O'Reilly Conference Proposals Style Guide and Default Spellings Word List

SESSION TITLE:

- Capitalize all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (as, because, although).

- Lowercase all articles, coordinate conjunctions (and, or, nor), and prepositions regardless of length, when they are other than the first or last word.

- Lowercase the "to" in an infinitive.

- Always capitalize the first and last word of your title.

- Please do not include double quotes in session titles. If you need to call attention to a specific word, please use scare (i.e. single) quotes.

BIO

Please write your bio in the third person, using your name instead of “I.”

MISCELLANEOUS

Unless part of a proper noun, close up words with the prefixes “multi,” “pseudo,” “non,” and “sub” (e.g., “multiusers,” “pseudoattribute,” “nonprogammer,” and “subprocess”).

Instead of “they” for third-person singular; alternate between “he” and “she.”

O’Reilly uses serial commas, as in this, that, and the other thing.

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.”

Lowercase the first letter after a colon: this is how we do it. (Exception: headings.)

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).

1980s or ’80s. not 80s’

O’REILLY ALPHABETICAL WORD LIST: DEFAULT SPELLINGS,

also known as the words we kept looking up

A

acknowledgments appendixes

ActionScript applet (or Java applet)

ActiveX control AppleScript

Addison-Wesley AppleScript Studio (ASS)

ADO.NET ARPAnet

a.k.a. or aka (be consistent) ASCII

a.m. or A.M. ASP.NET

Alt key at sign

Alt-N autogenerate

anonymous FTP awk

B

backend bitmap

background processes bit mask

backquote Bitnet

backslash bit plane

Backspace key bitwise operators

backtick BlackBerry

backup (n) Boolean (unless referring

back up (v) to a datatype in code,

backward in which case s/b lowercase)

backward compatible Bourne-again shell (bash)

bandwidth Bourne shell

BeOS braces or curly braces

Berkeley Software Distribution (BSD) brackets or square brackets

Berkeley Unix browsable

  (older books may have UNIX) built-in (a, n)

BHOs button bar

bioinformatics

C

Caps Lock key Common Object Request

caret or circumflex Broker Architecture (CORBA)

CAT-5 compact disc

CD-ROM compile time (n)

C language (n) compile-time (a)

C-language (a) CompuServe

checkbox Control key (Mac)

checkmark copyleft

classpath copyright

client/server coworker

client side (n) CPU

client-side (a) criterion (s), criteria (p)

co-class cross-reference

coauthor C shell

code set <CR><LF>

colorcell Ctrl key (Windows)

colormap Ctrl-Alt-Delete

Command key (Macintosh) Ctrl-N

command line (n) curly braces or braces

command-line (a)

D

database DNS

data block DocBook

Data Encryption Standard (DES) Document Object Model (DOM)

datafile Domain Name System

datatype or data type (be consistent) dot

data is dot-com

DB-9 double-click

Debian GNU/Linux double-precision (a)

dial-up (a) double quotes

dial up (v) down arrow

disk downlevel (a)

disk-imaging software download

Delete key drag-and-drop (n)

design time (n) drag and drop (v)

design-time (a) drop-down (a)

E

ebooks end user

ebusiness Enter key

ecommerce equals sign

eBay ereader

Emacs Escape key (or Esc key)

email et al.

empty-element tag Ethernet

end-of-file (EOF) exclamation mark

end-tag Exim

F

failback Fortran 90

failover forward (adv)

fax frame type

file manager FreeBSD

filename Free Documentation License (FDL)

file server Free Software Foundation (FSF)

filesystem frontend

file type ftp (Unix command)

FireWire FTP (protocol)

foreground FTP site

FORTRAN

G

gateway GNU Emacs

Gb (gigabit) GNU Public License (GPL)

GB (gigabyte) GNUstep

GBps (gigabytes per second) Google PageRank

GHz grayscale

gid greater-than sign or >

GIMP GUI, GUIs

GNOME

H

handcode high-level (adj)

hardcoded home page

hardcore hostname

hardcode (v) hotspot

hardcopy HTML

hard link HTTP

hash sign or sharp sign hypertext

I

IDs intranet

IDE Intrinsics

inline I/O

inode IP (Internet Protocol)

interclient IPsec

Internet ISO

internetwork ISP

J

Jabber JAR archive

Jabber client JAR file

Jabber server J avaScript

Jabber applet JPEG

K

K Desktop Environment (KDE) keycode

Kb (kilobit) keymaps

KB (kilobyte) keypad

  (denotes file size or disk space) keystroke

Kbps (kilobits per second) keysym

Kerberos keywords

keepalive (n or a) kHz (kilohertz)

keyclick Korn shell

L

local area network or LAN listbox

left angle bracket or < logfile

lefthand (a) login, logout, or logon (n or a)

leftmost log in, log out, or log on (v)

less-than sign or < lower- and uppercase

leveled (not levelled) lowercase

line-feed (a) lower-level (a)

line feed (n) lower-right (a)

Linux Linux Professional Institute (LPI)

LinuxPPC

M

Macintosh Meta-N

Mac OS MHz (megahertz)

Mac OS 9 ( note the use of spaces ) mice or mouses (be consistent)

