

The purpose of this style guide is to help authors of content in the IDPro Body of Knowledge to use a consistent format and language across all articles. This document includes points on grammar, spelling, and document structure, and explains the expected content for each section within a report.

Reference books used

- *The Chicago Manual of Style, 17th edition*
- *Merriam-Webster's Collegiate Dictionary, 11th edition*

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# The IDPro Body of Knowledge

The Body of Knowledge is a compendium of curated articles, whitepapers, and resources that is destined to form the basis of a robust learning and - in time - certification program for the identity professional.

This Style Guide serves as the basis for enabling consistency in structure and format of the material in that compendium. The guidance is expected to expand over time as new material is accepted that brings new terms—and standard ways of using those terms—into the lexicon of digital identity.

Given the goal of learning and certification, articles should be treated as scholarly material, though some light humor to make the content more approachable will be appreciated by the reader. Informal, essay style articles are not suited for the BoK; please considering offering that type of material up for the IDPro Newsletter.

## Article Structure

See <https://bok.idpro.org/files/idpro-bok-updated.dotx> for a MS Word template.

### Table of Contents (ToC)

The ToC will exist at the top level of the BoK. Individual articles will not include them.

The ToC should build automatically based on styles used within the complete BoK down to four levels (h1, h2, h3, and h4 only).

### Abstract

The abstract should offer a concise summary of the material within the article. Readers should be able to derive enough information from the abstract to determine the article's key points. This section is generally written at the end of the writing process.

### Body of Text

The body of the text should be written as separable from the Abstract; duplication of material is acceptable and expected.

### Introduction

Broader than the abstract, this section sets the context for the article

### Terminology

This section should offer clear definitions of the key terms or concepts in the article. These terms should be italicized on first use within the body of the text.

### General Content

As many sections as the author feels necessary to describe the topic.

### Acknowledgments

This is an optional section that authors may use to publicly thank individuals or organizations that contributed in some way to the development of this article.

### Author Bio

To include name, affiliation. Note that a more complete bio will be added to a consolidated bio section at the beginning of the BoK.

### Endnotes

Follow CMOS 17 style. Will act as a reference section per article.

## Style Guidance

### Abbreviations and Acronyms

- Abbreviations and acronyms listed in the table below are considered well-known in the context of the IAM community (such as IAM itself), and do not need expansion within the article; if the definition of the abbreviation is different from what is listed below, spell the abbreviation out upon first use.
- All other abbreviations should be spelled out upon first use or when doing so adds clarity to the text.

### Capitalization

- Use title case for all section and sub-section titles (e.g., 'Digital Identity, 'IAM Architecture and Solutions').

### Dates and numbers

- Spell out numbers zero through nine; leave all other numbers as numerals.
  - Exception: bit or byte counts to always use numerals; numbers that are part of a product or service name (e.g., 'Cat 5', '10 MB')

## Document Layout and Styles

- Section titles, including Appendix title: use style Heading 1.
- Sub-section titles: using style heading 2, 3, ..., as appropriate.
  - Try to avoid going more than three nested sections deep.
- Sections should be numbered; appendices should be lettered.

## Figures, Illustrations, Diagrams, and Photographs<sup>1</sup>

- Artwork format must be in JPG or PNG on a transparent background (note that all artwork will be converted to PNG; SVG submissions will not convert consistently or well).
- For all artwork, include a brief caption indicating how the image fits within the text.
- For photographs and other artwork, make sure permissions and copyrights are clear to use the material. For screenshots and similar output, include a caption indicating the source of the image. Include any relevant IPR information, if different from the text of the text of the article, in the alt-text description of the image
- Artwork, including caption, should be no larger than will fit within a single A-4 page; the material should be scalable for mobile viewing.
- The use of color should be limited; grey-scale is preferred. Please be aware of the following challenges when developing artwork for an article:
  - There may be specific cultural interpretations or common perceptions involved.
  - A darker color tends to indicate “more” of a quantity.
  - Some colors are perceived differently by people.
  - Colors displayed on your screen may not be preserved when printed or displayed on other devices.

## Fonts and Typefaces

- All final code components, code samples, and configuration examples will be published using the Roboto font family.
- Expect final publication to use the OpenSans font family.

## Footnotes and Endnotes

- Use footnotes sparingly; pointers to references or other material should ideally be in the text.
- Each article will have an endnote for references. This will feed the bibliography for the final full BoK.

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<sup>1</sup> Guidance derived from the Intergovernmental Panel on Climate Change’s Visual Style Guide for Authors (<https://www.ipcc.ch/site/assets/uploads/2019/04/IPCC-visual-style-guide.pdf>).

## Headers and Footers

- Do not use headers.
- Footers should include short name for the document, page numbers, date.

## Latin Abbreviations

- Correct usage of 'e.g.' and 'i.e.': 'e.g.' is used for specific examples; 'i.e.' is used in place of 'in other words'. If used, always follow these abbreviations with a comma.

## Miscellaneous

- The link text for any hyperlink must describe the purpose of a link in the text.
  - Correct example: "This is a link to the [IDPro website](#)."
  - Incorrect example: "Many [Boffins](#) were lost."
- Vendor and product names should conform to the vendor's preferred usage for capitalization and punctuation (i.e., use camelcase, all lowercase, or non-standard spelling if that is what the vendor uses for themselves or their products).

## Paper Sizes

- While material may also be available as a native web page, provisions should be made for printing of material. Paper size should be set to A4.

## Punctuation

- Serial comma expected (use a comma before the final "and" in a series; e.g., 'cats, rats, and dogs').
- When quoting command line strings, all punctuation to go outside the quotation marks (e.g., 'boot -e').

## References

- CMOS 17 style

## Special Symbols

- Use percent symbol ('%') when with a number; spell out percent when with a word (e.g., '50%' versus 'one percent').

## Spelling

- Either British or American English is acceptable for general language, but IAM terminology must be uniform within the entire BoK. Pending mixed use within the document for general language, American English will be the default.

## Tables, Figures, Captions

- Label each table, figure, and illustration (e.g., 'Fig. 1.', 'Fig. 2.')
- and provide short caption.