# Style Sheet for *Pressbooks Guide*

# This style sheet is laid for easy reference for copy editors, proofreaders, and authors. It begins with a “Spelling and abbreviation list” that contains words and abbreviations that either differ from those in the chosen style guide, or are used frequently and included for easy reference. This section is followed by “Book layout” and “General style” points.

# The remaining style sheet lists categories alphabetically such as “Attributions,” “Citation style,” and “Tables.” If appropriate, a style item will be listed under more than one category.

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**Style guides**

* BCcampus [Writing Guidelines for Style and Tone](https://bccampus.ca/bccampus-editorial-guidelines-for-tone-voice-and-style/)
* [Self-Publishing Guide: Style Guide](https://opentextbc.ca/selfpublishguide/back-matter/appendix-2/)
* BCcampus follows the [Canadian Press Stylebook](http://www.thecanadianpress.com/books.aspx?id=182), and the [Canadian Oxford Dictionary](http://www.oxfordreference.com/view/10.1093/acref/9780195418163.001.0001/acref-9780195418163).

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## **Spelling and Abbreviation List**

**A-B**

back matter (lower case)

B.C. Open Textbook Collection

B.C. Open Textbook Project

BCcampus

BCcampus Open Education

BCcampus OpenEd

blockquote

book (preferred term when referring, in general, to working on textbooks in Pressbooks)

bulleted

**C-E**

CC BY (not CC-BY)

chapter (describing this element in Pressbooks, not Chapter)

check box

Commons

Dashboard menu

Dashboard page

drop-down (adj.)

eCampusOntario

eReader

**F-H**

front matter (lower case)

fulfill

hyperlink – a link that can be clicked (see link)

Hypothes.is

**I-M**

Internet

key terms

keywords

labelled/labelling

licence (noun), license (verb), licensed (adj.)

Licences (Attribution-ShareAlike-NonCommercial-NoDerivatives

link – a web address (see hyperlink)

**N-R**

open educational resources

part (describing this element in Pressbooks, not Part)

post-publication/Post-publication

post-secondary (not “higher education”)

practice (noun), practise (verb)

pre-publication/Pre-publication

proofread/proofreader

public domain

pullquote

**S-T**

screenshot

self-publish (adjective, noun, verb)

set-up

textbox

**U-Z**

U.S. (not US)

webbook

web page

website

## Book layout

Front Matter

About This Guide

Acknowledgements

Introduction

Accessibility Statement

Accounts and Users

Pressbooks for B.C. and the Yukon

Pressbooks Accounts

Passwords and Usernames

Provide Access to Others

Book Set Up

Accessibility

Language and Script Support

Annotation with Hypothes.is

Comments

The Dashboard

Add a New Book

Parts: Add, Change, Organize

Chapters: Add, Change, Organize

Front Matter: Add, Change, Organize

Back Matter: Add, Change, Organize

Automatic Pages and Features

Word Count

Add Content

Create New Content

Import Options for Pressbooks Content

Clone a Book

Search and Import a Pressbooks File

Import a Pressbooks or WordPress File

Import a Web Page or Pressbooks Webbook

Import a Word Document

Copy and Paste from Word

Import a Google Doc

Import an OpenDocument Text (ODT) file

Import an EPUB File

Enhance Content

Hyperlink Material

Blockquotes and Pullquotes

Lists: Bulleted and Numbered

Tables

Textboxes

Images and Files

Videos, Audio, and Interactive Media

Footnotes and Endnotes

LaTeX for Formulas

Revisions Tool

Plugin Features

Activate Plugins

H5P for Interactive Material

Hypothes.is

WP Quick LaTeX

Delete Content

Delete a Chapter

Delete a Part

Delete a Book

Prepare for Publication

Book Info Page

Add Contributors

Export Files

Make a Book Public

Statistics

Book Statistics Inside Pressbooks

Statistics for Books in the B.C. Open Textbook Collection

Statistics for BCcampus Publications

Pressbooks Support Resources

Pressbooks Updates

Pressbooks Training Webinars

Webinar PowerPoint Slides

Webinar Recordings

Pressbooks FAQ

Pressbooks Feedback

Back Matter

Appendix A: Administrators, Developers, Technical Support

Appendix B: List of Links by Chapter for Print Users

Glossary (see below)

Versioning History

**Glossary**

1. Lower case all terms unless they take capitals.
2. Bold the term only, not the colon that follows.
3. Capitalize the first word in the definition.
4. End all definitions with a period.
5. Definitions should be worded as if there is an “is” implied between the term and the definition.
6. When referring to a different term in the glossary, use the word “See” followed by the term in italics. This does not go in parentheses.
7. When linking to different parts of the book or web pages, put “See” plus the link text all in parentheses. Example: (See **Tables**.)

### Example: ****open****: A term used to describe any work (text, images, music, etc.) that is openly licensed and available to the general public to reuse. See Creative Commons.

