

# Training & Further Education

## **Bibliography for Technical Communication**

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# About Using this Bibliography

## About the Bibliography

The following bibliography aims to provide a comprehensive overview of English-language readings on the subject of technical communication (TC), as well as on subject areas associated with TC. **Please be aware that the bibliography cannot be exhaustive;** in particular, the literature on peripheral issues in TC is not fully covered.

**The bibliography is not a list of recommended reading,** but only an overview of current literature on TC.

The focus is on **practice-oriented literature for everyday work.** Academic titles are also occasionally listed.

**Current titles** predominate; the older titles in the bibliography, however, belong to the classics in TC.

The form of the bibliography is consciously not based on the academic form. For reasons of practical orientation, **titles and book content are in the foreground.** With the author, year and ISBN number, the literature specified can be researched and obtained without difficulty.

The scheme of presentation is modeled on the **training modules** defined by tekom. Highlighted titles **may** (but are not guaranteed to) be especially useful for the preparation for the tekom certification.

**We gladly accept suggestions for inclusion.**

**Please email:**

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## Objectives

The bibliography can be used:

- As part of study in technical or specialized communication
- As part of training or further education in the area of technical communication
- For in-service training
- To prepare for the tekom certificate "Technical Communicator (tekom)"

## Target Groups

The bibliography is primarily aimed at:

- Students
- Participants in training or further education
- Employees in technical documentation and specialized communication
- Teaching staff and faculty

## Purchasing of Literature

To aid in purchasing decisions, many Internet providers, including Google Books and Amazon, offer book previews including tables of contents and abstracts.

## **1. Legal and Normative Requirements for Technical Documentation**

Consumer Product Safety Regulation: Impact of the 2008 Amendments.

James O'Reilly (2008)

ISBN-13: 978-1402411212 / ASIN: B002ASFPNW

Writing and Designing Manuals and Warnings.

Patricia A. Robinson (2009)

ISBN-13: 978-1420069846

## **2. Information Development**

**Managing Writers: A Real World Guide To Managing Technical Documentation.**

**Richard L. Hamilton (2008)**

**ISBN-13: 978-0982219102**

**Writing User Documentation Second Edition: Hints For Document Writers.**

**Don G. Miller (2009)**

**ISBN-13: 978-1448632824**

Technical Communication: Process and Product.

Sharon J. Gerson, Steven M. Gerson (2010)

ISBN-13: 978-0131377349

Technical Writing: Process and Product.

Sharon Gerson, Steven Gerson (2005)

ISBN-13: 978-8131709283

Engineering Communication: From Principles to Practice.

Robert Irish, Peter Eliot Weiss (2009)

ISBN-13: 978-0195424881

Effective Technical Writing and Publication Techniques.

Dr. Joshua Aidoo (2009)

ISBN-13: 978-1848761353

Guidelines for Developing Instructions.

Kay Inaba (2004)

ISBN-10: 041532209X / ISBN-13: 978-0415322096

Technical Writing 101: A Real-World Guide to Planning and Writing Technical Content.

Alan S. Pringle, Sarah S. O'Keefe (2009)

ISBN-13: 978-0970473363

Intelligent Product Manuals: The Technical Documentation that Delivers Up-to-date, Accurate and Relevant Information to the Right Person.

Rossitza Setchi (2009)

ISBN-13: 978-3639131444

Technical Communication.

John Michael Lannon, Laura J. Gurak (2010)

ISBN-13: 978-0205005673

The Technical Communication Handbook.

Laura J. Gurak, Mary E. Hocks (2008)

ISBN-13: 978-0321365071

Pocket Guide to Technical Communication.

