OPEN TEXTBOOK FRAMEWORK

From the guide, *Authoring Open Textbooks* (CC BY), this checklist is a grab-and-go framework that can be used as a conversation starter between authors and project managers working together to make an open textbook.

Find additional resources in the guide, including checklists for getting started, case studies, textbook organization and elements, writing resources, and more: z.umn.edu/authorguide

GOALS AND VISION

- Why do you want to write an open textbook?
- How does this project fit into your professional and personal goals?
- Do you intend to include this project in your tenure and promotion process?
- Briefly describe your project.
- How do you define your student and faculty audiences?
- For which courses could your open textbook be used?
- What textbooks are already in your field, and how is your vision similar or different?
- Is there a timeline for this project?
- Is your subject area impacted by current events?
- Do you know which open license you'd like to use?
- Do you plan on developing ancillary materials to accompany your textbook?

AUTHORING CONSIDERATIONS

- How many authors are involved? Are they at different institutions? In which order will authors be listed?
- If more than one author, how do you imagine working together? For example, will you divide and conquer, or share ownership of each chapter and element?
- What stage is the project currently in? Is there existing content? If so, what format is it in (e.g., Word, PowerPoint, LaTeX)?
- Have you defined your textbook's structure, in terms of what elements you'd like to include (e.g., learning objectives, glossary of key terms, exercises)?
- Have you selected a style guide?
- Have you selected the tool you'd like to use to write your textbook? Do all of the authors have access?
- Have you signed a Memorandum of Understanding (MOU), if applicable?
- Are you exploring open pedagogy options? If you're considering involving students as authors, clarify their rights at the forefront.
- How will editing work? Do you know who will edit and how changes will be reconciled?

Authors and projects managers may want to check in together after the first two chapters are completed. This can be invaluable in catching format inconsistencies and common issues, like the inclusion of images that aren't openly licensed. It also provides an opportunity to debrief about the authoring process, and what's working and what could be improved.

PUBLISHING CONSIDERATIONS

- Are there particular formats (EPUB3, for example) you'd like to produce, considering both student and institutional needs?
- Does your textbook require graphs, images, formulas, or unique typesetting challenges?
- Is any of the existing content copyrighted?
- Do you want to include peer review in the authoring process?

SHARING THE TEXTBOOK

- How and where will you make your textbook available? Consider stable locations where it can be accessed, including institutional, statewide or disciplinary repositories.
- If you'd like to include the book in the Open Textbook Library, review the criteria: z.umn.edu/opencriteria