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CUSTOM COURSEWARE INFORMATION PACKAGE

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A STEP-BY-STEP GUIDE TO CREATING CUSTOMIZED COURSEWARE

This package has been designed to help teaching staff create a customized course package. All of the information is specific to the University of Manitoba Bookstore and is subject to change periodically. By following these steps carefully, one can avoid the delays that accompany improperly prepared packages and expedite the process of getting your courseware into the students' hands. Please read through these instructions completely, step-by-step, before starting the assembly of your courseware.

1. Decide which articles you would like to incorporate into your courseware. When compiling articles, please remember the following guidelines:
 - Any material from an online or published source is subject to copyright regulations.
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2. Collect copies of the articles (either paper or electronic) and arrange them in the order you would like them to appear in your courseware. If the material is available online, providing links to the material or an indication of where it can be found is generally sufficient. Original work (the actual textbooks or periodicals) generally results in the best reproduction, but you will have to go without the texts for a number of weeks. Alternatively, you may provide us with photocopies. Black edges and lines on the peripheries are acceptable, and will be removed in the printing process. However, copies so faint they are barely discernable, encroaching marginalia, dark backgrounds, and cut-off text are problems that cannot be fixed through editing. A margin of no more than $\frac{3}{4}$ " is desirable to allow for coil binding or three-hole-punching. To a large degree, **the quality of the material your students receive depends on the quality of the material you submit. Articles that have been previously included in a course package do not need to be resubmitted, provided you supply us with the course number and term when the article was last used.**

Wherever possible, avoid the use of colour images in your courseware. Such images can significantly increase the cost of courseware if run in full colour. However, when colour reproduction is greatly preferable, it is done to specifications.

Verify that everything has been assembled in the proper order in the courseware. If you choose to provide us with a photocopy of the work, make sure that you have not missed any pages. If you have missed pages, and we are unable to contact you to have them brought in, your package will be run without them.

3. If needed, create a Table of Contents to go at the front of your courseware. The Table of Contents should indicate the order in which the articles are to appear.
4. Please add the source citation on the front page of each article if it is not already there. It allows both your students and others who may be interested in the material to find the original source, or to cite it correctly. If incorporating a graph, chart, table or image into a page of notes that are otherwise yours, include the citation at the bottom of the incorporated material. Alternatively, assign a number to each incorporated item and include a citation page at the end of your document.
5. If you choose not to have a Table of Contents, we still need the information from each **article, graph, chart, table or image** included in the courseware to process it. Required information includes: **the article author(s), the title of the article, the title of the source, the author(s)/editor(s) of the source, the publishing company, the year of publication, the ISBN or ISSN number, and the total number of pages in the source.**

For more information, please see the Things to Consider section of this information package.

By email, we can provide you with a template, in either Excel or Word, so you can fill out the required information, but any format will suffice. Please note that no Table of Contents will appear in your courseware if you choose this option.

Retain a copy of all information for yourself.

6. The Bookstore will create a standardized cover page if none is provided. If a cover page is provided, please include the course name, course number, section number(s), and term or dates of use. A copyright disclaimer will be added to the cover page.
7. Fill out the “Custom Courseware Authorization Form” in full. A copy can be found at <http://umanitoba.ca/campus/bookstore/pdf/custom-courseware-request-form.pdf>. Include the title of the course, the course number as well as the section number(s), estimated enrolment, number of desk copies (if desired), and your contact information. If you do not have any preference in regards to the production of your package (colour of the cover, coil binding or three-hole-punch, etc.) you may indicate so, and these decisions will be made by the production facility.
8. Submit all “originals”, the table of contents, the Custom Courseware Authorization form, and your cover (if desired) to the University of Manitoba Bookstore.
9. For those who wish to collect department royalties, a letter must be submitted stating the amount per copy and budget number the funds are to be attributed to. **This letter must be renewed for each term.**

Additional Notes

- This procedure must be followed for each coursepack. If you are submitting courseware for multiple courses or lecture sections, you need to indicate **all** course and section numbers on the Custom Courseware Authorization Form in order for sufficient copies to be made.
- In order to keep the costs to the students down, we do not generally allow more than 10% of the order to be desk copies. Please review your situation and order only the number of desk copies that are absolutely required. If you require more than 10%, the additional copies may be billed to your department.
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- For subsequent orders, if an authorization form (either the included Custom Courseware Authorization Form or the regular Textbook Authorization Form normally submitted to order standard textbooks) is submitted without mention of forthcoming revisions to your courseware, we will print the old version of the courseware. If you plan to make revisions, please ensure your departmental textbook coordinator indicates so on the authorization form.

- **If there is copyright-protected material in your courseware package that exceeds Fair Dealing guidelines, we must reapply for copyright permission for any term that the courseware is requested (regardless of whether changes were made).**

For appointments or assistance, please contact the Custom Courseware Coordinator:

Jenny Baspaly

Email: Jennifer.Baspaly@umanitoba.ca

Tel: (204) 474-9614

Fax: (204) 474-7555

THINGS TO CONSIDER

When you fill in the information on an Excel or Word template for your courseware, the following information **must** be present:

- Item #:** This is the order in which documents should appear.
- ISBN/ISSN:** Practically every published book or journal has an identifying number placed on it. This helps to distinguish it from other books, or different editions of the same book. For books, the number is currently 13 digits (recently changed from 10). For periodicals, the ISSN number is currently 8 digits. If the book predates c. 1970, you may not be able to find one of these numbers.
- Year:** Date of publication. This should be the date of the anthology or book the work is taken from, not the date it was originally published (if those two dates are different). If the work came from a website, include the year which appears at the bottom of the website.
- Publisher:** Full name of publisher. Please avoid abbreviations (i.e. write *Oxford University Press* rather than *OUP*). If the work came from a website, include the publisher of the website.
- Title of Article:** Title of work, or anthologized work.
Article Author: Author(s) of work/excerpt. Leave blank if author is the same as Source Author.
- Title of Source:** Title of Book, Anthology, Periodical, etc. If citing a periodical, please be sure to include volume/issue number or date of publication. If the work came from a website, include the name of the website.
- Source Author:** Author or editor of work. If editor, please indicate so by following the name with (ed.).
- Total pages in source:** The number of pages in the book/anthology/periodical issue. If the excerpt is a journal bound and numbered sequentially by volume, include the number of pages in the volume, not the issue.
- Specific pages copied:** The page range of the excerpt: i-iv, 52-74, etc.