**General Style**

1. **Chapters and chapter sections are not numbered.** 
   1. **Turned on “Display part and chapter numbers” under the “Global Options” tab for “Appearance.”** Have made a note to do the same to the Self-Publishing Guide during its first update.
2. **Text that requires emphasis can be italicized (caps, bold, or underlines should not be used).**
3. **The writing style is conversational in tone with some passages addressing the reader directly, e.g., “Before you begin writing,…”. This should not be used excessively.**
4. **Book titles should be italicized.**
5. **File types should be all caps, e.g., HTML, MOBI, PDF, EPUB**
6. **Additional information, such as “See Copyright and Open Licences.” in which a segment of the text is linked to another section in the guide, should be placed in parentheses. The statement within the parentheses should end with a period, e.g., “There is much you can do to write more effectively. (See Writing Experience.)”**
   1. **Sometimes, if more fitting, a recommended link might be placed in a shaded textbox.**
   2. **Sometimes a recommended link is not given special treatment.**
7. **When pointing to an example, use “…for the textbook, e.g., an open textbook” NOT “…for the textbook, for example, an open textbook.”**
8. **Use they/them/their as the gender-neutral singular pronoun.**
9. In preparation for our team's new name, change references to the "B.C. Open Textbook Project" or, when part of a guide title such as [*B.C. Open Textbook Pressbooks Guide*](https://opentextbc.ca/pressbooks/)*,* to BCcampus Open Education or BCcampus Open Education [*Pressbooks Guide*](https://opentextbc.ca/pressbooks/). Do not italicize or link "BCcampus Open Education" when it precedes the name of a guide.
   1. Remove “BCcampus Open Education” from these titles. Have made a note to do the same to the Self-Publishing Guide during its first update.
10. For long chapters, internal links can be used to create a table of contents to assist with navigation. (See Resources: Search and Find)
    1. Heading level 2: “Chapter table of contents”
    2. Sub-headings are listed as bullets
11. When referring to the names of pages/buttons/links in the Pressbooks interface, follow the following style:
    1. When the name is followed by a term like “link,” “tab,” “button,” or “page,” do not use quotation marks, e.g. Click the Save button on the Theme Options page.
    2. When the name is not followed by a term, use quotation marks, e.g. Click “Textbooks for PB” and then click “Save.”
    3. “tab” is used to refer to the top-level options in the Dashboard menu, e.g., the Appearance tab
12. Don’t use & for “and.”
13. Mark items to take note of with “**IMPORTANT**:”

## Elements

**Attribution Statements**

This guide did not use borrowed images. See *Images (Screenshots)*.

**Citation Style**

1. Type: Chicago (see [*The Chicago Manual of Style Online*](http://www.chicagomanualofstyle.org/home.html))
2. Footnotes go outside of end punctuation.

**Headings and Labels**

1. Part and chapter titles should use title-case.
2. Use the imperative in titles and headings where appropriate (Find Help, not Finding Help).
3. Headings within a chapter section should use sentence-case and Heading 1
   1. Exceptions: proper names, and when the heading is referring to the name of a section or chapter, e.g., “Look Before You Write”
   2. There may be secondary headings within a section: use sentence-case and Heading 2.
4. Titles of books should be italicized
5. Use quotation marks when referring to a heading within a chapter, e.g., read the “Creative Commons Licence” section in Appendix 1.

## ****Hyperlinks****

***Internal hyperlinks***

1. **Should not open in a new tab.**
2. **Do not include the** <http://opentextbc.ca> **part of the link for internal links.**
3. **When hyperlinking to a different part of the book, the link should follow the sentence in parentheses.** 
   1. **Example:** There are various funding sources available for open textbooks. (See [Who Pays for This](file:////selfpublishguide/chapter/who-pays-for-this/).)
4. When linking to a chapter or other element within the guide, do not include the descriptor term, e.g., [Export Files](https://mail.bccampus.ca/pressbooks/chapter/export-files/) chapter

*External links*

1. **Should not open in a new tab.**
2. **Only link to external sources in-text if the link is not already given in a footnote.**
3. **When linking to a chapter in another book, use title case for the chapter name.**
4. When linking to a web page, form, or other element outside the guide, do not include the descriptor term, e.g., [Pressbooks Feedback](https://open.bccampus.ca/pressbooks-feedback/) form

***Links to files***

1. **When linking to a file, specify the file type in brackets in the link text.**
   1. **Example: [PDF]**
2. **Documents meant to be downloaded and used as templates should be put in a textbox so they standout. See *Textboxes 3.a.***

**Images (Screenshots)**

1. Each screenshot should be preceded by a simple instruction (the screenshot is supplementary) added with a bullet point.
2. Screenshot size: in most cases
   1. the width of each screenshot should be 500 px
   2. the length should be no longer than 600 px (this might decrease the width of the screenshot to less than 500 px, this is fine)
3. If a screenshot has a total or partial white background, it should be outlined with a black box (thin line) so it’s easier to see against the white background of a web or print page.
4. Blue arrows and outline boxes are used to point out key features in a screenshot that are also described in the text.
5. Link to “Media File.”
6. Alt text: if the screenshot is supplementary and not vital to the text enter two double quotations marks (“”) so that screen readers will skip the screenshot. This method is used for the vast majority of screenshots in this guide.
7. Alignment = centered
8. Most of the screenshots/images in the guide do not include a caption. At the time of this writing, images without captions will not center so the following has been added to the Custom Styles (CSS) “Your Styles” field for Web, Ebook, and PDF to correct this. This feature is found via the Dashboard/Appearance/Custom Styles.

