# Style Sheet for *Accessibility Toolkit - 2nd Edition*

# This style sheet is laid for easy reference for copy editors, proofreaders, and authors. It begins with a “Spelling and abbreviation list” that contains words and abbreviations that either differ from those in the chosen style guide, or are used frequently and included for easy reference. This section is followed by “Book layout” and “General style” points.

# The remaining style sheet lists categories alphabetically such as “Attributions,” “Citation style,” and “Tables.” If appropriate, a style item will be listed under more than one category.

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**Style guides**

* BCcampus [Writing Guidelines for Style and Tone](https://bccampus.ca/bccampus-editorial-guidelines-for-tone-voice-and-style/)
* [Self-Publishing Guide: Style Guide](https://opentextbc.ca/selfpublishguide/back-matter/appendix-2/)
* BCcampus follows the [Canadian Press Stylebook](http://www.thecanadianpress.com/books.aspx?id=182), and the [Canadian Oxford Dictionary](http://www.oxfordreference.com/view/10.1093/acref/9780195418163.001.0001/acref-9780195418163).

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# **Spelling and abbreviation list**

**A-B**

Accessibility Toolkit - 2nd Edition

aesthetic

alt (i.e., alt tag; not ALT)

Angel HTML Editor

back matter

B.C.

B.C. Open Textbook Collection

BCcampus

BCcampus’ (possessive)

BCcampus Open Education

**C-E**

CAPER-BC

CC BY (not CC-BY)

data (plural)

drop-down (adj.)

eBook

endnote

eReader

**F-H**

formatted

front matter

grey

**I-M**

ID (short for identification)

IMG (as in “IMG tag”)

Internet

in-text

keyboard

LaTeX

licence (n.), license (v.), licensed (adj.)

link (not hyperlink)

MP3

markup

multimedia

**N-R**

non-speech

non-technical

non-text

open education resource (lower case)

practise (v.), practice (n.)

print-on-demand (adj.)

re-mediate

**S-T**

screen reader

screen-reading (adj)

screenshot

sub-headings

sub-sections

TextAloud text to speech software

textbox

timeline

**U-Z**

Universal Design

Universal Instructional Design

VoiceOver

web book

web page

weblink

website

WordPress

ZoomText

# **Book layout**

Front Matter

About This Toolkit

Acknowledgements

Introduction

Accessibility Statement

Key Concepts

Universal Design

Using Personas

Best Practices

Organizing Content

Images

Links

Tables

Multimedia

Formulas

Font Size

Colour Contrast

Accessibility Statements

Back Matter

Appendix A: Checklist for Accessibility Toolkit

Appendix B: Redesign or Accommodation Activity Guidelines

Appendix C: List of Links by Chapter for Print Users (Also see “Lists”)

Bibliography

Versioning History

# General Style

1. Parts and chapters are numbered. (See Dashboard/Appearance/Theme Options/Parts and Chapter Numbers)
2. BCcampus Open Education, not B.C. Open Textbook Project
3. Italics are used:
   1. for book or website titles
   2. to emphasize words in text
4. Bold is used to highlight the label for a specific category within a section such as:
   1. **Ability**, **Aptitude**, **Attitude**, **Assistive technology/technologies**, **Format preference** in the “Using Personas” chapter
   2. **File types** used in several chapters in the “Best Practices” section
   3. **Example 1**, etc., in several chapters in the “Best Practices” section
5. When pointing to an example, use “structure of a document, e.g., sections” NOT “structure of a document, for example, sections”. Many examples are placed in round brackets.
6. Use they/them/their as the gender-neutral singular pronoun.
7. When referring to edit icons for images in Pressbooks, use:
   1. “PENCIL icon (edit)”
   2. “GEAR icon (links)”

# Elements

## Attributions

1. Attributions are listed at the end of each chapter under an “Attributions” heading (H1).
2. Attributions are ordered alphabetically.
3. Attribute all resources, even if taken from the public domain. (“[Meadow](https://pixabay.com/en/meadow-away-panorama-680607/)” by [geralt](https://pixabay.com/en/users/geralt-9301/) has been designated to the [public domain (CC0)](https://creativecommons.org/share-your-work/public-domain/cc0/).)
4. For CC licences, include the version, full licence title, and capitalize “Licence” as it is part of the licence name. (“[Money](https://flic.kr/p/dmCYx)” by [Eric L.](https://www.flickr.com/photos/virtualzen/) is used under a [CC BY-NC-SA 4.0 International Licence](https://creativecommons.org/licenses/by-nc-sa/4.0/legalcode).)

*Persona Images*

1. Provide the name of the persona given in the toolkit, the name of the actual image, and the licence information.
   1. For Jacob, Trish, Steven: Trish: “[WFE002: Emily](https://www.flickr.com/photos/rosenfeldmedia/11496848136/in/album-72157638911360206/)” by [Rosenfeld Media](https://www.flickr.com/photos/rosenfeldmedia/) is used under a [CC BY 2.0 Generic Licence](https://creativecommons.org/licenses/by/2.0/).
   2. For Marc, Diana, Anne: Mark: Original artwork by Hilda Anggraeni (BCcampus)
      1. A licence type is not part of this attribution because the artwork is original and was created specifically for this toolkit. This artwork is covered/released with the toolkit’s overarching licence.

## ****Block quotes****

1. Use the block-quote feature for quoted text that is three lines or longer.

## ****Capitalization****

1. **See “Headings” for heading capitalization rules.**
2. Use caps for all file types (e.g., HTML, ODT, PDF) except when referring to file extensions (e.g., .docx, .html, .pdf).
3. Titles for PDF or Word attachments are title case

## ****Citation style****

1. Chicago style
2. Footnotes go outside of end punctuation.
3. When adding a footnote for a table, put the footnote at the end of the caption.

