# Style Sheet for Print-on-Demand Guide

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

**Last revised**: June 24, 2020

## Style Guides

* BCcampus [Writing Guidelines for Articles and Web Content](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).

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## ****Spelling and Abbreviation List****

### ****A****–****B****

back matter (lowercase)
B.C. Open Textbook Collection
BCcampus
BCcampus Open Education
BCcampus OpenEd
bulleted

### C–E

CC (not C.C.)
CC BY (not CC-BY)
check box
copyshop
course pack
drop-down (adj.)
eBook
eCampusOntario
enrol, enrolled, enrolling, enrolment

### F–H

fulfill
hard copy (n.), hard-copy (adj.)
hyperlink — a link that can be clicked (see link)

### I–M

key terms
keywords
labelled/labelling
licence (noun), license (verb), licensed (adj.)
Licences (Attribution-ShareAlike-NonCommercial-NoDerivatives)
link – a web address (see hyperlink)
loose leaf (n.), loose-leaf (adj.)

### N–R

nonprofit
open-copyright licence
open educational resources
openly licensed
PoD
post-publication/Post-publication
post-secondary (not “higher education”)
practice (noun), practise (verb)
prekindergarten
pre-printed
pre-publication
print on demand (noun), print-on-demand (adj.)
printshop
proofread/proofreader
public domain

### S–T

self-publish (adjective, noun, verb)
setup (noun, adj.), set up (verb)
shrink wrapped (n.), shrink-wrap (v.)
sign-up
spiral-bound
textbox
touchpoint

### U–Z

U.S. (not US)
webbook
web page
website

## Book Layout

Front Matter

Accessibility Statement

Exceptions to CC BY Licence

About This Guide

Introduction

Printing Open Textbooks

What is Print-on-Demand

Open Textbook Permissions

CC BY-NC (NonCommercial) Licences

Why Print Textbook

Preference and Ownership

Learning, Literacy, Accessibility

When Print Is the Only Option

Print-on-Demand on Campus

Faster and Cheaper

Familiarity and Value

Control and Flexibility

The PoD Process

The Plan

Printshop

Bookstore

Library

Back Matter

Appendix A: Open Textbook Cover Toolkit

Appendix B: Post-Secondary PoD Services

Appendix C: Publisher and Private PoD Services

Bibliography

Versioning History

## ****General Style****

1. **“Display part and chapter numbers” enabled under Appearance > Global Options**
2. **Text that requires emphasis can be italicized (caps, bold, or underlines should not be used).**
3. **Book titles should be italicized.**
4. **File types should be all caps, e.g., HTML, MOBI, PDF, EPUB**
5. **Additional information in which a segment of text is linked to another section in the guide, should be placed in parentheses. The statement within the parentheses should end with a period, e.g., “There is much you can do to write more effectively. (See Writing Experience.)”**
	1. **Sometimes, if more fitting, a recommended link might be placed in a shaded textbox.**
	2. **Sometimes a recommended link is not given special treatment.**
6. **When pointing to an example, use “… for the textbook, e.g., an open textbook” NOT
“… for the textbook, for example, an open textbook.”**
7. **Use they/them/their as the gender-neutral singular pronoun.**
8. For long chapters, internal links can be used to create a table of contents to assist with navigation.
	1. Heading level 2: “Chapter table of contents”
	2. Sub-headings are listed as bullets
9. Don’t use & for “and.”
10. Linked text is used to define a term (e.g., [fair dealing](https://fair-dealing.ca/what-is-fair-dealing/)) or to provide more information (e.g., [Canadian Copyright Act](https://laws-lois.justice.gc.ca/eng/acts/c-42/)). A citation is used to support a statement or argument.

## Elements

### Attribution Statements

Sample wording for attribution statements by licence type:

* 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/).
* CC BY: [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).
1. Attribute all resources even if taken from the public domain.
2. For CC licences, include the version, full licence title, and capitalize “Licence” as it is part of the licence name.
3. Statements should be placed at the end of each chapter section (web page) for the resources on that section/page.
4. Heading should read “Attributions” and Heading 2 used; plural (“Attributions”) should be used even when only one item is listed.
5. Attributions should be listed with a numbered list, unless there is only one item, in which case no number should be used.
6. Links in attributions should not open new tabs.
7. If there is more than one image in a chapter, it will be identified by its caption (using italics) followed by a colon, one space, and then the attribution statement.

### Capitalization

1. Capitalize job titles.

### Citation Style

1. Type: Chicago (see [*The Chicago Manual of Style Online*](http://www.chicagomanualofstyle.org/home.html))
2. Footnotes go outside of end punctuation.
3. Content that is hyperlinked need not be listed in the bibliography, because it is listed in the List of Links by Chapter for Print Users.
4. Content is hyperlinked when it helps to define a term or provide background information. Content is cited when the reference material helps to support an assertion.
5. When no publication or “last modified” date is available on a web page, use the date the chapter was created in Pressbooks or another reasonable guess for the access date.
6. Personal conversations need only be cited in footnotes; entries in the bibliography are not necessary (see *CMOS* 14.214).
7. Legal documents, include court decisions, need only be cited in footnotes; entries in the bibliography are not necessary (see *CMOS* 14.271).

