Indigenous Perspectives on Business Ethics and Business Law in British Columbia Style Sheet

**Last revised**: September 16, 2022

**House Style**: [BCcampus Open Education Publishing Style Guide](https://opentextbc.ca/publishingstyleguide/)

**Author(s)**: Annette Sorensen and Scott van Dyk

**Editor(s)**: Carolee Clyne, Arianna Cheveldave

Link: <https://opentextbc.ca/indigenousperspectivesbusiness>

## General Structure

* Each section in the main body parts begins with a Learning Objectives textbox.
* Each “Mid-Chapter Questions” section begins with a red Exercises textbox, followed by a grey Examples textbox.
	+ The Exercises textbox is titled “Mid-Chapter Questions” and uses an ordered list to format questions.
	+ The Examples textbox is titled “Mid-Chapter Scenario” and has a paragraph, followed by an ordered list.
	+ The “Mid-Chapter Questions” section in the “Business Ethics” part has an Exercises textbox with an ordered list of questions, followed by a reflection question. There is no mid-chapter scenario.
	+ The “Mid-Chapter Questions” section in the “Business Law” part has an Examples textbox with paragraphs followed by an ordered list. There is no Exercises textbox.
* Each “End-of-Chapter Questions” section begins with an Exercises textbox, followed by an Examples textbox.
	+ The Exercises textbox is titled “End-of-Chapter Questions” and uses an ordered list to format questions.
	+ The Examples textbox is titled “End-of-Chapter Scenario” and has paragraphs followed by an ordered list.
	+ In the “End-of-Chapter Questions” section in the “Business Ethics” part, the paragraphs in the Examples textbox begin with bolded words.

## Characters

Here is a list of the recurring characters in this book, first described in the Introduction:

* Daniel is the project manager of a liquefied natural gas pipeline project that is to go through Indigenous territory.
* Stacey is the recently elected band chief of the Gitxsan Nation, located in northern British Columbia.
* Sadie is a hereditary Matriarch of the Gitxsan Nation.
* Clyde represents the hereditary chiefs of the Gitxsan Nation.
* Gurpreet is an international student from the Punjab region of India. She is in the first year of a business administration program.
* Josh is a non-Indigenous college student. He has a part-time job and works hard in his studies.

## Citation

* Citation style is APA.
* Short parenthetical name-and-date citations go inside terminal punctuation. If there is a quotation that ends with a period at the end of a sentence, write the quotation, use a closing quotation mark, put the parenthetical citation, then put a period (see the first paragraph in The Indian Act section)

## Figures

### Style Rules

* Figures are not numbered
* Figures have captions (see The Numbered Treaties)
* Media attributions appear beneath a Heading 3 at the end of the chapter that says “Image Attributions.” Attributions are formatted in an unordered list and appear in the same order that the figures appear in the chapter
* Example attribution:
	+ "[Numbered Treaties Map](https://commons.wikimedia.org/wiki/File%3ANumbered-Treaties-Map.svg)" by [Themightyquill](https://commons.wikimedia.org/wiki/User%3AThemightyquill) is licensed under a [CC BY-SA 2.5 Licence](https://creativecommons.org/licenses/by-sa/2.5/deed.en). Adapted from [Canada Location Map](https://commons.wikimedia.org/wiki/File%3ACanada_location_map.svg) by [Yug](https://commons.wikimedia.org/wiki/User%3AYug), which is licensed under a [CC BY-SA 2.5 Licence](https://creativecommons.org/licenses/by-sa/2.5/deed.en).
* Figures are centred.

## Footnotes

* The superscript for a footnote always goes after punctuation (such as a period, comma, or question mark), with the exception of the em dash.

## Headings

* Heading 1s are written in title case (see Introduction).

## Italics

* Do not italicize legislation titles, such as the British North America Act (see Pre-Confederation).
* Italicize the names of legal cases, such as *Worcester v. Georgia* (see Pre-Confederation).
* Italicize the names of magazines, such as *Canada’s History* (see The Numbered Treaties).

## Legal References

### Legal Cases

Here is a list of legal cases mentioned in the book, in order of the year they were decided:

* *Worcester v. Georgia* (1832)
* *Calder et al. v. Attorney-General of British Columbia* (1973)
* *R. v. Sparrow* (1990)
* *R. v. Van der Peet* (1996)
* *Delgamuukw v. British Columbia* (1997)
* *Taku River Tlingit First Nation v. British Columbia (Project Assessment Director)* (2004)
* *West Moberly First Nations v. British Columbia (Chief Inspector of Mines)* (2011)
* *Tsilhqot’in Nation v. British Columbia* (2014)

### Legislation

Here is a list of legislative acts mentioned in the book, in order of the year they were passed:

* Royal Proclamation, 1763
* British North America Act, 1867
	+ Also known as the Constitution Act, 1867
* Indian Act, 1876
* White Paper, 1969 (did not pass)
* Constitution Act, 1982
	+ Passed in the UK as the Canada Act, 1982
* Declaration on the Rights of Indigenous Peoples Act, 2019

## Numbers

* Use a comma in a number that is four digits or longer, such as 12,000 or 1,300 (see Pre-Confederation).
* Spell out numbers from one to ten. Use figures for 11 and up (see Who Must Be Consulted?).

