

OLA Editorial Style Guide



**OPEN
LEARNING
AGENCY**

Canada's
Lifelong Learning Provider

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This document is especially relevant to instructional development but has been approved for use throughout the Open Learning Agency. It is one of these three principal guides in the *OLA Guidelines Series*:

- ❑ *OLA Editorial Style Guide*
- ❑ *OLA Fairness to All Guide*
- ❑ *OLA Copyright Guide*

Purpose of the *OLA Editorial Style Guide*

The *OLA Editorial Style Guide* is part of a series of style guidelines prepared for Open Learning Agency employees and contractors. The purpose of these guidelines is to enhance quality and consistency in OLA documents.

The *OLA Editorial Style Guide* is normally followed in all OLA documents—print, electronic, and broadcast. It is a set of default conventions; i.e., it is followed in all writing and editing functions except where the project leader has specified variations. (Recommendation: Keep the “List of Style Variations” with the project documents, with easy access for ongoing reference.)

Reference Materials

General Our editorial style generally follows *The Chicago Manual of Style*. Refer to *Chicago* for detailed information, but follow the *OLA Editorial Style Guide* in the occasional instances in which the styles differ.

Spelling For spelling, generally follow the first entry in *The Canadian Oxford Dictionary*. Refer to Appendix C in this guide for a spelling checklist.

Hyphenation and Usage For hyphenation and usage, also follow *Canadian Oxford*.

Metric Usage For information on metric usage, refer to the *Canadian Metric Practice Guide* or the *Metric Editorial Handbook* (Canadian Standards Association).

Capitalization

Headings and Titles In headings and titles of works such as books, journals, articles, and OLA courses, capitalize:

- ❑ The first and last words
- ❑ Nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions
- ❑ The second word in a hyphenated compound if it has equal force with the first word or is a proper noun or proper adjective
 - Seventeenth-Century Literature
 - Make-up Artists

In headings and titles, do not capitalize:

- ❑ Coordinating conjunctions, such as *and*, *but*, and *or*, and prepositions, such as *except*, *toward*, and *at* (unless the conjunction or preposition is the first or last word)
- ❑ The *to* in infinitives

- OLA Course Components** Capitalize in-text references to OLA course components.
- Unit 1
 - Assignment 1
 - Practice Exercise 1.1
 - Table 1.1
 - Course Manual
 - Figure 1.1
 - Assignment File
 - Answer Key
 - Tutor Marked Assignment Form

- Agencies** Capitalize the names of companies, ministries, commissions, etc.
- the Ministry of Economic Development
 - the Labour Relations Board
 - the Chamber of Commerce

- Titles of Persons** Do not capitalize titles following a personal name or used alone in place of it.
- the prime minister of Canada
 - the king of England
 - the chairman of the UBC Department of History

Abbreviations

- In Text** Avoid abbreviating in general text unless you have first provided the full term, normally with the shortened form in parentheses. (The names of agencies, unions, associations, etc., are often abbreviated after one spelled-out use.)
- Donald Smith drove the symbolic “last spike” of the Canadian Pacific Railway (CPR) at Craigellachie, BC. The CPR bound Canada from Nova Scotia to British Columbia.

- Periods with** Generally follow the punctuation used with abbreviations in *Canadian Oxford*.

- Plurals** To form the plural of an acronym, just add an *s*.
- NGOs and URLs, *not* NGO’s and URL’s

- Social Titles** Abbreviate social titles, whether with full name or with surname only.
- Mr. Mlle Mme
(Note: Also write “Ms.” like an abbreviation, even though it is not a shortened form.)

- Pages** Use *page* or *pages*, rather than *p.* or *pp.*, in text.
(The abbreviations are acceptable in parenthetical references.)

Metric Measure Never use periods with metric symbols.
 ➤ cm m km L

Imperial Measure Note that *Canadian Oxford* uses periods with imperial abbreviations.
 ➤ lb. in. qt. yd.

Academic Degrees Note that *Canadian Oxford* uses periods with abbreviations for academic degrees.
 ➤ B.A. M.A. B.Sc. Ph.D.

