

# NO STARCH PRESS STYLE SHEET

No Starch Press uses *The Chicago Manual of Style 15th Ed.* and *Merriam-Webster's Collegiate Dictionary 11th Ed.* Refer to those sources or the book's specific style sheet for all matters not covered below.

## Treatment and Styling of Paragraphs

**Bulleted lists** For a simple collection of items (BulletA, BulletB, BulletC)

**Code** See "Code Listings" section

**Definition lists** For terms that require more text (ListHead and ListBody)

**Figure captions** "Figure 10-4: The menu listing shows a variety of options."; only end with a period if the caption is a full sentence (Caption)

**Figure numbering** Consecutive within chapters

**Figure references** Reference by number in text before the figure appears

**Headings** Up to three levels; title case

**Long, run-in heads** Sentence case

**Numbered lists** For a set of consecutive steps (NumListA, NumListB, NumlistC)

**Plain lists** Non-bulleted, non-numbered, for terms with short descriptions/ definitions (List Plain A, B, and C with **EmphasisBold** terms)

**Stacked elements** Do not stack heads, figures, tables, notes, or text boxes.

**Table numbering** Consecutive within chapters (i.e., Table 1-1, Table 1-2, etc.)

**Table references** Reference by number in text before the table appears

**Table titles** Title case; "Table 14-1: How Fields of Indexed Maps Correspond to Database Parameters"; no full sentences (Table Title)

## Treatment and Styling of Text

**NOTE** For more on styling electronic elements, see the “Code Listings” section of this document. For more on text styles, see the table on page 4.

**Abbreviations** No periods in abbreviations: PhD, US. No apostrophe for plural abbreviations: BBS; BBSs (pl); BBS’s (poss.). See word list for common abbreviations.

**Acronyms** Spell out upon first mention, with acronym in parentheses. If italicizing as a vocabulary term, italicize the parentheses and acronym: *Internet service provider (ISP)*. Don’t introduce acronyms in headings.

**Button names** Title case, except generic references (the play button); Roman for hypothetical, **EmphasisBold** for user input

The Continue button allows you to continue.

Click the **Continue** button to continue.

**Code** Literal and straight quotation marks for code quoted in text. **LiteralBold** for typed user input and *LiteralItal* for placeholders. Query typos but do not edit code.

**Commands** Literal.

**Company names** Match official usage; pronoun should be *it*. Names beginning with lowercase letters can stand at the beginnings of sentences.

**Cross-references** For chapters: see Chapter 9; for sections: see “Using Paragraph Styles” on page XX

**Email addresses** *EmphasisItal*

**Filenames and File/Directory Paths** *EmphasisItal*

**File types** Roman; see word list for common file types

**File extensions** *EmphasisItal*; the word *dot* is pronounced

**Geographical names** Use West Virginia but eastern Europe. Spell out state names (e.g., Severna Park, Maryland).

**Icon selections** Match interface for case; Roman even if it’s user input

To open a new document, click the New Blank Document icon.

To open iTunes, click the iTunes icon.

**Initials** Close up: H.L. Mencken

**Keyboard keys** KEYCAP for named keys, no initial cap: ENTER, CTRL-C, ALT, DEL, ESC, SHIFT, TAB. The spacebar should be roman. Use regular text for function and alphanumeric keys: F3, F11, C, S, 5.

**Mailing lists and Newsgroups** *EmphasisItalic*

**Menus** File ▶ Save (MenuArrow character style, numeral 4 in Webdings, no space on either side of the arrow)

**Menu selections** Title case; Roman for hypothetical, **EmphasisBold** for user input

If you select File ▶ Save As, the Save As dialog will appear.

To save your File, select **File ▶ Save**.

**Onscreen display** Literal for quotations from code output display

**Prepositions** In title case, initial cap prepositions of five letters or more: Let's Work Through the Night.

**Radio Button and Checkbox selections** Sentence case; Roman for hypothetical, **EmphasisBold** for user input

If you check the Enable other users box, you can enable other users.