## Punctuation

* Do not use the serial comma (see Acknowledgements and Attributions).
	+ Or: use the serial comma (see The Indian Act).
* Insert a comma after the title of a piece of legislation followed by the year it was published when used in the middle of a sentence. For instance, write, “The Constitution Act, 1982, allowed Canada to modify its own constitution.” (See The Constitution Act, 1982.)

## Spelling List

### A–B

acknowledgement (*not* acknowledgment)
act (*not* Act, *unless part of the title of legislation*)
afterwards (*not* afterward)
article (*not* Articles, *when referring to UNDRIP*)
band
B.C. (*not* BC*, unless in a name*)
BC Treaty Commission
business ethics (*lowercase*)
business management (*lowercase*)
buy-in (*hyphenated*)

### C–D

Calls to Action
Cayuga
cheque (*not* check)
colony, colonies (*not* Colonies)
Court (*when talking about the Supreme Court of Canada*)
Cree
Crown (*when talking about the authority*)
decision-maker, decision-making (*not* decision making)

### E–G

earth (*not* Earth)
et al. (*not* et. al.)
First Peoples
Gitxsan

### H–J

*Indian Act*Indigenize, Indigenizing
Indigenous
Indigenous Peoples
Indigenous title
interprovincial (*not* inter-provincial)
Iroquois Confederacy
judgment (*not* judgement)

### K–M

Jean Chrétien (*not* Chretien)
Kainai
licence (*noun*), license (*verb*)
liquefied natural gas, LNG
matriarch (*not* Matriarch)
Métis
Mohawk
moustache (*not* mustache)

### N–O

Nation (e.g., Gitxsan Nation)
Nisga’a
North Coast (*not* north coast of B.C.)
Northwest B.C.
Northwest Resistance
Numbered Treaties
Oneida
one-size-fits-all (*attributive adjective*)
Onondaga

### P–R

Piikani
province, Province (*when referring to a provincial government only*)
provincial (*not* Provincial)
ReconciliACTION
relationship-building (*not* relationship building)
reroute (*not* re-route)
rights holder (*open compound*)
Royal Proclamation of 1763 (*not* Royal Proclamation, 1763)

### S–U

Saulteaux
section (*of the Constitution*)
Seneca
Siksika
sympathize (*not* sympathise)
toward (*not* towards)
Thirteen Colonies
travel, travelled, travelling
Truth and Reconciliation Commission (TRC)
Tsilhqot'in
Tsimshian
Union (*when referring to the U.S.*)
United Kingdom, UK
United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)

United States, U.S.

### V–Z

well-being (*not* wellbeing)
Wet’suwet’en
White Paper (*failed legislation*)
world view (*open compound word*)

## Textboxes

### Examples (Grey)

* Header Colour: #fff
* Header Background: #444444
* Background: #dddddd
* Used for “scenarios” in the “Mid-Chapter Questions” and “End-of-Chapter Questions” sections.
* Also seen in “scenarios” in other chapters (see United Nations Declaration of the Rights of Indigenous Peoples in Canada). Titled “Scenario: [Title of scenario],” it begins with a paragraph, then comprehension questions in an ordered list.
* In one example, the scenario does not have a title (see First Nations Governance). The textbox is titled “Scenario,” then uses bolded words to set off the beginnings of paragraphs. There is a video embedded in the textbox, then the word “Questions” with a colon, and then an ordered list of comprehension questions.
* Make sure the title isn’t bolded.

### Exercises (Red)

* Header Colour: #fff
* Header Background: #b81b13
* Background: #f1d1d0
* Make sure the title isn’t bolded.

### Key Takeaways (Grey)

* Header Colour: #fff
* Header Background: #444444
* Background: #dddddd

### Learning Objectives (Yellow)

* Header Colour: #444444
* Header Background: #fedd40
* Background: #fff1b3
* Appears at the beginning of every section in the main three body parts.
* Uses unordered lists. Each item should be in the imperative and end with a period.
* Make sure that the title is not bolded.
* Added CSS to the web styles to remove the border from around this textbox, as it does not look good in the Clarke theme. Under Your Web Styles, search for “Removes border around Learning Objectives text box.”