# Plumbing Level Three Series Style Sheet

Last revised: February 4, 2022

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

Author(s): Industry Training Authority

Editor(s): [Name]

(Add or remove headings as needed. Ensure to provide enough info that anyone can pick up and use the style sheet. You can use screen shots to illustrate examples.)

## Book Structure

### Parts

* Title: Competency A#: Subtitle of the Competency
  + Use title case, and CSS will transform it to All Caps.
* URL: 3-5 words from the subtitle
* Has a short (1-2 sentence) introductory statement.
* Contains a Learning Objectives textbox (see Textboxes).

### Chapters

* Title: Learning Task #
  + Use title case, and CSS will transform it to All Caps.
* Subtitle:
  + Note that the subtitle is added to chapter metadata at the end of the page.
  + Use title case.
* URL: 3-5 words from the subtitle
* Headings
  + H1: Title case, the first heading in each chapter.
  + H2: Title case
  + H3: Sentence case (except for media attributions)
* Contains a Self-Test at the end (see Textboxes).

### Back Matter

* Self-Test Answer Keys
  + H1: The name of the competency
  + H2: The name of the self test
  + Answers put in a numbered list and then add class=”threecolumn”

## Images

* Always centred.
* Pictures that don’t need to be seen with a lot of detail should have a width of 400 px.
* Pictures that are diagrams and have words should be inserted full size.
* For the checkbox icon used with self-tests, see Textboxes > Self-Test.
* Captions:
  + Figure #. Caption for the image.
  + Numbering starts from 1 at the beginning of each learning task.
* Alt text – All images that convey information or are not already described in text need alt text. Make a list of those images here:

### Media Attributions

See the house style.

* Images by Camosun are CC BY.
* Images from BC Trades Modules are CC BY Trades Training BC
* Some images are used with permission – I am not sure how to attribute these yet, but they do have permission to use them.

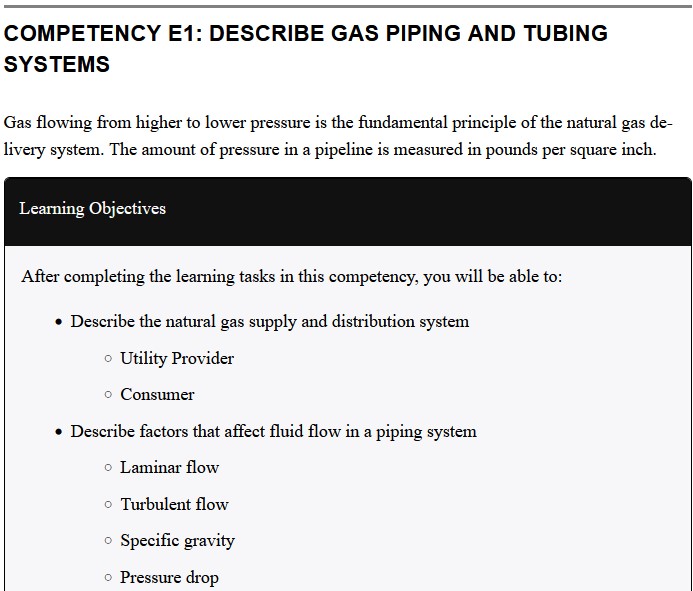
## Numbering

* Parts and chapters
  + Each part is a new competency. Competencies are numbered as follows: A1, A2, A3, etc.
  + Each chapter is a new learning task. Learning tasks are numbered as follows: Learning Task 1, Learning Task 2, etc., with the numbering starting over for each competency.
* For image numbering, see Images > Captions.

## Textboxes

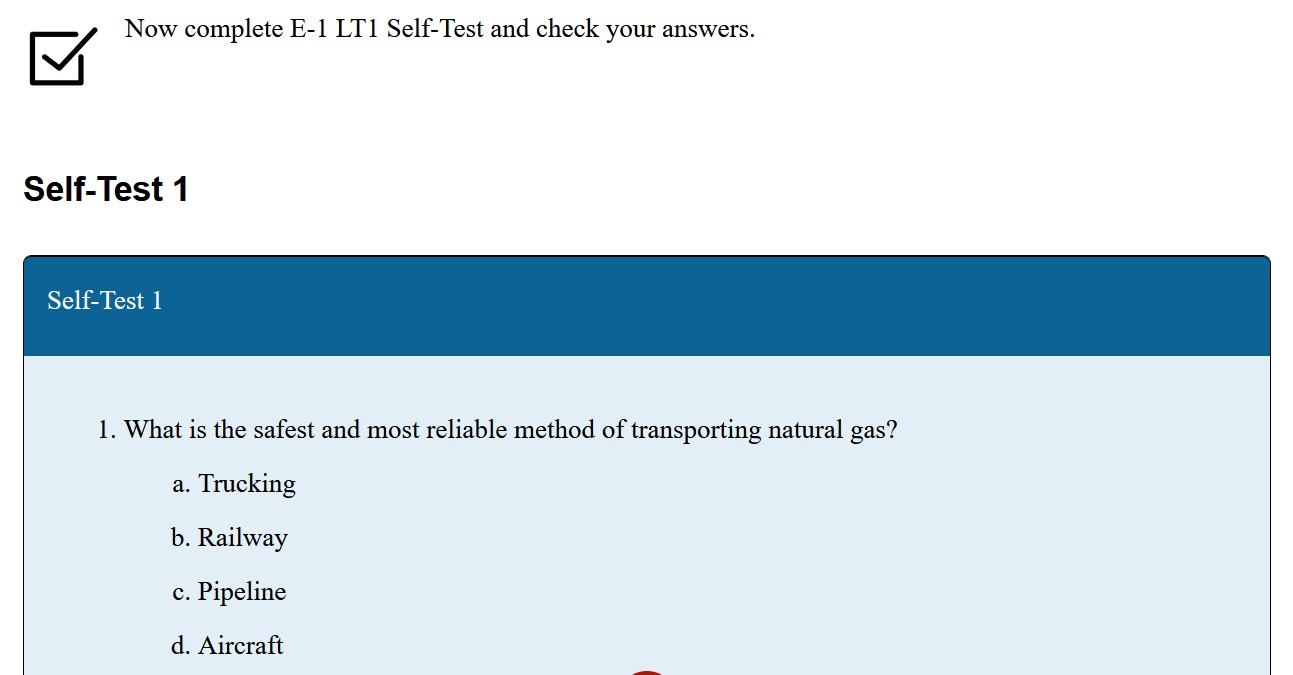
### Learning Objectives

* Inserted after the introductory statement at the beginning of each part (new competency)
* Title: “Learning Objectives”
* Intro sentence: “After completing the learning tasks in this competency, you will be able to:”
* Bulleted list starting with capital letters, not ending with a period.



### Self-Test

* Each self-test textbox is preceded by the following:
  + A checkbox icon aligned left next to the following statement: Now complete A-1 LT1 Self-Test and check your answers.
    - The checkbox icon can be inserted from the media library with a width of 50px. The alt text should be left blank.
  + A heading 1: Self-Test #
* Title: Self-Test #
* Content: A properly formatted numbered list. For questions that are multiple choice, use type=”a” for the options.
* After the last question, insert the following statement: Check your answers using the [Self-Test Answer Keys](https://pressbooks.bccampus.ca/plumbing3e/back-matter/self-test-answer-keys/) in Appendix 1.



## **Formulas**

* In LaTeX
* Centre-aligned