

# RMIT Open Publishing Toolkit for Authors



# RMIT OPEN PUBLISHING TOOLKIT FOR AUTHORS

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# ACKNOWLEDGEMENT OF COUNTRY

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In Aboriginal and Torres Strait Islander culture it is respectful to formally womin djeka (welcome) people to Aboriginal and Torres Strait Islander country or land. At RMIT we do this with the following acknowledgement:



'Luwaytini' by Mark Cleaver,  
Palawa.

“We would like to  
acknowledge Wurundjeri  
people of the Kulin  
Nations as the Traditional  
Owners of the land on  
which the University  
stands. We respectfully  
recognise Elders past,  
present and future.”

At RMIT we recognise and respect the unique culture and contribution that Aboriginal and Torres Strait Islander people bring to our communities. We are also proud to provide study, cultural, & personal support to our Aboriginal & Torres Strait Islander students in their learning journey. We womin djeka

## XII | ACKNOWLEDGEMENT OF COUNTRY

you to further explore and experience more about Australian Indigenous culture by visiting our Indigenous education centre – Ngarara Willim Centre and interacting with our Aboriginal and Torres Strait Islander staff and students.

# ACCESSIBILITY

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## Accessibility statement

RMIT University supports the creation of free, open, and accessible educational resources. We are actively committed to increasing the accessibility and usability of the textbooks and support resources we produce.

## Accessibility features of the web version of this resource

The web version of this resource has been designed with accessibility in mind and incorporates the following features:

- Designed to consider the needs of people who use screen reading technology.
  - All content can be navigated using a keyboard.
  - Links, headings, and tables are formatted to work with screen readers.
  - Images have alt tags.
- Information is not conveyed by colour alone.

## Other file formats available

In addition to the web version, this book is available in a number of file formats, including:

- **Print PDF** (the format you should select if you plan to make a printed, physical copy of your book. This file meets the requirements of printers and print-on-demand services.)
- **Digital PDF** (useful if you want to distribute your book as a digital file, but do not intend to print the file. Digital PDFs are optimized for accessibility, contain hyperlinks for easier navigation, and can be used online.)
- **EPUB** (these files can be submitted to any popular ebook distributor and opened by most modern ebook readers. This is the file you'd use to submit your ebook to Kobo, Nook, iBooks, Amazon, and others.)
- **Various editable files** Look for the 'Download this book' drop-down menu on the landing page to select the file type you want.

## Accessibility improvements

While we strive to ensure that this resource is as accessible and usable as possible, we might not always get it right. We are always looking for ways to make our resources more accessible.

If you have problems accessing this resource, please contact us to let us know so we can fix the issue.<sup>1</sup>

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1. Adapted from OER by Discipline Directory by BCcampus is licensed under a Creative Commons Attribution 4.0 International License, except where otherwise noted.

# VERSIONING HISTORY

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This page provides a record of edits and changes made to this text from pre-publication to its latest iteration. Whenever edits or updates are made to the text, we provide a record and description of those changes here.

If you have a correction or recommendation you would like to suggest, please contact the RMIT Open Publishing Team within the Library at: [open.library@rmit.edu.au](mailto:open.library@rmit.edu.au)

Version	Date	Type	Description
V1	28/7/2022	Published	



# ABOUT THIS BOOK

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## Disclaimer

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No representation is made about the accuracy, completeness or suitability of the information in this publication for any particular purpose. The publisher assumes no responsibility for any damage or injury to persons or property arising out of the use of any materials, instructions, methods or ideas contained in the book. Readers should seek appropriate advice when applying the information to their specific needs.

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## Suggested citation

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## Suggested attribution

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## Reviewers

Anne Lennox, Rebecca Rata, Carrie Thomas, Julian Blake, Jennifer Hurley, Frank Ponte, Ian Kolk, Stuart Moffat, Mark Parsons.

## Copyright

This book is provided under a Attribution-NonCommercial 4.0 International licence except where otherwise noted.

The RMIT University Logo and cover design are ‘all rights reserved’.

We have made all reasonable efforts to:

- clearly label material where the copyright is owned by a third party
- ensure that the copyright owner has consented to this material being presented in this textbook.

### **External links**

This textbook may include links to third-party websites that contain copyright protected material, your access to the sites will be covered by terms between you and the other operator/owner of the site. We are not responsible for any of the content, including links found on the site. Read and abide by the external websites' terms of use.

## **Published by**

RMIT University Library via RMIT Open Press.

