# Style Sheet for (NAME OF BOOK)

*Last revised: (DATE)*

*Based on Style Guide: (NAME OF STYLE GUIDE)*

## Contact information

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Email** | **Phone** |
| **Author** |  |  |  |
| **Copy editor** |  |  |  |
| **Proofreader** |  |  |  |

## ****Spelling and Abbreviation List****

**A-B**

*Example:* ABG

*Example:* action-packed

*Example:* anaesthesia

**C-E**

**F-H**

**I-M**

**N-R**

**S-T**

**U-Z**

## ****Citation Style****

Type: *Examples*: APA, MLA, Chicago

Reference list

1. *Example*: Place at end of each chapter

## ****General Style****

1. ***Example*: Written in the present tense.**

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

1. *Example:*There is a Learning Objective page at the beginning of each case study.
2. *Example:*This page begins with a paragraph or two of introductory text.
3. ***E****xample:* 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. *Example:*Chapter titles should use title-case
2. *Example:*Chapter section titles should use sentence-case and Heading 1

## ****Tables****

1. E*xample:* Column **labels should be centered.**

## ****Capitalization****

1. *Example:*Generic names for medications should be lower case. Brand names should be capitalized.

## ****Punctuation****

1. *Example:* Use serial comma
2. *Example:* 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.*

## Numbers

1. *Example:* Express time using the 24-hour clock, e.g., 13:00 for 1pm.