Mac OS X ( note the use of spaces ) Microsoft Windows

mail-handling (adjective) Microsoft Windows Me

manpage Microsoft Windows NT

markup Microsoft Windows XP

Mb (megabit) Microsoft Windows 2000

MB (megabyte) MIDlet

MBps (megabytes per second) MKS Toolkit

McGraw-Hill MS-DOS

menu bar multiline[1]

metacharacter My Services

Meta key MySpace

N

nameserver NetInfo

name service newline

namespace newsgroups

the Net NeXTSTEP

.NET nonlocal[1]

NetBIOS Novell NetWare

NetBSD the New York Times

O

Objective-C OpenStep

object linking and embedding (OLE) OpenWindows

object-oriented programming (OOP) Option key (Macintosh)

object request broker (ORB) Oracle7

OK Oracle8

offline Oracle 8.0

offload Oracle 8 i (italic “i”)

onboard Oracle 9 i (italic “i”)

ongoing Oracle Parallel Query Option

online O’Reilly Media, Inc.

open source (n or a) OS/2

open source software (OSS) OSA

OpenBSD OSF/Motif

OpenMotif OS X

P

packet switch networks Point-to-Point Protocol (PPP)

Paint Shop Pro pop up (v, n)

pagefile pop-up (a)

page rank (but Google PageRank™) POP-3

parentheses (p) Portable Document Format (PDF)

parenthesis (s) Portable Network Graphics (PNG)

Pascal Portable Operating

password    System Interface (POSIX)

pathname POSIX-compliant

pattern-matching (a) Post Office Protocol (POP)

peer-to-peer (or P2P) postprocess

performant (Oracle) PostScript

period Prentice Hall

Perl process ID

Perl DBI progress bar

plain text (n) pseudoattribute[1]

plain-text (a) pseudo-tty

Plug and Play (PnP) public key (n)

plug in (v) public-key (a)

plug-in (a, n) pull-down (a)

p.m. or P.M.

Q

qmail QuickTime

Qt quotation marks spell our first time, then “ quotes”

QuarkXPress   ``````Quartz Extreme

R

random-access (a) RFC 822

RCS rich text (n)

read-only (a) rich-text (a)

read/write right angle bracket or

real time (n) greater-than sign (>)

real-time (a) right-click

Red Hat Linux righthand (a)

Red Hat Package Manager (RPM) rmail

redirection roll back (v)

reference page or manpage rollback (n)

remote-access server rootkit

rename Rubout key

Rendezvous rulebase

  ( Mac OS X Zeroconf networking ) ruleset

Return (key) runtime (n, a)

S

Samba site map

saveset slideshow

screen dump Smalltalk

screenful SMP (a, n)

screensaver SOAP

screenshot Social Security number (SSN)

scroll bar source code

securelevel (in Linux) space bar

Secure Shell (SSH) spam (not SPAM)

Secure Sockets Layer (SSL) spellcheck

sed scripts spellchecker

semicolon split screen

server-dependent square brackets or brackets

server side (n) standalone

server-side (a) standard input (stdin)

servlet standard output (stdout)

set up (v) start tag

setup (n) startup file

SGML status bar

sharp sign or hash sign stylesheet

shell (lowercase even in subprocess[2]

  shell name: Bourne shell) SUSE Linux

shell scripts swapfile

Shift key swapspace

shortcut sync

Simple API for XML (SAX) system administrator

single-precision (a) system-wide

single quote

T

10-baseT thread pooling (n)

T1 time-sharing processes

t-shirt timestamp

Tab key time zone

TAR file title bar

TCP/IP Token Ring

Telnet (the protocol) toolbar

telnet (v) toolkit

terabyte tool tip

TEX top-level (a)

texinfo toward

text box trade-off

text-input mode troubleshoot

U

UK UPSs

Ultrix up-to-date

Universal Serial Bus (USB) URLs

Unix (UNIX in many U.S.

  books, esp. older ones) Usenet

up arrow user ID (n)

upper- and lowercase user-ID (a)

uppercase username

upper-left corner

V

v2 or version 2 Visual Basic .NET

VAX/VMS Visual Basic 6 or VB 6

VB.NET Visual C++ .NET

versus (avoid vs.) Visual Studio .NET

vice versa VS.NET

VoiceXML Volume One

W

the Wall Street Journal Windows 95

the Web (n) Windows 98

web (a) Windows 2000

web client Windows NT

webmaster Windows Vista

web page Windows XP

web server Wizard (proper noun)

web services (unless wizard (a, n)

 preceded by a proper noun, workaround

 as in Microsoft Web Services) workbench

website workgroup

white pages workstation

whitespace World Wide Web (WWW)

wide area network or WAN wraparound

WiFi writable

wiki write-only (a)

wildcard WYSIWYG

X Y Z

(x,y) (no space) XML Query Language (XQuery)

x-axis XML-RPC

Xbox XPath

X client XPointer

x coordinate XSL

X protocol XSLT

X server Yahoo!

X Toolkit y-axis

XView y coordinate

X Window series Zeroconf

X Window System   (short for “Zero Configuration”)

x86 zeros

xFree86 zip code

XHTML zip (v)

XLink ZIP file

XML