



# Style Sheet

No Starch Press uses *The Chicago Manual of Style 16th 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 here.

## Treatment and Styling of Paragraphs

**Bulleted lists** For a simple collection of items (BulletA, BulletB, BulletC). No bulleted sublists.

**Code** See "Code Listings" on page 7.

**Definition lists** For terms that require more text (ListHead and ListBody). For terms with shorter descriptions, see plain lists.

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

**Figure numbering** Consecutive within chapters (Figure 1-1, Figure 1-2, and so on).

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

**Headings** Up to three levels (HeadA, HeadB, HeadC); title case (except for literal terms); no character styles.

**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, List Plain B, and List Plain C with **EmphasisBold** terms followed by an em space). For terms with longer descriptions, see definition lists.

**Table column headings** Sentence case (Table Header).

**Table numbering** Consecutive within chapters (Table 1-1, Table 1-2, and so on).

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

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

\* **NOTE:** Do not stack heads, figures, tables, notes, or text boxes.

# Treatment and Styling of Text

For more on styling programming elements, see “Code Listings” on page 7. For more on text styles, see Table 1-1 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. The article used with an acronym should be based on the preferred pronunciation.

**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 for code quoted in text. **LiteralBold** for typed user input and *LiteralItal* for placeholders.

**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** Use *EmphasisItalic*.

**File extensions** Use *EmphasisItalic*; the word *dot* is pronounced.

**Filenames and file/directory paths** Use *EmphasisItalic* even when asking reader to type out.

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

**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** Use KEYCAP for named keys, no initial capitalization: ENTER, CTRL-C, ALT, DEL, ESC, SHIFT, TAB. Roman for “spacebar.” Roman for function and alphanumeric keys: F3, F11, C, S, 5.

**Latin abbreviations** Use English equivalents (“for example,” “that is,” and “and so on”) of Latin abbreviations (“i.e.,” “e.g.,” and “etc.”).

**Menus** File ▶ Save (the arrow is numeral 4 in MenuArrow character style; 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** Use **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. Also initial cap prepositions when used adverbially or adjectivally: Look Up.

**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 (for example, Microsoft Word).

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

**Trademark symbols** Not used in text.

**Twitter handles** Roman: @nostarch.

**URLs** Use *EmphasisItalic*; always include *http://* (or *https://*) and *www* if appropriate. URLs should end with a slash, unless they end in a file extension (such as *.html* or *.aspx*) or the URL breaks when the slash is added.

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

**Username and group names** Use *EmphasisItalic*.

**Variables (mathematical)** Use *EmphasisItalic* for mathematical variables, as well as *x* in software version numbers. Do not confuse with programming variables.

**Vocabulary terms** Use *EmphasisItalic* where term is defined.

**Website names** Roman; match official usage (for example, Google). Blogs should be *EmphasisItalic* (for example, *Laughing Squid*).

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

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

\* **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>mw/lucas</i> . . .
First instance of a technical term where defined	EmphasisItalic	Italic	The <i>kernel</i> is the . . .
Registry keys	Literal	Monospaced	
Programming and script elements: attributes class names commands events functions keywords methods modules namespaces objects parameters properties types values variables XML and HTML tags	Literal	Monospaced	
Placeholder items in code syntax	LiteralItal	Monospaced italic	<code>hostname="host.example.com"</code>
Placeholders in italic text	(Enclose in angle brackets)		<i>http://www.&lt;example&gt;.com/</i>
Keyboard accelerators	Keycap (all lowercase)	Small caps	CTRL, ALT, SHIFT

Text element	Template style	Appearance	Examples
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	Monospaced boldface	Enter <b>ls</b> at the command line.

## Punctuation

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

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

**Colons** Lowercase 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 ...).

**Em dashes** Use a true em dash, with no spaces: 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

**Blogs** Use *EmphasisItalic* for blog names: *Laughing Squid*. Use quotation marks for blog post titles: “Feline Duo Demonstrates the Various Methods That Cats Will Use While Preparing to Kill Their Human.”

**Book titles** Use *EmphasisItalic*: *The Lion, the Witch and the Wardrobe*.

**LEGO models** Use *Emphasis Italic* for works of art: *Owlet in Flight*. Roman for official LEGO sets.

**Magazines** Use *EmphasisItalic* for magazine names: *Wired*. Use quotation marks for magazine articles: “The Three Breakthroughs That Have Finally Unleashed AI on the World.”

