

WRITER'S VOICE GUIDE

AI for Writers: Companion Resource

Chapter 3: Guardrails: Ethics, Voice, and Integrity

Purpose

This document captures the distinctive qualities of your writing voice. Once completed, it becomes part of every AI interaction where the output needs to sound like you. Load it alongside your prompts so AI understands not just what to produce but how it should sound.

How to Build Your Voice Guide

Step 1: Gather 3 to 5 pieces of your own writing that represent your authentic voice at its best.

Step 2: Load them into an AI conversation with this prompt: "Acting as a voice analyst, review these writing samples and identify the consistent patterns in tone, vocabulary, sentence structure, rhythm, and personality. Then produce a writer's voice guide covering tone, vocabulary, rhythm and structure, and guardrails."

Step 3: Review the output and refine it until it accurately describes how you write.

Step 4: Transfer the refined analysis into the sections below.

Writing Samples Used

List the pieces you submitted for analysis. Include titles and context so you can revisit or update later.

#	Title / Description	Context (blog, book, essay, etc.)
1		
2		
3		
4		
5		

Tone

The emotional quality of your writing. Where do you sit on these spectrums?

Overall tone description <i>How would you describe your voice in 2 to 3 sentences?</i>	
Authoritative ↔ Conversational <i>Where do you fall?</i>	
Serious ↔ Warm <i>Where do you fall?</i>	
Direct ↔ Reflective <i>Where do you fall?</i>	
Formal ↔ Informal <i>Where do you fall?</i>	

Vocabulary

The types of words and phrases that define your writing.

Words/phrases I use often <i>Characteristic language that's distinctly yours.</i>	
Words/phrases I avoid <i>Language that would feel wrong in your writing.</i>	
Jargon approach <i>Do you embrace industry terms, avoid them, or use them selectively?</i>	

Contraction usage

*Do you use contractions naturally?
Always? Selectively?*

Rhythm and Structure

How your sentences and paragraphs flow.

Sentence patterns <i>Short and punchy? Long and layered? A mix? How do you use length for emphasis?</i>	
Paragraph style <i>Long blocks? Frequent breaks? How do you use white space?</i>	
Transition style <i>How do you move between ideas? Bridging sentences? Single-line breaks? Headers?</i>	
Opening patterns <i>How do you tend to start sections or chapters? Direct statement? Question? Story?</i>	

Guardrails: What My Voice Never Sounds Like

Defining what you're not is as useful as defining what you are.

My writing never sounds... <i>List the qualities, tones, or styles that would feel wrong. Overly academic? Generically motivational? Corporate? Preachy?</i>	
If AI drifts toward this, fix it by... <i>What's the correction? More conversational? Shorter sentences? More concrete examples?</i>	

WRITER'S AI USAGE POLICY

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Purpose

This is your personal set of guidelines for how AI is used in your writing process. It's not a legal document. It's a practical reference that helps you stay intentional, honest, and consistent as you integrate AI into your workflow. Review and update it as your process evolves.

1. What AI Can Be Used For

Define the types of tasks and workflows where AI is part of your process.

Workflow Area	How I Use AI Here	Approved?
Idea development / brainstorming		Yes / No
Market research / competitive analysis		Yes / No
Outlining and structure		Yes / No
Drafting / writing assistance		Yes / No
Editing and revision		Yes / No
Formatting / publishing prep		Yes / No
Marketing and audience building		Yes / No
Other:		Yes / No

2. What Requires Human Review

Identify which outputs must be reviewed by you before going further.

Always review before publishing <i>What categories of output must you personally review? (Manuscript content, marketing copy, research citations, etc.)</i>	
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Review standard <i>What are you checking for?</i> <i>(Accuracy, voice consistency, originality, tone?)</i>	
Review process <i>How do you review?</i> <i>Read-through? Checklist?</i> <i>Compare against voice guide?</i>	

3. What Stays Out of AI Tools

Draw clear lines around information you won't input into AI platforms.

Content I don't share with AI <i>Full unpublished manuscripts?</i> <i>Reader personal data?</i> <i>Contractual details? Financial information?</i>	
Platform considerations <i>Have you reviewed the terms of service for your primary AI tools?</i> <i>Do you use business-tier plans with stronger data protections?</i>	

4. My Transparency Standard

Define your personal approach to disclosure.

My general position on disclosure <i>Where do you land? What's your philosophy?</i>	
When I will disclose <i>What level of AI involvement triggers disclosure for you?</i>	
How I'll handle platform questions <i>Amazon KDP, publisher submissions, etc. What's your standard response?</i>	
What I'm comfortable not disclosing <i>What types of AI use (research, brainstorming, editing) do you consider equivalent to using any other tool?</i>	

Personal Commitment

Name	
Date	
Review schedule <i>When will you revisit and update this policy? (Quarterly? Every new project?)</i>	

AI for Writers: Build Better Ideas, Stronger Drafts, and a Sustainable Creative Workflow

Part of the AI Systems Series by Dan King

fistbumpmedia.com/ai-for-writers