# Open publishing style sheet

This style sheet is a living document. Update and amend it as you make decisions throughout your project.

| Project title |  | |
| --- | --- | --- |
| Authors |  | |
| Other contributors Name and role, e.g. copy editor, proofreader |  | |
| Style manual Use the [Australian Government Style Manual](http://www.stylemanual.gov.au/). If you prefer another style manual, list the details below and discuss this with the Project Manager. | | | |
| Name of preferred style manual | |  | |
| URL | |  | |
| Variations to the style manual | | | |
| What are you changing? | | What is the change? | |
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| Inclusive language Please use the [Inclusive language checklist](https://oercollective.caul.edu.au/app/uploads/sites/115/2025/05/Inclusive-Language-checklist-1.docx). For guidance and examples, see the [Australian Government Style manual](https://www.stylemanual.gov.au/accessible-and-inclusive-content/inclusive-language) and the [APA Inclusive Language guide](https://www.apa.org/about/apa/equity-diversity-inclusion/language-guidelines). | |
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| Specialist vocabulary Include the online location of any specialist dictionary/vocabulary list, provide a separate document with your manuscript submission, and/or document words below. Include notes if there are preferred terms (e.g. Autism Spectrum Disorder, not Asperger's Syndrome). | | |
| --- | --- | --- |
| Dictionary  Provide details and online location. | <https://www.macquariedictionary.com.au/> | |
| Vocabulary list  Provide details of specialist terms below. | | |
| Term  *eg. Educator* | Used for  *Teacher, Academic* | |
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| Spelling variations Use standard Australian English spelling. If there are spelling variation options for particular words, person names or place names, specify which you will be using. | | |
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| Referencing and attribution style We recommend using the APA Style, but you can use an alternative style.  Please use the Creative Commons [Recommended practices for attribution](https://wiki.creativecommons.org/wiki/Recommended_practices_for_attribution) when sharing or reusing Creative Commons materials. For clarity, you should have a Reference and Attribution lists at the bottom of each chapter. | |
| --- | --- |
| Referencing style |  |
| Online location |  |
| Attribution guide | Title. Author. Source. License.  eg. "[Creative Commons 10th Birthday Celebration San Francisco](http://www.flickr.com/photos/sixteenmilesofstring/8256206923/in/set-72157632200936657)" by [Timothy Vollmer](http://www.flickr.com/photos/sixteenmilesofstring/) is licensed under [CC BY 4.0](http://creativecommons.org/licenses/by/4.0/)  Refer to the [Creative Commons wiki page](https://wiki.creativecommons.org/wiki/Recommended_practices_for_attribution#This_is_a_great_attribution) for more information. |
| Referencing style notes | |
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| Content decisions Note decisions about how chapters should be structured and the type of content in terms of consistency. For example, will the chapters have a glossary, learning objectives, key points, chapter summaries, examples/case studies, reading lists, activities, etc? | | |
| --- | --- | --- |
| Item  *eg. Introduction/Conclusion* | Where used  *eg. beginning/end of chapter* | Further information  *eg. The introduction should be a brief paragraph followed by 3-5 bullet points with the main features of the chapter. The conclusion should be a brief paragraph.* |
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| Writing tone (dependent on audience: academic, conversational, instructional, narrative, level of formality, etc.) This may change. For example, the chapters may be written in a formal, instructional tone, with textboxes of more casual narrative examples. | | |
| --- | --- | --- |
| Area of book | Tone | |
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| Formatting decisions Refer to the [Australian Government Style Manual](http://www.stylemanual.gov.au/) for formatting guidelines. Use the rows below to communicate formatting decisions/issues. (We have prepopulated some fields with common issues. Delete as necessary.) Refer to the Accessibility Checklist. | | |
| --- | --- | --- |
| Item | Where used | Further information |
| Heading levels | H1= chapter title, H2= section heading, H3=section sub-heading | Heading levels must be hierarchical. Only use heading levels 1-3. |
| PDF links | Linking out to PDF documents | Avoid linking to PDF content if possible. (Link to the website containing the PDF). |
| Linking out to sources | When linking to videos or webpages, provide context about the resource, e.g., what it is about, the title and/or author, the length of the video, etc.  You must also embed the link in meaningful text, such as the resource title. Avoid text such as Click here or Read this page. | eg, “[View Writing a New Chapter in Pressbooks](https://youtu.be/Ebx3DYigh8Y?si=O-LIUTXfwthCfqYZ) (4.09) to learn how to create a new chapter and add various content”.  For example, read Supercool Design’s [How To: Write Good Alt Text](https://supercooldesign.co.uk/blog/how-to-write-good-alt-text) for tips on writing alt text. |
| Bolded text | Use bold to emphasise a word or several words. Do apply bolded text to entire sentences or titles. |  |
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| Notes Document any other style choices here, particularly any variations to the specified style guide. |
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