**Movie titles** Use *EmphasisItalic*: *The LEGO Movie*

**Newspapers** Use *EmphasisItalic* for newspaper names: *The New York Times*. Use quotation marks for newspaper articles: “UN Warning.”

**TV shows** Use *EmphasisItalic* for show/series name: *Game of Thrones*; quotation marks for episode titles: “The Rains of Castamere.”

**\* NOTE:** For more on treatment of work titles, see “Citation Guidelines” on page 9.

# 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:  $2 + 2 = 4$ .

## Mathematical Variables

Variables in standard mathematical formulas should be italicized:  $x + y = z$ .

## Fractions

- ▶ Spell out in running text: two-thirds.
- ▶ If the fraction is presented with a whole number, it should appear as numerals with case fractions wherever possible:  $8\frac{1}{2}$ .
- ▶ 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:

- ▶ 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 lines** Use CodeA/CodeB/CodeC or CodeSingle. Use CodeA Wide/CodeB Wide/CodeC Wide for listings with long lines.

**Line length** Standard code line length is 78 characters. Wide code line length is 95 characters.

**Listing captions (optional)** "Listing 4-3: List users with the `pm list` command." End with a period only if the caption is a full sentence (Listing).

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

**Listing references (optional)** Reference by number in text before the listing appears.

**Placeholders** Use *LiteralItal* for placeholders.

**Snipped code** Use `--snip--` for code or output that has been cut.

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

**User input** Use **LiteralBold** for typed user input

**Wingding annotation** Use CodeA Wingding/CodeB Wingding/CodeC Wingding only for individual lines that begin with a number ball.

## Styling Code

Use **1 2 3 4** . . . (character style: Wingdings) to call out specific elements in a line of code that you will refer to and/or describe within the text (number balls should not be used as line numbers). The figure shows the characters that correspond to the number balls in the Wingdings font. Use only numbers 1–10 in any one code listing, and order them based on their placement in the listing (not the order in which they are discussed in the text).

u	1	z	6
v	2	{	7
w	3		8
x	4	}	9
y	5	~	10

When referring to part of a line of code, put the number ball in front of the element to which you will refer, with no space before or after it. For example, to point out the tags that open and close a link in HTML, you would format the code like this:

---

❶<a href="www.google.com">Google❷</a>

---

If you are using a number ball to refer to the full line of code, apply a Code Wingding paragraph style to the line and place the number ball at the beginning of the line followed by a space, like this:

---

❶ Person.prototype.sayHi = function() {  
    console.log("Hi");

---

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 Press to Google, format the code as follows:

---

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

---

Use *LiteralItal* for placeholders in code. For example, if the reader is to use their TFTP IP address and config name, you would italicize those elements as shown here:

---

```
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. Here are some examples:

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

---