Select the **Enable other users** radio button to enable other users.

**Software names** Roman; match manufacturer's usage.

**Tools** Roman; initial caps: Ellipse tool.

**Trademarks** Not used in text

**URLs** *EmphasisItalic*; always include *http://*, *www* if necessary, and closing slash.

**User input** **EmphasisBold**. Use **LiteralBold** for typed input in code.

**Usernames and group names** *EmphasisItalic*

**Variables** *EmphasisItalic*, including *x* in software version numbers.

**Vocabulary Terms** *EmphasisItalic* where term is defined.

**Words as words** *EmphasisItalic*: "If the word *remove* appears to the right of the driver, you know it has been installed correctly."

**Website names** Match official usage; Roman. Online magazines should be *EmphasisItalic* (i.e., *Salon*)

**Window and dialog names** Roman, title case: Save As dialog

**NOTE** *Any element that is not listed in Table 1-1 should most likely be styled Roman, but please ask your production editor for clarification if you encounter anything questionable.*

**Table 1-1:** Text Styles

Text element	Template style	Appearance	Examples
Filenames, file extensions, and directory paths	EmphasisItalic	Italic	<i>figure01_01.png</i> <i>.odt</i> <i>usr/local/etc</i>
URLs, URIs, email addresses, mailing lists, newsgroups	EmphasisItalic	Italic	<i>http://www.nostarch.com/</i> <i>info@nostarch.com</i>
Emphasized words	EmphasisItalic	Italic	You should <i>always</i> do . . .
Username, group names	EmphasisItalic	Italic	The user <i>mwluca</i> s . . .
First instance of a technical term where defined	EmphasisItalic	Italic	The <i>kernel</i> is the . . .
Registry keys	Literal	Monospace	
Language and script elements: attributes class names commands events functions keywords methods modules namespaces objects parameters properties types values variables XML and HTML tags ...etc.	Literal	Monospace	
Placeholder items in syntax	LiteralItal	Monospace italic	hostname=" <i>host.example.com</i> "
Placeholders in italic text	(Enclose in angle brackets)		<i>http://www.&lt;example&gt;.com</i>
Keyboard accelerators	Keycap	Small caps	CTRL, ALT, SHIFT
Buttons, when reader is directed to click	EmphasisBold	Boldface	Click <b>OK</b> .
Menus, when reader is directed to select	EmphasisBold and MenuArrow	Boldface with hierarchy arrow	Choose <b>File ▶ Save</b> .
User input, code	LiteralBold	Monospace boldface	

## Punctuation

**Ampersands** (&) Use in proper names only.

**Apostrophes and quotation marks** Curled (smart) in regular text; straight in code listings and code quoted in running text.

**Colons** Capitalize the first word of a full sentence when it follows a colon.

**Commas** Use series comma: We bought eggs, milk, and cheese.

**Ellipsis** Use spaces as in . . . (do not use the symbol ...). Include a fourth dot when the ellipsis falls at the end of a sentence.

**Em dashes** Use a true em dash, with no spaces: i.e., word—word.

**En dashes** Use for ranges in parentheticals and tables only; use with open compounds such as pseudo–assembly code and DOCSIS 1.1–certified.

## Titles of Works

**Book titles** *Emphasis/Italic: The Lion, the Witch and the Wardrobe*

**Electronic publications** (such as newsletters and magazines) *Emphasis/Italic: Salon*

**Magazine names** *Emphasis/Italic: Wired*

**Magazine articles** Quotation marks: “The Sexiest Geeks of 2007”

**Movie titles** *Emphasis/Italic: Napoleon Dynamite*

**Newspaper names** *Emphasis/Italic: The New York Times*

**Newspaper articles** Quotation marks: “UN Warning”

**TV shows** *Emphasis/Italic* for show/series name: *Buffy the Vampire Slayer*; quotation marks for episode titles: “Hush”