## **Credits**

This open textbook was adapted and created by the staff of the RMIT University Library. The authors gratefully acknowledge the content contributions of past RMIT staff. This is an original work with content adapted from *The Rebus Guide to Publishing Open Textbooks (So Far)* by Apurva Ashok and Zoe Wake Hyde licensed under a Creative Commons Attribution 4.0 International License, except where otherwise noted.

## Cover design

By Dr. Lisa Ciani

Artwork 'Luwaytini' by Mark Cleaver, Palawa (underlaid)

Cover Image: Photo by Fahrul Razi on Unsplash

# PART I

# PLANNING AN

# OPEN

# PUBLICATION

## Summary

Part I explains guiding principles and considerations for publishing an open educational resource with RMIT Open Press. It covers:

- manuscript readiness
- type of resource to publish
- inclusion of works created by others
- format to use for your resource
- identifying the author(s) or creator(s)
- audience
- how the resource can be used and shared
- guidance on further support

- next steps.

# 1.

## GUIDING PRINCIPLES

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Like any project, creating a work for publication such as an open textbook or other educational resource requires planning. Before you can decide what approach is best for your resource and how you intend it to be used, there are some key considerations to keep in mind. Starting with the guiding principles of open educational resource development, this section outlines what to consider before developing your resource or pursuing its open publication.

**Always keep the audience front of mind.** Authors should have a clear understanding of the book's eventual readers, why it is being created, what need it fills, and how to keep the content culturally relevant.

**Get support from others.** The RMIT Open Publishing Team has created pathways for authors to work with and get input from librarians, instructional designers, potential adopters, and students, so the finished book is effective and valuable.

**Model good practices.** Use this author guide to learn how to incorporate accessibility, structure content in modules,

track glossary terms, properly tag key concepts, and enter citations and references.

**Remember that creation can be iterative.** Content can be expanded on, revised, and improved over time: the first release doesn't need to include everything. Start with the core concepts, and then add case studies, media, quizzes, assignments, question banks, and slide decks.



2.

# CONSIDERATIONS

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## Manuscript readiness

How far along are you in the development of your resource?

If you only have an idea or concept, this is a great time to get advice from the RMIT Open Publishing Team about your project. Also, use this Part I to understand what is involved in creating an open educational resource.

If your work is a draft in progress, Part II explains how to prepare your work to submit to the Team for publication.

If your work is a fully developed manuscript, Part III explains what the Team needs from you before the publication process begins and what you can expect from us during and after the publication process.

## What resource do you want to publish?

Identify your resource and all the supplementary materials that go with it. Is your work a textbook with a course curriculum,

slides and lecture notes? Do you have study resources for your audience, such as banks of questions or quizzes, or sets of images?

Has the resource been previously published? If so, check copyright carefully, as the commercial publisher will hold copyright.

Is your work original? Ensure to check that you have not infringed other owners' copyright. See the OER Capability Toolkit for more information regarding who owns copyright.

## Will you be using works created by others?

Sharing your work as an open resource will impact on whether you can use content created by others.

If you are looking for content such as images or videos to add to your open educational resource, it's best to use content that has either a Creative Commons or open licence, or is considered public domain.

If you want to use content that does not have a Creative Commons or open licence and is not in the public domain, it may be possible in some cases to obtain written permission. Speak to the RMIT Open Publishing Team early to determine whether this is likely. See the OER Capability Toolkit for more information on copyright and licensing.

## Format

Open resources can be created in a range of formats. These include text and multimedia such as videos, sound files, images, datasets, filesets, slides and other content that supports teaching. Consider what format would best engage your audience in your work. If it's a book, it can be made available in a range of accessible digital formats such as pdf, html, and epub files as well as being printable.

RMIT is using Pressbooks to create open educational resources. In Pressbooks you can create, adapt, and share open educational material.

## Who is the author/creator?

Can you identify all the people who have contributed to the work? You might be the only person to work on a resource, or it might be the collaborative effort of a team of teachers.

Students can also play a valuable role in creating content. For example, undergraduate students at the University of Regina co-authored the text *Decolonization and Justice: An Introductory Overview* as their final assignment. At University of Wisconsin Tacoma, students created a book of video reflections in *Telling Our Stories*. To read more student-authored projects, explore the Student-led OER collection at Pressbooks.

## Who is the audience?

Openly published resources are available to a worldwide audience. It is therefore important to consider the audience of your work. For example, do you want to share your teaching resources with other teachers? Or would a specific group of your audience benefit from the resource? Knowing your audience will help you structure your resource.

