# Style Sheet – Home Case Studies (Sept 19, 2017)

See [Style Guide](http://opentextbc.ca/opentextbook/chapter/style-guide/)

**Spelling and Abbreviation List**

**12 Lead**

**A-B**

ABG

ACF

action-packed

all-inclusive

anaesthesia

analyze

art-line

backboard

back room

band-aid

B.C. (short for British Columbia)

bed rest

bed sore

bedside

**Bingo**

**BiPAP**

**birth date**

**bloodwork**

**boot-up**

**bow-tied**

**BP**

**breath sounds**

**built-in**

**C-E**

C&S

C-section

C-spine

cardiologist-on-call

Cardiology

Care Card

cc

centre

changeover

check-in

checklist

chest-wise

Chihuahua

Cm

CNS

colour

coparent

comorbidity/ies

CT

day shift

decision-making

DNR / DNR level 3

double check

ECG

EHR

evidence-based

ex-husband

**F-H**

FiO2

First Nations

firsthand

flashback

flowmeter

follow-up

full-time

GCS

goodbye

grey

healthcare

HGB

Homan’s sign/test

HS or hs

**I-M**

Information and Communication Technologies (ICTs)

INR

Internet

interprofessional

iPad

IV

judgemental

Kardex

kg

lab work

labelled

Lasix

lazy boy (chair)

Lightheaded

liter

LPM

MAR

Med/surg

meter

mg

middle-aged

modelled

**N-R**

Neighbourhood

NIBP

night shift

non-judgemental

not-so-tidy

NS

NSTEMI

nurses’ station

nursing station

OETT

Ok

omelette

on-call

one-sided

Optiflow

OR

over-the-counter

overbed

overexpose

oximeter

paperwork

part-time

payout

PCA

pharmacist-on-call

Physio (referring to the specific department or individual)

physio (adjective)

pickup

PO

post extubation

post-MVC

post-op

post surgery

practice

PRC

pre-op

pre-surgery

pulse oximeter, pulse ox

q (not Q)

radiologist-on-call

readjust

rebreather

recheck

re-enter

resident-on-call

restock

roommate

RSR

RT

**S-T**

sats (short for oxygen saturation)

SBAR

SC

semi-private

setback

setup

SIRS

SOAP notes

superbug

T-piece

theatre

transthoracic echo

trops

type 2 diabetes

**U-Z**

UTI

vacu-container

venipuncture

VQ

walk-in

well-dressed

wheelchair

workstation

X-ray

**General Style**

1. **Written in the present tense.**
2. **Primarily use dialogue to convey information and situation.**

**Citation style**: APA

### ****Learning Objectives****

1. There is a Learning Objective page at the beginning of each case study.
2. This page begins with a paragraph or two of introductory text.
3. The text is followed by a list of learning objectives placed in the LO textbox.
	1. Learning objectives begin with this statement: “In this case, learners have an opportunity to:”
	2. Learning objectives are listed using a numbered list.
	3. There should be no period at the end of each listed learning objective

### Headings and Labels

1. Chapter section titles should use title-case
2. “Patient” and “Date of Birth” on the “Patient” pages should use Paragraph setting and bold, followed by a colon and one space.
3. PERSONA sections on “Patient” pages use Heading 4 and are all in caps.

### Day, Time, Place

1. At the beginning of each entry within a case study, after the Learning Objectives page, “Day”, “Time”, and “Place” should be listed in this order Heading 5.
2. A colon should be used after each label followed by one space.
3. “Place” should use sentence-case after the colon.
4. “Time” should be displayed using the 24 hr clock
	1. Narrative: with an “h” inserted between the hour and the minutes, e.g., 14h25, or 16h00
	2. Dialogue: no “h”, e.g., 14:25 or 16:00

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

1. **Vital signs tables should have “Day” inserted into the far left, upper cell and “Time” in the cell underneath it.**

### ****Capitalization****

1. “Emergency” is capitalized when referring to specific place; lower-case when describing the same in general terms. Other examples are Cardiology, Echo, Physio.
2. Capitalize when referring to specific Hallways, Beds, Rooms.
3. Generic names for medications should be lower case. Brand names should be capitalized.

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

1. Use serial commas
2. Use commas in numerals over 999 (e.g., 1,000; 45,000) – no space after comma
3. One space between the period at the end of a sentence and the beginning of the next sentence.
4. On “Patient” pages, the last two digits in the year for date of birth intentionally uses “xx” so that users can adjust the year for their own usage.
5. Example should be expressed as “e.g.,”
6. That is should be expressed as “i.e.,”
7. No periods at the end of Learning Objectives items
8. Use italics for internal dialogue, i.e. when individual is thinking about something, e.g., She thought to herself, *I wonder what he’s up to.*
9. Don’t use any punctuation when a motion is used to indicate an answer, e.g., She nodded her head yes.

### Numbers

1. Spell out one to nine in running text, use numerals 10 and over (note exception for 8 Ps of marketing). Exceptions are:
	1. the numbering of cases use digits, e.g., Case 1, Case 2.
	2. vital sign and other healthcare measurements
	3. Hallway, Room, Bed numbers, e.g., Hallway 3
	4. Counting, e.g., 1, 2, 3
	5. Case 5: use digits for Time and indication of how low after MVC, e.g., “Time: 0-2h00 (1 hour post MVC)
	6. Foley numbers, e.g., #16 foley catheter
2. Time:
	1. Examples when used in conversations: 10am, 2pm
3. Floors should be spelled out and not capitalized, e.g., second floor, seventh floor, tenth floor.
4. Temperature example: 36.5 C (no space between number and degree sign; no space between degree sign and “C”)
5. Always use numerals with percentages (9%, 24%)

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