*CUNY Pressbooks Guide*: Guidelines

# Purposes

The purposes of the *CUNY Pressbooks Guide* are as follows:

* To introduce OER and open licenses and explain how CUNY Pressbooks supports the creation and use of OER
* To give an overview of the steps an author might take when using Pressbooks to adopt, adapt, or create OER
* To guide users in adding media and interactivity to their books and ensuring their accessibility
* To direct users to other useful resources on adopting, adapting, and creating OER

# Structure & Boilerplate

## Part intros (splash pages)

* Each part begins with a brief (one sentence will do) summary of the contents of the section, followed by the boilerplate **It includes the following chapters:**.
* A numbered list of the chapters included in the section follows. Each chapter title is hyperlinked to the chapter itself.
* Below each chapter title is a sentence beginning **In this chapter, you will learn …** and a summary of the chapter content; this sentence can come from the intro to the chapter itself.

## Chapter structure

* An introduction of a few sentences or a couple paragraphs begins each chapter. The intro includes a sentence that begins, **In this chapter, you will learn …**
* For revised/remixed chapters, a footnote after the first sentence is used to provide the attribution. Boilerplate: **This chapter is based on [hyperlinked title of source] in [hyperlinked container of source] by [author], published under a [hyperlinked CC license]. Changes have been made in accord with the style, structure, and audience of this guide.** As needed, give more specific information about what changes have been made.
* Use headings to break up chapters into smaller, more comprehensible chunks.
* Headings used: Heading 1, Heading 2, and Heading 3.
* Use Chicago Title Case: <https://titlecaseconverter.com/rules/#CMOS>.
* Titles and headings may ask questions and end with a question mark—e.g., “What Are OER?”—but otherwise should be nouns or noun phrases.
* Where relevant, include boxed references to the *Pressbooks User Guide,* to other sections of the *CUNY Pressbooks Guide,* or to other CUNY resources.
* Boxed references to the *Pressbooks User Guide* include the Pressbooks logo. Boilerplate: **For [more] information on [topic], see the chapter [hyperlinked title] in the *Pressbooks User Guide.***
* References to other sections of the *CUNY Pressbooks Guide* appear in a shaded box. Boilerplate: **For [more] information on [topic], see the chapter [hyperlinked title] in this guide.**
* References to other CUNY resources also appear in a shaded box. Boilerplate: **For [more] information on [topic], see [hyperlinked of resource].**
* For image and video attributions, follow the best practices identified in the guide itself.
* For images, include the attribution in the caption. Example (from the chapter “Open Licenses”): *The diagram “the spectrum of rights” from “*[*Making Sense of the Spectrum of Rights*](https://www.slideshare.net/brocansky/making-sense-of-the-spectrum-of-rights)*” by Michelle Pacansky-Brock is licensed* [*CC BY-NC-ND 4.0*](https://creativecommons.org/licenses/by-nc-nd/4.0/)*.*
* Videos don’t have captions! Include the attribution in italics immediately below the video. Example (from the chapter “Accessibility”): *“Open Dialogues: Open education and accessibility” by the* [*Centre for Teaching, Learning and Technology, University of British Columbia [YouTube]*](https://www.youtube.com/channel/UCAXj_0kdrMjrs7jPKPl471g) *is licensed* [*CC BY 4.0*](https://creativecommons.org/licenses/by/4.0/)*.*

## List of Links by Chapter for Print Users

* Include each chapter in the order in which it appears in the book.
* Include the links for any attributions first; for example:
* Chapter attribution
	+ Introduction to the BCcampus OpenEd *Pressbooks Guide* (https://opentextbc.ca/pressbooks/front-matter/introduction/)
	+ The BCCampus OpenEd *Pressbooks Guide* (https://opentextbc.ca/pressbooks/)
	+ Creative Commons Attribution 4.0 International license (https://creativecommons.org/licenses/by/4.0/)
* Include all other external links in alphabetical order. Use letter-by-letter style of alphabetization, per *CMS* chapter 16. Identify each link as it is identified within the chapter itself, tweaking as necessary for clarity.
* Include the link within parentheses. Only the URL is needed, no hyperlink, because this chapter is for print users, not for the webbook.

# Outline

## Front Matter

* Contributors
* Preface
* Introduction (based on the introduction (<https://opentextbc.ca/pressbooks/front-matter/introduction/>) to the BCcampus Open Education *Pressbooks Guide* by Lauri M. Aesoph, licensed CC BY 4.0)

## [Part 1] An Overview of OER

### Chapter 1: What Are OER?

*Purpose:* Define OER and explain similarities/differences with ZTC.

*Source and license:* Leila Walker’s Guide to Open Educational Resources and Zero Textbook Cost (<https://qc-cuny.libguides.com/c.php?g=908303&amp;p=6540873>), licensed CC BY-NC 4.0.

