Book title	
Editor	
Production editor	
Author	

O'Reilly
Default Stylesheet
and Word List

This stylesheet is maintained (and frequently updated) by the Production Department and is available online at:

> *http://www.oreilly.com/oreilly/author/stylesheet.html*
> *ftp://ftp.oreilly.com/pub/stylesheet/stylesfm.zip*
> *ftp://ftp.oreilly.com/pub/stylesheet/styles.pdf*
> *ftp://ftp.oreilly.com/pub/stylesheet/stylesascii.zip*

If you have any questions, comments, or suggestions, please email the stylesheet alias at *stylesheet@oreilly.com.*
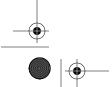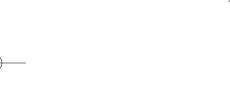
General O'Reilly Specifications

Authors, please consult with your editor, editorial assistant, or production editor if you have questions specific to your book. If you'd like to use different conventions, please confer with your editor.
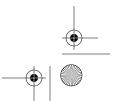
This stylesheet contains information for all authors, including those writing in Word, XML, or other format. It is very important that you read the author's guide about writing in Microsoft Word if you are writing your book in Word.

Our general style reference is *The Chicago Manual of Style*, 14th Edition (though some O'Reilly styles differ).

Our dictionary is *Merriam-Webster's Collegiate Dictionary*, 11th Edition. Please refer here for any words not on the O'Reilly word list.

Abbreviations/Acronyms

- Acronyms should generally be spelled out the first time they appear in a book, as in: "Computer Development Environment (CDE)." After the acronym has been defined, you should generally use the acronym only (not the whole term, unless it makes more sense contextually to use the whole term). Usually, acronyms are defined only once per book. But if you prefer, you can also define them the first time they appear in each chapter.

- A.M. and P.M. or a.m. and p.m.—be consistent.

- K = 1024; k = 1000. So a 56 kbps modem is equal to 56,000 bps, while 64K of memory is equal to 65,536.

- In units of measure, do not use a hyphen when it's a compound adjective. For example, it's 32 MB hard drive, not 32-MB hard drive.

Bibliographical Entries

In general, when referencing another book within a book's text paragraphs, include the author name(s) when there is one or two authors. When there are three or more authors, state the first author name, followed by "et al."

When referencing another book within a book's text paragraphs, include the publisher name.

When referencing an O'Reilly book within the text, note only "O'Reilly" in parentheses, not "O'Reilly Media, Inc."
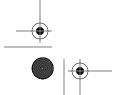
For other information regarding bibliographical entries, see *The Chicago Manual of Style*, 14th Edition.

Cross References

- Use chapter number only for references in a chapter.

- An example of a chapter cross-reference: see Chapter 27.

- An example of a section cross-reference: see "Treatment," later in this chapter.

- An example of a section cross-reference in another chapter: see "Acceptable Gifts" in Chapter 27.

Dates and Numbers

- Spell out numbers under 10, unless the same object appears in a sentence with an object 10 or over (five apples; 5 apples and 100 oranges).

- Use numerals for versions (version 5 or v5).

- Use a numeral if it's an actual value.

- 32-bit.

- 1980s.
- Phone numbers can appear in the format xxx-xxx-xxxx.
- Use an en dash with negative numbers, rather than a hyphen.

Figures, Tables, and Examples

Every figure, table, and example should be preceded by a specific in-text reference (for example: see Figure 99-1; Example 1-99 shows; Table 1-1 lists, etc.). Figures, tables, and examples should not be introduced with colons or phrases like "in the following figure," or "as shown in this table." Lack of specific in-text references may cause incorrect placement of figures.
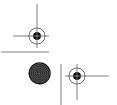
Figure, table, and example numbers should be numbered as follows: 1-2 (note hyphen, not en-dash between numbers). The first number is the chapter number. This will be soft-coded in production if not during the writing process.