**NOTE** *For more on treatment of work titles, see the “Citation Guidelines” section of this document.*

## Numbers, Dates, Math, and Measurements

### Numbers

Spell out numbers one through nine. Use numerals for 10 and greater. The four exceptions are:

- For measurements, always use numerals.
- Where numbers one through nine and 10 and greater appear in close proximity and in the same context, use numerals for all.
- For ranges, in running text: one to four, 3 to 12, 15 to 20; in parentheticals and tables: 1–4, 3–12, 15–20
- If a sentence begins with 10 or greater, spell out or edit to avoid.

## ***Phone numbers***

Use periods in phone numbers: 1.800.555.1212

## ***Dates and Time***

**Dates** Month Year with no comma (March 1982) or Month Day, Year (September 5, 1974)

**Decades** '90s or 1990s

**Centuries** 21st century

**Eras** KEYCAP style, no periods: 201 BC, 2 AD

**AM and PM** KEYCAP style, no periods: 10 AM, 3:15 PM

## ***Mathematical Equations***

Add a single space before and after operands:  $2 + 2 = 4$

## ***Variables***

Variables in standard mathematical formulas should not be italicized:

$$x + y = z$$

When  $n$  is standing in for the word *number*, it should be italicized:

$$(n + 1)n$$

Variables (placeholders) in code are italicized:

```
<body color=colornumber>
```

## ***Fractions***

- Words in running text (i.e., two-thirds).
- If the fraction is presented with a whole number, it should appear as numerals with case fractions wherever possible: 8 ½.
- Decimal notation should be used in scientific or technical text. Add a zero before the decimal: 0.75.

## ***Measurements***

Abbreviate all units of measurement (except English) when given as a quantity, and leave a space between the value and the unit:

- 3 mm, 3 inches, 3 miles, 3 MHz, 3 feet
- Bit and byte sizes and speeds should not have a space: 6KB, 6Kbps.
- When bits and bytes are on their own, they should be spelled out: 6-bit cable, 6 bytes.

# Code Listings

**Code listings** Use `CodeA/CodeB/CodeC` or `CodeSingle`. Use **LiteralBold** for typed user input and *LiteralItal* for placeholders. Query typos but do not edit code.

**Code listing numbering (optional)** Consecutive within chapters (Listing 1-1, Listing 1-2, and so on). Code listings are usually not numbered. If appropriate (e.g., when the running text will reference them), you may number listings as you would number figures.

**Code listing captions** “Listing 10-4: The menu listing shows a variety of options.”; end with a period only if the caption is a full sentence (Listing paragraph style).

**Code listing references** Reference by number in text before the listing appears

**Tabs** Use four spaces rather than a true tab.

**Line length** Standard code line length is 78 characters.

**Ellipses** Ellipses (three dots) in code should not have spaces. (Make sure Word doesn’t autoformat the dots into an ellipsis symbol.)

---

Ellipsis in the...code listing.

---

## Styling Code

Use ❶❷❸❹ . . . (style: Wingdings) to call out specific elements in a line of code that you will refer to and/or describe within the text. The figure shows the characters that correspond to the numbers in the Wingdings font.

u	❶		z	❷
v	❸		{	❹
w	❺			❻
x	❻		}	❼
y	❼		~	❽

Put the number balls in front of the element to which you will refer, with no space after them. Use only numbers 1–10 in any one code listing. For example, to point out the tags that open and close a link in HTML:

---

❶<a href="www.google.com">Google❷</a>

---

Use **LiteralBold** to highlight changes in code or large parts of code that you will call out in the text. For example, to point out that you had changed the link from No Starch to Google:

---

<a href="www.nostarch.com">No Starch</a> <a href="**www.google.com**">Google</a>

---

Use *LiteralItal* for variables contained in code. For example, if the reader is to use his TFTP IP address and config name:

---

tftp -i *TFTP\_IP* GET *CONFIG\_NAME*

---

Use `Literal` when referring to machine output, commands, functions, or objects in running text. Here are some examples:

- Use the `GET` command to access the file.
- Within a few seconds the phrase `Press any key to stop auto-boot` will appear.
- You must use an SNMP agent to access the object `cmHybridMode`.

