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      - 21 CFR Part 211—Current Good Manufacturing Practice for Finished Pharmaceuticals
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          - §211.25 Personnel Qualifications
          - §211.34 Consultants
        - 21 CFR Part 606—Current Good Manufacturing Practice for Blood and Blood Components
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            - §606.20 Personnel
        - 21 CFR Part 820—Quality System Regulations
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## Chapter 7: Writing Guidelines

Know Your Audience

Be Clear and Concise

Avoid Ambiguity

Use the Passive Voice Selectively

Strive for Consistency

Tables

Lists

Use the Appropriate Tense and Voice for the Message

Past Tense

Present Tense

Imperative Voice

Future Tense

Writing Procedures

1. Use the Present Tense
2. Use the Correct Voice
3. Limit the Number of Actions in a Step
4. Avoid the Conditional
5. Be Consistent
6. Put Information Down in the Right Sequence
7. Be Precise
8. Be Consistent from Document to Document
9. Don't Invent Words
10. Don't Mention People By Name

Select Punctuation Marks

Commas

Colons

Semicolons

Parentheses

Bullets