Any word groupings within a figure should have an initial cap on the first word only, with the exception of proper nouns. Generally, we don't use periods at the end of these word groupings.

- Figure 1-1. Figure captions are initial-capped on first word only, with the exception of proper nouns. In our animal and nutshell template books, our default style does not use periods after figure captions.
- Table 1-1. Column heads & table titles are initial-capped on the first word only, with the exception of proper nouns. There is no period after table titles.
- Example 1-1. Example titles are initial-capped on the first word only, with the exception of proper nouns. There is no period after example titles.

Code

Maximum line length for code varies slightly between book formats. For standard non-Nutshell books, the maximum line length for code is 82 characters, with 86 characters available in captioned examples. In Nutshell books, standard line length for code is 73 characters, with 77 characters available in captioned examples. Pocket references have even smaller code line length—check with your editor for this information. Please keep code within the code margins that appear in the Word template and indicate proper linebreaks and indents for all code. Indent using spaces, not tabs.

Footnotes

Try to minimize the use of footnotes, as they cause difficulties in page layout. Whenever possible, delete footnotes, work them back into the text as parenthetical comments, or tag them as Notes.
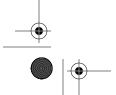
Table footnotes are lettered (a b c etc.) and appear directly after the table. They should be kept to a minimum.

Headings

- In most of our design templates, A- and B-level headings are cap and lowercase: cap the first letter of each word, with the exception of articles, conjunctions, and program names or technical words that are always lowercase and coordinating conjunctions (e.g., "and," "but," "for," etc). Prepositions of four letters or less are not initial-capped, unnless they function as part of a verb (e.g., "Set Up Your Operating System"). Hyphenated words in subordinating conjunctions (e.g., "as," "if," "that," "because," etc.) are always initial-capped (even if they are four letters or less). Hyphenated words in titles or captions should both be capped if the second word is a main word, but only the first should be capped if the second word isn't too important (it's a bit of a judgment call). For example: Big-Endian, Built-in. See *The Chicago Manual of Style*.

- C-level headings have initial cap on the first word only, with the exception of proper nouns.

- D-level headings (rare) are run-in with the following paragraph and have an initial cap on the first word only, with the exception of proper nouns, with a period at the end of the heading.

- In the Developer's Notebook and Digital Studio series templates, A-heads should have all words intial-capped, with the exception of articles, conjunctions, prepositions of four letters or less, and program names or technical words that are always lowercase. B-heads, C-heads, and D-heads are initial-word-only capped only, with the exception of proper nouns.

Lists

Typically, we use three types of lists: numbered lists, for ordered steps or chronological items; variable lists, for terms and explanations/definitions; and bulleted lists, for series of items. List items are initial-capped Following are examples of each type of list.
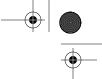
Numbered list

The following list of step-by-step instructions is an example of a numbered list:

1. Save Example 2-1 as the file *hello.cs*.
2. Open a command window.
3. From the command line, enter `csc /debug hello.cs`.
4. To run the program, enter `Hello`.

Variable list

The following list of defined terms is an example of a variable list:

Setup Project
    This creates a setup file that automatically installs your files and resources.

Web Setup Project
    Helps deploy a web-based project.

Bulleted list

The following series of items is an example of a bulleted list:

- Labels
- Buttons
- A text box

Frequently, bulleted lists should be converted to variable lists. Any bulleted list whose entries consist of a short term and its definition should be converted. For example, the following bulleted list entries:

- Spellchecking: process of correcting spelling
- Pagebreaking—process of breaking pages

should be variable list entries:
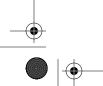
Spellchecking
    Process of correcting spelling

Pagebreaking
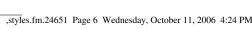   Process of breaking pages

Miscellaneous

- Don't use "they" for third-person singular; alternate between "he" and "she."
- Do not use a hyphen between an adverb and the word it modifies. So, "incredibly wide table" rather than "incredibly-wide table."

