Exadel In-house Editorial Style Guide

About This Guide
Here you can resolve questions about text for Exadel documents: spelling, capitalization, word use, etc.

1. Look in the sections from **Word List** to **Style Breaks (Exceptions)** for the answer to your question.
2. If you don't find the answer in any of the sections, use the **Outside Authorities to Use** section at the end to look for the answer.
3. If that doesn't help, contact me directly.

This editorial style guide is maintained as a page in Exadel's Confluence site by Charley Cowens (Walnut Creek, CA x553).

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Sections

Word List

Here is a list of very specific issues organized by the first letter of the word or issue. Click on the letter link below to go directly to that section.

a b c d e f g h i j k l m n o p q r s t u v w x y z .

a

ad hoc (always 2 words)

AdWords NOT Adwords (Google)

AJAX NOT Ajax

AngularJS NOT Angular OR Angular.js

Appery almost always as the company name AND **Appery, LLC** ONLY when used in a credit line, copyright notice, in a document that legally requires the use of the full name, or for the first time in a more formal document

Appery.io® as an adjective when used for the first time in a more formal document with a particular modified noun (for example, Appery.io® Backend Services).

appery.io when used as a name for the general platform service provided by Appery

auto (as prefix): close up in words beginning with a consonant. **autogenerate**, but **auto-update**

b

back end as a noun phrase AND **back-end** as a compound adjective NOT backend (see "Style Breaks")

backup as a noun OR adjective NOT back-up

bar code NOT barcode

Bootstrap/AngularJS NOT Bootstrap & AngularJS OR Bootstrap&Angular

browsable NOT browseable

bytecode NOT byte code OR byte-code

c

check box

client side as a noun phrase AND **client-side** as a compound adjective adjective NOT clientside

cloud NOT Cloud EXCEPT FOR **the Cloud**

co-founder NOT cofounder

d

data set NOT dataset

data source NOT datasource

data store NOT datastore

database NOT data base

datasheet NOT data sheet

draggability

drill down as a verb AND **drill-down** as an adjective AND **drilldown** as a noun

drop-down

e

EAR NOT Ear OR ear (as in "This is an EAR file.")

"e-" words like e-commerce e-*word* NOT e*word* AND NOT e*Word* (see reference and reference – also applies to words like "t-shirt," "x-ray," "m-commerce," etc.)

email NOT e-mail as grudging exception to other "e-" words because of pervasiveness in and out of tech

end user as a noun phrase AND **end-user** as an adjective

Exadel almost always as the company name AND **Exadel, Inc.** ONLY when used in a credit line, copyright notice, in a document that legally requires the use of the full name, or for the first time in a more formal document

Exadel® as an adjective when used for the first time in a more formal document with a particular modified noun (for example, Exadel® Services). Here's the official trademak document.

exadel.com AND **exadel.org** when used as names

f

FAQ is a Frequently Ask Questions document or list. Do NOT refer to individual questions or question-and-answer pairs as FAQs. For the purposes of choosing "a" or "an", FAQ is pronounced 'fak' not 'ef ay cue', so use "a FAQ" NOT "an FAQ".

file system as a noun phrase AND **file-system** as a compound adjective NOT filesystem

follow-up as a noun OR adjective AND **follow up** as a phrasal verb

front end as a noun phrase AND **front-end** as a compound adjective NOT frontend

h

hotfix NOT hot fix OR hot-fix

how-to (informal process guide): how-to (adj.), how-tos (plural)

i

ID NOT id OR Id

internet NOT Internet EXCEPT FOR **the Internet**

Ionic/AngularJS NOT Ionic & AngularJS OR Ionic&Angular

k

Kendo UI NOT Kendo.ui

j

JAR NOT Jar OR jar (as in "This is a JAR file.")

Java NOT JAVA

JavaScript

JavaServer Faces

JIRA NOT Jira

jump-start (v.), **jump start** (n.)

l

lifecycle NOT life cycle OR life-cycle AS adjective or noun

log in AS verb (technically a phrasal verb) AND **login** as noun

lowercase

m

m-commerce NOT mcommerce AND NOT mCommerce

menu bar NOT menubar

multilevel NOT multi-level

mgt. as abbreviation for management

o

offshore

OK NOT ok OR Ok

onboarding

online

onsite

open source as an adjective AND **open source** as a noun phrase AND **opensource** as a verb

p

plug-in NOT plugin UNLESS referring to something like a button in a specific UI where it's spelled differently

pop-up NOT popup

preconfigured NOT pre-configured

prerelease NOT pre-release

preinstalled NOT pre-installed

q

Q & A NOT Q&A

r

rich enterprise applications

rich internet applications

roadmap NOT road map

run-time NOT runtime or run time, as either noun or adjective

s

server side as noun AND **server-side** as adjective NOT serverside

sidebar NOT side bar OR side-bar

single sign-on NOT single sign on

skinnability NOT skinability

startup as noun or adjective

straightforward NOT straight forward

t

timeline NOT time line

times: Xam NOT X am or XAM with X dropping the ":00" (for example, 11am instead of 11:00AM)

toolbar NOT tool bar

tooltip NOT tool tip

u

updatability

uppercase

w

WAR NOT War OR war (as in "This is a WAR file.")