Time Note how *Canadian Oxford* abbreviates terms related to time.
 ➤ a.m. p.m. BC AD

Provinces/ Territories The current abbreviations for the provinces and territories of Canada do not use periods. However, the traditional abbreviations do use periods. In any single course or document, follow one style consistently.

	Modern	Traditional
➤ Alberta	AB	Alta.
➤ British Columbia	BC	B.C.
➤ Manitoba	MB	Man.
➤ New Brunswick	NB	N.B.
➤ Newfoundland	NF	Nfld.
➤ Northwest Territories	NT	N.W.T.
➤ Nova Scotia	NS	N.S.
➤ Nunavut	NT	
➤ Ontario	ON	Ont.
➤ Quebec	PQ	Que. or P.Q.
➤ Prince Edward Island	PE	P.E.I.
➤ Saskatchewan	SK	Sask.
➤ Yukon Territory	YT	Y.T.

Italics

Titles Italicize the titles of books, journals, plays, separately published poems, long musical compositions, paintings, and films.

Course Titles Italicize complete OLA course titles referred to in text.

- The course prerequisite is GEOG 230, *Introduction to Human Geography I*.

Note: OLA course codes, such as GEOG 230, do not usually appear prominently (if at all) in documents that will be used by other institutions.

Key Terms On first use, italicize key terms, technical terms, philosophical terms, and words that are referred to as words unless the team agrees on an alternative approach. For example, boldface type is often selected for Web use (because italic/oblique type is less legible online) and for new terms, especially ones that are defined in the course glossary.

- The word *creed* comes from Latin.
- Begin using the philosophy of **caring** that is characteristic of the caring curriculum.

Foreign Terms Italicize foreign-language words that you think would be unfamiliar to your intended audience.

- Several English words related to belief are derived from *credo*, which is Latin for “I believe.”

[sic] Italicize the *sic* in [sic]. However, note that we do not italicize certain Latin abbreviations.

- *ibid.* *et al.* *etc.*

Genus/Species Names Italicize the scientific (Latin) name of a plant or animal. Note that the genus name is capitalized, whereas the species name is lowercased.

- The genus *Smilodan*
- The species *hartie*
- *Homo sapiens*

Variables Italicize letters (including Greek letters) used as mathematical variables. Use boldface for vectors. Do not italicize abbreviations such as log, tan, cos, cot, sec, csc, and sin.

- $y = -2a \cos$
- $p(\lambda) = \det(\lambda \mathbf{I} - \mathbf{A})$

Note: It is the responsibility of subject matter experts to follow the standard usage in their field. In science and math, for example, subject matter experts are expected to adhere to standard usage for variables and vectors, using a notation system accepted by the development team.

Symbols for Physical Quantities Italicize quantity symbols (such as *m* for mass and *V* for volume) to distinguish them from SI unit symbols (such as m for metre and V for volt), which are never italicized. Refer to the *Canadian Metric Practice Guide* for a complete list of quantity symbols.

Punctuation

Period When a period appears at the end of a quotation, place it before the closing quotation marks (except after a single letter enclosed by quotation marks).

- The instructor said, “Please read the next section.”
- A flaw in this multiple-choice quiz is that the correct answer is usually “c”.

Comma Place a comma before the concluding conjunction in a series of items.

- The curtains are available in red, green, and yellow.

Normally set off the abbreviations *etc.*, *i.e.*, and *e.g.* by commas. However, begin with a semicolon if the *i.e.* or *e.g.* introduces a main clause. (Never begin a sentence with *E.g.* or *I.e.*)

- She used many figures of speech, e.g., similes and metaphors.
- She used many figures of speech; e.g., she included similes in almost every stanza.

When a comma appears at the end of a quotation, place it before the closing quotation marks.

Semicolon and colon When a semicolon or colon appears at the end of a quotation or parenthetical comment, place the semicolon after the closing quotation marks, parenthesis, or bracket.

- He said, “Read the next two major tragedies for tomorrow”; i.e., we had to read *Hamlet* and *Othello* that night.
- Study *Hamlet* and *Othello* (the next two major tragedies); for example, be prepared to analyze the protagonists’ tragic flaws.