- Close up words with the prefixes "multi," "pseudo," and "sub" (e..g., "multiusers," "pseudoattribute," and "subprocess").

- Always use hyphens, not en dashes, where appropriate to link compound adjectives—even in conjunction with open compounds (e.g., "a plug-in-based architecture" and "Microsoft Windows-style menus").

- Always hyphenate compound adjectives, whether they precede or follow the noun they modify. There is one exception: compounds that use the word "well" should be hyphenated only when they precede the noun (e.g., "Unicode-based font," and "a font that is Unicode-based"; "well-known style" and "a style that is well known").

- Avoid using the possessive case for singular nouns ending in "s," if possible. So, it's "the Windows Start menu," not "Windows's Start menu."

- Avoid wholesale changes to the author's voice—for example, changing the first-person plural (the royal "we") to the first-person singular or the second person. However, do try to maintain a consistency within sentences or paragraphs, where appropriate.

- Companies are always singular in case. So, for example, "Apple emphasizes the value of aesthetics in its product line. Consequently, it dominates the digital-music market" is correct. "Apple emphasize the value of aesthetics in their product line. They dominate the digital-music market" is not.

Punctuation

- Series comma (this, that, and the other).

- Curly quotes and apostrophes (" " not " ") in regular text.

- Straight quotes (" " and ' ' not " " ' ') in constant-width text and all code. Some Unix commands use backticks (`), which must be preserved.

- No period after list items unless one item forms a complete sentence (then use periods for all items within that list, even fragments).

- Lowercase the first letter after a colon: this is how we do it.

- The *Chicago Manual* style is our default.

Typography and Font Conventions

The following table outlines the basic font conventions used in O'Reilly books. It also lists the specific Word style tags you should use for these fonts.

These font conventions may vary slightly for each project; please consult your editor, the production editor, or the freelance coordinator if you have any questions. *Please note:* Word authors should refer to the documentation accompanying the Word template; Frame authors should refer to the Tools Department's Frame

Type of element in document	Result in final document	Style name(s) in template
Filenames, file extensions (such as *.jpeg*), directory paths Commands in Unix, Oracle, SQL, and Linux books.	*Regular italic* (Times)	Filename
URLs, URIs, email addresses		Hyperlink, url
Emphasized words (shouting!)		Emphasis, fi
First instance of a technical term		Technical Italic, fix
Registry keys	`Constant width` (Courier)	Literal, fc
Language and script elements: class names, types, namespaces, attributes, methods, variables, keywords, functions, modules, commands, properties, parameters, values, objects, events, XML and HTML tags, and similar elements. Some examples include: `System.Web.UI`, a `while` loop, the `Socket` class, and the `Obsolete` attribute *Exception: commands in Unix, Oracle, SQL, and Linux book, which are regular italics.	`Constant width` (Courier)	Literal, fc
Replaceable items (placeholder items in syntax); "username" in the following example is a placeholder: `login: username`	*`Constant italic`* (Courier Italic)	Replaceable, fci
Placeholders in paths, directories, GUI items, URLs, or other text that would be italic anyway: *http://www.<yourname>.com*	*http://www.<yourname> .com*	No style; enclose in angle brackets
Keyboard accelerators (Ctrl, Shift, etc.), menu titles, menu options, menu buttons	Regular text	No style or font convention; leave as regular text
Superscripted items (not footnote markers: insert footnotes for these)	Superscript[2]	Superscript
Subscripted items	Subscript[3]	Subscript

documentation   at   *http://www.oreilly.com/~sierra/prod/index.htm*   and   the
FrameMaker cheat sheet, available from the Tools Department or your production
editor.

It's *very* important to follow tagging conventions for terms. The method for
applying conventions will vary depending on the format: Word, Frame, XML, or
troff. (Don't just make something "bold" or "italic," either; use the proper tagging
method. For instance, if you use just "italic" in Word, that change won't make it
into conversion—you have to use the proper font tag.) Please consult with your
editor or the Tools Department for instructions specific to each environment.