William Sanborn Pfeiffer (2010)

ISBN-13: 978-0135063965

<p>Pocket Book of Technical Writing for Engineers &amp; Scientists.          Leo Finkelstein Jr. (2007)          ISBN-13: 978-0073191591</p>
<p>The Complete Guide to Writing &amp; Producing Technical Manuals.          Leslie M. Haydon (1995)          ISBN-13: 978-0471122814</p>
<p>Techniques for Technical Communicators.          Carol M. Barnum, Saul Carliner (1992)          ISBN-13: 978-0023060953</p>
<p>Technical Communication.          Mike Markel (2009)          ISBN-13: 978-0312485979</p>

### **3. Structuring and Standardizing, XML and Content Management Systems**

<p><b>The DITA Style Guide: Best Practices for Authors.</b>  <b>Tony Self (2011)</b>  <b>ISBN-13: 978-0982811818</b></p>
<p><b>DITA Best Practices: A Roadmap for Writing, Editing, and Architecting in DITA.</b>  <b>Laura Bellamy (2011)</b>  <b>ISBN-13: 978-3732900329</b></p>
<p><b>Single Sourcing: Building Modular Documentation.</b>  <b>Kurt Ament (2002)</b>  <b>ISBN-13: 978-0815514916</b></p>
<p><b>Content Management for Dynamic Web Delivery.</b>  <b>JoAnn T. Hackos (2002)</b>  <b>ISBN-13: 978-0471085867</b></p>
<p><b>DITA 101: Fundamentals of DITA for Authors and Managers.</b>  <b>Ann Rockley et al. (2009)</b>  <b>ISBN-13: 978-0557072910</b></p>
<p><b>Practical DITA.</b>  <b>Julio Vazquez (2009)</b>  <b>ISBN-13: 978-0557125968</b></p>
<p><b>Introduction to DITA: A User Guide to the Darwin Information Typing Architecture.</b>  <b>JoAnn T. Hackos (2007)</b>  <b>ISBN-13: 978-0977863419</b></p>
<p><b>The Compass: Essential Reading about XML, DITA, and Web 2.0.</b>  <b>Sarah S. O'Keefe (2010)</b>  <b>ISBN-13: 978-0970473394</b></p>
<p><b>Digital Literacy for Technical Communication: 21st Century Theory and Practice.</b>  <b>Editor: Rachel Spilka (2009)</b>  <b>ISBN-10: 0805852743 / ISBN-13: 978-0805852745</b></p>
<p><b>XML in Technical Communication.</b>  <b>Charles Cowan (2008)</b>  <b>ISBN-13: 978-0950645971</b></p>
<p><b>XML-driven Technical Documentation: Advantages of XML-centered Information Handling.</b>  <b>Michael Ebner (2008)</b>  <b>ISBN-13: 978-3639057669</b></p>

Content Management: Bridging the Gap Between Theory and Practice. Editors: George Pullman, Baotong Gu (2008) ISBN-13: 978-0895033789
Learning XML. Eric T. Ray (2003) ISBN-13: 978-0596004200
Managing Enterprise Content: A Unified Content Strategy. Ann Rockley (2012) ISBN-13: 978-0321815361
Indexing: From Thesauri to the Semantic Web. Pierre De Keyser (2012) ISBN-13: 978-1843342922

## 4. Management

<b>Information Development: Managing Your Documentation Projects, Portfolio, and People.</b> JoAnn T. Hackos (2007) ISBN-13: 978-0471777113
<b>Project Management for Technical Documentation.</b> A.J. Marlow (2005) ISBN-13: 978-1873407073
<b>Managing Writers: A Real World Guide to Managing Technical Documentation.</b> Richard L. Hamilton (2009) ISBN-13: 978-0982219102
<b>The Economics of Technical Documentation.</b> A.J. Marlow (2005) ISBN-13: 978-1873407035
<b>Managing Translation Services.</b> Geoffrey Samuelsson-Brown (2006) ISBN-13: 978-1853599132

## 5. Research

<b>Qualitative Research in Technical Communication.</b> Editors: James Conklin, George Hayhoe (2010) ISBN-13: 978-0415876353
InterViews: Learning the Craft of Qualitative Research Interviewing. Steinar Kvale, Svend Brinkmann (2008) ISBN-13: 978-0761925422
The Elements of Information Gathering: A Guide for Technical Communicators, Scientists, and Engineers. Donald E. Zimmerman, Michel Lynn Muraski (1994) ISBN-13: 978-0897748001