If the resource is intended to support an RMIT course, the course learning outcomes will be a key consideration in the structure and content of chapters. As an example, RMIT authors created Mechanical Design: Design of a Compressed Air Supply System for a Factory as an open textbook to support third-year students studying mechanical design at RMIT University. Understanding your audience will also assist you in using an appropriate style and language to engage those who will be interested in your resource.

## How will the resource be used?

There are many ways an open educational resource can be used, and it's important to take this into consideration at the beginning of your project.

The resource could be used as the key textbook for your course to replace a commercial textbook, or as extra content

to support students' deeper understanding of a subject. Other possibilities include a workbook of self-directed learning modules such as Learning to Learn Online, created by KPU Learning Centre. Or an online exhibition like Inclusive Spectrums, created by students studying at the Ontario College of Art & Design University.

## What Creative Commons licence will you use?

How you intend to share your work will impact on the type of open licence you assign to it. This will dictate third-party resources and the types of licences you can accommodate. Works intended to be openly shared are most commonly licensed under a Creative Commons Licence.

RMIT University supports the use of Creative Commons licensing. We specifically recommend the Creative Commons Attribution Non-Commercial Licence (CC BY NC) when releasing RMIT learning and teaching materials as open educational resources. The attribution of your work will look like this:

[Author Name], RMIT Year CC BY NC

For more information about Creative Commons licensing visit the OER Capability Toolkit.

As an RMIT author, you may own copyright of scholarly works such as books and journal articles, or copyright may be owned by the publisher. Copyright ownership determines who has rights to release your work for publication.

Copyright of learning and teaching materials produced by RMIT staff in the course of their employment generally belongs to the University.

You should also be aware of RMIT University Intellectual Property Policy and how it governs rights to ideas and information that you have developed as a researcher.

When you publish an open educational resource with RMIT, the RMIT Open Publishing Team will provide you with a licence agreement to publish the work on your behalf. The licence agreement does not transfer ownership rights in the work, or the copyright subsisting in it. The agreement is only a licence to publish your work. It is a non-exclusive, worldwide, and royalty-free licence.

## Do you require any support to create your resource?

Think about any support you might need before you start creating your resource.

Some ideas might include:

- using Pressbooks to publish your work
- creating accessible and inclusive content
- understanding of open education and open educational resources
- creating interactive content with H5P and H5P in Pressbooks.

The RMIT Open Publishing Team will provide support and guidance with Pressbooks, Creative Commons licences, and copyright.

If you plan to use Pressbooks to create a resource, there are a few ways you can do this. This includes creating content directly in Pressbooks, or importing from a Word document. If you plan to import your content from a Word document or another source, you will need to visit the Pressbooks User Guide to ensure you understand how this works.





# PART II

# PREPARING YOUR MANUSCRIPT

## Summary

Part II explains what the RMIT Open Publishing Team requires from you when you prepare your manuscript. It covers:

- using the RMIT Open Press Style Guide
- meeting your Creative Commons licence obligations
- keeping track of your project
- creating your manuscript
- getting ready to publish
- academic integrity
- quality and peer review.



3.

## STYLE AND LICENCE REQUIREMENTS

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### The RMIT Open Press style

The RMIT Open Press style is preferred when preparing your manuscript. Using the RMIT Open Press Style Guide will assist in an efficient editorial and copywriting process as well as improving the readability of your work

However, we are flexible about the use of our style and we do not enforce its use. If you feel strongly that something should be a certain way, please don't hesitate to discuss it with us. For example, it may be that you have a manuscript substantially completed, or there are protocols in your field which you find are not compatible with our guide. The RMIT Open Publishing Team will be happy to work with you to adopt your preferences, as long as the manuscript is reader-friendly and meets inclusivity and accessibility standards.

Whichever style you use, it should be fully documented. The RMIT Open Press Style Guide includes a style sheet where you can record style decisions. This is important for

streamlining the RMIT Open Publishing Team's work with you.

## Meeting your Creative Commons licence obligations

When planning for your publication you will have considered what Creative Commons licence you want to apply to your finished work. As you prepare your manuscript, ensure that you understand the licence requirements of all third-party resources that you intend to use. See the OER Capability Toolkit for more information on copyright and Creative Commons licence types.

Preferably, all the resources you use will be compatible with your intended Creative Commons licence. If this is not possible, you will need to state case-by-case licence exceptions within your text for resources that are not compatible. In limited cases, it may be possible to seek permission from copyright or licence holders to include their work under your chosen Creative Commons licence with special permission. Contact the RMIT Open Publishing Team can for advice on this.

Record all third-party materials you intend to use in the Content Copyright Tracker and submit this with your manuscript.