Use **LiteralBold** for typed user input in running text. Here are some examples:

- Enter the password `dlink`.
- Type `run: program Windows` into the Terminal.

## Citation Guidelines

For recommended reading or other simple references that don't require a true citation, just give as much information as the reader would need to find the piece (i.e., title, author, and publisher). For example, "A great resource on this topic is Randall Hyde's *The Art of Assembly Language* (No Starch Press, 2003)." Long URLs for online pieces may be footnoted for easier reading.

As a general rule, follow *The Chicago Manual of Style* for citation formats. Unless you have a large number of citations, or your topic requires more precise scientific citation, you can use the following method.

If you don't feel that this method will fit your content, discuss alternatives with your editor(s).

### ***Bibliography and Footnotes***

If you want to include a bibliography at the back of the book, the entries should appear as follows, alphabetized by author's last name:

Surname, Given Name. *Title of Work: Subtitle of Work*. Location: Publisher, YYYY.

And then you can put a footnote in the text where the reference appears:

<sup>1</sup> Surname, *Short Title*, pp.

Or, if you don't want to have a bibliography, use a more complete footnote:

<sup>1</sup> Given Name Surname, *Title of Work* (Location: Publisher, YYYY), pp.



## ***Elements to Include***

Whichever citation style you use, these pieces of information should always be included:

- Author (and/or editor, translator, etc.)
- Title (and usually subtitle)
- Publication date

Also include:

- For BOOKS: Location and publisher
- For ARTICLES: Journal name, volume, year, page no., and issue
- For ONLINE pieces: Indicate that the piece was published online; list URL (and access date if appropriate)

Long, complete works should be set in italics (i.e., books, journals and magazines, online magazines, musical albums, feature-length films, TV series, newspapers, and so on).

Shorter or partial works should be set roman, in quotation marks (i.e., chapters, articles, online articles, songs, TV series episodes, poems, and so on).

# WORD LIST

*For acronyms, the article is specified based on preferred pronunciation.*

## Symbols and Keys

angle brackets (not just *brackets*, unless the term has been introduced and it's clear; < >)

ALT key

ALT-N

at sign (@)

backslash (\)

BACKSPACE key

backtick (not *backstroke*, `)

braces or curly brackets (not *curly braces*; not just *brackets*, unless the term has been introduced and it's clear; { })

button bar

CAPS LOCK key

caret (^)

Command key (⌘; lowercase z in Wingdings font; Mac)

CONTROL key (Mac)

<CR><LF> (carriage return, line feed)

CTRL key (Windows)

CTRL-ALT-DELETE

CTRL-N

curly brackets or braces (not *curly braces*; not just *brackets*, unless the term has been introduced and it's clear; { })

DELETE key

dot (not *period* unless referring to grammar)

down arrow

ENTER key

equal sign (=)

ESCAPE key (or ESC key, Windows)

exclamation mark (!)

forward slash (/)

greater-than sign (>)

hash mark (not *pound sign*; #)

less-than sign (<)

OPTION key (Mac)

parenthesis (singular); parentheses (plural)

percent (spell out, use % only in tables or code)

quotation marks (spell out the first time it appears; can be *quotes* thereafter)

RETURN key (Mac)

semicolon (;)

SHIFT key

single quote

spacebar

square brackets (not just *brackets*, unless the term has been introduced and it's clear; [ ])

TAB key

underscore (\_)

up arrow

## A

acknowledgments

ActionScript

ActiveX control

add-on (a)

ADO.NET

aka (also known as)