NOTE   If you're an author, and you want to use a font convention that is
              slightly different for one of the following items, check with your edi-
              tor first—some things can change; some can't.

              For instance, URLs will not be anything but *italic*, but you might
              come up with a different font convention for function names or
              menu items. If you do use something that differs from the following
              list, please write it down on your printout of this stylesheet, which
              should be submitted with your manuscript.

              Or, if you have a "new" element, please consult with your editor
              about which font to use, then write it on your printout and submit it
              with your manuscript.

O'Reilly Word List

Alphabetical Word List: Default Spellings

A

acknowledgments
ActionScript
ActiveX control
Addison-Wesley
ADO.NET
a.k.a. or aka (be consistent)
a.m. or A.M.
Alt key
Alt-N
anonymous FTP
appendixes
applet (or Java applet)
AppleScript
AppleScript Studio (ASS)
ARPAnet
ASCII
ASP.NET
at sign
autogenerate
awk

B

backend
background processes
backquote
backslash
Backspace key
backtick
backup (n)
back up (v)
backward
backward compatible
bandwidth
BeOS
Berkeley Software
   Distribution (BSD)
Berkeley Unix (older books
   may have UNIX)
BHOs
bioinformatics
bitmap
bit mask
Bitnet
bit plane
bitwise operators
Boolean (unless referring to
   a datatype in code, in
   which case s/b lower-
   case)
Bourne-again shell (bash)
Bourne shell
braces or curly braces
brackets or square brackets
browsable
built-in (a, n)
button bar

C

cannot or can't (not "can
   not")
Caps Lock key
caret or circumflex
CAT-5
CD-ROM
C language (n)
C-language (a)
checkbox
classpath
client/server
client side (n)
client-side (a)
co-class
code set
colorcell
colormap
Command key (Macintosh)
command line (n)
command-line (a)
Common Object Request
   Broker Architecture
   (CORBA)
compact disc
compile time (n)
compile-time (a)
CompuServe
Control key (Mac)
copyleft
copyright
CPU
criterion (s), criteria (p)
cross-reference
C shell
<CR><LF>
Ctrl key (Windows)
Ctrl-Alt-Delete
Ctrl-N
curly braces or braces

Alphabetical Word List: Default Spellings (continued)

D	**E**	**F**
database	e-books	failback
data block	e-business	failover
Data Encryption Standard (DES)	e-commerce	fax
datafile	Emacs	file manager
datatype or data type (be consistent)	email	filename
data is	empty-element tag	file server
DB-9	end-of-file (EOF)	filesystem
Debian GNU/Linux	end-tag	file type
dial-up (a)	end user	FireWire
dial up (v)	Enter key	foreground
disk	equals sign	FORTRAN
disk-imaging software	Escape key (or Esc key)	Fortran 90
Delete key	Ethernet	forward (adv)
design time (n)	exclamation mark	frame type
design-time (a)	Exim	FreeBSD
DNS		Free Documentation License (FDL)
DocBook		Free Software Foundation (FSF)
Document Object Model (DOM)		frontend
Domain Name System		*ftp* (Unix command)
dot		FTP (protocol)
dot-com		FTP site
double-click		
double-precision (a)		
double quotes		
down arrow		
downlevel (a)		
download		
drag-and-drop (n)		
drag and drop (v)		
drop-down (a)		

Alphabetical Word List: Default Spellings (continued)

G	H	I
gateway	handcode	IDs
Gb (gigabit)	hardcoded	IDE
GB (gigabyte)	hardcore	inline
GBps (gigabytes per second)	hardcode (v)	inode
GHz	hardcopy	interclient
gid	hard link	Internet
GIMP	hash sign or sharp sign	internetwork
GNOME	high-level (adj)	Intrinsics
GNU Emacs	home page	I/O
GNU Public License (GPL)	hostname	IP (Internet Protocol)
GNUstep	hotspot	IPsec
grayscale	HTML	ISO
greater-than sign or >	HTTP	ISP
GUI, GUIs	hypertext	

