

# Style Guide

This chapter is for editing purposes only and is not visible to lay users.

## Headings

All headings should be title case (first letter of each word upper case) and use the built-in headings styles. To check if headings are styled properly, use the drop-down menu at the top of the chapter to see if they are listed.

All chapter navigation should be turned on, though the depth should be determined by the context.

## Tables and Figures

All tables and figures should have a number label and a title listed before them. All labels should be bolded. All titles should be sentence case and italicized.

### **Table 1**

*An Example Table*

[ table here ]

### **Figure 1**

*An Example Figure*

[ figure here ]

## **References**

All references should have the references style applied, which will apply a hanging indent.

## **Spacing**

There should not be any extra / empty lines between content.

## **Callout Boxes**

Callout boxes should be commonly labeled and should generally use the default style.

### **Example Callout Box**

This uses the "default" style.

Exceptions include the following and should always be labeled exactly as below:

### **Application Exercises**

This should use the "exercises" style.

## **Additional Readings and Resources**

This should use the "default" style.

## **Learning Objectives**

This should use the "objectives" style.

## **[ Wildcard ]**

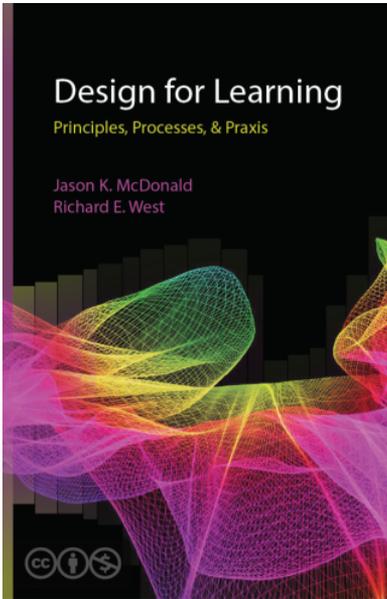
These callouts should be used sparingly (for templates, vignettes, etc.) and should use the "information" style.

## **Colors**



## **Authors**

Each chapter should have identified authors with biographies and photos.



McDonald, J. K. & West, R. E. (2021). *Design for Learning: Principles, Processes, and Praxis (1st ed.)*. EdTech Books. <https://edtechbooks.org/id>



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