```
password: dlink
```

---



# 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.

**\* NOTE: 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:

1. Surname, *Short Title*, pp.

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

1. 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, and so on)
- ▶ Title (and usually subtitle)
- ▶ Publication date
- ▶ Also include:
  - ▶ For books: location and publisher
  - ▶ For articles: journal name, volume, year, page number, 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 (for example, 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 (for example, 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, Keys, and Numbers

2D

3D

10-baseT

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; { })

CAPS LOCK key

caret (^)

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

CONTROL key (Mac)

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

CTRL-ALT-DELETE

CTRL key (Windows)

CTRL-N

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

DELETE key

dollar sign (\$)

dot (.) (not *period* unless referring to grammar)

double quotes (")

down arrow

ENTER key

equal sign (=)

ESC key (ESCAPE key)

exclamation mark (!)

forward slash (/)

greater-than sign (>)

hash mark (not *pound sign*; #)

less-than sign (<)

OPTION key (Mac)

parenthesis; parentheses (pl)

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

vertical pipe (|) (on first use, can be pipe thereafter)

## A

acknowledgments

ACK packet

ActionScript

ActiveX control

add-on (a)

ADO.NET

aka (also known as)

AM

AND operator

anonymous FTP

ANSI (American National Standards Institute); *an* ANSI

ANSI color

anti-aliasing

antivirus

appendixes  
AppleScript  
applet (or Java applet)  
ARPAnet; *an* ARPAnet  
ASCII (American Standard Code for  
Information Interchange);  
*an* ASCII  
autogenerate  
autorun  
awk (programming language)

## B

backdoor  
backend  
background processes  
backup (n); back-up (a); back up (v)  
backward (not *backwards*)  
backward compatible (a)  
bandwidth  
bash (Bourne-again shell; *a* bash)  
BeOS  
Berkeley Unix  
Bézier curve  
big-endian (a)  
bioinformatics  
BIOS (basic input/output system);  
*a* BIOS  
bitmap  
bitmask  
Bitnet  
bit plane  
bitwise operators  
blacklist  
bookmark (n, v)  
Boolean (unless referring to a data type  
in code, in which case *s/b*  
lowercase)  
boot (n, v)  
bootloader  
Bourne-again shell (*bash*; *a* bash)  
Bourne shell  
breakpoint  
browsable  
brute-force (v, a)  
BSD (Berkeley Software Distribution);  
*a* BSD

built-in (a)  
buses (pl)

## C

.c (C/C++ source code file)  
C: drive  
C language (n); C-language (a)  
café  
canceled  
CAT-5 (*a* CAT-5)  
CD (compact disc; preferred to  
CD-ROM. Example: use  
*CD drive* instead of *CD-ROM*  
*drive*); *a* CD  
cd ("change directory" command)  
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  
check mark  
chipset (n, a)  
CIDR (Classless Inter-Domain Routing)  
classpath  
cleartext  
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, a)  
compile time (n); compile-time (a)  
CompuServe  
.conf (Unix configuration file)  
config file (configuration file); *.config*  
Control Panel  
copyleft  
copyright

CORBA (Common Object Request  
Broker Architecture); a CORBA  
co-worker  
.cpp (C++ source code file)  
CPU (central processing unit); a CPU  
criterion; criteria (pl)  
crosshair  
crosshair cursor  
cross-reference  
cross section (n); cross-sectional (a)  
crosstalk (n)  
CTRL-X

## D

database; .db  
data block  
datafile  
data is (treat as singular noun)  
data type  
DDos (a); distributed denial-of-service  
Debian GNU/Linux  
Defcon (conference)  
denial-of-service (a); DoS  
DES (Data Encryption Standard); a DES  
design time (n); design-time (a)  
DHCP (Dynamic Host Configuration  
Protocol)  
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)  
distributed denial-of-service (a); DDoS  
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  
ELF (Executable and Linking Format)  
Emacs  
email (n, a, v)  
emails (pl) only if preceded by a  
quantity (e.g., five emails, a  
few emails)  
empty-element tag  
endianness  
end-of-file (EOF); an EOF  
end-tag  
end user  
equal sign (=)  
Ethernet  
.exe (executable file)  
Exim

## F

facade  
failback (n)  
failover (n)  
FAQ (frequently asked questions);  
a FAQ  
fax  
FDL (Free Documentation License);  
an FDL  
FIFO (first in, first out)  
file manager  
filename  
file server  
file sharing  
filesystem  
file type  
firewall  
FireWire  
floppy disk

foreground  
for loop  
FORTRAN (The IBM Mathematical  
Formula Translating System)  
Fortran 90  
forward (not *forwards*)  
frame type  
FreeBSD  
frontend  
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 (for general use)  
grayscale  
grey (for LEGO pieces)  
GTK (GIMP toolkit)  
GUI (graphical user interface); GUIs (pl);  
*a* GUI

## H

haha  
handcode  
handheld (a)  
hardcoded  
hardcopy  
hardcore  
hard disk

hard link  
hash values  
hee hee  
"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

ID (identifier; identification); IDs; *an* ID  
IDA Pro  
IDE (integrated development  