**Footnote example**: FirstName LastName, “Article/Chapter Title," *Name of Book/Publication/Website*, accessed March 27, 2018, url.

**Reference example 1**: LastName, FirstName. “Article/Chapter Title.” *Name of Book/Publication/Website*. Accessed March 27, 2018. url.

**Reference example 2**: LastName, FirstName. “Article Title*.”* Page from Website. Accessed March 27, 2018. url.

## Headings

1. Chapter and part titles should use title case.
2. Chapter headings should use sentence case and start with Heading 1.
   1. H1 is used with some of Pressbooks’ features such as “Collapse Sections” (Dashboard/Appearance/Theme Options/Web Options)
3. Textbox headings use title case. (See “Textboxes.”)
4. When referring to headings (sections) in other chapters or books, use quotation marks.
   1. Do not use quotation marks when referencing chapters in this toolkit or other BCcampus Open Education guides or toolkits, particularly if the title is hyperlinked.
5. Provide links whenever referencing another BCcampus Open Education Guide or toolkit, or chapter or part within one of these.

## Images

1. Link images to Media URL
2. Images are not numbered.
   1. Exception: “Colour contrast” chapter where bar charts at the end of the chapter are labelled Chart 1, Chart 2, and Chart 3 for clarity and easy reference in the text body.
3. Not all images need captions.
4. Only captions that are full sentences should end in a period.
5. All images need alt tags, unless they are decorative.
   1. Decorative images will have “” as their alt tag.
6. When persona illustrations are used, a <hr /> tag is placed directly after the image (this creates a short, centred line) or, in the “Using Personas” chapter, directly after the descriptive text following the illustration. (Only one tag is required.)
7. Alignment = centered
   1. At the time of this writing, images without captions will not center so the following has been added to the Custom Styles (CSS) “Your Styles” field for Web, Ebook, and PDF to correct this. This feature is found via the Dashboard/Appearance/Custom Styles.

|  |
| --- |
| .front-matter img, .part img, .chapter img, .back-matter img {display: block;height: auto;margin-left: auto;margin-right: auto;max-width: 100%;padding: 0;page-break-inside: avoid !important;prince-image-resolution: 135dpi; } |

## Links

1. Links do not open new windows or tabs unless they are videos.
   1. Not opening in a new tab is more accessible (as recommended by this toolkit) and standards say that links should not open new tabs unless necessary.
2. Internal links:
   1. Do not include the <http://opentextbc.ca> part of the link.
3. External links:
   1. The web addresses for all external links should be listed in the back matter under “List of Links by Chapter for Print Users”). See “Appendix C” under “Lists” for information about how this page is formatted.
4. **Linking to non-html file formats:**
   1. **Include the file format in the link text in square brackets. (E.g., [Word file], [PDF file], [Excel file]); note that “file” is lower case.**
   2. **If linking to a video, set the link to open a new tab and add [New Tab] to the link text.**

## ****Lists****

1. General style:
   1. Lists should be uniform in structure.
   2. Capitalize the first work in a primary list. Use lower case for the first word in a secondary or tertiary list.
   3. Add a period after a list item only when it is a full sentence. This applies to all list levels.
      1. Exception: Add a period after an incomplete sentence in a list if it is immediately followed by a full sentence.
2. Use unordered lists when:
   1. The order of points is unimportant and there is no hierarchy.
3. Use ordered lists when:
   1. The order of points is important, there is a hierarchy, or if points need unique identifiers so they can be referred to in the text body.
4. **Appendix C: List of Links by Chapter for Print Users**
   1. Links are listed by the link text they appear under in the chapter followed by the web address in parentheses. Each item is capitalized as part of this list, even if not done so in the text body. There is no period at the end of the entry.
   2. Links are organized alphabetically by chapter.
   3. Links that appear more than once within a chapter are not repeated.
   4. Only external links are included. Exceptions include:
      1. the home page of the Accessibility Toolkit – 2nd Edition (<https://opentextbc.ca/accessibilitytoolkit/)> *is* included
      2. external links as part of attribution statements *are not* included
      3. external links as part of a citation (footnote) *are not* included
      4. **non-HTML file formats, e.g., PDF**
   5. chapters with no external links will be included in the list, with an N/A designator

## ****Punctuation****

1. Use serial commas.
2. Use a colon after the leading phrase to a list.
3. Punctuation goes inside quotation marks
4. Hyphenate compound modifiers except where they conflict with standard usage: anything that starts with “open” except items listed in the “Spelling and abbreviation list”

## Numbers

1. Write out all numbers up to and including nine. After that, use numerals.
   1. Exceptions: dates (November 4), quoted material that follows a different rule, school grade (Grade 8), steps, and examples

## ****Tables****

1. Table titles are added as captions and are in title case.
2. Column and row headers are set as “Headers” with the appropriate scope assigned and use sentence case.
3. If a table requires a footnote, place it at the end of the caption.
4. Table properties (in Pressbooks)
   1. Width = 100%
   2. Border = 1
   3. Use the Caption field to add caption

## Textboxes

1. Use a shaded textbox for text that is meant to stand out.
2. If content in a textbox requires a heading, use the “Key Takeaways” textbox.
   1. etxtbox headings should be title case and centred
3. **Use a “Learning Objectives” textbook in the body of each part.** 
   1. **Headings should say “Section Topics” (title case)**
   2. **the content usually begins with a short introduction including a leading sentence**
   3. **This is followed by a bulleted list. (See styling rules for lists on this style sheet.)**

## ****Titles****

1. Italicize book titles
2. When referring to BCcampus guides and toolkits, use the name of the guide; do not include “BCcampus Open Education, e.g., [*Self-Publishing Guide*](https://opentextbc.ca/selfpublishguide/).