**Note** that copyright and Creative Commons licence obligations also apply to your own work if it was originally produced for a different purpose, including for other teaching materials or academic publications. See Chapter 8 in this Toolkit for more on Intellectual Property and Copyright.

4.

## KEEPING TRACK OF YOUR PROJECT

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### Track your content creation

It is essential as you work that you keep track of your project and record progress systematically.

### Pre-publication checklist

There are a number of elements you will need to have ready before RMIT Open Press can publish your book:

- author and contributor details
- front and back matter, including an Acknowledgement of Country and licence statement
- signed author IP and consent agreements
- other formal agreements with contributors and third parties as required
- consultation with First Nations sources where applicable

for appropriate acknowledgement

- editorial review of grammar, spelling, readability, inclusivity, accessibility and acknowledgement of sources – see the RMIT Open Press Style Guide for requirements
- ethics approval and evidence of experimental subject consent if necessary
- Content Copyright Tracker and copyright permissions where applicable
- peer review of your finished manuscript
- high resolution copies of any image files included in the publication

The RMIT Open Publishing Team will supply you with a Pre-Publication Checklist which gives details all the things to be finalised. You can use the checklist to keep track of tasks and it can be submitted with your request for final pre-publication review of your work.

5.

## INCLUSIVITY AND ACCESSIBILITY

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While an advantage of OER is that teachers can create or adopt work specifically to suit their cohort, RMIT University is committed to ensuring an equitable experience for staff and students. You should take responsibility to assume as broad a readership as practical for your content and make sure it is inclusive and accessible. You can do this by:

1. designing your content to ensure that everyone in your anticipated user group(s) can read and understand the text
2. considering and accommodating diverse populations.

## Planning for inclusivity, equity and inclusion

Open textbook readers represent a wide diversity of user groups. They may be from different:



- socio-economic classes
- geographic locations
- types of higher education institution
- age groups
- socio-political affiliations
- cultural and ethnic backgrounds.

Take these steps to meet inclusion and diversity standards:

- Ensure accurate, unbiased and respectful representation of genders, races, cultures, geographies, ethnic backgrounds, disabilities, nationalities, ages, sexual orientations, socio-economic statuses and diverse viewpoints.
- Monitor changes in terminology.
- Get input from colleagues, students or community members from diverse backgrounds.
- Consult with advocacy groups and RMIT committees or departments devoted to diversity and inclusion.

(Adapted from “Open Educational Resources Collective Publishing Workflow” by Council of Australian University Librarians is licensed under CC BY 4.0)

## Sensitivity reading

Consider engaging a sensitivity reader to review your text if you are writing about cultures outside your lived experience.

“A sensitivity reader is someone who reads for offensive content, misrepresentation, stereotypes, bias, lack of understanding, etc. They create a report for an author and/or publisher outlining the problems that they find in a piece of work and offer solutions in how to fix them. By doing this, the literary quality of a work is substantially improved.”<sup>1</sup>

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1. University of Alberta Library. (2022). Writing, editing, and publishing Indigenous stories: Sensitivity reading. <https://guides.library.ualberta.ca/c.php?g=708820&p=5049650> CC BY NC SA 4.0

# Planning for accessibility

It is important to plan for accessibility and inclusivity from the earliest stages of your project. The RMIT Open Press Style Guide will support you in making sure you adhere to accessibility and inclusivity requirements. It provides guidance on:

- organising content
- accessible images, links, multimedia, formulas etc.
- clear and inclusive language which respects all aspects of cultural and LGBTQTI+ identity
- grammar, formatting and spelling for accessibility.

6.

## CREATING YOUR MANUSCRIPT

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You can either create your manuscript as a Microsoft Word document for later uploading to Pressbooks, or create it within the Pressbooks directly.

Contact the RMIT Open Publishing Team for support if you want to create an open educational resource directly in Pressbooks.

Below are some tips if you prefer to work in Word.

### Creating your manuscript in Microsoft Word

If you already have a developed manuscript in Microsoft Word you may wish to continue, and later upload the text to Pressbooks as a final step. Alternatively, you may choose to upload what you have and continue the process in Pressbooks.

## Collaborating in Microsoft Word

Depending on how you want to collaborate with joint authors or reviewers you may find Word easier to work with as it has advanced review and comment functions.

## Structure in Microsoft Word

If you create the work within Word use the inbuilt headings to set up your structure. You can then import the manuscript directly, and Pressbooks will recognise Word heading levels. Heading level 1 will be recognised as chapter titles.

