**[OpenOKState publishing workflow](https://trello.com/b/3Xl2yMoy/openokstate-publishing-workflowke)**

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**Laying the Foundation:** [**Preproduction Phase**](https://trello.com/c/xD8PfYg1)

* [Define project](https://docs.google.com/drawings/d/1nUXI_wicNm_ppZbJJdoNRWiQae2AwoPvR5c1sHGAzMM/edit?usp=sharing) (adopt, adapt, create)
* Draft and Complete [MOU](https://shareok.org/handle/11244/322075)
* Review [author guide](https://docs.google.com/document/d/1w5mm7RAb3EnvWtuc1r329zjQImdwMAps6TXHfeSA6ek/edit), populate as necessary
	+ If working with a team of authors, determine who will act as the project manager and who will act as the communicating author.
* Review possible outside resources

**Getting Started:** [**Design Phase**](https://trello.com/c/oY343Rse)

* Populate [author guide](https://docs.google.com/document/d/1w5mm7RAb3EnvWtuc1r329zjQImdwMAps6TXHfeSA6ek/edit) as design is determined
* Determine textbook structure
	+ [Tree](https://docs.google.com/presentation/d/18mtvedon3AyPmjSkaJgqqzwfLPfiTkHk/edit#slide=id.p1)
	+ What [consistent elements](https://drive.google.com/file/d/11SsTDaBywz-qqpIN3LPsWjsfnLm9ilp1/view?usp=sharing) do you want to include in every chapter of your open textbook?
* Determine Content Structure
	+ Scope (depth and breadth of content to be taught)
	+ Sequence (order in which content will be taught)
* Prepare an outline to create clear structure/skeleton for the book
	+ List of chapters, detailed descriptions of each
		- Review for overlap, refine as needed
	+ Review which [features/elements which will recur throughout the book](https://canvas.umn.edu/courses/106630/pages/developing-a-textbook-structure?module_item_id=1306060)
		- [Case studies, learning objectives, assignments](https://drive.google.com/file/d/11SsTDaBywz-qqpIN3LPsWjsfnLm9ilp1/view?usp=sharing)
		- Map key concepts

**Write On:** [**Development Phase**](https://trello.com/c/DdCbKzcY)

* Draft chapter(s)
* Revise chapter(s)
	+ Content editing (subject-matter editing), *4-5 hours per chapter*
		- Decisions about what will be included and excluded
		- Focus on what should be said
* Edit chapter(s)
	+ Developmental editing ([structural editing](https://www.writing.ie/resources/so-what-is-a-structural-edit-exactly/)), *1 week per chapter*
		- Macro-view, does this work as a book? Do the parts relate well to the whole? Is the story working?
	+ Substantive editing, *three weeks for entire text*
		- Resolve questions, problems, improvements about content identified during developmental edit. Structural revisions at chapter level, line by line writing revisions at the paragraph level
	+ Editing After Revisions
		- Copyediting, *2-4 weeks*
			* Very close reading of text, make corrections to sentence structure, grammar, syntax, vocabulary, punctuation, working toward consistency
			* Also edits for tone and style, consistent voice
			* Check layout, design details (figure numbers, headers, citations, other elements)
			* Check permissions on images, media, quotes, excerpts and other elements
	+ Editing After Review and Revisions
		- Proofreading, *two weeks*
			* Final, thorough read
			* Good to have fresh eyes

**Almost There:** [**Publication Phase**](https://trello.com/c/yjIjcKNH)

* Export versions created
* Archive in ShareOK
* Distribution
* Accessibility testing
* DOI assigned

**Mission Accomplished:** [**Post-Publication Phase**](https://trello.com/c/wHl33T0i)

* Accessibility revisions
* Submission to OTN as appropriate
* Official Release

The “[OpenOKState Publishing Workflow Template](https://docs.google.com/document/d/11jaoEe7e_fNriQKloP117lYQX6h8tLG_vfbveNr2DaI/edit)” by [Kathy Essmiller](https://info.library.okstate.edu/open) is licensed [CC-BY](https://creativecommons.org/licenses/by/4.0/). It has been modified for localization and synthesis from the resources listed at [this link](https://open.library.okstate.edu/exploringopen/part/project-management-for-textbook-creation/). They are also listed in text and linked below.

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