**JCU Open eBooks - Style Sheet for {*Book Title}***

Date Last Revised (Current as at):

Based on Style Guide: AGSM/APA 7th/…

Primary contact:

Author/s:

Citation Style: AGSM/APA 7th

Image/Media attributions:

Example: Part of the caption. TASL with hyperlinks

Example: At the end of each chapter

Example: In a separate chapter in the back matter

Reference list

Example: Place at the end of each chapter, use H1 References

General Style

Example: Written in the present tense

Textboxes

Example: There is a Learning Objectives textbox at the beginning of each chapter

* Learning Objectives textbox begins with this statement: “In this chapter, you will learn how to:”
* Learning Objectives are listed using a bulleted list.
* There should be no period at the end of each item unless it is the final item, or each item is a complete sentence.

Example: There is a Key Takeaways textbox at the end of each chapter.

* Key Takeaways textbox begins with this statement: “In this chapter, we covered:”
* Key Takeaways are listed using a bulleted list.
* There should be no period at the end of each item, unless it is the final item, or each item is a complete sentence.

Headings and Labels

Example: Chapter titles should use title case

Example: Chapter section titles should use title case and Heading 1

Tables

Example: Column labels should be centred.

Capitalisation

Example: Generic names for medications should be lowercase. Brand names should be capitalised.

Punctuation

Example: Use serial comma

Example: Use commas in numerals over 999 (e.g., 1,000; 45,000)

Example: Use double quotation marks for short quotes. Single quotation marks for a quote within a quote, a quote within a headline, or a title within a quote.

Numbers

Example: Write numbers less than two in words and over 3 as numerals.

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

**Spelling and Abbreviation List**

|  |  |
| --- | --- |
| **A-B** | **C-E** |
| **F-H** | **I-M** |
| **N-R** | **S-T** |
| **U-Z** |  |