Open Textbook Publishing Workflow

**Project conception**
- Consult
- Feedback
- Thorough OER search for remix/adaptation?
- Adaptation or Creation?
- Platform?
- Funding applied?
- ZTC potential?
- Need place for independent projects

**OPUS request form**
- Questions:
  - Internal &/or External collaborators?
  - Pressbooks access & training?
  - Funding confirmed?
  - Feedback
  - Triage - assign person to bucket
  - Unique title applied to each project according to Naming Convention

**Project Charter**
- Questions:
  - Accessibility training?
  - Other available support? (e.g., Student assistant)
  - Open licence choice?
  - Peer review?
  - Classroom piloting?
  - H5P interactivity?
  - Scientific notations?
  - Media (i.e.Kaltura?) preferrable KPU supported platforms
  - Images - openly licensed preferable
  - Citation style confirmed

**Confirm Peer Reviewer**
- Questions:
  - Nominations?
  - Blind or open?
  - Availability?
  - Info for honorarium?
  - Expected timelines

**Writing (Version 1.x)**
- Active Project management
- Questions:
  - In Pressbooks?
  - If not in Pressbooks, then Pressbooks conversion? Or other platform?
  - References

**Editing (Version 2.x)**
- Apply KPU Open style guide (as much as possible)
- Copyright clearance
- Check image licences
- Proper attributions
- Check references and consistency
- Check accessibility
- Check hyperlinks
- Add Glossary
- Copyediting

**Graphic Design & Layout (Version 2.x)**
- Cover design
- Layout
- Sizing/positioning
- Illustrations
- Alt text
- Cover adaptations for print on demand external to KPU (ie. Amazon)
- Author’s photo for front matter

**Peer Review (Version 3.x)**
- Project management
- Process honorarium

**Revision (Version 3.x)**
- Revision applied
- Acknowledge peer reviewer in front matter
- Acknowledge OER grants
- Standardized KPU Open Front and end matter?
- Graphic Design final review

**Setup for Publication (Version 4)**
- Add ISBNs
- Set up print on demand
- Order print copy
- Check book info

**Publication (Version 4)**
- KPU catalogue
- KORA
- BCcampus catalogue submission

**Announcement**
- Today @ KPU
- KPU Open listserv
- Social Media
- BCcampus
- Canada OER listserv
- Open Education newsletter