# Style Sheet for

# HUMAN SECURITY IN WORLD AFFAIRS, 2nd ed.

*Last revised: September 8, 2020*

**This style guide will be revised and improved from time to time. Your comments and suggestions would be helpful in that process.**

*It is based on the Style Guide by Strunk & White (2000) and the document “By the Way, It’s …”*

*After a draft chapter has been edited it should be saved as a new document, stating in the file name either the date of editing or a new version number (e.g. [3]).*

* APA, edition 7

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## **Pressbooks**

This book was written in the open source authoring platform, Pressbooks. The following settings and tools were used:

* Pages are set to “wide” (see Appearance/Theme Options/Web Options/Webbook width).
* Double quotation marks are noted used when employing the blockquote feature, following standard practice for block quotes.
* Comments are turned off.
* Glossary tool is used. A link to the chapter in which the term is mentioned is included in the definition for easy reference on the Glossary page in the Back Matter.
	+ Note: glossary terms that should be italicized (e.g., erga omnes, jus cogens) cannot be placed in italics when first presenting the term using this Glossary tool.

Layout

**Book**

*Front matter*

* Accessibility Statement
* About BCcampus Open Education
* List of Figures
* List of Tables
* Preface
* Acknowledgements

*Back matter*

* Glossary of Terms and Definitions
* Author’s Biographical Information
* Versioning History

**Chapter**

## **Spelling and abbreviation list**

1. Use English (CAN) spelling; e.g. honour not honor.
2. The English (CAN) spelling has its ambiguities as with the uses of “s” vs “z”. In those cases we prefer the Commonwealth spelling (i.e. “s”, not “z”). Examples: realise, globalisation, rumour, etc.

|  |  |
| --- | --- |
| A-Bad hoc (no italics)biodiversitybiogeophysicalbioregionbiosecurityC-Eceasefirecentury: use numerals for all numbers and place “th” and “st” as superscript, e.g. 7th century, 21st centuryCold War*compétence de guerre* (Fr, italicize)*révisionnistes* (Fr, italicize)*Eaarth* (book by Bill McKibben)Global NorthGlobal SouthH-Khealthcare*hudna* (Arabic, italicize)Indigenousinternet*jus in bello* (italics)*jus ad bellum* (italics) | L-Olife on Earthlong-termMini-Atlasnon-interventionnon-renewableP-Tpercentplanetwidepretrialshort-termsocial-ecological*sulha* (Arabic, italicized)textboxtree of lifeU-ZUSwebsitewell-being |

## **General style**

1. **Most of the authors are experienced academics and well versed in academic writing styles. Furthermore, we aim to leave them considerable latitude in terms of personal expression. No big issues are expected in this regard.**
2. **The fonts, headings and numbering of sections are given in the template that all authors received. Most likely this will be changed again during the move to the Pressbooks platform.**
3. **All body text should be organised into numbered sections. The first section is named *Introduction*. Paragraphs are separated by 6 & 6 pt as in this list.**
4. **Latin words are to appear in correct singular and plural forms. An extra style sheet on this will be made available. [*By the way, it’s …]***
5. Don’t bother listing abbreviations and acronyms in the ‘List of Terms & Definitions’, unless you believe that the author has not sufficiently explained the odd one. It is really the authors’ job to do so – either in the text or in the ‘List of Terms and Definitions’ section.
6. **All body text should be justified, except in lines where it results in excessively long spaces between words; in those cases justify to the left. All headings are left justified.**
7. Using acronyms saves a lot of space, both in author citations and in the body text. However, every acronym should be explained where it appears first in the chapter; and in the reference list the acronym should appear again but with its explanation behind it in brackets.
8. Verbatim Quotes: If three lines or less in length, they should be integrated in the text between double quotation marks (“…”). Those longer than 2 lines should be in an indented paragraph by themselves, with no quotation marks. (Note that single quotation marks are reserved not for verbatim quotes but for terms that are used by authors in special contexts or meanings.

## **Citation style**

Type: APA, version 7

References appear in three potential spots at the end of each chapter: *Suggested Reading*, *References*, and *Bibliography*.

Every author has a certain amount of leeway in terms of citing sources. Some chapters use quite a lot of dates and numbers which could not all be referenced. The authors exercise their professional judgment as to which numbers and facts could be considered ‘common knowledge’ and don’t need referencing. This convention, although it is a bit fuzzy, is used throughout academic publishing but with variations.

Because some chapters also use a lot of newspaper articles (a common practice in international relations and political sciences) the references would become overblown with items that readers are unlikely to ever search for. The footnoting brings some relief, but again it is the authors’ judgment call. In other words, their decisions on that are fine with us.

