# Style Sheet for the Working Group Guide

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Based on: BCcampus Style Guides

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## Word List

B.C.

BCcampus

BCcampus Open Education

BCIT

B.C. Open Textbook Collection

CapU

CARE Framework

CC BY (not CC-BY)

CoP(s)

CTLI

ECUAD

Internet

KPU

OEP

OER

open working group (not open education working group)

practice (noun), practise (verb)

SPARC

ToR

TRU

Zed Cred

## General

* Use “They” as the singular gender-neutral pronoun

## Acronyms/Initialisms

* Spell out first time it appears in a chapter and provide short form in parenthesis. Use the short form thereafter.

## Attributions

* Attribute all resources, even if they are in the public domain.

### Media Attributions

* Use the Media Attributions tool

### All other attributions

* Appear in a bulleted list under an “Attributions” heading (h3) at the end of the chapter
* Organized in order of appearance in the chapter
  + Follow format used for media attributions: “Title” by Author © [CC BY (Attribution)](https://creativecommons.org/licenses/by/4.0/)

## Blockquotes

* Use blockquotes to highlight quotes
* Do not add quotation marks to text within the blockquote
* If a citation is necessary, add a footnote at the end of the quote after the punctuation
* If necessary, provide the speaker’s name in the blockquote, but on the next line

## Citations

* Chicago style. See online resources for how to cite with Chicago.
* Bibliography in the back matter
* Footnotes go outside of end punctuation

## Headings and Titles

* Chapter and part titles
  + Title case
  + Use imperative when possible (*Run* a Working Group, not *Running* a Working Group)
* Chapter headings
  + Sentence case
  + Start with Heading 1
* Italicize book titles
  + For BCcampus resources, first mention: BCcampus Open Education *Self-Publishing Guide*. All other mentions: *Self-Publishing Guide*

## Images

* See “Attributions” for how to attribute images
* See “Parts” for images used in Parts
* Max size: width = 500 px
* All functional images should have alt tags and/or linked image descriptions. Decorative images should have “” as alt text.
  + Image descriptions under a h3 “Image descriptions” heading at the end of the chapter before the “Attributions”
  + **Figure 2 image description:** \*Insert Description.\* [Return to Figure 2]
* Images are numbered like this: Figure 1, Figure 2, Figure 3, etc. Part images are omitted from this numbering.
* Captions: Figure 1: The CARE Framework for OER Stewardship.
* Link to media file.

## Links

### External Links to Websites

* Use descriptive link text
* List the link in the “List of Links by Chapter for Print” chapter

### Links to Files

* Add file type to link text for all links that open files (e.g., Openness in Education [PDF])
* List the link in the “List of Links by Chapter for Print” chapter

### Internal Links to other Chapters

* Use the name of the chapter as the link text
* Remove the opentextbc.ca part of the link

## Lists

* Introduce lists using a full sentence with a colon
* Use a numbered list when order is important or if you need to be able to refer to specific list items. Otherwise, use a bulleted list.
* Lists should be uniform in structure.
* Capitalize the first word in a primary list. Lowercase the first word in a secondary list.
* You can bold the first few words in a list if there is a key idea you want to stand out.

## Numbers

* Write out numbers up to and including ninety-nine. After that, use numerals.
  + Exceptions: Dates (November 4), quoted material

## Parts

* In each part is a featured image (Large, 1024x618)
* Each part contains an Introduction and a Conclusion
* The Introduction includes a Learning Objectives textbox. See textboxes.

## Punctuation

* Use the oxford comma

## Tables

* All tables must have captions, captions are in title case
* Tables are not numbered
* Mark appropriate cells as “headers” with scope assigned to “column”
* Width = 100%

## Textboxes

* A “Learning Objectives” Textbox appears in the Introduction of each Part. The textbox may contain a sentence or two introducing the section, plus a bulleted list starting with imperative verbs. The list is introduced by, “This section will help you:”
* An “Examples” textbook renamed “In Practice” is used to highlight the work of existing open working groups in B.C.
* An “Exercises” textbox renamed “Questions to Consider”
  + Numbered list
* A “Key Takaways” textbox renamed “Checklist: ….” – used in the conclusion of each part

## Videos

* Embed all CC licensed videos, provide attributions (see Attributions)

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