AM

anonymous FTP  
 ANSI (American National Standards Institute); *an* ANSI  
 ANSI color  
 antivirus  
 appendixes  
 applet (or Java applet)  
 AppleScript  
 ARPAnet; *an* ARPAnet  
 ASCII (American Standard Code for Information Interchange); *an* ASCII  
 autogenerate  
 awk (programming language)

## B

backend  
 background processes  
 backup (n); back up (v); back-up (a)  
 backward  
 backward compatible  
 bandwidth  
 BeOS  
 Berkeley Unix  
 Bézier curve  
 bioinformatics  
 BIOS (basic input/output system); *a* BIOS  
 bitmap  
 bit mask  
 Bitnet  
 bit plane  
 bitwise operators  
 bookmark (n, v)  
 Boolean (unless referring to a datatype in code, in which case s/b lowercase)  
 boot (n, v)  
 bootloader  
 Bourne-again shell (bash; *a* bash)  
 Bourne shell  
 browsable  
 BSD (Berkeley Software Distribution); *a* BSD  
 built-in (a)  
 buses (pl)

## C

*.c* (C/C++ source code file)  
 C language (n); C-language (a)  
 C: drive  
 café  
 canceled  
 case sensitive (n); case-sensitive (a)  
 CAT-5 (*a* CAT-5)  
 CD (compact disc; preferred to CD-ROM. Example: use *CD drive* instead of *CD-ROM drive*); *a* CD  
 CD-R (compact disc recordable); CD-Rs (pl); *a* CD-R  
 CD-RW (compact disc rewritable); CD-RWs (pl); *a* CD-RW  
*.cfg* (configuration file)  
 chatroom  
 checkbox  
 chipset (n, a)  
 classpath  
 click (not *click on*)  
 client/server  
 client side (n); client-side (a)  
*.cnf* (Telnet configuration file)  
 co-author (n, v)  
 co-class  
 code set  
 co-founder  
 colorcell  
 colormap  
 Command key (⌘; Macintosh)  
 command line (n); command-line (a)  
 compile time (n); compile-time (a)  
 CompuServe  
 copyleft  
 copyright  
 co-worker  
*.conf* (Unix configuration file)  
 config file (configuration file); *.config*  
 Control Panel  
 CORBA (Common Object Request Broker Architecture); *a* CORBA  
*.cpp* (C++ source code file)

CPU (central processing unit);  
    *a* CPU  
criterion (s), criteria (pl)  
cross-reference  
cross section (n); cross-sectional (a)  
crosstalk (n)  
crosshair  
crosshair cursor

## D

database; *.db*  
data block  
datafile  
datatype  
data is (treat as singular noun)  
Debian GNU/Linux  
DES (Data Encryption Standard);  
    *a* DES  
design time (n); design-time (a)  
dial-in (a)  
dial-up (a)  
dialog (not *dialog box*)  
disc (for CDs, DVDs, and other  
    optical media)  
disk (for hard drives and other  
    magnetic media)  
DLL (dynamic link library); *a* DLL;  
    *.dll*  
DMA (direct memory access)  
DNS (Domain Name System);  
    *a* DNS  
DocBook  
DOM (Document Object Model);  
    *a* DOM  
DoS (Denial of Service) attack;  
    *a* DoS  
double-click (n, v)  
double-precision (a)  
double quotes  
down arrow  
downlevel (a)  
download  
dpi (dots per inch)  
drag-and-drop (n, a); drag and  
    drop (v)  
drop-down menu

DSL (digital subscriber line);  
    DSLs (pl); *a* DSL  
dual-boot

## E

ebook  
Emacs  
email (n, a, v)  
emails (pl) only if preceded by a  
    quantity (e.g., five emails, a few  
    emails)  
empty-element tag  
end-of-file (EOF); *an* EOF  
end-tag  
end user  
Ethernet  
*.exe* (executable file)  
Exim

