

Pressbooks Style Sheet

Last revised: *[insert date here]*

Primary contact for OER publication project: *[Name, contact info]*

This Style Sheet is adapted from the following template and can be referred to for more information: [UBC Open Textbook Publishing Guide Style Sheet](#).

Role	Name	Email	Phone
<i>Project Manager</i>			
<i>Editor</i>			
<i>Reviewer</i>			
<i>Main Author</i>			
<i>Co-Author</i>			
<i>Contributor</i>			
<i>Other</i>			

Insert more rows in the table above as needed. Remove roles if not applicable.

Overall Style

Citation Style Guide

- | | | |
|--|---|--|
| <input type="checkbox"/> Chicago | <input type="checkbox"/> APA (American Psychological Association) | <input type="checkbox"/> MLA (Modern Language Association) |
| <input type="checkbox"/> ACS (American Chemical Society) | <input type="checkbox"/> AMA (American Medical Association) | <input type="checkbox"/> CSE (Council of Science Editors) |
| <input type="checkbox"/> Ecology | <input type="checkbox"/> Legal Citation (McGill) | <input type="checkbox"/> Harvard |

- IEEE (Institute of Electrical and Electronics Engineers)
 Turabian
 Other:

- Vancouver (ICMJE)

For the rest of the style sheet, you may either include what is written in the style guide you have chosen above, or only mark where your book deviates from the style guide.

Spelling and Abbreviation List

List any spelling or abbreviation exceptions from first-choice Canadian spelling preferences or other accepted spellings.

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

Chapter Notes

- Footnotes
 Endnotes
 None

Organization

Add or remove parts and chapters as needed.

Front Matter

- | | | |
|---|---|--|
| <input type="checkbox"/> No Front Matter Type | <input type="checkbox"/> Epigraph | <input type="checkbox"/> List of Illustrations |
| <input type="checkbox"/> Abstract | <input type="checkbox"/> Forward | <input type="checkbox"/> List of Tables |
| <input type="checkbox"/> Acknowledgements | <input type="checkbox"/> Genealogy, Family Tree | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> Before Title Page | <input type="checkbox"/> Image Credits | <input type="checkbox"/> Other Books by Author |
| <input type="checkbox"/> Chronology, Timeline | <input type="checkbox"/> Introduction | <input type="checkbox"/> Preface |
| <input type="checkbox"/> Dedication | <input type="checkbox"/> List of Abbreviations | <input type="checkbox"/> Prologue |
| <input type="checkbox"/> Disclaimer | <input type="checkbox"/> List of Characters | <input type="checkbox"/> Recommended citation |
| | | <input type="checkbox"/> Title Page |

Body

Add Chapters and Subheadings as needed by copying and pasting.

- | | |
|----------------------------------|--|
| <input type="checkbox"/> Chapter | <input type="checkbox"/> Subheading (optional) |
|----------------------------------|--|

Back Matter

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> No Back Matter Type | <input type="checkbox"/> Back of Book Ad | <input type="checkbox"/> Epilogue | <input type="checkbox"/> Reading Group Guide |
| <input type="checkbox"/> About the Author | <input type="checkbox"/> Bibliography | <input type="checkbox"/> Glossary | <input type="checkbox"/> Resources |
| <input type="checkbox"/> About the Publisher | <input type="checkbox"/> Biographical Note | <input type="checkbox"/> Index | <input type="checkbox"/> Sources |
| <input type="checkbox"/> Acknowledgements | <input type="checkbox"/> Colophon | <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Suggested Readings |
| <input type="checkbox"/> Afterword | <input type="checkbox"/> Conclusion | <input type="checkbox"/> Notes | |
| <input type="checkbox"/> Appendix | <input type="checkbox"/> Credits | <input type="checkbox"/> Other Books by Author | |

Author's Note

Dedication

Permissions

References

End of Chapter

End of book

Media Attributions

Type of Attribution: Example: TASL, APA Citation, CC

At the end of each chapter

At the end of the book (with references)

At the end of each page/section

At the end of the book (separate list)

Textual Style

Capitalization

[Consult citation style guide]

Example: Generic names for medications should be lowercase. Brand names should be capitalized

Italics

[Consult citation style guide]

Example: Use italics for words or phrases written in non-English languages

Numbers, Dates, and Times

[Consult citation style guide]

Example: Words to express numbers zero through nine, and use numerals to express numbers 10 and above

Punctuation

[Consult citation style guide]

Example: Use Oxford comma

Quotes

[Consult citation style guide]

Example: Use quotes for the first use of word or phrase used as an ironic comment, slang, or coined expression

Example: Use block quotes for quotes longer than 4 sentences

Verb Tense

[Consult citation style guide]

Example: Write in the present tense

Visual Style

Headings

[Consult citation style guide]

Example: There will be 4 Heading Levels (H1, H2, H4, H5)

Example: Headings will be written in Upper Case

Images

[Consult citation style guide]

Example: Images will be centre-aligned

Example: There will be three images per chapter section at the beginning, middle, and end

Lists

[Consult citation style guide]

Example: List items will be written in full sentences

Pull Quotes

[Consult citation style guide]

Example: There will be one pull quote per chapter section

Example: Pull quotes will be no longer than 7 words

Tables and Figure Numbers

[Consult citation 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

[Insert guidelines]

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

Keep your textboxes simple and consistent.

Repeat for each type of textbox you want to include, default types are Examples, Exercises, Key Takeaways, Learning Objectives, Shaded, and Standard. To see images of these textboxes, view this Guide’s Extended Images section.

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)

Content

There will only be 3-5 takeaways.

They will be written in full sentences.

Pressbooks Style

McLuhan is the current default theme. Other themes are available within Pressbooks.

Part & Chapter Numbers

Yes

No

Collapse Sections

Requires H1 heading levels to create collapsible H1 sections within the body of a chapter.

Yes

No

Two-Level Table of Contents

Displays headings under chapter titles in the Table of Contents.

Yes

No

Social Media Enabled

Yes

No