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
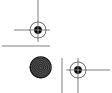
General O'Reilly Specifications

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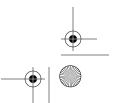
Our general style reference is *The Chicago Manual of Style*, 14th Edition (though some O'Reilly styles differ).

Abbreviations

- Acronyms generally appear after the term is spelled out the first time (usually the first time it appears in the book, but it may be spelled out the first time it

appears in each chapter—check with your production editor), as in "Computer Development Environment (CDE)." If in doubt, make a list and confer with the production editor on questionable items.

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

Bibliographical Entries

See *The Chicago Manual of Style*, 14th Edition.

Cross References

- Use chapter number and title for first reference in a chapter, and chapter number only for subsequent references. In other words, if there are several references to Chapter 2 in Chapter 1, the first cross reference would look like this: Chapter 2, *What Not to Do*, and the rest of the cross references to this chapter in Chapter 1 would look like this: Chapter 2.

  An example of a chapter cross-reference: see Chapter 27, *Copy Editors Explained*.

  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, *Copy Editors Explained*.
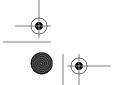
- Don't use "above" or "below" when referring to material explained elsewhere. Use "later (or earlier) in this chapter (or in the book or specific chapter)," instead.

Dates and Numbers

- Spell out numbers under ten, 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 should all appear in the format (xxx) xxx-xxxx.

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." Since figures float, 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.

- Figure 1-1. Caption has no period (initial cap on first word only).

- Table 1-1. Column heads & table titles are all initial-capped, with the exception of articles, conjunctions, prepositions of four letters or less, the infinitive "to," and program names or technical words that are always lowercase. There is no period after table titles.

- Example 1-1. Example titles are all initial-capped, with the exception of articles, conjunctions, prepositions of four letters or less, the infinitive "to," and program names or technical words that are always lowercase. 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.
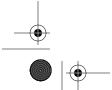
Footnotes

Ideally, there should be no more than four footnotes on a page. This is the order of footnote marker symbols: * † ‡ § ‖ #.

Table footnotes are lettered (a b c etc.) and appear directly after the table. They should be kept to a minimum.

Headings

- A- and B-level headings are all initial-capped, with the exception of articles, conjunctions, prepositions of four letters or less, and program names or technical words that are always lowercase. 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.

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

- In A- and B-level headings, prepositions with four letters or fewer should be lowercase: from, with, Within, Between. Also, the word "to" should be lowercase.

- Try not to break headings before articles, conjunctions, or prepositions, such as the word "to." For example, this heading is broken correctly:

  **The Knife Ran Away
  with the Spoon**

  and this one is not:

  **The Knife Ran Away with
  the Spoon**

  (Authors: don't worry about this convention—production will take care of it.)

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.

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
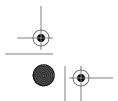
are correctly variable list entries:

Spellchecking
    Process of correcting spelling

Pagebreaking
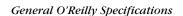   Process of breaking pages

Miscellaneous

- Don't use "they" for third-person singular; alternate between "he" and "she."

- Don't use "above" or "below." Use "later (or earlier) in this chapter (or in the book or specific chapter)" instead.

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

These conventions may vary slightly for each project; please consult the production editor or 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 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, SGML, 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.
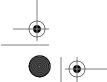
One recommendation is to find a finished O'Reilly book that's similar in subject matter or format to what you're working on, and make your font conventions follow a similar style, following correct formatting and tagging conventions (as described in the documentation mentioned earlier in this section).

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 editor 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, then write it on your printout and submit it with your manuscript.
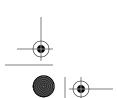

Some basic font conventions include the following:

- First use of technical terms is in *italic*.

- Emphasized terms are in *italic*.

- Email addresses and URLs are in *italic*.

- Commands are usually in `constant width`.

- Code is in `constant width`.

But as mentioned earlier, the proper method for applying these and other font conventions and styles varies with each environment! Using proper tagging for fonts and paragraphs greatly lessens production schedules and costs.

O'Reilly Word List

Alphabetical Word List: Default Spellings

A

acknowledgments
a.k.a.
a.m. or A.M.
Alt key
Alt-N
anonymous FTP
appendixes
Archie (the protocol)
archie (v)
ARPAnet
ASCII
at sign

B

background processes
backquote
backslash
Backspace key
backtick
backup (n)
back up (v)
backward
bandwidth
Berkeley Unix (older books
    may have UNIX)
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
built-in (a, n)
button bar

C

cannot or can't
    (not "can not")
Caps Lock key
caret or circumflex
CD-ROM
C language (n)
C-language (a)
checkbox
client/server
client side (n)
client-side (a)
code set
colorcell
colormap
command line (n)
command-line (a)
compact disc
compile time (n)
compile-time (a)
CompuServe
CPU
criterion (s), criteria (p)
cross reference
C shell
<CR><LF>
Ctrl key
Ctrl-Alt-Delete
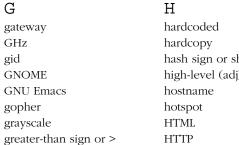Ctrl-N
curly braces or braces