### Chapter 2: Finding OER

*Purpose:* Provide links to resources for finding OER and other openly licensed materials to adopt or adapt.

*Sources and license:* “Finding Open Content” (<https://iastate.pressbooks.pub/oerstarterkit/chapter/finding-oer/>) and “Repositories and Search Tools” (<https://iastate.pressbooks.pub/oerstarterkit/chapter/search-tools/>) from *The OER Starter Kit* by Abbey Elder, licensed CC BY 4.0.

### Chapter 3: Evaluating OER

*Purpose:* Provide an overview of how to evaluate OER for adoption or adaption.

*Source and license:* “Evaluating OER” (<https://iastate.pressbooks.pub/oerstarterkit/chapter/evaluating-oer/>) from *The OER Starter Kit* by Abbey Elder, licensed CC BY 4.0.

### Chapter 4: Open Licenses

*Purpose:* Explain Creative Commons licenses and how they make OER possible.

*Source and license:* “Open Licenses” (<https://uta.pressbooks.pub/oercreation/chapter/open-licenses>) in *A Guide to OER Creation with Mavs Open Press* by Mavs Open Press, licensed CC BY 4.0

### Chapter 5: OER and Open Pedagogy

*Purpose:* Introduce open pedagogy and how OER supports it.

*Sources and license:* “Open Pedagogy” (<https://iastate.pressbooks.pub/oerstarterkit/chapter/open-pedagogy/>) and “Considerations for Using Open Pedagogy” (<https://iastate.pressbooks.pub/oerstarterkit/chapter/considerations-open-pedagogy/>) from *The OER Starter Kit* by Abbey Elder, licensed CC BY 4.0.

## [Part 2] Creating OER in Pressbooks

### Chapter 6: Why Pressbooks?

*Purpose:* Highlight the features that distinguish Pressbooks from other OER authoring/publishing platforms available at CUNY.

* Flexibility of Formats
* Unlimited Editing and Revising
* Ease of Reusing, Remixing, and Collaborating
* Integration of Media and H5P Activities
* Rendering Mathematical Equations
* Integration with Blackboard

This chapter is original to our guide.

### Chapter 7: Using Pressbooks

*Purpose:* Give a high-level overview of the basics of creating a book on Pressbooks.

*Source and license:* “Using Pressbooks” (<https://pressbooks.uiowa.edu/oer-guide/chapter/using-pressbooks/>) from *Getting Started with Open Educational Resources* by Mahrya Burnett, Jenay Solomon, and Heather Healy, licensed CC BY 4.0.

### Chapter 8: Planning Your Project

*Purpose:* Outline how to plan an OER project, including determining the scope, sequence, and organization of material at both the project-wide level (outlining) and chapter level (creating sample chapters to determine structure, style, and recurring elements). These plans are of particular importance when remixing material from different sources, so that the final product is consistent and coherent.

*Sources and license:* “Textbook Outline” (<https://opentextbc.ca/selfpublishguide/chapter/textbook-outline/>) from the BCcampus Open Education *Self-Publishing Guide* and “Make a Plan” (<https://opentextbc.ca/adaptopentextbook/chapter/plan/>) from the BCcampus Open Education *Adaptation Guide*, both by Lauri M. Aesoph and both licensed CC BY 4.0.

### Chapter 9: Cloning and Importing

*Purpose:* Explain cloning and importing, including the distinction between the two processes. This chapter is original to our guide.

### Chapter 10: Best Practices for Attribution

*Purpose:* Give guidance on how to credit the creators of reused or adapted work, including what information should be included in an attribution and where attribution information should be displayed.

*Source and license:* “Best practices for attribution” (<https://wiki.creativecommons.org/wiki/Best_practices_for_attribution>) in the CC Wiki, licensed CC BY 4.0.

## [Part 3] Adding Media, Interactivity, and Mathematical Equations

### Chapter 11: Adding Media and Files

*Purpose:* Explain how to add media to the Media Library and how to display images.

*Source and license:* “Images and Files” (<https://opentextbc.ca/pressbooks/chapter/images-files/>) from the BCcampus Open Education *Pressbooks Guide* by Lauri M. Aesoph, licensed CC BY 4.0.

### Chapter 12: Videos and Audio

*Purpose:* Explain how to embed video and audio.

*Source and license:* “Videos, Audio, and Interactive Media” (<https://opentextbc.ca/pressbooks/chapter/videos-audio-interactive-media/>) from the BCcampus Open Education *Pressbooks Guide* by Lauri M. Aesoph, licensed CC BY 4.0.

### Chapter 13: H5P for Interactive Material

*Purpose:* How to use H5P content with Pressbooks.

*Source and license:* “H5P for Interactive Material” (<https://opentextbc.ca/pressbooks/chapter/h5p-interactive-material/>) from the BCcampus Open Education *Pressbooks Guide* by Lauri M. Aesoph, licensed CC BY 4.0.

