**[Title of Open Text]**

Pressbook Style Sheet

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# Text: [LINK to open text]

Based on Style Guide: APA 7th Edition

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# 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

[x] Acknowledgements

[x] Copyright & Licensing

[ ] Dedication

[ ] Forward

[x] 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.*

|  |  |
| --- | --- |
| **Chapter Number** | **Chapter Title** |
| 1 | Gladiators |
| **Chapter Section** | **Chapter Section Title** |
| 1.1 | Origins of Gladiatorial Munera |
| 1.2 | Development of the Munera |
| 1.3 | Section 1.3 Title |
| 1.4 | Section 1.4 Title |
| **Chapter Number** | **Chapter Title** |
| 2 | Chapter 2 Title |
| **Chapter Section** | **Chapter Section Title** |
| 2.1 | Section 2.1 Title |
| 2.2 | Section 2.2 Title |

Back Matter

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

[ ] About the Author(s)/Bio

[x] Appendix/Appendices

[ ] Call for Reviews

[ ] Glossary (See Appendix 2 – Glossary Template)

[ ] Index

[ ] Suggested Readings/Resources

[x] Versioning History

Chapter Notes

[x] Footnotes

☐End notes

References

[x]  End of each page

[ ] End of each chapter

[ ] End of book

Media Attributions

[x] End of each page

[ ] End of each chapter

[ ] End of the book (with references)

[ ] End of the book (separate list)

Type of Attribution:

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:*

**Textual Style: APA – see appendix for details; list any textual style deviations from APA below:**

* 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

* There will be 4 Heading Levels (H2, H3, H4, H5)
* Headings will be written in Upper Case

Images

* There will be three images per chapter section, one at the beginning, middle, and end
* Images at the beginning and end of each chapter will be centre-aligned taking up no more than half the page
* Images in the middle of a chapter will be right aligned and taking up no more than half the page
* Images will be accompanied by a caption and alt text

Lists

* List items will be written in full sentences
* In-text, use lowercase letters in parentheses before each item (Eg. Participants provided information about their (a) level of education; (b) income…)

Pull Quotes

* There will be one pull quote per chapter section
* Pull quotes will be no longer than 7 words

Tables and Figure Numbers

* Tables will be centred on the page
* Figure numbers will follow a “chapter number.order number” format (Eg. Figure 2.3 for the third image in the second chapter)
* Figure numbers and titles will be written in italic title case

# Textboxes

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

[x] Learning Objectives

[ ] Exercises

[x] Examples

[x] Key Takeaways

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

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

Learning Objectives Box

Visual

Background Colour: light blue (#e6f2ff)

Font Colour: black (#000000)

Heading Background Colour: dark blue (#004080)

Heading 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

* There will only be 3-5 Learning Objectives per chapter
* Learning Objectives will be written in point form, short sentences

***Examples Box***

***Visual***

Background Colour: Light pink (#ffe6ee)

Font Colour: Black (#000000)

Header Background Colour: Medium pink (#ff4d85)

Header Font Colour: White (#FFFFFF)

Position: Throughout the chapter as needed

Location

[x] Regular (Horizontal, breaks text)

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

Content

* Examples will be written in paragraph form
* Content will be no longer than approximately 2-3 paragraphs

Key Takeaways Box

Visual

Background Colour: light grean (#d6f5d6)

Font Colour: black (#000000)

Heading Background Colour: dark grean (#196719)

Heading Font Colour: white (#ffffff)

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

Location

[x] Regular (Horizontal, breaks text)

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

Content

* There will only be 3-5 key takeaways per chapter
* Key takeaways will be written in point form, short sentences

# 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.*

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

Part & Chapter Numbers

[ ]  Yes

[x]  No

Collapsible Sections

*Requires the use of H1 heading levels*

[x]  Yes

[ ]  No

Social Media Enabled

[ ]  Yes

[x]  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**Approximately – approx.Appointment – apt.Civil Works Administration – CWACounterfactual Conditional - cf | **J-L**Jurisdiction - JxLogophoric - log | **S-U**Social Security Administration – SSAUniform Commercial Code - UCC |
| **D-F**Department – dept.Diminutive – dimEpistemic mood - epis | **M-O**Managing Director - MDMid Atlantic Area Council – MAACOutage Transfer Distribution Factor - OTDF | **V-Z**Vestrae – vrae. |
| **G-I**Internal Revenue Code – IRCInternational Standard Book Number – ISBN | **P-R**Postelative case - postelQualified Domestic Relations Order - QDRO |  |

# 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