# Style Sheet for *Adoption Guide – 2nd Edition*

# 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” and “Citation style.” If appropriate, a style item will be listed under more than one category.

**­­­Last revised**: September 27, 2019

**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).

**Authors**

* Primary: Lauri Aesoph
* Contributors: Caroline Daniels, Farhad Dastur, David Harper, Inba Kehoe, Gail Morong, Lucas Wright

**Copy editors/Proofreaders**: Lauri Aesoph and Arianna Cheveldave

# **Spelling and abbreviation list**

**A-B**

aesthetic

back matter

B.C.

B.C. Open Textbook Collection

BCcampus

BCcampus’ (possessive)

BCcampus Open Education

**C-E**

CC BY (not CC-BY)

data (plural)

drop-down (adj.)

eBook

endnote

**F-H**

formatted

front matter

grey

**I-M**

ID (short for identification)

Internet

in-text

keyboard

LaTeX

licence (n.), license (v.), licensed (adj.)

link (not hyperlink)

MP3

markup

multimedia

**N-R**

non-derivative  
non-technical

non-text

open educational resource (lower case)

practise (v.), practice (n.)

print-on-demand (adj.)

re-mediate

**S-T**

screenshot

sub-headings

sub-sections

textbox

timeline

**U-Z**

web book

web page

weblink

website

WordPress

# **Book layout**

Front Matter

Accessibility Statement

Exceptions to CC BY Licence

About This Guide

Introduction

INSTRUCTORS: Adopt an Open Textbook

The Adopting Open Textbooks Workshop and Handbooks

Steps to Adopting an Open Textbook

What is Open Education?

Open Educational Resources

Open Textbooks

Creative Commons

Choosing a CC Licence

Examples of Creative Commons in Use

Evaluating an Open Textbook

Using an Open Textbook for Your Course

Finding Open Textbooks

INSTITUTIONS: Statistics and Support

Why Track Adoptions

What to Track

How to Track

Publish Stats

ZTC Programs

B.C.’s Ongoing Adoption Program

STUDENTS: How to Participate

Education Debt in Canada

Talking to Instructors

Textbook Broke Campaigns

Learn More

Game Changers: Why Openness in Education?

How Stable Are Open Textbooks

OER Myths: Basic Guide to OER

Additional Resources

Back Matter

Appendix: Adoptions in B.C.

Bibliography

List of Links by Chapter for Print Users

Versioning History

# **General style**

1. Parts and chapters are numbered. (See Dashboard/Appearance/Theme Options/Parts and Chapter Numbers)
2. Text is written in the present tense
3. BCcampus Open Education
4. Overuse of bold, italics, capitalization, and colons avoided
5. Used one space between sentences
6. Italics are used:
   1. for book or website titles
   2. to emphasize words in text
7. Use they/them/their as the gender-neutral singular pronoun.

Pressbooks Features

Theme: Clarke

Appearance/Theme Options

* Global Options
  + Display part and chapter numbers
* Web Options
  + Enable social media
  + Webbook width: standard
  + Paragraph separation: skip lines between paragraphs
  + Display part title on each chapter
  + Enable image lightbox

# Elements

## Attributions

1. Attributions are listed at the end of each chapter under an “Attributions” heading (H1).
2. Attributions are ordered alphabetically.
3. Attribute all resources, even if taken from the public domain. (“[Meadow](https://pixabay.com/en/meadow-away-panorama-680607/)” by [geralt](https://pixabay.com/en/users/geralt-9301/) has been designated to the [public domain (CC0)](https://creativecommons.org/share-your-work/public-domain/cc0/).)
4. For CC licences, include the version, full licence title, and capitalize “Licence” as it is part of the licence name. (“[Money](https://flic.kr/p/dmCYx)” by [Eric L.](https://www.flickr.com/photos/virtualzen/) is used under a [CC BY-NC-SA 4.0 International Licence](https://creativecommons.org/licenses/by-nc-sa/4.0/legalcode).)

## ****Block quotes****

* Use the block-quote feature for quoted text that is three lines or longer.

## ****Capitalization****

1. **See “Headings” for heading capitalization rules.**
2. Use caps for all file types (e.g., HTML, ODT, PDF) except when referring to file extensions (e.g., .docx, .html, .pdf).
3. Lower case is used for “open education resources” (OER) and the generic use of “open textbooks”.
4. Titles for PDF or Word attachments are title case
5. All proper names, universities, agencies, ministries, associations, places and addresses are appropriately capitalized.

## ****Citation style****

1. Chicago style
2. Footnotes go outside of end punctuation.
3. When adding a footnote for a table, put the footnote at the end of the caption.

**Footnote example**: FirstName LastName, “Article/Chapter Title," *Name of Book/Publication/Website*, accessed March 27, 2018, url.

**Reference example 1**: LastName, FirstName. “Article/Chapter Title.” *Name of Book/Publication/Website*. Accessed March 27, 2018. url.

