

Open Source Software as Solution in State Funded Colleges

Editorial Style Guide

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| <p>ABCD applied fields (not caps) community college Chronicle for Higher Education cross-platform Dell (computer company) document editing (not caps)</p> | <p>MNOP OpenOffice OpenOffice.org open source software OSS (Abbr.) Microsoft Word Mozilla networking and internet PowerPoint presentations Purdue University</p> | <p>PUNC “Titles”: in quotes only direct quotations in quotes in series: comma before “and”</p> |
| <p>EFGH EET email Excel spreadsheets Firefox Foothill-DeAnza College Foothill-DeAnza Community College District FreePCB</p> | <p>QRST technology coordinator The Beacon School</p> | <p>MECH in-text citations: print (Author page #) web (Author; “Title”) terms as terms: first instance only in <i>italics</i> “Titles”: in quotes only direct quotations in quotes</p> |
| <p>IJKL Indiana Higher Education interoperability</p> | <p>UVWXYZ Word documents</p> | <p>VISUAL header: running heads - report title, upper right footer: page #, lower right</p> |