### Chapter 14: Using LaTeX in Pressbooks

*Purpose:* Give a high-level overview of the basics of creating a book on Pressbooks.

*Source and license:* This chapter will be a remix of the chapters in the section “LaTeX Questions Answered” (<https://opentextbc.ca/pressbooks/part/latex/>) from the BCcampus Open Education *Pressbooks Guide* by Lauri M. Aesoph, licensed CC BY 4.0.

### Chapter 15: Using Hypothesis with Pressbooks

*Purpose:* Introduce the basics of using Hypothesis with Pressbooks.

*Sources and license:* “What Is Hypothesis?” (<https://pressbooks.library.ryerson.ca/h5pbook/chapter/what-is-hypothesis/>), “Hypothesis and Education” (<https://pressbooks.library.ryerson.ca/h5pbook/chapter/hypothesis-and-education/>), and “Hypothesis and Pressbooks” (<https://pressbooks.library.ryerson.ca/h5pbook/chapter/hypothesis-and-pressbooks/>) in *Adding Interactivity to Pressbooks* by Sally Wilson, licensed CC BY 4.0.

### Chapter 16: Accessibility

*Purpose:* Give an overview of what to consider when making OER accessible and provide resources for ensuring accessibility.

*Source and license:* “Accessibility and Usability” (<https://iastate.pressbooks.pub/oerstarterkit/chapter/accessibility/>) in *The OER Starter Kit* by Abbey Elder, licensed CC BY 4.0.

## [Part 4—temporarily private] Using Pressbooks with Blackboard

### Chapter 17: Importing a Book into Blackboard

*Purpose:* Explain how to find or export a Common Cartridge with Web Links and import the file into Blackboard.

*Source and license:* “Import an Open Textbook into a LMS” by Clint LaLonde (<https://opentextbc.ca/pressbooks/chapter/importing-a-book-into-a-lms/>) in the BCcampus Open Education *Pressbooks Guide*, licensed CC BY 4.0.

### Chapter 18: Configuring and Adding Graded Activities

*Purpose:* Explain how to configure H5P activities as graded activities and import them into Blackboard.

*Source and license:* This chapter will be original to our guide but based on information in “Add Graded Activities to the LMS” (<https://networkmanagerguide.pressbooks.com/chapter/add-graded-activities-to-the-lms/>) in the *Pressbooks Network Manager’s Guide*; embed the videos from this chapter in our book.

## Back Matter

* Appendix: Administrators, Developers, Technical Support (based on Appendix A (<https://opentextbc.ca/pressbooks/back-matter/appendix-a/>) in the BCcampus Open Education *Pressbooks Guide* by Lauri M. Aesoph, licensed CC BY 4.0)
* Glossary (based on the glossary (<https://opentextbc.ca/pressbooks/back-matter/glossary/>) in the BCcampus Open Education *Pressbooks Guide* by Lauri M. Aesoph, licensed CC BY 4.0)
* List of Links by Chapter for Print Users (based on the list of links (<https://opentextbc.ca/pressbooks/back-matter/links-list/>) in the BCcampus Open Education *Pressbooks Guide* by Lauri M. Aesoph, licensed CC BY 4.0)
* Versioning History

# Styles

## Bulleted lists

* All elements of a bulleted list should be parallel in structure—e.g., complete sentences, sentence fragments that complete a sentence stem, or sentence fragments.
* A bulleted list should NOT be preceded by a colon UNLESS the sentence preceding the list includes the word *following*; e.g.,*The back matter of a book may include the following:*
* Begin each element in the list with a capital letter, but conclude with end punctuation only if the element is a complete sentence or includes complete sentences.

# Titles

Refer to the following titles as follows.

* *CUNY Pressbooks Guide*
* *Pressbooks User Guide*
* The BCcampus Open Education *Pressbooks Guide*
* The BCcampus Open Education *Self-Publishing Guide*
* The BCcampus Open Education *Accessibility Toolkit – 2nd Edition*
* *The OER Starter Kit*
* *Getting Started with Open Educational Resources*
* *A Guide to OER Creation with Mavs Open Press*
* *Adding Interactivity to Pressbooks*

# Terms to Use

In general, defer to spelling and hyphenation as given in the Merriam-Webster dictionary.

* Use **e-book**.
* Use **e-reader**.
* Remove references to **MOBI**; Pressbooks no longer exports to this file type.
* **OER** is plural; for example: *There are innumerable OER for you to use and adapt for your instruction.*
* **Screen reader** (not **screen-reader**)
* Use **text box**, not **textbox**.
* When referring specifically to the online version of a book created in Pressbooks, use **webbook** rather than **e-book**; it is the term that Pressbooks uses. It is specifically a web version of a book, as distinguished from an e-book, which implies an EPUB file to be read on an e-reader.
* Use **website** and **web page**.