Pressbooks also allows for division of a book into parts with multiple chapters in each. If you want this structure it will be best to create your Word document and upload it into Pressbooks *before* creating the parts within the Pressbooks environment. You can then move the relevant chapters into each part.

## Format in Microsoft Word

Keeping the manuscript simple will assist with the editorial process. Special formatting, design features and colours will not transfer seamlessly from Word into Pressbooks so it is better to wait until it is uploaded before making these stylistic choices.

# Supplementary materials

## Images, artwork and diagrams

Submit copies of all images, artwork and diagram files to the RMIT Open Publishing Team before publication of your book.

The files should be highest resolution you have available, and should be in a widely available and non-proprietary format such as PNG, JPEG or RAW.

Include all images, artworks and diagrams in your Content Copyright Tracker with details of their original location if not created for this publication. This will enable the RMIT Open Publishing Team to share materials for others to reuse, subject to the Creative Commons licences that have been applied to them.

Note that your Content Copyright Tracker must **also include materials which are your own work but which were created for another purpose**, such as for teaching or another publication.

## Documents

Supplementary materials such as handouts or slide sets can be made available within your book in Pressbooks.

Supply files separately before publication of your book. Make sure these are checked for copyright and carry an appropriate Creative Commons licence.

Note that if you want to include **supplementary materials which are your own work but which were created for another purpose** (including teaching at RMIT) you must include them in the Content Copyright Tracker.

7.

# GETTING READY TO PUBLISH

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## Contents

Typically, a book will contain the front matter, text body, and possibly also back matter.

### Front Matter

RMIT open publications will include:

- a title page (automatically generated in Pressbooks from metadata you enter)
- an Acknowledgement of Country
- accessibility details (e.g. accessibility statement and features, other file formats available where required)
- a versioning history (recording versions and changes)
- a preface (e.g. about this book, suggested reference, cover design details, published by)
- contributor details, including authors, editors, reviewers,



- and other acknowledgements
- an introduction (optional).

Other material found in a printed book front matter typically includes a table of contents – this is automatically generated in Pressbooks.

You can use the glossary tool in Pressbooks in place of vocabulary or abbreviation lists which often appear in the front or back matter of print books.

## Text Body

Parts and chapters contain the substance of the book – that is text, figures, tables and references. Chapters may be divided into sections using in-built headings in the Pressbooks visual editor or in Word.

## Back Matter

Typical back matter includes:

- appendices
- a glossary – in the Pressbooks environment this is drawn from the text using the glossary tool in the visual editor.

## Metadata

Adding rich metadata to your publication in Pressbooks will make it discoverable in search engines and indexes, and capture all relevant publication details.

Metadata is added to your Pressbook by the book administrator, and there are compulsory and optional fields to complete. Much of this metadata will appear on the homepage page of your Pressbook online. See the Pressbooks User Guide for full details.

There are some issues to be aware of in creating your metadata, outlined below.

### URL (web address)

The first thing you will need to do when creating a book is choose a URL (web address) and a title. While the book title can be changed later, *the URL is permanent and cannot be changed. Please choose the URL very carefully, keeping it short and meaningful.*

### Book information

Pay particular attention to the wording of your title, subtitle and book description as this will maximise the discoverability of your work by search engines and in indexed collections.

Your description should be like an article abstract. Keep it brief and succinct (about 250 words), and consider the how to describe your work as an elevator pitch.

You can also add keywords. Choose words that represent the principal themes represented in your work, and think of what an individual might put into a search engine.

The Subject Categories options will be used in the Pressbook directory and are important for users who are browsing for relevant publications to adopt or adapt for their own student cohorts.

## Identifiers

Traditionally published books are assigned a unique identifier which distinguishes them from all other publications, including subsequent revisions or editions. These unique identifiers can assist in the shareability and discoverability of your work, and allow tracking of altmetrics more readily. This may be particularly important for authors wanting to document their impact.

In Pressbooks, unique identifier options are:

- ebook ISBN (International Standard Book Number)
- print ISBN (International Standard Book Number)
- DOI (Digital Object Identifier).

However, we ask authors to **consider carefully whether or**

**not to assign a unique identifier** to their book. **Doing so will restrict easy or *ad hoc* updating** as an updated work will require you to assign a new identifier. **Remember that quick updating to maintain accuracy, currency and relevance is one of the major benefits of open textbooks.**

Contact the RMIT Open Publishing Team to discuss if you want to consider a unique identifier for your work.

## Contributors

Book contributors can include authors, editors, translators, reviewers, illustrators, and others.

