

A Brief Bibliography on Plain Language

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Baldwin, Carol M. *Plain Language and the Document Revolution*. Washington, D.C., 1998.

A brief but thorough guide to designing and writing documents in plain English. The section on the process of creating a plain English document is especially good.

Cutts, Martin. *The Plain English Guide*. New York, 1995.

Written by the co-founder of Britain's Plain English Campaign, this practical guide is based on his years of work with governments and businesses.

Flesch, Rudolf. *The Art of Readable Writing*. New York, 1962.

Still the basic work on plain English: what it is, how to write it, and why. Flesch covers language from newspapers to law, from Shakespeare to academes.

Flesch, Rudolf. *How to Write Plain English*. New York, 1979.

Over 20 years ago Flesch worked with the FTC to bring plain English to consumer regulations. This book is a result of that collaboration.



Garner, Bryan A. *Legal Writing in Plain English*. Chicago, 2001.

Simply the best book on writing plain English legal prose by the dean of legal writing.

Goldstein, Tom, and Jethro K. Lieberman. *The Lawyer's Guide to Writing Well*. Berkeley, 1991.

A practical book that focuses on the causes of unclear writing, then presents the methods for improving it.

Kimble, Joseph. "Plain English: A Charter for Clear Writing." 9 *Thomas M. Cooley Law Review* 1 (1992).

A now classic article that, in addition to presenting the basics of plain English, demonstrates the scope of the plain language movement in the United States and around the world.

Myers, Judith Gillespie. *Banishing Bureaucratese: Using Plain Language in Government Writing*. Washington, D.C., 2001.

This volume deals specifically with the variety of forms and formats required in government documents. A practical guide based on the author's years of experience.



***A Plain English Handbook: How to Create Clear SEC Disclosure Documents.* Washington, D.C., 1998.**

A simple, basic guide to writing and designing plain English financial disclosure documents that uses many before and after examples. Available free from the SEC by mail or from the SEC Web site.

Wydick, Richard C. *Plain English for Lawyers*, 4th ed. Durham, NC, 1998.

A brief (173 pages) guide to the essentials of writing plain English. The book's simple step-by-step approach is reinforced with exercises (answers included) that help develop skill in writing plain English legal documents.



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