### Headings and Labels

1. Part and chapter titles should use title-case.
2. Use the imperative in titles and headings where appropriate (Find Help, not Finding Help).
3. Headings within a chapter section should use sentence-case and Heading 1
	1. Exceptions: proper names, and when the heading is referring to the name of a section or chapter, e.g., “Look Before You Write”
	2. There may be secondary headings within a section: use sentence-case and Heading 2.
4. Titles of books should be italicized
5. Use quotation marks when referring to a heading within a chapter, e.g., read the “Creative Commons Licence” section in Appendix 1.

### ****Hyperlinks****

#### **Use**

1. **Linked text is used to define terms (e.g.,** [fair dealing](https://fair-dealing.ca/what-is-fair-dealing/)**) or to provide more information (e.g.,** [Canadian Copyright Act](https://laws-lois.justice.gc.ca/eng/acts/c-42/)).

#### **Internal hyperlinks**

1. **Should not open in a new tab.**
2. **Do not include the** <http://opentextbc.ca> **part of the link for internal links.**
3. **When hyperlinking to a different part of the book, the link should follow the sentence in parentheses.**
	1. **Example:** There are various funding sources available for open textbooks. (See [Who Pays for This](file:////selfpublishguide/chapter/who-pays-for-this/).)
4. When linking to a chapter or other element within the guide, do not include the descriptor term, e.g., [Export Files](https://mail.bccampus.ca/pressbooks/chapter/export-files/) chapter

#### External links

1. **Should not open in a new tab.**
2. **Only link to external sources in-text if the link is not already given in a footnote.**
3. **When linking to a chapter in another book, use title case for the chapter name.**
4. When linking to a web page, form, or other element outside the guide, do not include the descriptor term, e.g., [Pressbooks Feedback](https://open.bccampus.ca/pressbooks-feedback/) form

#### **Links to files**

1. **When linking to a file, specify the file type in brackets in the link text.**
	1. **Example: [PDF]**
2. **Documents meant to be downloaded and used as templates should be put in a textbox so they standout. See *Textboxes 3.a.***

### Images (Screenshots)

1. Each screenshot should be preceded by a simple instruction (the screenshot is supplementary) added with a bullet point.
2. Screenshot size: in most cases
	1. the width of each screenshot should be 500 px
	2. the length should be no longer than 600 px (this might decrease the width of the screenshot to less than 500 px, this is fine)
3. If a screenshot has a total or partial white background, it should be outlined with a black box (thin line) so it’s easier to see against the white background of a web or print page.
4. Blue arrows and outline boxes are used to point out key features in a screenshot that are also described in the text.
5. Link to “Media File.”
6. Alt text: if the screenshot is supplementary and not vital to the text enter two double quotations marks (“”) so that screen readers will skip the screenshot. This method is used for the vast majority of screenshots in this guide.
7. Alignment = centered
8. Most of the screenshots/images in the guide do not include a caption. 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; }

### ****Lists****

1. Lists should be uniform in structure.
2. Capitalize the first word in a primary list (bullet points or numbers).
3. First word in a secondary or tertiary list (bullet points or numbers) should be lowercase.
4. Add a period after a list item only if a full sentence is used. This applies to all list levels (primary, secondary, tertiary).
	1. Exception: add a period after a list item that is an incomplete sentence if it is followed by a full sentence, e.g., “The full list. Authors should also include all exceptions on the style sheet.”
5. Use a numbered list when sequence or order of the information matters (e.g., describing steps, instructions, or rules), or when an item on the list is referred to elsewhere in the content.
6. If a list gives an instruction followed by a longer explanation, you can bold the instruction to make it stand out from the rest of the text. (See “Timeline Tasks” in [Project Charter and Timeline](https://opentextbc.ca/selfpublishguide/chapter/project-timeline/).)

### ****Numbers****

1. Write out all numbers up to and including nine. After that, use numerals.
	1. Exception: Dates (November 4), quoted material (See BCcampus Style Guide.)
2. Abbreviated years are written with an apostrophe, e.g., the 1990s is the ’90s.

### ****Punctuation****

1. Use serial commas.
2. Use a colon after the leading phrase to a list, for example,
3. Here is a list of dogs:
	1. Poodle
	2. Spaniel
	3. Mutt.
4. Punctuation goes inside quotation marks.
5. Hyphenate compound modifiers (two or more adjectives that precede the noun they modify), e.g., “a machine-readable document.”
	1. Except where they conflict with standard usage of a specific term within the open-education community: open educational resources, open textbook author, open source software
6. Always use a comma after “e.g.,” “i.e.,” or “such as.”
7. Put a space before and after an em dash (—).

### ****Tables****

1. **Table titles go in <caption> tags (Title case)**
2. **Column and row header cells are set as “Headers” with the appropriate scope assigned. (Title case)**
3. **Cite in a footnote in the caption.**
4. **Set table width to 100%.**
5. **Set border to “1.”**

### ****Textboxes****

1. **Centre all textbox headings**
2. **Use the “Learning Objectives” textbook in the body of each Part.**
	1. **Headings should be “Section Topics” (title case)**
	2. **The content will usually begin with a short introduction including a leading sentence such as: “This section describes the Pressbooks services in B.C. including:”**
	3. **This is followed by a bulleted list. (See styling rules for lists on this style sheet.)**
3. **Use a shaded textbox to refer reader to related chapters in other BCcampus Open Education guides. The style is as follows:**
	1. **An introductory phrase followed by a comma and “see NAME OF CHAPTER [New Tab] in the NAME OF GUIDE (e.g., Self-Publishing Guide).” The name of the guide should be in italics.**
	2. **The name of the guide should NOT typically include “BCcampus Open Education.”**
	3. **Content should be centred unless it contains a list.**