Normally use an initial lowercase letter for the element introduced by a colon. Use a capital only if the element is a formal statement, a quotation, more than one sentence, or an item in a displayed list.

Exclamation Point/Question Mark Place the closing quotation marks, parenthesis, or bracket before an exclamation point or question mark unless it is part of the quoted material.

- Did she say, “I want to come too”?
- “Can I come too?” she asked.

Ellipses Ellipsis points of three dots indicate an omission of a word or words within a sentence. (Use non-breaking spaces between the dots so that the ellipsis will not be broken at the end of a line.) Also leave a space before and after the ellipsis.

- “Small communities such as Granville . . . and Cedar Cottage grew into the city of Vancouver,” she wrote.

Ellipsis points of four dots (a period, followed by three spaced dots) indicate the omission of at least one of the following:

- ❑ The remainder of the quoted sentence
 - “There comes a tide. . . .”
- ❑ The beginning of the next sentence
- ❑ One or more sentences
- ❑ One or more paragraphs

If the sentence followed by an ellipsis ends in an exclamation point or question mark, that punctuation is *followed* by the ellipsis points.

- “What’s become of man’s great extent and proportion, when himself shrinks . . . to a handful of dust? . . . What’s become of his soaring thoughts, when himself brings himself . . . to the grave?”

Quotation Marks Always use *double* quotation marks except for quotations within quotations (single marks enclosed by double marks).

- The instructor said, “Please read the section titled ‘Punctuation.’”

In in-text references, use quotation marks for OLA unit titles, section headings in OLA units, journal articles, short stories, short poems, and unpublished theses.

Possessives To form the possessive of singular nouns, normally include an *s* after the apostrophe, even with a name ending in a sibilant. Exceptions include *Jesus’*, *Moses’*, and other instances where tradition and euphony favour the omission of the final *s*.

- Burns’s poems, *but* Ulysses’ wife

URLs Underline URLs (uniform resource locators, i.e., Web addresses).

- For further information on estimating your future pension, refer to <http://pensions.gov.bc.ca>.

Avoid breaking a URL at the end of a line. However, if you must break a URL, do not use a hyphen; instead, break the URL after a slash.

- For further information on citing electronic sources in Turabian, MLA, and APA styles, consult the OLA Student Library Service Website, <http://www.ola.bc.ca/ol/services/library/ecitation.html>.

Numbers

Spelled The general rule for numbers in text that is not scientific or statistical is to spell out numbers up to and including one hundred and use figures for those over one hundred. The major exceptions are year numbers and numbers referring to parts of a book.

- 56 BC, AD 1988
- Figure 34 on page 12

However, it may be less awkward to use figures if there are many numbers together:

- The winning numbers in the lottery were 92, 79, 61, 53, 37, 20, and 12.

Note: Your usage may be different if your course is consistently following a style such as Canadian Press style (for journalism) or APA style (for social sciences and health).

Triad Separator Except for monetary numbers, use a non-breaking space as the triad separator in numbers of at least five digits. (When possible, a “thin space” is preferable for appearance reasons.) The triads—groups of three figures—are counted on each side of the decimal.

- 10 000 km, *but* 3000 km
- 39 601.341 186 25

Note: The exception is that a space is used in four-digit numbers when they appear in a column with numbers of at least five digits.

Money Use a comma as the triad separator in monetary numbers of at least four digits.

- £3,000 \$10,000

Note: In French, the usage is different. For example, the dollar sign appears last, and a comma is used to separate dollars and cents.

Decimals Place a zero to the left of a decimal if there is no other digit there.

- 700 g = 0.7 kg

No Apostrophe Do not use apostrophes when referring to years and other numerals in the plural.

- ten 5s
- the 1980s

Metric Usage Use metric measures (rather than imperial measures) wherever possible.

Spacing

Initials Insert a space between the initials of a proper name.

- H. R. MacMillan Planetarium

Degree Signs In references to temperature, do not use a space between the degree sign and C or F.

- 100°C 212°F

Metric Symbols Insert a non-breaking space between numerals and metric symbols.

