a documentos de internet que pueden ayudar a profundizar en los conocimientos

Un Manual de Estilo Mario Llerena,1990 Manual de redacción y estilo Manuel Alvar Ezquerro,1999-01-01 La capacidad imaginativa es innata pero la técnica para redactar puede adquirirse Con este trabajo se pretende advertir de los errores morfosintácticos y de las desviaciones léxicas y estilísticas más frecuentes en el español actual a los posibles lectores alumnos de los últimos años de bachillerato de la universidad profesionales y personas preocupadas por la lengua a la vez que facilitarles los mecanismos necesarios para su corrección Para ello se recogen los vicios lingüísticos más usuales se explica el porqué de su incorrección y se formula su buen uso En vez de partir de planteamientos teóricos previos se ha preferido hacerlo del empleo que los hablantes del español hacen de su idioma por lo que se ha recurrido a un conjunto muy amplio de textos escritos literarios periodísticos

jurídicos administrativos científicos etc al lenguaje oral utilizado en los medios de comunicación audiovisuales y a ejemplos extraídos de la conversación cotidiana La catalogación de los errores se completa con algunas pautas técnicas para la redacción y normas para la presentación de textos centrados especialmente por el tipo de público al que va dirigido el libro en la elaboración de los trabajos a los que se tiene que enfrentar el alumno en su vida académica Al final de este manual dado su carácter didáctico se incluyen una serie de ejercicios sobre las diversas materias tratadas De esta manera el lector podrá comprobar si ha asimilado correctamente los aspectos técnicos expuestos a lo largo de los distintos capítulos del libro

Manual de estilo editorial Bulmaro Reyes Coria,1986 **Manual de estilo** ,2016 Libro de estilo de El País (2021) / El País Style Book (2021) El País,2021-09-21 Un manual imprescindible para escribir bien El Libro de estilo de El País no es una gramática ni un diccionario al uso Se trata simplemente de una pequeña Constitución de un contrato con los lectores un código interno que dota al periódico de personalidad propia y facilita la tarea a quienes se informan con ello que no obsta para que sirva además como referencia a todas las personas que aspiran a una escritura esmerada La obra incluye por un lado los pilares técnicos del diario y la manera en que deben comportarse profesionalmente sus periodistas y por otro un diccionario de palabras que emana de esos principios entre los cuales figura la aspiración de conseguir una comunicación clara En esta edición que aborda tanto la vertiente impresa como digital de El País se han incorporado y actualizado diversas normas sobre el tratamiento informativo de la violencia machista y sobre el sexismo en el lenguaje En ella encontraréis también todos los elementos que llevan haciendo de este manual durante décadas un instrumento imprescindible para profesionales de la comunicación editores y escritores ENGLISH DESCRIPTION An essential manual to write well The El País Style Book is not a common grammar book or dictionary It's simply a small Constitution a contract with readers an internal code that endows the newspaper with its own personality and facilitates the task of those who are informed by it this does not prevent it from also serving as a reference for all people who aspire to careful writing The work includes on the one hand the ethical pillars of the newspaper and the way in which its journalists should behave professionally and on the other a dictionary of words that emanates from those principles among which is the aspiration to achieve clear communication In this edition which addresses both the print and digital aspects of El País various regulations have been incorporated and updated on the informational treatment of sexist violence and on sexism in language In it you will also find all the elements that have made this manual for decades an essential tool for communication professionals editors and writers Manual de estilo Chicago-Deusto Javier Torres Ripa,2013 Este libro es una referencia indispensable para todo aquel que trabaje con textos