In Pressbooks, you can assign book-level contributors in one or more of several roles. These details will appear on the landing of your book. You can also assign chapter-level contributors and add the metadata at this level.

8.

## ACADEMIC INTEGRITY

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RMIT University is committed to the highest standards of academic integrity. As an open publication author, you will be modelling these standards for your students and others in the broader academic community.

### Acknowledging sources

You will be familiar with the need to acknowledge sources in academic work using in-text citations and references. There is an added dimension in creating open educational resources which use Creative Commons licensed materials. These need an attribution which meets the terms of the licence under which they have been released. The RMIT Open Press Style Guide details the different purposes of academic referencing and open licence attribution. It also spells out how to use these to meet different acknowledgement purposes. Take the time to become familiar with our requirements, and understand when and how to use citations, references and attributions to correctly acknowledge your sources.

## Intellectual property and copyright

If you plan to use intellectual property (IP) that results from your work at RMIT you need to be aware of the University's position on IP ownership. You may not have the right to include such material in an openly published book without permission, even when you developed the work yourself.

You also need to be mindful of who owns copyright for work you have done yourself. Copyright of published research generally belongs to either the researcher or to the publisher, whereas the copyright of learning and teaching materials produced by RMIT staff generally belongs to the University.

See the RMIT Intellectual Property Policy, and contact the RMIT Open Publishing Team for advice if you plan to use IP or copyright material that you have developed.

## Plagiarism

As a last step prior to publication the RMIT Open Publishing Team will download and submit your text to iThenticate to scan for inclusion of third-party text. The Team will provide you with the similarity report for review.

9.

## QUALITY AND PEER REVIEW

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As authors you will be required to arrange peer review of your completed manuscript prior to publication.

Preferably, reviewers should be external to the author's school and include at least one reviewer external to RMIT University. They may include other scholars and/or relevant industry experts.

Authors are responsible for identifying reviewers, co-ordinating the supply of the manuscript to reviewers, the receipt of reviewers' reports, and the incorporation of feedback. The RMIT Open Publishing Team can facilitate access to the resource in Pressbooks, and can assist by advising on procedure, tools, and suggesting timing.

Issues for consideration by reviewers include:

- comprehensiveness
- content accuracy
- relevance and longevity
- clarity
- consistency

- modularity
- structure and flow
- navigation
- grammar and spelling
- diversity and inclusion.<sup>1</sup>

The RMIT Open Publishing Team will provide you with a supporting documents and templates.

Consistent with an open ethos, you should consider acknowledging the work of your peer reviewers by adding them as contributors in your front matter.

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1. Adapted from "B.C. Open Textbooks Review Rubric [Word file]" by BCcampus Open Education is licensed under CC BY 4.0 / A derivative from the original work



# PART III

# WORKING WITH THE RMIT OPEN PUBLISHING TEAM

## Summary

Part III explains how the RMIT Open Publishing Team will work with you to publish your open educational resource. Check here to see what we need from you and what you can expect from us.

Author responsibilities include:

- formal agreements
- meeting agreement
- style, accessibility and inclusivity
- coordination among all parts of the authoring team and reviewers

- developing all parts of the work content, from cover to back matter.

RMIT Open Publishing Team responsibilities include:

- assessing the suitability of a proposed work for open publication
- guiding authors through the open publishing process
- providing a publishing platform in Pressbooks
- offering support and training for using all elements of the platform
- supporting copyright compliance and Creative Commons licensing
- distribution and marketing support for the finished work
- post-publication support.

10.

## THE ROLE OF AUTHORS

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Authors are responsible for creating the content of their work. They also have a number of other responsibilities:

- Submit an Expression of Interest to the Library using the RMIT Open Press – Expression of Interest form.
- Sign an **Author’s copyright and Creative Commons publication licence (“deed”)** for both written and artistic content. These formal documents confirm copyright will be retained by the authors, sets the type of Creative Commons License, and assigns a due date for completion of the work.
  - RMIT Author Contributor IP and Consent Agreement 2021
  - RMIT Author Contributor IP and Consent Agreement 2021\_artistic work
- Sign other formal agreements as directed by the RMIT Open Publishing Team.
- Commit to regular meetings with the RMIT Open Publishing Team to coordinate workflows and exchange updates on progress, in line with the 7 stages of

the CAUL OER Collective publishing workflow.