### .front-matter img, .part img, .chapter img, .back-matter img {

### display: block;

### height: auto;

### margin-left: auto;

### margin-right: auto;

### max-width: 100%;

### padding: 0;

### page-break-inside: avoid !important;

### prince-image-resolution: 135dpi; }

**Lists**

1. List should be uniform in structure.
2. Capitalize first word in a primary list (bullet points or numbers).
3. First word in a secondary or tertiary list (bullet points or numbers) should be lower-case.
4. Add a period after list item only if full sentence is used. This applies to all list levels (primary, secondary, tertiary).
   1. Exception: add a period after list item (incomplete sentence) if it is followed by a full sentence, e.g., “The full list. Authors should also include all exceptions on the style sheet.”
5. Use a numbered list when sequence or order of the information matters (e.g. describing steps, instructions, or rules), or when an item on the list is referred elsewhere in the content.
6. If a list gives an instruction followed by a longer explanation, you can bold the instruction to make it stand out from the rest of the text. (See “Timeline Tasks” in [Project Charter and Timeline](https://opentextbc.ca/selfpublishguide/chapter/project-timeline/).)

**Numbers**

1. Write out all numbers up to and including nine. After that, use numerals.
   1. Exception: Dates (November 4), quoted material (See BCampus Style Guide.)

**Punctuation**

1. Use serial commas.
2. Use a colon after the leading phrase to a list, for example,
3. Here is a list of dogs:
   1. Poodle
   2. Spaniel
   3. Mutt.
4. Punctuation goes inside quotation marks.
5. Hyphenate compound modifiers (two or more adjectives that precede the noun they modify), e.g., “a machine-readable document.”
   1. Except where they conflict with standard usage of a specific term within the open-education community: open educational resources, open textbook author, open source software

**Tables**

1. **Table titles go in <caption> tags (Title case)**
2. **Column and row header cells are set as “Headers” with the appropriate scope assigned. (Title case)**
3. **Cite in a footnote in the caption.**
4. **Set table width to 100%.**
5. **Set border to “1.”**

**Textboxes**

1. **Centre all textbox headings**
2. **Use a “Learning Objectives” textbook in the body of each Part.** 
   1. **Headings should be “Section Topics” (title case)**
   2. **The content will usually begin with a short introduction including a leading sentence such as: “This section describes the Pressbooks services in B.C. including:”**
   3. **This is followed by a bulleted list. (See styling rules for lists on this style sheet.)**
3. **Use table to refer readers to chapters in any of the Pressbooks.com guides.**
   1. **Table should have 1 row and 2 columns.**
   2. **Set table width to 100%. Set border to “1.”**
   3. **The far left column is minimized (width 10%) and contains an image of the Pressbooks logo (width= 50px), which is centred. Use “” as alternative text.**
   4. **The far right column contains text:**
      1. **If no information has been provided about the topic, the text should read: “See NAME OF CHAPTER in the NAME OF GUIDE.” The name of the guide is set in italics.**
      2. **If some information has been provided about the topic, the text should read: “For more information, see NAME OF CHAPTER in the NAME OF GUIDE.” The name of the guide is set in italics.**
4. **Use a shaded textbox to refer reader to related chapters in other BCcampus Open Education guides. The style is as follows:** 
   1. **An introductory phrase followed by a comma and “see NAME OF CHAPTER [New Tab] in the NAME OF GUIDE (e.g., Self-Publishing Guide).” The name of the guide should be in italics.**
   2. **The name of the guide should NOT typically include “BCcampus Open Education.”**
   3. **Content should be centred unless it contains a list**
5. **A shaded textbox should precede embedded videos from the BCcampus Open Education “Pressbooks Video Tutorials Series.” The style is as follows:** 
   1. **“The below video is from the Pressbooks Video Tutorial Series.” “Pressbooks Video Tutorial Series” is linked to that series in video.bccampus.ca (the BCcampus instance of Kaltura).** 
      1. **If more than one video is listed, use “The below videos are…”**
   2. **This statement should be centred.**
6. **Use standard textboxes to mark areas missing information, to be added at a later date, e.g., interpreting and fixing errors from Validation Reports (at end of “Export Files” chapter). Introduce information with “MORE TO COME:”**
   1. **Sample language: “MORE TO COME:** Information on how to interpret validation error logs and make corrections to a book will be added when available.”
7. Use the “Example” textbox to indicate a known and outstanding issue that will take time to resolve.
   1. Header should be “Issue to Note” or “Issues to Note” if there is more than one.
   2. Content should briefly describe the issue.
   3. If a known/reliable work around is available, include this as well.