- 2.5 cm 54 g 50 km/h

Displayed Lists

The preferred form for listing includes an introductory colon, a capital letter at the beginning of each listed item, and no punctuation at the end.

- Write a brief explanation for each of the terms or names below:
 - Natural history
 - Plato
 - Natural selection
 - Homeostasis
- By the time you finish your work on this unit, you will be able to:
 - Take a two-minute timing.
 - Spread-centre a word or words.
 - Apply the proofreading mark for “delete.”

Quotations

Wording Ensure that quotations correspond exactly to their originals in wording, spelling, capitalization, and punctuation.

Quotation Marks Within the body of the material, enclose “run-in quotations” within double quotation marks. Use single quotation marks only to indicate a quotation that falls within a quotation.

Block Quotations Generally use block quotation format for quoted matter of about eight lines or more. Indent the block quotation, and do not place it within quotation marks.

Poetry Treat poetry of at least two lines as a block quotation.

When lines of poetry are too long for the column width, indent run-over lines a further two spaces.

Citing Sources

Cite sources in the following ways unless a particular course development team is consistently using a specific style that the students are required to use in their papers. For example, some courses follow the *Publication Manual of the American Psychological Association* (APA); APA style is outlined in OLA's *Social Sciences Style Guide*. Similarly, other courses follow Modern Languages Association (MLA) style, as outlined in OLA's *Writer's Style Guide*.

Footnotes Avoid using footnotes for citations in OLA courses.

Course Textbooks Provide full publication information for assigned textbooks for a course (in the Course Manual or equivalent document).

➤ Required textbook:

Torres, Hazel O., and Ann Ehrlich. *Modern Dental Assisting*. 3d ed. Philadelphia: W. B. Saunders, 1985.

Subsequent references to the textbook may be abbreviated. Use one of the following shortened forms of citation consistently throughout any one course.

- (Torres and Ehrlich, p. 121)
- (*Modern Dental Assisting*, p. 121)

In Running Text *Without bibliography:* Where few citations are required, full publication information may be placed in parentheses.

- The em space, as F. Howard Collins describes it, is “the square of the body of any size of type” (*Authors and Printers Dictionary*, 11th ed., London: Oxford University Press, 1979, p. 128).
- In his *Authors and Printers Dictionary*, F. Howard Collins gives useful definitions of the em space (11th ed., London: Oxford University Press, 1979, p. 128) and other typographical terms.

With bibliography: Under the following conditions, list the cited works in full in a bibliography or reference list at the end of the unit.

- ❑ When the name of the author cited is used in the sentence:
 - In his summary of research findings, Blake (1980) concluded that much research produces only “folk knowledge”; that is, the results are no more than common sense.
- ❑ When the author's name is not used in the sentence:
 - One study (Blake 1980) found that much of what passes for research actually produces only “folk knowledge.”
- ❑ When a specific page or other division of the cited work follows the date:
 - One study (Blake 1980, p. 89) found that much of what passes for research actually produces only “folk knowledge.”

Following Block Quotations *Without bibliography:* The citation should include author, title, place of publication, publisher, date, and page number.

- Nothing happened. Nothing! Nothing! as she leant her head against Mrs. Ramsay's knee. And yet, she knew knowledge and wisdom were stored up in Mrs. Ramsay's heart. How then, she had asked herself, did one know one thing or another thing about people, sealed as they were? (Virginia Woolf, *To the Lighthouse*, New York: Harcourt, Brace & World, 1955, p. 79)

With bibliography: If there is a bibliography or reference list at the end of the unit, the following form of citation is adequate:

- Nothing happened. Nothing! Nothing! as she leant her head against Mrs. Ramsay's knee. And yet, she knew knowledge and wisdom were stored up in Mrs. Ramsay's heart. How then, she had asked herself, did one know one thing or another thing about people, sealed as they were? (Woolf, 1955, p. 79)

Following Poetry/Display Quotations Citations following centred poetry or display quotations are placed two lines below the last line of the quotation and are aligned flush right with the longest line.

- Jewels in joy designed
To ravish the sensuous mind
Lie lightless, all their sparkles bleared and black and blind.