- Follow this Open Publishing Toolkit for Authors and the RMIT Open Press Style Guide.
- Write with best practice for accessibility and inclusive design in mind.
- Complete all copy-editing and proofreading to a standard suitable for peer-review and final publication.
- Coordinate students to contribute content, if the OER is part of an open assessment.
- Record all third-party works in a Content Copyright Tracker so that the Library can check for copyright compliance.
- Create ancillary resources such as videos, slides, teacher guides and student resources. Authors are encouraged to work with the college Learning and Teaching teams who can be invited as collaborators.
- Make chapter glossaries, bibliographies, indexes, and/or additional front and back matter where appropriate.
- Design a cover or use a template cover designed by the RMIT Open Publishing Team.
- Coordinate peer review of your work, and sensitivity reading where appropriate.

11.

# THE ROLE OF THE RMIT OPEN PUBLISHING TEAM

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The role of the RMIT Open Publishing Team is three-fold:

1. Assess the suitability of your work for open publication.
2. Guide authors through the publishing process.
3. Provide post-publication support.

## Assess suitability of your work for open publication

In deciding whether to support your work for open publication, the RMIT Open Publishing Team will assess whether it will contribute to the teaching and learning needs of your audience within the RMIT community.

The criteria applied to assess suitability are set out here.

The RMIT Open Publishing Team will prioritise works which are high impact, have Australian and New Zealand content, rebalance representation, and cover emerging disciplines. Specifically, RMIT Open Press will prefer works which meet one or more of the following criteria:

- There are no alternative resources with suitable subject coverage.
- Alternative resources are prohibitively expensive and/or have restrictive licence models.
- The resource focuses on Indigenous content and/or is written by Indigenous authors.
- The resource fills gaps in content specific to the Australian or New Zealand context, such as law or where content is influenced by local regulation or protocols.
- The resource will be used in core courses in a number of programs.

- The subject matter supports areas of strategic importance for RMIT University, such as the RMIT Graduate Attributes.
- The resource is interdisciplinary and/or is created by a cross-disciplinary team.
- The resource is authored collaboratively across institutions.
- The resource is completely new, not an adaptation.<sup>1</sup>

If your proposal is not accepted for publication, the RMIT Open Publishing Team will provide feedback in accordance with the above criteria. The Team can provide advice on ways on enhancing your proposal for resubmission.

## Guidance through the open publishing process

The RMIT Open Publishing Team focuses on supporting authors to publish their open works using the Pressbooks platform. Your work will be published with an RMIT Open Press imprint. The RMIT Open Publishing Team offers

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1. Adapted from Open Educational Resource Collective administration guide for library staff: Establish institutional priorities by CAUL is licenced under CC BY 4.0

support and guidance to authors to successfully achieve each stage of the CAUL OER Collective Publishing Workflow.



**The CAUL OER Collective Publishing Workflow** “CAUL OER Collective Publishing Workflow” by Council of Australian University Librarians is licensed under CC BY 4.0

## Publication support

The RMIT Open Publishing Team will provide access to Pressbooks, a desktop publishing and authoring platform. We will provide access to training materials and troubleshoot issues that arise.

***Introduction to Pressbooks (5:00 mins)***





*One or more interactive elements has been excluded from this version of the text. You*

*can view them online here:*

*[https://rmit.pressbooks.pub/](https://rmit.pressbooks.pub/openpublishingtoolkitforauthors/?p=114#oembed-1)*

*[openpublishingtoolkitforauthors/?p=114#oembed-1](https://rmit.pressbooks.pub/openpublishingtoolkitforauthors/?p=114#oembed-1)*

*(“Introduction to Pressbooks” by Pressbooks.)*

Further training materials are available on the Pressbooks YouTube channel.

## Editorial support

The RMIT Open Publishing Team will provide authors with guidelines on editorial standards, including the RMIT Open Publishing Style Guide, and advice on aligning content to the formatting of the Pressbooks authoring platform. However, the Team does not offer a copy editing nor a proofreading service.

## Support for copyright

## compliance

The RMIT Open Publishing Team will provide advice on, and support for, using third-party resources in your work. Open resources are preferred, and the Team will advise on locating and using them. The Team will also provide the author with a Content Copyright Tracker to record all third-party resources in your work. The Team will complete the copyright compliance process by seeking permissions where required.

## Advice on choosing a Creative Commons licence

The RMIT Open Publishing Team can advise on the appropriate Creative Commons licence for the purpose of your work. We recommend **CC BY NC**, but authors can apply a licence of their choice.

Works that use a Creative Commons licence allow an individual or organisation permission to reuse the work to suit their needs (depending on the licence type) under copyright law. There are six different licence types.

- **CC BY** – allows the reuser to adapt,

modify and distribute the work, as long as the creator is attributed.

