**Open Text Title**

Pressbook Style Sheet

# Last revised: [Date]

# Text: [LINK]

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Email** |
| **Author** |  |  |
| **Project Manager** |  |  |
| **Editor** |  |  |
| *Insert more rows as needed* |

# Organization

*Select all items that will be a part of the front matter of the text. For details on the purpose of each of these elements, review the Develop Textbook Outline part of the Open Textbook Publishing Guide.*

Front Matter

[ ] About this Book

[ ] Abstract

[ ] Accessibility Statement

[ ] Acknowledgements

[ ] Copyright & Licensing

[ ] Dedication

[ ] Forward

[ ] Introduction

[ ] Spelling and Abbreviations List (See Appendix 1 – Spelling & Abbreviation Template)
[ ] Preface

Body Text

*Develop a list of Chapters and chapter sections to support the structuring of the content in the Pressbooks Dashboard.*

|  |
| --- |
| **Example**  |
| **Chapter Number** | **Chapter Title** |
| 1 | Gladiators |
| **Chapter Section** | **Chapter Section Title** |
| 1.1 | Origins of Gladiatorial Munera |
| 1.2 | Development of the Munera |

Back Matter

*Select all items that will be a part of the back matter of the text.*

[ ] About the Author(s)/Bio

[ ] Appendix/Appendices

[ ] Call for Reviews

[ ] Glossary (See Appendix 2 – Glossary Template)

[ ] Index

[ ] Suggested Readings/Resources

[ ] Versioning History

Chapter Notes

☐Footnotes

☐End notes

References

☐End of each page

[ ] End of each chapter

[ ] End of book

Media Attributions

☐End of each page

[ ] End of each chapter

[ ] End of the book (with references)

[ ] End of the book (separate list)

Type of Attribution:

Example: TASL, APA Citation

# Textual Style

*Select a style guide (e.g. APA, MLA, Chicago, etc.) that the text will follow when making decisions about textual style (*See Appendix 3 – Example APA Textual Style*). The following are the most common textual style decisions that need to be standardized across the text:*

* Capitalization
* Italics
* Numbers, Dates, and Times
* Punctuation
* Quotes
* Verb Tense

# Visual Style

*Decisions for visual style should be made to ensure consistency across all chapters and to follow best practices from the* [*Textbook Design Rules*](https://open.ubc.ca/open-publishing-guide/phase-4/textbook-design-rules/)*.*

Headings

Example: There will be 4 Heading Levels (H2, H3, H4, H5)

Example: Headings will be written in Upper Case

Images

Example: Images will be centre-aligned

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

Pull Quotes

Example: There will be one pull quote per chapter section

Example: Pull quotes will be no longer than 7 words

Tables and Figure Numbers

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

*Select the types of textboxes used in the text and make decisions on the visual, location, and content structure of each.*

[ ] Learning Objectives

[ ] Exercises

[ ] Examples

[ ] Key Takeaways

[ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Repeat the follow structure for each type of textboxes selected above.

Type of Textbox

Visual

Background Colour: Hex Code (use the [HTML Colour](https://www.w3schools.com/colors/colors_picker.asp))

Font Colour: Hex Code (use the [HTML Colour](https://www.w3schools.com/colors/colors_picker.asp))

Heading Background Colour: Hex Code (use the [HTML Colour](https://www.w3schools.com/colors/colors_picker.asp))

Heading Font Colour: Hex Code (use the [HTML Colour](https://www.w3schools.com/colors/colors_picker.asp))

Position: [on page and in relation to text]

Location

[ ] Regular (Horizontal, breaks text)

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

Content

Provide standard structure that the content of the textbox will follow to maintain consistency.

EXAMPLE: Learning Objectives Textbox

Visual

Background Colour: Light pink (#ffe6ee)

Font Colour: Black (#000000)

Header Background Colour: Medium pink (#ff4d85)

Header Font Colour: White (#FFFFFF)

Position: At the beginning of each chapter on a separate page

Location

[x] Regular (Horizontal, breaks text)

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

Content

Example: There will only be 3-5 Learning Objectives per chapter in point form.

# Pressbooks Style

Pressbook Theme

*The standard theme for open textbooks is* **McLuhan**; however, there are a number of theme options available. *Select a theme before adding content to avoid issues with formatting.*

[ ] McLuhan [ ] Austen Classic [ ] Clarke [ ] Donham [ ] Fitzgerald [ ] Jacobs [ ] Luther

Part & Chapter Numbers

☐ Yes

☐ No

Collapsible Sections

*Requires the use of H1 heading levels*

☐ Yes

☐ No

Social Media Enabled

☐ Yes

☐ No

# Appendix 1 - Spelling & Abbreviation List

Develop a list of words with variant spellings and/or abbreviations that will be used throughout the text. This information should be listed in the front matter or back matter of the text for reference.

Example:

Anatomy and physiology – A&P

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

# Appendix 2 - Glossary List

Develop a list of terms with definitions to support readers developing a shared understanding of the vocabulary. The glossary would appear in the back matter of the text using the [Glossary function](https://guide.pressbooks.com/chapter/glossaries-2/) of the Pressbook platform.

Example:

**Aedile**

The first rank on the cursus honorarium, the course of public offices, these magistrates were in charge of maintaining public buildings and space and supervised and organized the public festivals. There were two types of aedile, curule, and plebeian.

**Ammianus Marcellinus (c. 330-390s CE)**

A Greek speaking Roman solider and historian from (possibly) Syria. He wrote a history called the Res Gestae which started in 96 CE and ended in 378 (only the portion covering the final years is still extant.

# Appendix 3 – APA Textual Style

Refer to [APA GUIDE 7th Edition](https://apastyle.apa.org/style-grammar-guidelines) for additional details

Capitalization

* Capitalize [proper nouns](https://apastyle.apa.org/style-grammar-guidelines/capitalization/proper-nouns)
* Do not capitalize the names of theories, concepts, hypotheses, principles, models, statistical procedures, diseases, disorders, therapies, and treatments
	+ If a proper name appears in such a term, do capitalize that name (e.g., non-Hodgkin’s lymphoma, Freudian theory)
* Use title case for the following that appears in text:
	+ titles of articles, periodicals, books, reports, and other works

Italics and Quotations

* Italicize titles of periodicals, books, reports, webpages, and other stand-alone works
* Include quotations for the first use of a word or phrase used as an ironic comment, as slang, or as an invented or coined expression

Abbreviations and Spelling

* Spell out abbreviations the first time they appear with the abbreviation following enclosed by parentheses
* For [Latin phrases](https://apastyle.apa.org/style-grammar-guidelines/abbreviations/latin) and abbreviations, use the abbreviations only in parenthetical material

Numbers, Dates, and Times

* Use words to express numbers zero through nine, and use numerals to express numbers 10 and above
* Use words in the following cases:
	+ For numbers that start a sentence
	+ common fractions
* Use numerals in the following cases:
	+ Percentages, percentiles, ratios, decimals, non-common fractions
	+ Age, time, dates, sums of money (including approximates)

Punctuation

* Use & for proper nouns and abbreviations; otherwise use “and”
* Use Oxford comma
* If one or more items in the series already contain a comma, use semicolons between the items instead of commas

Quotes

* Use quotes for the first use of word of phrase used as an ironic comment, slang, or coined expression
* Use quotes around the title of a periodical article or book chapter when the title is used in the text
* Use block quotes for quotes longer than 40 words

Verb Tense

* Write in the present tense