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

*Please click File-Make a Copy or File-Download from the Google Doc menu above to create a copy customizable for your project or program. Licensing is* [*CC-BY*](https://creativecommons.org/licenses/by/4.0/)*. The full licensing and attribution statement is available at the bottom of the document.*

**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.

## **Attribution**

"[Project Management for Textbook Creation](https://open.library.okstate.edu/exploringopen/part/project-management-for-textbook-creation/)" was created as a part of *Exploring Open,* and was adapted and synthesized for customized localization from the following resources:

The [Open Textbook Network Publishing Curriculum](https://canvas.umn.edu/courses/106630) by the [Open Textbook Network](https://open.umn.edu/otn/), licensed [CC-BY](https://creativecommons.org/licenses/by/4.0/).

[The Rebus Guide to Publishing Open Textbooks (So Far)](https://press.rebus.community/the-rebus-guide-to-publishing-open-textbooks) by Apurva Ashok and Zoe Wake Hyde licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/), except where otherwise noted.

"[Portland State University Open Access Textbooks Author Guidelines](https://docs.google.com/document/d/15YsPoTbbGRAThRIX4kGlzS62SeCpKAsKVQjhPzmF2lo/edit)" by the Portland State University Library, licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).

[Self-Publishing Guide](https://opentextbc.ca/selfpublishguide/) by Lauri M. Aesoph, licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/) except where otherwise noted.

[Authoring Open textbooks](https://press.rebus.community/authoropen/) compiled by Melisa Falldin and Karen Lauritsen, licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/) except where otherwise noted.

[Accessibility Toolkit-2nd Edition](https://opentextbc.ca/accessibilitytoolkit/#main) by Amanda Coolidge, Sue Doner, Tara Robertson, and Josie Gray, licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/) except where otherwise noted.

[Adaptation Guide](https://opentextbc.ca/adaptopentextbook/) by Lauri M. Aesoph, licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/) except where otherwise noted.