Thomas Hardy,
The Convergence of the Twain
(Lines on the Loss of the *Titanic*)

Citing Electronic Sources

Works on the World Wide Web are cited in much the same way as printed works. They are included as parenthetical references, and section numbers (such as paragraph numbers) are included if available. For more information, visit the relevant Web pages (provided below—along with examples of MLA and APA style):

- ❑ OLA Library page at <http://www.ola.bc.ca/ol/services/library/ecitation.html>
- ❑ Modern Languages Association (MLA) page at <http://www.mla.org/style/sources.htm>
 - McGuire, J. "Oscar Wilde and the Dreyfus Affair." *Victorian Studies* 41.1 (1997): 28 pars. 19 March 1999 <http://www.indiana.edu/~iupress/journals/vic-toc.html>.
 - MLA Style. Modern Languages Association. 10 Feb. 2000 <http://www.mla.org/style/sources.htm>.
- ❑ American Psychological Association (APA) page at <http://www.apa.org/journals/webref.html>
 - Smith, E. (1999). What you need to know about hate on the Net. *Electronic Journal of Sociology*, 3, 32–57. Retrieved March 17, 1999 from the World Wide Web: <http://www.sociology.org/content/vol003.002/smith.html>
 - *Electronic reference formats recommended by the American Psychological Association.* (1999, November 19). Washington, DC: American Psychological Association. Retrieved February 10, 2000 from the World Wide Web: <http://www.apa.org/journals/webref.html>

Bibliographies/Reference Lists

If it is necessary to use a bibliography or reference list, do so in the following ways unless your course development team is consistently using another style throughout the course materials, e.g., because students are required to use it in their papers.

Book For a book, provide the following facts:

- ❑ The names of the author(s), editor(s), or institution(s) responsible for the writing of the book
 - ❑ The full title of the book, including the subtitle (if any)
 - ❑ The series title (if any) and the volume or number in the series
 - ❑ The total number of volumes (of a multi-volume work)
 - ❑ Edition (if not the first edition)
 - ❑ City of publication
 - ❑ Publisher's name
 - ❑ Date of publication
- Hodges, John C., and Mary E. Whitten. *Harbrace College Handbook*. 8th ed. New York: Harcourt Brace Jovanovich, 1977.

Article For an article in a periodical, provide the following facts:

- ❑ Author
 - ❑ Article title
 - ❑ Periodical name
 - ❑ Volume number (sometimes issue number)
 - ❑ Date
 - ❑ Pages on which the article appears
- Morris, Cathy. "Universities of the Third Age." *Adult Education* 57 (September 1984): 135–39.

APA Style Here are examples of APA style (outlined in the OLA document *Social Sciences Style Guide*) for a book and an article in a reference list.

- Garbo, Z., & Jones, A. J. (1947). *The psychology of vision* (3rd ed.). Chicago: Bradstreet.
- Anderson, W. P. (1983). Enigmas of psychosensory malapropisms. *Journal of Comparative Hypochondria*, 17, 19–23.

Appendix A: Proofreading Marks

Standard proofreading marks are used for non-electronic editing, copyediting, and proofreading.

This page will be more legible if you print it out.

Insertion and Deletion

^	Add smething
h	Replace smething
tr.	Transpose smething
sp.	Spell smthg out
g	Delete smething
g	Delete and close up
#	Insert a space
c	Close up space
STET	Leave as it was
?	Question for author or editor

Text Position

¶	Begin new paragraph
ind.]	Indent
ctr.]	Centre [
align	Align
over	Take over to next line
back	Take back to previous line
run on	Run type on

Punctuation

o	Period
?	Question mark
,	Comma
'	Apostrophe
;	Semicolon
:	Colon
“ ”	Quotation marks
=	Hyphen
—	En dash
—	Em dash
()	Parentheses
[]	Brackets
< >	Angle brackets

Type Size and Style

lc	Lowercase letter
cap	capital letter
ital.	Italic type
bf.	Boldface type
bf. ital.	Boldface italic type

Appendix B: OLA Style Checklist

Please ensure that you are following the *OLA Editorial Style Guide*. If you need to make changes in response to this style checklist, you will generally be able to use your computer program's "Replace" function.

