Style Guide

Formatting

Database names are in *italics.* So are journal names.

Introduction

1 of 2

In this tutorial, you are going to learn how to use the database *America's Historical Newspapers*, which includes more than 1,000 full-text newspapers from all 50 states and covers the years 1690–1922. It also includes Hispanic American Newspapers, 1808–1980, and African American Newspapers, 1827–1998.

Tab names and links are in **bold** with the exact capitalization/ wording of the item (for example, use a "&" instead of "and" if that's how the tab appears)
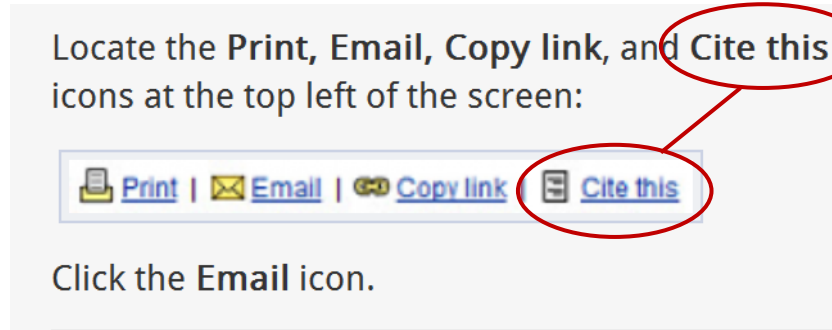
Let's say you wanted to search for articles that came out during the American Revolution. Click on the **Dates and Eras** tab.

Click on the underlined **Results** link near the top of the page to return to your results page.
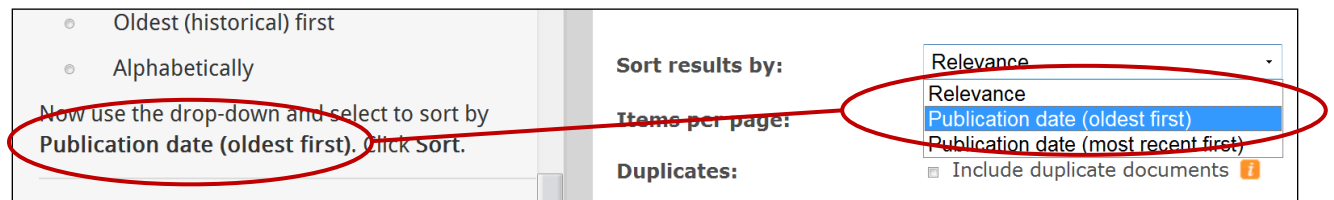
Buttons and icons are also in **bold** with the exact capitalization/wording of the item:

Return to the top of the page and click the green **Search** button. Now how many results do you get?
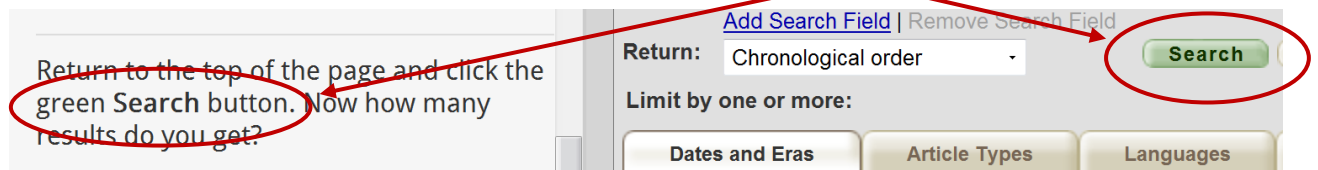
In addition, you can include an image of the button or icon (make sure the name of the button/icon is in **bold** in the text and that it matches the capitalization/wording of the image):
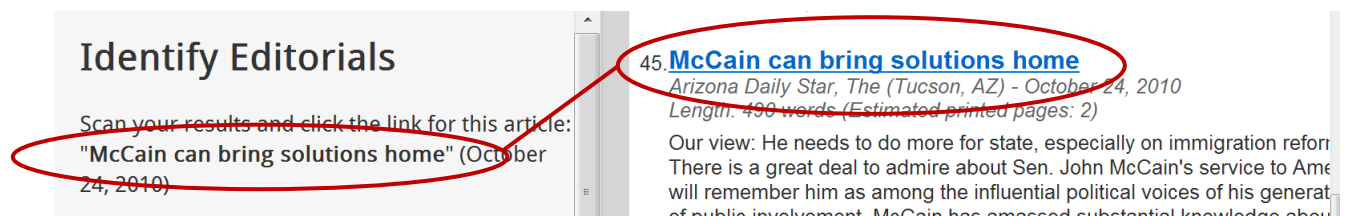
Locate the **Print, Email, Copy link**, and **Cite this** icons at the top left of the screen:

Click the **Email** icon.