web NOT Web EXCEPT FOR **the Web**

website NOT Web site OR web site

white-label as an adjective

z

ZIP NOT Zip OR zip (as in "This is a ZIP file.")

.

.ear as in "This is a .ear file."

.jar as in "This is a .jar file."

.war as in "This is a .war file."

.zip as in "This is a .zip file."

Hyphenation Rules

Hyphenation: 2 up / 3 down as minimum numbers of letters – breaking re-ply OK, but NOT re-ly.

Hyphenated compound words and noun phrases are run together without hyphens when used as part of a compound word that includes them (for example, "back end" and "backend-as-a-service")

Punctuation Rules

Sentences end in exactly one space NOT two or three or...

a, b, and c (the "Oxford comma")

Use parentheses this way: (text inside parentheses) NOT this way: (text inside parentheses)

Sentences ending in a link whose text is the actual URL (like "My web page is http://www.a.com.") should still end with a punctuation mark right after, but outside the link.

Capitalization Rules

Capitalization in text: Capitalization can be used for nouns that are like proper nouns (like product names), but not just for emphasis or to elevate the importance or significance of a word or phrase (for example, "We think Enterprise Mobilization is great.")

Capitalization of titles and section heads: Almost always "headline" style in English – capitalize the first word always, last word always, and the words in between except for articles, coordinating conjunctions, prepositions, and "to" used as part of an infinitive. Always use the "headline" style for document titles. For section heads, whether the "headline" or "sentence" style is used for a particular level head as part of the design, it should be used consistently for that level head.

Capitalization of second part in compound words: When a compound word needs to be capitalized, capitalize the second part if it's a "temporary" word (like "High-Density Keyword Insertion"), but not if it's a real word you would find in the dictionary (like "Plug-in").

About Pluralization

When a noun is used to modify another noun that is a container of or associated with multiple instances of the noun-modifier, use the singular NOT the plural form for the noun-modifier. For example: "book catalog" NOT "books catalog".

Typographic Style

Any document, particularly a technical document, can have words and phrases in text with a different "flavor" from the rest of the text (for example, the name of a file within a text passage). Because the design for a document doesn't always include how to handle the different flavors of text, a writer often has to make these micro-design decisions themselves. Here is a set of rules designed with simplicity in mind.

Category	Examples	Typographic Treatment
GUI Element Names	Dialog box options and labels, dialog boxes.windows, window options and labels, buttons, and Icons	Bold
Text Input/Output	Output from application or OS and commands, code, or text to be typed by the user	Monospace typeface
Programming Element Names	API names, methods, classes, directives, and functions	Monospace typeface
Resource Names	Files, directories, file paths, and URLs	Italics if not hypertext formatted already

Special Significance for a Word or Letter beyond Just Emphasis	First mention of a new word or concept (optional), using a word with sarcasm or irony, and referring to the word or letter itself instead	Double quotes
General Emphasis		Italics

Special Considerations

Topic	Example	What to Do
Selection Paths	Select A then B then C from the menu to reset your thing.	Use a right arrow to separate each step in the path like this: A B C (HTML variants for symbol: `→ → →`)
Replacement Text	Type in the path to the file: C:/Program Files/Name of Directory/file.txt	Toggle italics for the replacement text making it non-italic if italic and italic if non-italic like this: *C:/Program Files/*Name of Directory*/file.txt*

Outside Authorities to Use

If a question of style can't be answered above, look in the following references. The references are listed in order of precedence. Remember house style presented here overrides anything in these references.

Dictionary

If it's about how to spell a word, look it up.

Merriam-Webster Online

General Style Guides

1. *Apple Publications Style Guide (2013)* — online as PDF
2. O'Reilly Stylesheet and Word List — online as web pages
3. *Microsoft Manual of Style: 4th Edition* — only online as PDF sampler from O'Reilly Publications
4. *Chicago Manual of Style: 16th Edition* — online only for subscribers, Q & A search available online without subscription