**Headings**

1. All headings are title case.
2. To fulfil accessibility requirements, highlighting chapter sections and parts within those sections begin with H1 and move down from there. (The H1 in Pressbooks is already set in bold.)
3. Subsequent heading levels under H1 are aligned left and set in bold. (Note: H3 naturally centers; these have been aligned left.)

## **Lists**

1. Lists within the text body follow this styling use lowercase letters in parentheses (per APA, 7th version): (a) xxx, (b) xxx, (c) xxx for readability. Each list item is separated by a comma except when a comma is part of the list item, which in this case, is replaced by, a semicolon.
2. Lists that are offset from the text body use numbered lists when the number of items is mentioned in the text body or to identify the organization of information, such as "itemized conclusions” or “steps in a procedure."
	1. Each item in the numbered list begins with a capital letter, and follow appropriate sentence punctuation throughout the list, using end marks like periods, exclamation, or question marks where required.
3. In all other offset list cases, bullets are used. The capitalization and punctuation for each bulleted item depends on whether the items form sentences or sentence parts.
	1. If the bulleted text is a full sentence, capitalize the first letter of the first word and end the paragraph with a period. For example:
* This is a sentence.
* This is another sentence.
* This is the last sentence of the bulleted list.
	1. When a bulleted list separates three or more elements within a sentence, “begin each bulleted item with a lowercase letter” and either punctuate each item in the list as parts of a sentence (e.g., inserting commas), or exclude punctuation after each item. For example:

In December 2018, British Columbia had an extreme storm that caused:

* massive damage due to high winds,
* widespread power outages that lasted many days, and
* flooded roads.

This storm affected multiple areas on Vancouver Island, including:

* Nanaimo
* Duncan
* Ladysmith
* Victoria

## **Numbers**

1. Numbers one through nine are spelled out (except when saying No. 1 or number 1 priority).
2. Use numerals for 10 and higher (except when starting a sentence with a number) and for decimals (4.5 per cent – and note: per cent is two words).
3. Also Phase 1, Section 1, Grade 1, page 1, line 9.
4. Exception: when several numbers are being compared in a paragraph, including some below 10 and some above nine.
5. Numerals for all expressions of century, e.g. 7th century, 21st century. Exceptions are when used in a direct quote and reference lists.
6. 20th century ; 21st century–superscript used for “th” and “st”

**Dates**

Use the British method, i.e. 3 January 2020 *not* January 3, 2020

**Measurements**

1. All measurements are expressed in metric units or have been converted from imperial to metric units.

**Percent**

1. Use the **percent** symbol after any number expressed as a numeral. For example: 12%. (Numbers greater than nine are expressed as **numerals** and use the **percent** symbol.)
2. Use the **word** "**percent**" after any number expressed as a **word**.

## **Punctuation**

## ****Capitalization****

1. The word *Earth* should be capitalized as Earth wherever it occurs, except in quotes where it is not*.*
2. All acronyms should be explained in brackets where they are first used in each chapter.

**Commas**

1. No comma after **e.g.** or **i.e**.

**Italics**

1. Emphasizing short pieces of text is *italics*, for the purpose of drawing the reader’s attention. Use *italics* for emphasis wherever intended by the author*.* This usage should not be overused.
2. If a term from a language other than English is used in preference to its English equivalent, use italics; however, if this word (e.g. raison d’être) appears in an English dictionary, do not apply italics.
3. For citation purposes such as a book title.

**Quotation marks**

1. Double quotation marks should be used with text or single words that are quoted directly from someone’s writing or speech.
2. Single quotation marks ‘xxx’ should be used for the purposes of highlighting or indicating an implied meaning that does not necessarily match the author’s interpretation of the word. Like italics, this usage should not be overused.

## **Textboxes**

## ****Learning Outcomes & Big Ideas****

1. The gray LO (Learning Objectives) textbox is used in Pressbooks.
2. It appears at the beginning of the chapter immediately following the author(s)’ name(s) and, on occasion, a plain textbox containing a chapter-specific acknowledgement and/or a short explanation about the original of the chapter.
3. There is an eponymous section at the beginning of each chapter. Action verbs are employed to facilitate assessment by instructors.
4. Items are listed in bullet form.
5. Each item is capitalized. A period is added to the end of the statement when a full sentence is used.

**Key Points**

1. The green KT (Key Takeaways) textbox is used in Pressbooks.
2. It appears immediately after a chapter’s text body, and is the first item listed under “Resources and References.”
3. A link to “Key Points” appears in the Chapter Overview at the beginning of the chapter.
4. Items are listed in bullet form.
5. Each item is capitalized. A period is added to the end of the statement when a full sentence is used.

