Style Sheet

Last revised: [date]

Based on Style Guide: [Name of Style Guide, edition, link]

Primary contact: [Name, contact info]

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Email | Phone |
| **Author** |  |  |  |
| **Project Manager** |  |  |  |
| **Editor** |  |  |  |

*Insert more rows as needed*

For the rest of the sheet, you can either write down what is written in the style guide, or only mark where your book deviates from the style guide.

# Overall Style

## Spelling and Abbreviation List

|  |  |  |
| --- | --- | --- |
| A-C | J-L | S-U |
| D-F | **M-O** | **V-Z** |
| G-I | **P-R** |  |

## Chapter Notes

[ ]  Footnotes

[ ]  End notes

## Organisation

Order of pages:

### Front Matter

[ ]  About the book

[ ]  About the author/s

[ ]  Acknowledgment of Country

[ ]  Acknowledgments

[ ]  Accessibility disclaimer

☐ Foreword or preface

☐ Introduction

### Body Text

Add textbook outline/order of pages

### Back Matter

Add any back matter you wish to include (e.g., glossary, appendices).

## References

[ ]  End of chapter

[ ]  End of book

## Referencing Style

[ ]  APA 7

[ ]  Harvard

## Media Attributions

[ ]  At the end of each chapter

[ ]  Beneath each type of media

[ ]  At the end of the book (separate list)

# Textual Style

## Capitalisation

* [Consult style guide]
* *Example: Generic names for medications should be lower case. Brand names should be capitalised*

## Italics

* [Consult style guide]
* *Example: Use italics for titles of works and legal cases and Acts*

## Numbers, Dates, and Times

* [Consult style guide]
* *Example: Words to express numbers zero through nine, and use numerals to express numbers 10 and above*

## Punctuation

* [Consult style guide]
* *Example: Use single quotation marks*

## Quotes

* [Consult style guide]
* *Example: Use block quotes for quotes longer than 4 sentences*

## Verb Tense

* [Consult style guide]
* *Example: Write in the present tense*

# Visual Style

## Headings

* [Consult style guide]
* *Example: There will be 4 Heading Levels (H1, H2, H4, H5)*
* *Example: Headings will be written in Upper Case*

## Images

* [Consult style guide]
* *Example: Images will be centre-aligned*
* *There will be three images per chapter section at the beginning, middle, and end*

## Lists

* [Consult style guide]
* *Example: List items will be written in full sentences*

## Tables and Figure Numbers

* [Consult style guide]
* *Example: Figure numbers will match their chapter (ex. The first table in Chapter 2 will be Figure 2.1)*
* *Example: Tables will be centred on the page*

## Textboxes

### Learning Objectives

#### **Visual**

Box: [background and font colours]

Heading: [background and font colours]

Position: [on page and in relation to text]

Type of textbox:

[ ]  Regular (Horizontal, breaks text)

[ ]  Sidebar (Vertical, appears to the right of text)

#### Content

* *Example: Learning Objectives begin with this statement: “In this case, learners have an opportunity to:”*
* *Example: There will only be 3-5 Learning Objectives per chapter*

### [Type of Textbox]

#### Visual

Box: [colours]

Header: [colours]

Position: [position]

Type of textbox:

[ ]  Regular (Horizontal, breaks text)

[ ]  Sidebar (Vertical, appears to the right of text)

#### Content

* [Guidelines]

Keep your textboxes simple and consistent.

Repeat for each type of textbox you want to include, default types are: Examples, Exercises, Key Takeaways, and Learning Objectives

### Example: Key Takeaways

#### Visual

Box: *light pink background, black font*

Header: *medium pink background, white font*

Position: *at the end of each chapter, above the last image*

Type of textbox:

[ ]  Regular (Horizontal, breaks text)

[ ]  Sidebar (Vertical, appears to the right of text)

#### Key Takeaways

* *There will only be 3-5 takeaways*
* *They will be written in full sentences*

# Pressbooks Style: [McLuhan, Jacobs, or Clarke]

## Part & Chapter Numbers

* [ ]  Yes
* [ ]  No

## Collapse Sections

* *(Requires the use of H1 heading levels)*
* [ ]  Yes
* [ ]  No