Drop-down menu options are in **bold** with the exact capitalization/wording of item

Now use the drop-down and select to sort by **Publication date (oldest first)**. Click **Sort**.

Items with check boxes are **bold** with the exact capitalization/wording of the item

Select the check boxes next to the following states: **Georgia** and **South Carolina.**
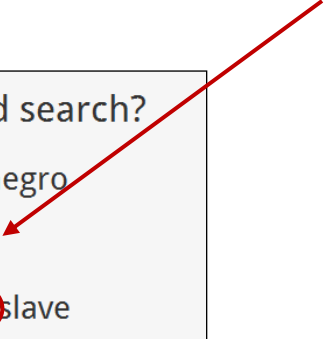
Article names are in quotes and bold: **"McCain can bring solutions home"**

Identify Editorials

Scan your results and click the link for this article: **"McCain can bring solutions home"** (October 24, 2010)

In tutorial questions, make search terms and keywords lowercase. Connectors should be all uppercase:

What would be a good revised search?

- (slave OR run away) AND negro
- run away AND slave
- run away AND negro AND slave

In text, search terms and keywords are lowercase and **bold**. Whether or not to use quotes depends on the context (for example, whether the tutorial is asking students to use exact phrases). See examples below:

In this database, you need to put exact phrases in quotes.

Revise your search by putting quotes around the phrase **"run away"**. Click **Search.**

Type the following in the search boxes:

slave

OR run away

AND negro

For hints and notes, use the following format (HINT: or NOTE: is in all-caps):

century Deep South. (HINT: You are only looking for articles from a certain date range in a certain place.)

Use pop-ups to explain vocabulary terms that may be unfamiliar to students.

> The pronunciations are explained using an IPA transcription. What is IPA?
>
> > IPA stands for International Phonetic Alphabet. It is a standardized way to represent sounds used in language, and is used to represent pronunciation of words.
> >
> > For example, the IPA transcription of **wild cat** is **wajld kæt.**

For multiple-choice questions, capitalize the first word of each answer (unless it's a search term or keyword—see above). If the answer is a complete sentence, end it with a period (see example below at left). For phrases, no periods are used (see example below at right):

to consumer health.) be useful for your 5-8 page paper? (Does the environmental impact of bottled water outweigh its health benefits?)	Return to the top of the page and click the green **Search** button. Now how many results do you get?
◎ Yes, because it addresses my question related to the environmental impact of bottled water.	◉ None
◎ Yes, because it is long.	◎ 3
◎ No, it is irrelevant.	◎ 25
◎ Yes, because it will provide scientific data on how minerals in drinking water impact people's health.	◎ 1,783

Standard Phrasing for Introduction

In this tutorial, you will learn how to find articles using [*name of database*]. This database …

Using the library homepage to your right …

[Sample wording]
Go to the **Search & Find** menu and click on **Articles & Databases**.

Look for the **Find Databases by TITLE** heading and click on the letter **O**.

Find **Oxford English Dictionary online** in the list and click on it.

You may be prompted to enter your UA NetID and password.

You are now in *Oxford English Dictionary* online.

Use the arrows below to navigate through the tutorial.

Standards for Tutorial Headings

Keep headings short, sweet, and descriptive. They should be active verbs and more like commands than descriptions:

Use Truncation is better than **Activity III**

Browse Images is better than **Browsing Images in Database**

Find Related Collections is better than **Identify Links to Related Collections**

Capitalization Standards

Use title-case capitalization for headings/titles:

- Capitalize the first and last word in a heading/title, regardless of part of speech.

- Capitalize all nouns (baby, country, picture), pronouns (you, she, it), verbs (walk, think, dream), adjectives (sweet, large, perfect), adverbs (immediately, quietly), and subordinating conjunctions (as, because, although).

- Lowercase "to" as part of an infinitive.

- Lowercase all articles (a, the), prepositions (to, at, in, with, for, by, from, with), and coordinating conjunctions (and, but, or).

  [from DailyWritingTips.com]

Other Style Standards

For consistency with our website style, follow Editorial Standards for Content on the UAL Website.

Say: Click the **News** link (not: Click the link **News** / not: Click on the link **News**).

Use just one space after a period and to start a new sentence, not two.

Put commas and periods before end quotes: "Like this."

Most of the time, use second person when referring to the user ("you" or "your") and use first person plural to refer to the Libraries or library staff ("us" or "we").

Vocabulary

- drop-down menu

- ebooks, email

- homepage

- keyword

- web page

- website

- Page ranges: "5- to 8-page paper"

Note on Quizzes: Questions can be inserted into both the main body of the tutorial and into a quiz at the end. When questions are inserted into a quiz, the answers do not pop up since that's intended to be an assessment without immediate feedback.