**Extension Activities & Further Research**

1. The blue EX (Exercise) textbox is used in Pressbooks.
2. It appears immediately after a chapter’s text body, and is the second item listed under “Resources and References.”
3. A link to “Extension Activities & Further Research” appears in the Chapter Overview at the beginning of the chapter.
4. Items are presented in a numbered list.
5. Each item is capitalized. A period is added to the end of the statement when a full sentence is used.

Case Studies

1. Each case study is placed in a shaded textbox.
2. Captions begin with “Case Study” followed by this numbering system:
	1. Number of chapter; period; number indicating sequence placement within chapter, e.g., CASE STUDY 2.4
	2. Case Study and number are set in bold and capitalized, and aligned left. Ends with a period.
3. The caption/title of the case study are:
	1. Title case
	2. Set in bold and centred

Figures

**Captions**

1. Captions begin with “Figure” followed by this numbering system:
	1. Number of chapter; period; number indicating sequence placement within chapter, e.g., Figure 2.4
	2. Figure and number is set in bold
2. Captions continue with short title (set in bold), which may be followed by a description in plain text. First word is capitalized; caption(s) end in a period.
3. The Pressbooks Media Attribution tool is used to provide an attribution statement for each image. Copyright year and ownership are included using the Author field of this tool as follows: “2020 Pat Smith” which appears under the “Media Attribution” section of the chapter as “© 2020 Pat Smith” as part of the attribution statement.

**Citation**

When an original figure is created, the data sources used are listed in the caption as in-text citations preceded by “Data sources:” all within parentheses; the sources are also listed in the Reference list at the end of the chapter.

**Layout**

1. Images are centered and, in most cases, the width is set at 700 pixels using the ‘Custom Size’ option.
2. The image is *not* linked to any file.
3. Each image is labelled by its Figure title in the Media Library in Pressbooks.

**Links and anchors**

1. The anchor tool, in Pressbooks, is placed above each figure using this configuration, e.g., “Fig1.1”. Anchors are case sensitive. Each mention of a figure is linked to the actual item both within its chapter and within other chapters.
2. A ‘List of Figures’ can be found in the Front Matter of the book which includes links to each figure within the book.

## **Tables**

**Captions**

1. Captions begin with “Table” followed by this numbering system:
	1. Number of chapter; period; number indicating sequence placement within chapter, e.g., Table 2.4
	2. Table and number is set in bold by Table Properties.
2. Captions continue with a description, also set in bold by Table Properties. First word is capitalized; caption(s) end in a period.

**Citation**

When an original table is created, the data sources used are listed in the caption as in-text citations preceded by “Data sources:” all within parentheses; the sources are also listed in the Reference list at the end of the chapter

**Custom CSS**

The below code was added to Appearance/Custom Styles for Web, ebook, and PDF in Pressbooks to ensure all borders are visible for tables:

.front-matter td, .part td, .chapter td, .back-matter td, body#tinymce.wp-editor td {

border: 1px solid;

border-color: #373d3f; }

.front-matter th, .part th, .chapter th, .back-matter th, body#tinymce.wp-editor th {

border: 1px solid;

border-color: #373d3f; }

**Layout**

1. Title heading (<th>) used for column labels (places label in bold) as well as: all capitals and centered.
2. **Row labels are title-case and bold, aligned left.**
3. **Tables should be placed in the text near the location where they are first referred to. Page breaks within tables are to be avoided if at all possible.**

**Links and anchors**

1. The anchor tool, in Pressbooks, is placed above each figure using this configuration, e.g., “Table1.1”. Anchors are case sensitive. Each mention of a table is linked to the actual item both within its chapter and within other chapters.
2. A ‘List of Tables’ can be found in the Front Matter of the book which includes links to each table within the book.

Links

1. The layout of hyperlinks follow best accessibility practices. (See [Links](https://opentextbc.ca/accessibilitytoolkit/chapter/links/) in the *Accessibility Toolkit – 2nd Edition*).
2. Links are not used for citation purposes, but rather, for clarification such as pointing to a definition, more information on a topic, or pointing to a document or website.
3. URLs are not linked for accessibility purposes.

**References to other parts of book**

1. **References to other parts of this book (chapters, sections—chapter sections—, tables, figures, case studies, parts, etc.) are done as follows for both accessibility and per styling of this book:**
	1. **The part is spelled out in full, e.g. chapter *not* ch.**
	2. **When referring to a specific part, the label is capitalized, e.g. Chapter 1**
		1. **When referring to a part in general, the term is lowercase, e.g. chapters in this book**
	3. **When referring to multiple parts of the book, each part is spelled out, e.g. Chapter 1, Chapter 2 and Chapter 3 *not* Chapters 1, 2 and 3.**
2. **All references to a specific part, when possible, link back to that part using the parts label.**