## F

facade  
failback (n)  
failover (n)  
FAQ (frequently asked questions);  
    *an* FAQ  
fax  
FDL (Free Documentation  
    License); *an* FDL  
file manager  
filename  
file server  
file sharing  
filesystem  
file type  
firewall  
FireWire  
floppy disk  
foreground  
FORTRAN (The IBM Mathematical  
    Formula Translating System)  
Fortran 90  
forward (adv)  
frame type  
frontend  
FreeBSD  
FSF (Free Software Foundation)

FTP (File Transfer Protocol);  
    *an* FTP  
FTP site

## G

gateway  
Gb (gigabit)  
GB (gigabyte)  
GBps (gigabytes per second)  
GHz (gigahertz)  
gid (group ID); *a* gid  
GIMP (GNU Image Manipulation  
    Program); *a* GIMP  
GNOME (GNU Network Object  
    Model Environment);  
    *a* GNOME  
GNU (GNU's Not Unix); *a* GNU  
GNU Emacs  
GNU Project  
GNUstep  
Google (proper noun); google (v)  
GPL (GNU General Public  
    License); *a* GPL  
gray  
grayscale  
GTK (GIMP toolkit)  
GUI (graphical user interface);  
    GUIs (pl); *a* GUI

## H

handcode  
handheld (a)  
hardcoded  
hardcopy  
hardcore  
hard disk  
hard link  
“Hello, world!”  
high-level (a)  
high tech (n); high-tech (a)  
hi-res (high resolution)  
home page  
host ID  
hostmask  
hostname  
hotkey

hotspot  
HOWTO file  
how-to; how-tos (n)  
HTML (HyperText Markup  
    Language); *an* HTML;  
    *.htm, .html*  
HTTP (HyperText Transfer  
    Protocol); *an* HTTP  
hypertext

## I

I/O (input/output); *an* I/O  
IDE (integrated development  
    environment); *an* IDE  
ID (identifier; identification); IDs;  
    *an* ID  
inbox  
    *.ini* (initialization file)  
inline  
inode  
interclient  
Internet, the (*the Net* okay only for  
    less formal books)  
internetwork  
Intrinsics  
IP (Internet protocol); *an* IP  
IPsec; *an* IPsec  
IRC (Internet Relay Chat); *an* IRC  
IRQ (interrupt request); *an* IRQ  
ISA (Industry Standard Architec-  
    ture); *an* ISA  
ISO; *an* ISO; *.iso*  
ISP (Internet service provider);  
    *an* ISP

## J

Jabber  
JAR (Java™ Archive) file; *a* JAR;  
    *.jar*  
Java; *.java*  
JavaScript; JavaScripts (pl); *.js*

## K

Kb (kilobit)  
KB (kilobyte)  
Kbps (kilobits per second)

KDE (K Desktop Environment);  
    *a KDE*  
keepalive (n, a)  
Kerberos  
.*key* (security key file)  
keyclick  
keycode  
keyframe  
keymaps  
keypad  
keystroke  
keywords  
kHz (kilohertz)

## L

LAN (local area network); *a LAN*  
L<sub>A</sub>T<sub>E</sub>X; *.tex*  
left-hand (a)  
leftmost  
leveled (not *levelled*)  
LILO (Linux Loader); *a LILO*  
line feed (n); line-feed (a)  
Linux  
Linuxconf  
LinuxPPC  
listbox  
logfile; *.log*  
login, logout, or logon (n, a)  
log in, log out, or log on (v)  
lookup (n, a); look up (v)  
lower- and uppercase  
lowercase  
lower-level (a)  
lower-right (a)  
LPI (Linux Professional Institute);  
    *an LPI*

## M

mail server  
mail-handling (a)  
makefile; *Makefile* (when referring  
    to the filename)  
makeup (n); make up (v)  
man pages (manual pages)  
markup (n, a); mark up (v)