- ❑ Spelling checked—without changes to spelling within quotations.
- ❑ Double spaces replaced with single spaces.
- ❑ In print documents (but not Web documents), straight quotation marks (") changed to smart quotation marks (" "); straight apostrophes (') changed to smart apostrophes ('). Note: Inch (") and foot (') symbols remain straight.
- ❑ Periods and commas placed inside (before) end quotation marks.
- ❑ Comma placed before the conjunction (e.g., *and*, *or*, *but*) in any series of at least three items (e.g., apples, oranges, and pears).
- ❑ Any variation of the em dash (space hyphen space, space hyphen hyphen space, and hyphen hyphen) changed to an em dash—the long dash—except where an em dash has to be simulated on Web pages.
- ❑ Any hyphen intended to mean "to" changed to an en dash, which is longer than a hyphen but shorter than an em dash (e.g., pp. 54–65, *not* pp. 54-65 or pp. 54—65).
- ❑ No spaces around en dashes and em dashes.
- ❑ Period or other closing punctuation at the end of every complete sentence, including sentences in graphics and tables.
- ❑ Bullets (• or an alternative that the team is using consistently throughout a course) before items in a list except when numbers are needed to show sequence or priority. (Note: Capitalize the first word after the bullet or number.)
- ❑ Numbers and metric symbols separated by a non-breaking space (e.g., 2.5 cm, 50 km/h).
- ❑ Triad separators consisting of non-breaking spaces in non-monetary numbers of at least five digits (e.g., 10 000 km) unless the project team has agreed to use the comma.
- ❑ Triad separators consisting of commas in monetary numbers of at least four digits (e.g., \$10,000).
- ❑ In text, initial capitals used only for proper nouns, names of parts of courses (e.g., Assignment File, Unit 4), and the first word in a sentence or listed item.
- ❑ In graphics, initial capital for the first word of each label.
- ❑ OLA course codes capitalized and course titles italicized when used within text (e.g. GEOG 230, *Introduction to Human Geography*).
- ❑ SOLID CAPITALS changed to upper and lower case except when required (e.g., NASA, IBM).
- ❑ In print documents, *italics* preferred to **bolding** for emphasis—and used sparingly. In Web documents, **bolding** generally preferred to *italics*.
- ❑ On items to be stored in the OLA warehouse, inventory number on the lower left corner of the front (or Open School product code on the top right corner).

Appendix C: OLA Spelling Checklist*

acknowledgement	disk (computer)	licence (n.)	pretense
aging	draft	license (v.)	program
anaesthetic	e-mail*	lifestyle	prophecy (n.)
analyze	endeavour	likeable	prophecy (v.)
appendices	enrol, enrolment	livable	realize
archaeology	equalled	lustre	recognize
axe	favour	manoeuvre	savour
behaviour	fetus	marvellous	signalled
benefited	fibre	meagre	sizable
biased	focused	medieval	skilful
cacti	focuses (n. & v.)	meter (instrument)	smoulder
café	formulas	Metis	sombre
catalogue	fulfill	metre (measurement)	spectre
CD-ROM	fulfillment	modelling	storey (building)
centimetre	grey	mould	sulphur
centre	home page	naive, naïveté	theatre
cheque	honour	neighbour	tranquilize
chlorophyll	humour	Net (Internet)	tranquilizer
clamour	icon	odour	travelled
colour	imperilled	offence	traveller
co-operate	indexes	on-line* (adj. & adv.)	tumour
coordinate	instalment	organize	usable
coordinator	instill	paralleled	vigour
counselled	Internet	paralyze	Web (Internet)
counsellor	jewellery	per cent	Web browser
database	judgment	plow (n. & v.)	Web page
defence	kilometre	practice (n.)	Web site*
demeanour	labelled	practise (v.)	World Wide Web
dialogue	levelled		

* This list conforms to *The Canadian Oxford Dictionary*, which we follow unless the project team decides on alternatives, e.g., to be consistent with the main textbook for a course. Note that spelling of Internet-related words is evolving rapidly, and variant spellings such as *email*, *online*, and *Website* have been selected by some OLA project teams.