Alphabetical Word List: Default Spellings (continued)

J	K	L
Jabber	K Desktop Environment (KDE)	local area network or LAN
Jabber client	Kb (kilobit)	left angle bracket or <
Jabber server	KB (kilobyte) (denotes file size or disk space)	lefthand (a)
Jabber applet	Kbps (kilobits per second)	leftmost
JAR archive	Kerberos	less-than sign or <
JAR file	keepalive (n or a)	leveled (not levelled)
JavaScript	keyclick	line-feed (a)
Java™ (must appear with ™ trademark symbol on copyright page and first time in book)	keycode	line feed (n)
JavaBeans™ (must appear with ™ symbol on copyright page and first time in book)	keymaps	Linux
	keypad	LinuxPPC
	keystroke	listbox
	keysym	logfile
	keywords	login, logout, or logon (n or a)
	kHz (kilohertz)	log in, log out, or log on (v)
	Korn shell	lower- and uppercase
		lowercase
		lower-level (a)
		lower-right (a)
		Linux Professional Institute (LPI)

Alphabetical Word List: Default Spellings (continued)

M

Macintosh

Mac OS

Mac OS 9 (*note the use of spaces*)

Mac OS X (*note the use of spaces*)

mail-handling (adjective)

manpage

markup

Mb (megabit)

MB (megabyte)

MBps (megabytes per second)

McGraw-Hill

menu bar

metacharacter

Meta key

Meta-N

MHz (megahertz)

mice or mouses (be consistent)

Microsoft Windows

Microsoft Windows NT

Microsoft Windows XP

Microsoft Windows 2000

MIDlet

MKS Toolkit

MS-DOS

multiline*

My Services

N

nameserver

name service

namespace

the Net

.NET

NetBIOS

NetBSD

NetInfo

newline

newsgroups

NeXTSTEP

nonlocal*

Novell NetWare

the *New York Times*

O

Objective-C

object linking and embedding (OLE)

object-oriented programming (OOP)

object request broker (ORB)

OK

offline

offload

onboard

ongoing

online

open source (n or a) (mention URL *http://open-source.org* first time)
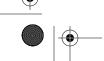
open source software (OSS)

OpenBSD

OpenMotif

OpenStep

OpenWindows

Option key (Macintosh)

Oracle7

Oracle8

Oracle 8.0

Oracle 8*i* (italic "i")

Oracle 9*i* (italic "i")

Oracle Parallel Query Option

O'Reilly Media, Inc.

OS/2

OSA

OSF/Motif

OS X

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*Unless before a proper noun, always close up the following prefixes: "non," "sub," "multi," and "pseudo."

Alphabetical Word List: Default Spellings (continued)

P

packet switch networks
Paint Shop Pro
pagefile
parentheses (p)
parenthesis (s)
Pascal
password
pathname
pattern-matching (a)
peer-to-peer (or P2P)
percent (not %)
performant (Oracle)
period
Perl
Perl DBI
Plug and Play (PnP)
plug-in (a, n)
p.m. or P.M.
Point-to-Point Protocol
   (PPP)
pop up (v, n)
pop-up (a)
POP-3
Portable Document Format
   (PDF)
Portable Network Graphics
   (PNG)
Portable Operating System
   Interface (POSIX)
POSIX-compliant
Post Office Protocol (POP)
postprocess
PostScript
Prentice Hall
process ID
progress bar
pseudoattribute*
pseudo-tty
public key (n)
public-key (a)
pull-down (a)

Q

qmail
Qt
QuarkXPress
Quartz
Quartz Extreme
QuickTime
quotation marks (spell out
   first time it appears; can
   be "quotes" thereafter)