## 6. Creating Multilingual Documentation and Localization

<b>Technical Translation: Usability Strategies for Translating Technical Documentation.</b> Jody Byrne (2006) ISBN-13: 978-1402046520
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Technical Communication – International: Today and in the Future.  
Editors: Jörg Hennig, Marita Tjarks-Sobhani (2004)  
ISBN-13: 978-3944449210

Cross-cultural Communication: Perspectives in Theory And Practice.  
Thomas L. Warren (2005)  
ISBN-13: 978-0895033185

## 7. Terminology

Corporate Terminology Management: An Approach in Theory and Practice.  
Ariane Großjean (2009)  
ISBN-13: 978-3639124217

Successful Terminology Management in Companies: Practical Tips and Guidelines: Basic-principles, Implementation, Cost-benefit Analysis, System Overview.  
Daniela Straub, Klaus-Dirk Schmitz (2010)  
ISBN-13: 978-3981268324

## 8. Visual Design/Layout

Document Design: A Guide for Technical Communicators.  
Miles A. Kimball, Ann R. Hawkins (2007)  
ISBN-13: 978-0312436995

Dynamics in Document Design: Creating Texts for Readers.  
Karen A. Schriver (1997)  
ISBN-13: 978-0471306368

## 9. Illustrations and Digital Image Processing

**Technical Illustration.**  
**Lambert M. Surhone et al. (2010)**  
**ISBN-13: 978-6130505189**

The Right Graph: A Manual for Technical and Scientific Authors.  
Harold Kirkham, Robin C. Dumas (2009)  
ISBN-13: 978-0470405475

Visualizing Technical Information: A Cultural Critique.  
Lee E. Brasseur (2003)  
ISBN-13: 978-0895032409

## 10. Online Documentation/Software Documentation

Writing Software Documentation: A Task-Oriented Approach.  
Thomas T. Barker (2002)  
ISBN-13: 978-0321103284

Agile Documentation: A Pattern Guide to Producing Lightweight Documents for Software Projects.  
Andreas Rüping (2003)  
ISBN-13: 978-0470856178

A Guide to Publishing User Manuals.  
Ken Whitaker (1995)  
ISBN-13: 978-0471118466

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Is the Help Helpful? How to Create Online Help That Meets Your Users' Needs. Jean Hollis Weber, Tamar E. Granor (2004) ISBN-13: 978-1930919600
Standards for Online Communication. JoAnn T. Hackos, Dawn M. Stevens (1997) ISBN-13: 978-0471156956

## 11. Usability Testing

<b>Handbook of Usability Testing: How to Plan, Design, and Conduct Effective Tests.</b> <b>Jeffrey Rubin, Dana Chisnell (2008)</b> <b>ISBN-13: 978-0470185483</b>
Usability of Complex Information Systems: Evaluation of User Interaction. Herausgeber: Michael Albers, Brian Still (2010) ISBN-13: 978-1439828946
Measuring the User Experience: Collecting, Analyzing, and Presenting Usability Metrics. Tom Tullis, Bill Albert (2008) ISBN-13: 978-0123735584

## 12. Quality Management in Technical Documentation

<b>Developing Quality Technical Information: A Handbook for Writers and Editors.</b> <b>Gretchen Hargis, Michelle Carey, Ann Hernandez (2004)</b> <b>ISBN-13: 978-0131477490</b>
<b>Quality Control for Technical Documentation.</b> <b>A.J. Marlow (2005)</b> <b>ISBN-13: 978-1873407097</b>

## 13. Technical English

The English Language: A User's Guide. Jack Lynch (2008) ISBN-13: 978-1585101856
Technical English: Writing, Reading and Speaking. Nell Ann Pickett et al. (2013) ISBN-13: 978-1292042862
The Global English Style Guide: Writing Clear, Translatable Documentation for a Global Market. John Kohl (2007) ISBN-13: 978-1599946573
Punctuation Matters: Advice on Punctuation for Scientific and Technical Writing. John Kirkman (2006) ISBN-13: 978-0415399821
Professional English in Use Engineering with Answers: Technical English for Professionals. Mark Ibbotson (2009) ISBN-13: 978-0521734882
Read Me First! A Style Guide for the Computer Industry. Publisher: Sun Technical Publications (2009) ISBN-13: 978-0137058266