Style Sheet

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Based on Style Guide: [APA Style](https://apastyle.apa.org/)

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# Overall Style

## Spelling and Abbreviation List

|  |  |  |
| --- | --- | --- |
| A-CApproximately – approx.Appointment – apt.Civil Works Administration – CWACounterfactual Conditional - cf | J-LJurisdiction - JxLogophoric - log | S-USocial Security Administration – SSAUniform Commercial Code - UCC |
| D-FDepartment – dept.Diminutive – dimEpistemic mood - epis | **M-O**Managing Director - MDMid Atlantic Area Council – MAACOutage Transfer Distribution Factor - OTDF | **V-Z**Vestrae – vrae. |
| G-IInternal Revenue Code – IRCInternational Standard Book Number – ISBN | **P-R**Postelative case - postelQualified Domestic Relations Order - QDRO |  |

## Chapter Notes

[x]  Footnotes

[ ]  End notes

## Organization

Order of pages:

### Front Matter

1. Acknowledgement
2. Licensing Info
3. Introduction

### Body Text

1. Text

### Back Matter

1. References
2. Appendices
3. Versioning History

## References

[ ]  End of chapter

[x]  End of book

## Media Attributions

[x]  At the end of each chapter

[ ]  At the end of the book (with references)

[ ]  At the end of the book (separate list)

Type of Attribution: TASL (Title, Author, Source, License)

# Textual Style

## Capitalization

* Do not capitalize the names of diseases, disorders, therapies, treatments, theories, concepts, hypotheses, principles, models, and statistical procedures unless personal names appear within these terms (ex. Freudian theory)
* Capitalize trade names (Eg, brand names of medications). Do not capitalize general names or generic brands.

## Italics

* First use of key terms or phrases
* English letters used as statistical symbols or algebraic variables
* Anchors of a scale (but not the associated number)
* First use of words, phrases, or abbreviations from another language when readers may not be familiar with them
* Avoid using italics for emphasis

## Numbers, Dates, and Times

* Use words to express numbers zero through nine, and use numerals to express numbers 10 and above. Except for
	+ Universally accepted phrases
	+ Numbers that begin a sentence, title, or heading should always be written in words
	+ Percentages should be written in numerals
	+ Times and dates should be written in numerals

## Punctuation

* Use the serial (Oxford) comma between elements in a series of three or more items
* If a compound adjective appears before a noun, use a hyphen (Eg. Decision-making behaviour)

## Quotes

* Use quotes for the first use of word of phrase used as an ironic comment, slang, or coined expression
* Use block quotes for quotes longer than 4 sentences
* Use when referring to a letter, word, phrase, or sentence within a sentence (Eg. …answered “yes” to the question…) Do not use to refer to numerals as themselves.
* Do not use in order to hedge or downplay meaning (Eg. The teacher “rewarded” the class)

## Verb Tense

* Write in the present tense

# Visual Style

## Headings

* There will be 3 Heading Levels (H1, H2, H3)
* Headings will be written in Upper Case

## Images

* There will be three images per chapter section, one at the beginning, middle, and end
* Images at the beginning and end of each chapter will be centre-aligned taking up no more than half the page
* Images in the middle of a chapter will be right aligned and taking up no more than half the page
* Images will be accompanied by a caption and alt text

## Lists

* List items will be written in full sentences
* In-text, use lowercase letters in parentheses before each item (Eg. Participants provided information about their (a) level of education; (b) income…)

## Pull Quotes

* There will be one pull quote per chapter section
* Pull quotes will be no longer than 7 words

## Tables and Figure NUmbers

* Tables will be centred on the page
* Figure numbers will follow a “chapter number.order number” format (Eg. Figure 2.3 for the third image in the second chapter)
* The figure title will appear after the figure number
* Figure numbers and titles will be written in italic title case

## Textboxes

### Learning Objectives

#### **Visual**

Box: Light blue background, black font

Heading: Dark blue background, white font

Position: At the beginning of each chapter before the content starts

Type of textbox:

[x]  Regular (Horizontal, breaks text)

[ ]  Sidebar (Vertical, appears to the right of text)

#### Content

* There will only be 3-5 Learning Objectives per chapter
* Learning Objectives will be written in point form, short sentences

### Example

#### Visual

Box: Light green background, black font

Header: Dark green background, white font

Type of textbox:

[ ]  Regular (Horizontal, breaks text)

[x]  Sidebar (Vertical, appears to the right of text)

#### Content

* There will be one example box per chapter
* Examples will not exceed 100 words

### Key Takeaways

#### Visual

Box: Light pink background, black font

Header: Medium pink background, white font

Position: At the end of each chapter, above the last image

Type of textbox:

[x]  Regular (Horizontal, breaks text)

[ ]  Sidebar (Vertical, appears to the right of text)

#### Content

* There will only be 3-5 takeaways per chapter section
* They will be written in full sentences

# Pressbooks Style: Clarke

## Part & Chapter Numbers

[ ]  Yes

[x]  No

## Collapse Sections

*(Requires the use of H1 heading levels, only visible in web)*

[x]  Yes

[ ]  No

## Social Media Enabled

[ ]  Yes

[x]  No