Where to go for more minimalist information

(and my references)

My web site for a PDF of the 7 steps to minimalist writing:
http://www.hikaripub.com/pages/tips.htm

Minimalism (as in Nurnberg Funnel)

What it's about	Source
Robert Horn's review of *The Nurnberg Funnel* Thoughtful and well written comments by the master of information mapping.	http://www.stanford.edu/~rhorn/a/topic/stwrtng_infomap/RvwOfNurnbrgFnnl.html
This is a great introduction to Carroll's minimalist principles.	*Principles and heuristics for designing minimalist instruction* By Hans van der Meij and John M.Carroll Technical Communications, Volume 42, Number 2, Pages 243-261
Minimalist movement, the book that started it all. John Carroll has a Ph.D in experimental Psychology from Columbia University and is now head of the Center for Human -Computer Interaction at Virginia Tech.	*The Nurnberg Funnel: Designing Minimalist Instruction for Practical Computer Skill* By John M. Carroll Published in 1991 by M.I.T. Press
Son of the Nurnberg Funnel.	*Minimalism beyond "The Nurnberg Funnel"*. By John M. Carroll, (Editor) Published in 1998 by M.I.T. Press

Other language movements

What it's about	Source
Plain Language Association International home page.	http://www.plainlanguagenetwork.org/
Great advice from a government site.	http://www.plainlanguage.gov/
An online tutorial.	http://www.web.net/~plain/PlainTrain/

Information Architecture

What it's about	Source
Back in print! Not just for SGML, this is the best information I've found on tagging information. It also applies to designing XML DTDs and FrameMaker EDDs.	*Developing SGML DTDs* By Eve Maler and Jeanne El Andaloussi Published 1996 by Prentice Hall PTR
If you are using your documents as a single source to publish different deliverables, or want to leave your options open to do so, you need to read this book.	*Single Sourcing: Building Modular Documentation* By Kurt Ament Published 2002 by Noyes Publications
Here's some good advice for all documentation: Defining your users needs and expectations – Chapter 2, pages 19-30 – Chapter 3, pages 31-51 Categorizing type of information – Chapter 4, pages 53-73	*Standards for Online Communication* By JoAnn T. Hackos and Dawn M. Stevens Published in 1997 by John Wiley & Sons
Although this book focuses on website design, you can use apply the author's advice to document design as well. – Chapters 1 and 2: intro to information architecture – Chapters 3 and 10: Defining your users needs and expectations – Chapter 6: labeling information – Chapter 9: using controlled vocabulary – Chapters 11 and 12: defining your information architecture strategy	*Information Architecture for the World Wide Web* (Third Edition) By Louis Rosenfeld and Peter Morville Published in 2006 by O'Reilly & Associates
This book is really interesting. It includes wide span of information, including: – The history of documentation – Advice on how to make your documents more useful to your users – Using typography, white space, and graphics effectively – Organizing information	*Dynamics in document design* By Karen A. Schriver Published in1997 by Wiley Computer Publishing

Information Architecture, *continued*

What it's about	Source
Sarah O'Keefe's whitepaper on structured authoring.	http://www.scriptorium.com/structure.pdf
Robert Horn's musings on structured authoring. (This is a chapter in *Instructional Development: State of the Art,* edited by Alexander Romiszowski and Charles Dills, published by Educational Technology Publications in 1998) The chapter is available from this link.	*Structured Writing as a Paradigm* http://www.stanford.edu/~rhorn/a/topic/stwrtng_infomap/artclParadigm.pdf

Good writing

What it's about	Source
If you can get only one book on how to write clearly, this should be it. It has examples for everything, and exercises for you to work through. And his writing is an inspiration. Keep it at your desk. When you get your morning coffee, read through a few pages put some pencil to the paper. Fifteen or twenty minutes a day of your time is a great investment for you and your company. Show it to your boss and explain. I bet he or she will support you spending time this way. Clarity – Lessons 3-6, pages 39-137 Trim the fat in 4 steps – Lesson 7, pages 139-165	*Style Ten Lessons in Clarity and Grace* By Joseph M. Williams The sixth edition was published in 2000 by Addison-Wesley Educational Publishers Inc.
This is the classic that serves as a bible for all types of writers and all types of writing.	*The Elements of Style* By William Strunk Jr. and E.B. White I have the 3rd edition, published in 1979 by MacMillan Publishing Co. (A present from my Dad.)

Good writing, *continued*

What it's about	Source
As the writers say in their introduction, this book shows you how to write information that is easy to use, easy to understand, and easy to find. And the information in this book is easy to use, easy to understand, and easy to find.	*Developing Quality Technical Information: A Handbook for Writers and Editors (2nd Edition)* By Gretchen Hargis, Michelle Carey, Ann Kilty Hernandez, and Polly Hughes Published in 2004 by IBM Press Series--Information Management
I recommend this book to anyone who edits documents. Which is about everyone, I hope. And wait, that's not all you get! This is a two-book package. You can practice as you learn in the work book that's included.	*How to Edit Technical Documents* By Donald W. Bush and Charles P. Campbell

Communicating with graphics

What it's about	Source
Edward Tufte is the master of communicating with graphics. All his books are classics.	*Beautiful Evidence* By Edward Tufte Published 2006 by Graphics Press LLC
"An idea book...a conceptual approach to... mixing words and pictures." Keep your eyes out for this great book, it's now out of print.	*Illustrating Computer Documentation* Published in 1991 by John Wiley & Sons
A whole bunch of stuff crammed into one book. By the father of Information Mapping.	*Visual Language: Global Communication for the 21st Century* By Robert E. Horn Published 1998 by Robert Horn

Usability

What it's about	Source
This is a fun book to read about designing anything for usability. The points he makes are not particularly about documentation, but can certainly be applied.	*The Design of Everyday Things* By Donald A. Norman First published in 1988, now published in paperback by Doubleday Currency
Excellent advice on designing information to meet users' needs. Adrienne covers many types of information, including forms, procedures, and web pages. Written by OCSTC member Adrienne Escoe.	*The Practical Guide to People-Friendly Documentation* By Adrienne Escoe Published in 2001 by ASQ Quality Press

Single sourcing seminars

What it's about	Source
Ann Rockley's seminars. A great speaker, she gives very specific information on how-to-do it.	You can get schedules from her website: http://www.rockley.com
JoAnn Hackos's seminars. A great speaker, gives great overviews and process definitions.	You can get schedules from her website: http://www.comtech-serv.com Also, she gives presentations at many STC seminars

Content management

What it's about	Source
Shows content managers and authors how to meet the demands of creating, managing, and distributing enterprise content.	*Managing Enterprise Content* *A Unified Content Strategy* By Ann Rockley with Pamela Kostur and Steve Manning Published 2003 by New Riders
Walks you through five phases of content management for web delivery.	*Content Management for Dynamic Web Delivery* By JoAnn T. Hackos Published 2002 by Wiley Computer Publishing