Manual de redacción Luis Ramoneda Molins,2019-10-01 Escribir con claridad corrección y sencillez es una habilidad alcanzable Requiere conocimientos de gramática y ortografía actualizados con las nuevas normas sobre el uso del castellano Pero la verdadera destreza se alcanza mediante la lectura y el empeño por transmitir todo lo que se desea tal como se desea El lector encontrará en este Manual de redacción un instrumento indispensable para recorrer ese itinerario con éxito Manual de

redacci n 3 a edici n revisada *Manual de estilo* José Luis Martínez Albertos, Luisa Santamaría Suárez, 1996 **Manual De Redacción Y Corrección De Estilo, En El Aspecto De La Ortografía, De La Gramática Y De La Retórica...** Felipe Antonio Macías, 2023-07-18 Escrito por el ling ista espa ol Felipe Antonio Mac as este manual es una gu a completa para la redacci n y correcci n de estilo en espa ol This work has been selected by scholars as being culturally important and is part of the knowledge base of civilization as we know it This work is in the public domain in the United States of America and possibly other nations Within the United States you may freely copy and distribute this work as no entity individual or corporate has a copyright on the body of the work Scholars believe and we concur that this work is important enough to be preserved reproduced and made generally available to the public We appreciate your support of the preservation process and thank you for being an important part of keeping this knowledge alive and relevant **Introducción a la traducción** Antonio F. Jiménez Jiménez, 2021-11-04 Ahora en su segunda edici n este manual introduce al lector a la actividad de la traducci n de espa ol ingl s ingl s espa ol adoptando un punto de vista pr ctico y siguiendo los est ndares profesionales actuales Integrando los ltimos avances en la profesi n de la traducci n con s lidos enfoques pedag gicos Introducci n a la traducci n explora las competencias necesarias durante el proceso de traducci n desde el conocimiento de las lenguas y las culturas hasta la comprensi n de la traducci n como actividad y como producto a trav s de una diversidad de tipos textuales Cada lecci n cuenta con una gran cantidad de actividades y ejercicios pr cticos Esta nueva edici n ofrece m s actividades m s ejemplos que reflejan las variedades de espa ol de Latinoam rica contenidos ampliados y nuevos temas de actual relevancia como la interpretaci n a distancia la localizaci n la traducci n autom tica y la inteligencia artificial Los estudiantes aumentar n su competencia traductora de una manera sistem tica relevante y contextualizada En esta segunda edici n se han aumentado los recursos disponibles en la p gina web del manual incluyendo nuevas presentaciones de PowerPoint y herramientas de evaluaci n para los instructores as como m s textos para la pr ctica de la traducci n para los estudiantes Now in its second edition this manual introduces readers to the activity of Spanish English English Spanish translation while adopting a practical perspective aligned with current professional standards Integrating the latest developments in the translation profession with solid pedagogical approaches Introducci n a la traducci n explores the competencies needed during the translation process from knowledge about the languages and cultures to understanding translation as an activity and as a product through a diversity of text types Each lesson provides ample practice through hands on activities and exercises This new edition offers more activities more examples relevant to Latin American varieties of Spanish expanded content and coverage of contemporary topics such as remote interpreting localization machine translation and artificial intelligence Students will increase their translation competency in a systematic meaningful and contextualized way In this second edition the companion website provides additional resources including new PowerPoint presentations and assessment tools for instructors and more texts for translation practice for students **Manual de publicaciones de la APA** American

Psychological Association, 2022-05-03 El Manual de Publicaciones de la American Psychological Association 4a edici n 7a edici n en ingl s es la fuente oficial del Estilo APA Al vender millones de copias en todo el mundo en diferentes idiomas este es el manual de estilo preferido por escritores investigadores editores estudiantes y educadores en las ciencias sociales y del comportamiento ciencias naturales enfermería comunicaci n educaci n negocios ingeniería entre otros campos Reconocido como una autoridad por su sistema de referencias y citas es fácil de usar el Manual de Publicaciones también ofrece orientaci n para elegir los encabezados tablas figuras lenguaje y tono que resultará en una comunicaci n académica clara concisa y elegante Guía a los usuarios a lo largo del proceso de redacci n académica desde la tica de la autora hasta la presentaci n de su investigaci n a trav s de la publicaci n La cuarta edici n es un recurso indispensable para que los estudiantes y profesionales logren la excelencia en la escritura y que sus obras provoquen un impacto

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