environment); *an* IDE  
*if...else* statement  
*if* statement  
inbox  
indexes (pl, for books)  
indices (pl, for mathematics and  
computing)  
*.ini* (initialization file)  
inline  
inode  
interclient  
internet  
internetwork  
Intrinsics  
I/O (input/output); *an* I/O  
IP (internet protocol); *an* IP  
IPsec; *an* IPsec  
IRC (Internet Relay Chat); *an* IRC  
IRQ (interrupt request); *an* IRQ  
ISA (Industry Standard Architecture);  
*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  
keylogger  
keylogging  
keymaps  
keypad  
keystroke  
keywords  
kHz (kilohertz)

## L

LAN (local area network); *a LAN*  
LaTeX; *.tex*  
left-hand (a)  
leftmost  
LEGO (a)  
LEGO bricks or pieces (never LEGOs)  
LEGO Group, the  
leveled (not *levelled*)  
LILO (Linux Loader); *a LILO*  
line feed (n); line-feed (a)  
Linux  
Linuxconf  
LinuxPPC  
listbox  
little-endian (a)  
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*  
ls ("list" command)

## M

macroscale  
mail-handling (a)  
mail server  
make (when referring to the command)  
makefile; *Makefile* (when referring to the filename)  
makeup (n); make up (v)  
man pages (manual pages)  
man-in-the-middle (MITM) attack  
markup (n, a); mark up (v)  
matrix; matrices (pl)  
Mb (megabit)  
MB (megabyte)  
MBps (megabytes per second)  
McGraw-Hill  
menu bar  
metacharacter  
Metasploit (the Metasploit Framework)  
MHz (megahertz)  
mouse; mice (pl)  
microscale  
MIDI (Musical Instrument Digital Interface); *a MIDI*; *.mid*, *.midi*  
MINDSTORMS  
minifig (minifigure)  
mIRC; *an mIRC*  
MITM (man-in-the-middle) attack  
mixin  
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  
MySQL

## **N**

naive  
name server  
name service  
namespace  
NAT (Network Address Translation)  
.NET; *a* .NET  
NetBIOS (Network Basic Input/Output System)  
NetBSD  
NetInfo  
netgroup  
netmask  
networkwide  
never-ending  
newline  
newsgroup  
newsreader  
news server  
NeXTSTEP (operating system)  
NIC (network interface card)  
Nmap  
nonlocal  
no-nonsense (a)  
nonzero  
NOP sled  
NTP (network time protocol); *an* NTP

## **O**

object-oriented (a)  
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 programming);  
*an* OOP  
OpenBSD  
open source (n, a)  
ORB (object request broker); *an* ORB  
OR operator  
OS/2 (Operating System/2); *an* OS/2  
OSS (open source software); *an* OSS  
OS X  
outbox

## **P**

packet switch networks  
pagefile  
Paint Shop Pro  
pair-to-pair (a)  
palmtop  
parallel port  
part-time (a)  
Pascal  
passphrase  
password-protected (a); password  
protect (v)  
patchlevel  
pathname  
pattern-matching (a)  
pcap (packet capture); *.pcap*  
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  
pseudocode  
pseudorandom  
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  
reverse engineer (v)  
reverse engineering (n, a)  
rich text  
right-click (n, v)  
right-hand (a)  
rm ("remove" command)  
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  
SDK (software development kit)  
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; for  
example, Bourne shell)  
shellcode  
shortcut  
shutdown (n); shut down (v)  
single-precision (a)  
single quote  
site map  
Smalltalk  
smartphone  
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  
SQL injection  
SSH (Secure Shell); *an* SSH  
SSL (Secure Sockets Layer); *an* SSL  
stand-alone (a)  
startup (n, a)  
status bar  
stdin (standard input)  
stdout (standard output)  
step (as in *step 1, step 2, and so on*)  
style sheet  
subdevice  
subprocess  
**sudo** (command)  
superblock  
superuser  
SUSE Linux  
swapfile  
swap space  
sync  
SYN packet  
.sys (system file)  
system administrator (*sysadmin* okay for  
informal usage/books)  
system-wide (a)

## T

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  
Technic  
telnet, telnetting (v)  
TeX; .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 (not *towards*)  
trade-off (n)  
Trojan horse  
trojan (n)  
troubleshooting (n, a, v)  
TSR (terminate and stay resident); a TSR  
turnaround (n, a); turn around (v)  
tweet (n, v)  
.txt (text file)  
type (v; not *type in*)

## U

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

video game  
Vim  
VMware  
voicemail  
VoiceXML  
VPN (virtual private network)  
VRML (Virtual Reality Modeling  
Language); a VRML; *.wrl*  
VS.NET; a VS.NET

## W

WAN (wide area network); a WAN  
warez  
washout (n, a); wash out (v)  
web  
web browser  
web client  
webmaster  
web page  
web server  
website  
WEP (Wired Equivalent Privacy)  
while loop  
whitelist  
white pages  
whitespace  
Wi-Fi  
wildcard  
wireframe view  
worldwide  
WORM (write-once read-many);  
a WORM  
worst case (n); worst-case (a)  
WPA (Wi-Fi Protected Access)  
writable  
WWW (World Wide Web); a WWW  
W3C (World Wide Web Consortium);  
a W3C

## X

x86; *an x86*  
x-axis (roman)  
Xcode  
x-coordinate (roman)  
XFree86; *an XFree86*  
XHTML (Extensible HyperText Markup  
Language); *an XHTML*; *.html*  
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!  
y-axis (roman)  
y-coordinate (roman)

## Z

zeros  
zip (v)  
ZIP code  
zip drive  
ZIP file; *.zip*