- **CC BY SA** – allows the reuser to adapt, modify and distribute the work, as long as the creator is attributed. You must also licence the modified work under identical terms.
- **CC BY NC** – allows the reuser to adapt, modify and distribute the work for non-commercial purposes only. The creator must also be attributed.
- **CC BY NC SA** – allows the reuser to adapt, modify and distribute the work for non-commercial purposes only. The creator must also be attributed, and you must also licence the modified work under identical terms.
- **CC BY ND** – allows the reuser to copy and distribute the work, as long as the creator is attributed. The work cannot be altered or modified.
- **CC BY NC ND** – allows the reuser to copy and distribute the work, as long as the creator is attributed. The work cannot be

altered or modified and can only be used for non-commercial purposes.<sup>2</sup>

The RMIT OER Capability Toolkit has extensive information on Creative Commons licences.

## Advice on grants

The provision of grants is not currently a feature of publishing via the RMIT Open Press. However, there may be opportunities that arise, such as the CAUL Collective grants program for open textbooks. The Open Publishing Team can advise on applying for CAUL Collective grants and the availability of other grants.

## Technical and design support

The RMIT Open Publishing Team will provide support for the Pressbooks platform, including:

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2. Creative Commons. (n.d.). *About CC licenses*. <https://creativecommons.org/about/ccllicenses/> CC BY 4.0

- plugins, such as H5P, TablePress, and MathJax
- graphic design capabilities
- cover design using supplied templates.

Pedagogical design is not within the scope of the Open Publishing Team. We recommend including a learning designer from your college to assist in this area.

## Distribution plan

The RMIT Open Publishing Team will provide advice on where your work can be made available, including:

- RMIT Open Press (RMIT's Pressbooks platform)
- LibrarySearch
- Pressbooks Directory
- The Digest of the Australasian Open Educational Practice Special Interest Group (OEPSIG)
- OER discovery platforms
- The National edeposit (NED) service, maintained by the National and State Libraries Australasia.

## Marketing strategy

### The RMIT Open Publishing Team role

The RMIT Open Publishing Team will support marketing outreach as defined by the Library's communications plan which includes:

- notifications on the Library homepage
- notifications in Teaching Life and RMIT Global news
- Yammer posts
- RMIT Open Press website
- posts on open networks such as OEPSIG and OEPSIG Digest, and the CAUL Modern Curriculum blog.

### The author role

Authors are encouraged to promote their work. For example:

- contribute to outreach messaging by the Library's communications channels
- promote via social media
- promote via the authors' own professional communication channels
- provide a book launch.

## Archiving

The RMIT Open Publishing Team will create and manage an archive of your published work and all associated files.

## Post publication support

The RMIT Open Publishing Team will continue to support you after your work has been published.

## Updates, revisions and new editions

The nature of open publishing is that your work can evolve as a dynamic resource and change over time as it is adopted and adapted by other educational communities.

Furthermore, publishing your work as an open resource allows the authors the ability to update it regularly on an ongoing basis. How you approach making changes to your work will depend on the nature and amount of change involved.

As a guide, there are three broad and overlapping kinds of changes:

1. **Updates:** These are minor changes or additions such as correction of typos, clarification of text, amendment of errata or addition of new supplementary material.

2. **Revisions:** These are changes made after a systematic review of the work. These will tend to be more significant, and include things such as addition of new concepts and changes in terminology. If a systematic review of the work has taken place you may still wish to indicate that the current work is a revision to signify its currency, even if only minor changes have been made.
3. **New editions:** These are major changes including addition of significant material such as a new chapter, changes in content such as a revised clinical guideline, or incorporation of new theory or knowledge. If you create a new edition, you might choose to unpublish the previous version as a new edition is assumed to supersede the previous.

After publication, editing access to the work will cease. The RMIT Open Publishing Team will advise on how to manage updates and revisions, including versioning control in your OER. The Team will re-enable editing access to the work to make requested corrections or revisions.

If you want to develop a new edition of your work, plan it as you would a new work. The RMIT Open Publishing Team can advise you on how to create a copy of your original edition for editing directly in Pressbooks, or how to download the book as an OTF file which you can edit in Word.



**Note:** if you have chosen to apply a unique identifier to your OER, you should expect to create a **new edition** with a new identifier to make changes of any kind.

## Metrics

The RMIT Library will periodically collect statistical information on your resource that measures metrics based on the number of downloads and views your work receives. Tools used for this purpose include the Pressbooks platform, which provides analytics around total visitors and page views over a selected time period, and Google Analytics, which tracks how users interact and engage with your content by providing insights into user behaviour and demographics.