Mb (megabit)  
MB (megabyte)  
MBps (megabytes per second)  
McGraw-Hill  
menu bar  
metacharacter  
MHz (megahertz)  
mice  
MIDI (Musical Instrument Digital  
    Interface); *a MIDI*; *.mid*, *.midi*  
mIRC; *an mIRC*  
MO (magneto-optical); *an MO*  
moiré  
monospaced font  
MP3 (MPEG Audio Layer 3);  
    MP3s (pl); *an MP3*; *.mp3*  
MS-DOS (Microsoft Disk Operating  
    System); *an MS-DOS*  
multiline  
multimedia  
multitasking  
multithreaded  
multitier  
multiuser

## N

naive  
name server  
name service  
namespace  
Net, the (informal books only)  
.NET; *a .NET*  
NetBIOS (Network Basic Input/  
    Output System)  
NetBSD  
NetInfo  
netgroup  
netmask  
networkwide  
never-ending  
newline  
newsgroup  
newsreader  
news server  
NeXTSTEP  
nonlocal  
nonzero

no-nonsense (a)  
NTP (network time protocol);  
    *an* NTP

## O

offline  
offload  
offsite  
off-topic  
Ogg Vorbis; *.ogg*  
okay (unless referring to a button,  
    then OK)  
OLE (object linking and  
    embedding); *an* OLE  
onboard (a)  
ongoing  
online  
onscreen  
onsite  
OOP (object-oriented program-  
    ming); *an* OOP  
open source (n, a)  
OpenBSD  
ORB (object request broker);  
    *an* ORB  
OS/2 (Operating System/2);  
    *an* OS/2  
OSS (open source software); *an* OSS  
outbox

## P

packet switch networks  
pagefile  
Paint Shop Pro  
pair-to-pair (a)  
palmtop  
parallel port  
part-time (a)  
Pascal  
passphrase  
password protect (v); password-  
    protected (a)  
patchlevel  
pathname  
pattern-matching (a)  
PC-compatible

PDF (Portable Document Format);  
    *a* PDF; *.pdf*  
Perl; *.pl*  
PIO (programmed input/output);  
    *a* PIO  
pipeline  
plaintext (n, a)  
plug and play (n); plug-and-play (a)  
plug-in (n, a)  
PM  
PNG (Portable Network Graphics);  
    *a* PNG; *.png*  
POP (point of presence); *a* POP  
pop-up (n, a); pop up (v)  
POSIX (Portable Operating System  
    Interface); *a* POSIX  
PostScript; *.ps*  
P2P (peer-to-peer); *a* P2P  
PPP (point-to-point protocol); *a* PPP  
progress bar  
pseudoattribute  
pseudoterminal  
pseudo-tty  
public key (n); public-key (a)  
pull-down (a)

## Q

Q&A, Q&As; *a* Q&A  
Qt  
QuickTime

## R

RAM (random-access memory);  
    *a* RAM  
random-access (a)  
README file  
read only (n); read-only (a)  
read/write  
real time (n); real-time (a)  
record keeping (n); record-  
    keeping (a)  
re-create  
redirection  
re-enter  
reference page (or *man page*)  
remote-access server

removable media (a)  
rename  
resell  
rich text  
right-click (n, v)  
right-hand (a)  
rollback (n); roll back (v)  
rootkit  
RTF (Rich Text Format); *an* RTF;  
    *.rtf*  
rulebase  
ruleset  
runlevel  
runtime (n, a)

