

# Pressbooks Class Project Template

Version 1

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## Introduction

This document is intended to serve as a template for class projects that use Pressbooks to organize and produce an edited volume. **NOT intended for TEXTBOOK projects.** Standard roles and responsibilities are defined, a sample order of events is provided, and recommended workflows are listed. This template may be modified to fit the particular needs of unique collaborative projects.

## Required Roles

- **Project owner:** Class Instructor
- **Project consultant:** Publishing Services Staff
- **Pressbooks Administrator:** Could be a teaching assistant, grad student in the department, or member of the class. This role may receive training or guidance from Publishing Services in using Pressbooks. In consultation with the class instructor, this role handles user management and more technical aspects of working with Pressbooks. The admin role will have more responsibility in projects with complex content such as equations and tables. This role also coordinates with the editor to manage content population into Pressbooks depending on the workflow selected.
- **Editor:** Works closely with the instructor and the class to shape the direction of the book as well as organize and edit content created by the class.
- **Copy Editor:** This role is responsible for checking spelling and grammar as well as working with authors to make corrections where needed.
- **Author:** This is a member of the class who submits content to the project.

**NOTE:** The Pressbooks admin and editor roles may be combined in some instances. This choice should be influenced by the individual's time capacity and experience working with web based applications. Consult with Publishing Services for assistance in evaluating this possibility.

## PLANNING

### Instructor will do these things before the project begins

- Provide a written proposal defining the intent and scope of the project
- Attend all scheduled meetings with Publishing Services staff to plan and coordinate the project

### Publishing Services will do these things before the project begins

- Initial project consultation and approval
  - Advise Instructor about Publishing Services's requirement for open licensing
  - If parties agree and approve, sign MOU
- Project planning with Instructor and Publishing Services Staff
  - Advise Instructor in project role assignment & project coordination responsibilities
  - Advise Instructor in selection of workflow
    - Composition format (Word, G-Docs, or Pressbooks)
    - Content population (how to get the work into Pressbooks)
    - Cover design (find a student, hire a freelancer, get us to do it)
  - Provide Instructor with any necessary training
  - Create project timeline and task list
- Purchase Pressbooks License
- Add Instructor to Pressbooks

## IN PROCESS

### Instructor will do these things during the class

- Define and provide structure for the project in the class
  - Assign and define expectations for project roles

- Communicate project timeline to the class
- Collect any necessary consent from students
- Facilitate initial communication and collaboration between the class and Publishing Services staff
- Address copyright, fair use, and open licensing with the class
  - Publishing Services can assist with this if requested

## Publishing Services will do these things during the class

- Provide any necessary training to the Pressbooks Admin or Editor
- Support Instructor in any questions, concerns, or problems that may arise
- Register ISBNs
- Get barcode
- Select layout template for output
- Determine trim size for the book
- Gather information for the copyright page

## Publishing Services may do these things during the class (upon request)

- Provide training for the class in how to use Pressbooks
  - This would be mainly for the Author role
- Provide instruction to the class about copyright and creative commons licensing

## COMPLETION

### Instructor will do these things to complete the project

- Coordinate with the editor(s) to review and approve final versions of the chapters
- Review and approve final typeset version with Publishing Services
- Promote the book through their own social networks
- Procure department funding for purchase of print copies for all authors

## Publishing Services will do these things to complete the project

- Get approval from Instructor for final typeset version
- Output print, PDF, EPUB, and possibly web versions
- Coordinate print on demand production
- Register DOI
- Add to Publishing Services portal
- Add to institutional repository
- Promote through official communications outlets
- Purchase copies for library collections and internal promotional use