R

random-access (a)
RCS
read-only (a)
read/write
real time (n)
real-time (a)
Red Hat Linux
Red Hat Package Manager
   (RPM)
redirection
reference page or manpage
remote-access server
rename
Rendezvous (*Mac OS X
   Zeroconf networking*)
Return (key)
RFC 822
rich text
right angle bracket or
   greater-than sign (>)
right-click
righthand (a)
rmail
roll back (v)
rollback (n)
rootkit
Rubout key
rulebase
ruleset
runtime (n, a)

*Unless before a proper noun, always close up the following prefixes: "non," "sub,"
   "multi," and "pseudo."

Alphabetical Word List: Default Spellings (continued)

S

Samba
saveset
screen dump
screenful
screensaver
screenshot
scroll bar
securelevel (in Linux)
Secure Shell (SSH)
Secure Sockets Layer (SSL)
sed scripts
semicolon
server-dependent
server side (n)
server-side (a)
servlet
set up (v)
setup (n)
SGML
sharp sign or hash sign
shell (lowercase even in
   shell name: Bourne shell)
shell scripts
Shift key
shortcut
Simple API for XML (SAX)
single-precision (a)
single quote
site map
Smalltalk
SMP (a, n)
SOAP
source code
Space bar
spam (not SPAM)
spellcheck
spellchecker
split screen
square brackets or brackets
standalone
standard input (stdin)

S (continued)

standard output (stdout)
start tag
startup file
status bar
stylesheet
subprocess*
SUSE Linux
swapfile
swapspace
sync
system administrator
system-wide

T

10-baseT
T1
t-shirt
Tab key
TCP/IP
Telnet (the protocol)
telnet (v)
terabyte
TEX
texinfo
text box
text-input mode
thread pooling (n)
time-sharing processes
timestamp
time zone
title bar
titlebutton
Token Ring
toolbar
toolkit
tool tip
top-level (a)
toward
trade-off
troubleshoot

U

Ultrix
Universal Serial Bus (USB)
Unix (UNIX in many books,
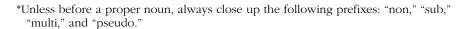   esp. older ones)
up arrow
upper- and lowercase
uppercase
upper-left corner
UPSs
up-to-date
URLs
U.S.
Usenet
user ID (n)
user-ID (a)
username

*Unless before a proper noun, always close up the following prefixes: "non," "sub,"
   "multi," and "pseudo."

Alphabetical Word List: Default Spellings (continued)

V	**W**	**X Y Z**
v2 or version 2	the Web (n)	X client
VAX/VMS	web (a)	X protocol
VB.NET	web client	X server
versus (avoid vs.)	webmaster	X Toolkit
vice versa	web page	XView
VoiceXML	web server	X Window series
Visual Basic .NET	web services (unless	X Window System
Visual Basic 6 or VB 6	preceded by a proper	x86
Visual C++ .NET	noun, as in Microsoft	xFree86
Visual Studio .NET	Web Services)	XHTML
VS.NET	web site	XLink
Volume One	white pages	XML
	whitespace	XML Query Language
	wide area network or WAN	(XQuery)
		XML-RPC
	Wi-Fi	XPath
		XPointer
	Wiki	XSL
	wildcard	XSLT
	Windows 95	
	Windows 98	
	Windows 2000	Yahoo!
	Windows NT	
	Windows XP	
	Wizard (proper noun)	Zeroconf (*short for "Zero*
	wizard (a, n)	*Configuration"; see http://*
	workaround	*www.zeroconf.org*)
	workbench	zeros
	workgroup	zip code
	workstation	ZIP file
	World Wide Web (WWW)	
	wraparound	
	writable	
	write-only (a)	
	WYSIWYG	

*Unless before a proper noun, always close up the following prefixes: "non," "sub,"
"multi," and "pseudo."