## S

Samba  
SAX (Simple API for XML); *a* SAX  
screen dump  
screensaver  
screenshot  
scroll bar  
SCSI (small computer system  
    interface); *a* SCSI  
secondhand (a)  
securelevel (in Linux)  
sed scripts  
semipermanent  
Sendmail  
server-dependent (a)  
server side (n); server-side (a)  
servlet  
setup (n, a); set up (v)  
SGML (Standard Generalized  
    Markup Language); *an* SGML;  
    *.sgml*  
shell (lowercase even in shell name;  
    e.g., Bourne shell)  
shortcut  
shutdown (n); shut down (v)  
single-precision (a)  
single quote  
site map  
Smalltalk  
SMP (symmetric multiprocessing);  
    *an* SMP  
snail mail

snap to grid  
SOAP (Simple Object Access  
    Protocol); *a* SOAP  
sound card  
source code  
spacebar  
spam  
spellcheck; spellchecker  
split screen  
SSH (Secure Shell); *an* SSH  
SSL (Secure Sockets Layer); *an* SSL  
standalone  
start up (v); startup (a)  
startup file  
status bar  
step (as in *step 1*, *step 2*, and so on)  
stdin (standard input)  
stdout (standard output)  
stylesheet  
subdevice  
subprocess  
superblock  
superuser  
SUSE Linux  
swapfile  
swap space  
sync  
    *.sys* (system file)  
system administrator (*sysadmin* okay  
    for informal usage/books)  
system-wide (a)

## T

10-baseT  
T1; *a* T1  
takeover (n); take over (v)  
tarball  
taskbar  
TB (terabyte)  
TCP (transmission control  
    protocol); *a* TCP  
TCP/IP (transmission control  
    protocol/Internet protocol);  
    *a* TCP/IP  
telnet, telnetting (v)  
T<sub>E</sub>X; *a* T<sub>E</sub>X; *.tex*



text box  
text-input mode  
thread pooling (n)  
time-sharing process  
timestamp  
time zone  
title bar  
title button  
toolbar  
toolbox  
tool tip  
top-level (a)  
touchup (a)  
toward  
trade-off (n)  
Trojan horse  
troubleshooting (n, a, v)  
TSR (terminate and stay resident);  
    *a* TSR  
turnaround (n, a); turn around (v)  
    *.txt* (text file)  
type (not *type in*)

## U

United States (n); US (a); *a* US  
Unix (generic); Unix-based (a);  
    Unix-type (a); Unix-like (a)  
UNIX (only when trademarked  
    from AT&T); *a* UNIX  
uppercase  
upper-left corner  
UPS (universal power supply);  
    UPSs; *a* UPS  
up to date (n); up-to-date (a)  
URL (uniform resource locator);  
    *a* URL  
USB (Universal Serial Bus); *a* USB  
Usenet  
uid (user ID); *a* uid  
user manual  
username

## V

V2; version 2  
VAX/VMS (virtual memory system)  
VB.NET; *a* VB.NET

versus (in text); vs. (in headings  
    and tables); v. (for legal cases)  
vice versa  
video card (preferred to *graphics*  
    *card*)  
videogame  
voicemail  
VoiceXML  
VRML (virtual reality markup  
    language); *a* VRML; *.wrl*  
VS.NET; *a* VS.NET

## W

WAN (wide area network); *a* WAN  
warez  
washout (n, a); wash out (v)  
web browser  
web client  
webmaster  
web page  
web server  
website  
Web, the (n)  
white pages  
whitespace  
wildcard  
wireframe view  
worldwide  
WORM (write-once read-many);  
    *a* WORM  
worst case (n); worst-case (a)  
writable  
WWW (World Wide Web); *a* WWW  
W3C (World Wide Web Consor-  
    tium); *a* W3C

## X

x86; *an* x86  
XFree86; *an* XFree86  
XHTML (Extensible HyperText  
    Markup Language);  
    *an* XHTML; *.xhtml*  
XLink (XML Linking Language);  
    *an* XLink  
XML (Extensible Markup  
    Language); *an* XML; *.xml*

XSL (Extensible Stylesheet  
Language); *an* XSL; *.xsl*  
XSLT (Extensible Stylesheet  
Language Transformation);  
*an* XSLT; *.xslt*

## **Y**

Yahoo!

## **Z**

zeros  
zip (v)  
ZIP Code  
zip drive  
Zip file; *.zip*