**Reference example 2**: LastName, FirstName. “Article Title*.”* Page from Website. Accessed March 27, 2018. url.

## Headings

1. Chapter and part titles should use title case.
2. Chapter headings should use sentence case and start with Heading 1.
   1. H1 is used with some of Pressbooks’ features such as “Collapse Sections” (Dashboard/Appearance/Theme Options/Web Options)
3. Textbox headings use title case. (See “Textboxes.”)
4. When referring to headings (sections) in other chapters or books, use quotation marks.
   1. Do not use quotation marks when referencing chapters in this or other BCcampus OpenEd support resource, particularly if the title is hyperlinked.
5. Provide links whenever referencing another BCcampus OpenEd support resource, or chapter or part within one of these.

## Images

1. Link images to Media URL
2. Images are not numbered.
3. Not all images need captions.
4. Only captions that are full sentences should end in a period.
5. All images need alt tags, unless they are decorative or not required for understanding the text.
   1. These images will have “” as their alt tag.
6. Alignment = centered
   1. 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; } |

## Links

1. Links do not open new windows or tabs unless they are videos.
   1. Not opening in a new tab is more accessible
   2. Standards say that links should not open new tabs unless necessary.
2. For internal links:
   1. Do not include the <http://opentextbc.ca> part of the link.
3. External links:
   1. The web addresses for all external links should be listed in the back matter under “List of Links by Chapter for Print Users”).
4. **Linking to non-html file formats:**
   1. **Include the file format in the link text in square brackets. (E.g., [Word file], [PDF file], [Excel file]); note that “file” is lower case.**
   2. **If linking to a video, set the link to open a new tab and add [New Tab] to the link text.**

## ****Lists****

1. General style:
   1. Lists should be uniform in structure.
   2. Capitalize the first work in a primary list. Use lower case for the first word in a secondary or tertiary list.
   3. Add a period after a list item only when it is a full sentence. This applies to all list levels.
      1. Exception: Add a period after an incomplete sentence in a list if it is immediately followed by a full sentence.
2. Use unordered lists when:
   1. The order of points is unimportant and there is no hierarchy.
3. Use ordered lists when:
   1. The order of points is important, there is a hierarchy, or if points need unique identifiers so they can be referred to in the text body.
4. Introductory phrase: If the statement introducing the list is not a complete sentence\* (a dependent clause) then a colon at the end should be used. Otherwise end a complete sentence with a period.
5. Be consistent within a bulleted list for language and tense. All items should be syntactically and conceptually parallel. For example, start each bullet with a verb in present tense.
6. Do not use hanging indents.
7. Bold is used to highlight an introductory sentence or phrase, or act as an identifying label preceding the description of a concept, tool, or practice placed in some lists.
   1. Also see “Q & As.”

**List of Links by Chapter for Print Users**

1. Links are listed by the link text they appear under in the chapter followed by the web address in parentheses. Each item is capitalized as part of this list, even if not done so in the text body. There is no period at the end of the entry.
2. Links are organized alphabetically by chapter.
3. Links that appear more than once within a chapter are not repeated.
4. Only external links are included. Exceptions include:
   1. the home page of the Adoption Guide ([https://opentextbc.ca/adoptopentextbook/)](https://opentextbc.ca/accessibilitytoolkit/)) *is* included
   2. external links as part of attribution statements *are not* included
   3. external links as part of a citation (footnote) *are not* included
   4. **non-HTML file formats, e.g., PDF**
5. Chapters with no external links will be included in the list, with an N/A designator

## Numbers

1. Write out all numbers up to and including nine. After that, use numerals.
   1. Exceptions: dates (November 4), quoted material that follows a different rule, school grade (Grade 8), steps, and examples

## ****Punctuation****

1. Use serial commas.
2. Use a colon after the leading phrase to a list.
3. Punctuation goes inside quotation marks
4. Hyphenate compound modifiers except where they conflict with standard usage: anything that starts with “open” except items listed in the “Spelling and abbreviation list”
5. “Post-secondary” is always hyphenated.

**Q & As**

1. Begin each question with “Q:” followed by the question, all in italics.
2. Begin each answer with “A:” followed by the answer, all in regular body text.

## Textboxes

1. Use a shaded textbox for text that is meant to stand out.
2. If content in a textbox requires a heading, use the “Key Takeaways” textbox.
   1. textbox headings should be title case and centred
3. **Use a “Learning Objectives” textbox in the body of each part.** 
   1. **Headings should say “Section Topics” (title case)**
   2. **the content usually begins with a short introduction including a leading sentence**
   3. **This is followed by a bulleted list. (See styling rules for lists on this style sheet.)**
4. **Use an “Exercises” textbox when creating boxes titled “Discussion Prompts."**
   1. **centre “Discussion Prompts”**

## ****Titles****

1. Italicize book titles
2. When referring to BCcampus guides, toolkits, and directories, use the name of the resource only; do not include “BCcampus Open Education, e.g., [*Self-Publishing Guide*](https://opentextbc.ca/selfpublishguide/).

**Videos**

1. Follow an in-text video title with “(video length is [length]).”
   1. length should be in figures, e.g., “3:00” for three minutes, “9:15” for nine minutes and fifteen seconds
   2. parenthetical should appear at the end of the sentence