Alphabetical Word List: Default Spellings (continued)

D	E	F
database	e-books	fax
Data Encryption Standard (DES)	e-business	filename
	e-commerce	file server
data is	Emacs	filesystem
datatype	end-of-file (EOF)	foreground
disk	email	FORTRAN
Delete key	end user	Fortran 90
design time (n)	Enter key	forward (adv)
design-time (a)	equals sign	frontend
dialog box (not dialog)	Escape key (or Esc key)	*ftp* (Unix command)
DNS	Ethernet	FTP (protocol)
Domain Name System	exclamation mark	FTP site
dot		
double-click		
double-precision (a)		
double quotes		
down arrow		
download		

G	H	I
gateway	hardcoded	IDs
GHz	hardcopy	inline
gid	hash sign or sharp sign	inode
GNOME	high-level (adj)	interclient
GNU Emacs	hostname	Internet
gopher	hotspot	Intrinsics
grayscale	HTML	I/O
greater-than sign or >	HTTP	IP (Internet Protocol)
GUI, GUIs	hypertext	ISO
		ISP

Alphabetical Word List: Default Spellings (continued)

J	K	L
JavaScript	KB (kilobyte)	LAN
Java™ (must appear with ™ symbol on copyright page and first time in book)	Kbps (kilobits)	left angle bracket or <
	keyclick	lefthand (a)
	keycode	leftmost
	keymaps	less-than sign or <
JavaBeans™ (must appear with ™ symbol on copyright page and first time in book)	keypad	leveled (not levelled)
	keystroke	login, logout, or logon (n or a)
	keysym	
	keywords	log in, log out, or log on (v)
	kHz (kilohertz)	
	Korn shell	lower- and uppercase
		lowercase
		lower-level (a)
		lower-right (a)

M	N	O
Macintosh	namespace	offline
mail-handling (adjective)	the Net	offload
manpage	newline	ongoing
markup	newsgroups	online
MB (megabyte)	nonstandard	open source (mention URL *http://opensource.org* first time)
menu bar	nonzero	
metacharacter		OpenWindows
Meta key		operating-system dependent
Meta-N		
MHz (megahertz)		O'Reilly & Associates, Inc.
mice or mouses (be consistent)		OS/2
Microsoft Plus!		OSA
Microsoft Windows		OSF/Motif
Microsoft Windows NT		
MKS Toolkit		
mouseclick		
MS-DOS		
multiline		
multimedia		
multitasking		
multiuser		

Alphabetical Word List: Default Spellings (continued)

P Q	R	S
packet switch networks	r4 or Release 4	saveset
parentheses (p)	random-access (a)	screen dump
parenthesis (s)	RCS	screenful
Pascal	read-only (a)	screensaver
password	read/write	scrollbar
pathname	real time (n)	sed scripts
pattern-matching (a)	real-time (a)	server-dependent
percent (spell out if the number is spelled out)	redirection	server side (n)
period	reference page or manpage	server-side (a)
plug-in (a,n)	rename	servlet
p.m. or P.M.	Return (key)	SGML
Point-to-Point Protocol (PPP)	RFC 822	sharp sign or hash sign
pop up (v, n)	rich text	shell; lowercase even in shell name (Bourne shell)
pop-up (a)	right angle bracket or greater-than sign (>)	shell scripts
PostScript	righthand (a)	Shift key
process ID	rmail	single-precision (a)
progress bar	Rubout key	single quote
pull-down (a)	runtime (n, a)	spacebar
		spellchecker
		split screen
		square brackets or brackets
		standalone
		standard input (stdin)
QuarkXPress		standard output (stdout)
quotation marks (spell out first time it appears; can be "quotes" thereafter)		startup file
		status bar
		stylesheet
		subprocesses
		subshade

Alphabetical Word List: Default Spellings (continued)

T	U	V
T1	Ultrix	v2 or Version 2
TCP/IP	Unix (UNIX in many books, esp. older ones)	VAX/VMS
Tab key		versus (avoid vs.)
Telnet (the protocol)	up arrow	vice versa
telnet (v)	upper- and lowercase	Volume One
T$_E$X	uppercase	
text-input mode	upper-left corner	
time zone	URLs	
time-sharing processes	U.S.	
timestamp	Usenet	
titlebar	user ID (n)	
titlebutton	user-ID (a)	
toolbar	username	
toolkit		
top-level (adjective)		
toward		
troubleshoot		

Alphabetical Word List: Default Spellings (continued)

W	X Y Z
WAIS	X protocol
the Web	X server
your web	X Consortium
web client	X Toolkit
webmaster	XView
web page	X Window series
web server	X Window System
web site	
white pages	
whitespace	
wildcard	Yahoo!
Windows 95	
Windows 9x	
workaround	
workstation	zeros
World Wide Web (WWW)	Zip Code
wraparound	
write-only (adjective)	
WYSIWYG	