JMU Libraries Pressbooks Guidelines

JMU LIBRARIES PRESSBOOKS GUIDELINES

JMU Libraries

James Madison University Libraries

Harrisonburg

Contents

Acknowledgements

About this Guide

This guide is a one-stop shop for everything you need to know about using Pressbooks to create and publish a book at James Madison University. The guide does not replace the services of a publisher (copyediting, design, proofreading), but rather, the guide provides instructions for using the Pressbooks platform and its features to self-publish. The guide is maintained by JMU Libraries and is subject to ongoing updates and revisions.

We have organized our guidance into the following parts:

Part I. User Policies and Guidelines

This section summarizes the essential policies and guidelines that we expect users to follow when they create books with JMU Libraries Pressbooks.

Part II. Making Your Book

This section provides an overview of how to accomplish key tasks to get your account up and running and dive into your book project. For more comprehensive guidance, consult the general [Pressbooks user guide](#).

Part III. Publishing and Promoting Your Book

This section provides an overview of what to consider when you are planning to publish your book, from the technical process of exporting files to strategies for exposure and discoverability.

Appendices

The Appendices provide information about additional resources for those working on open textbooks and a change log of updates to this publication.

More Information
Questions or feedback? Email Liz Thompson, thomp3ea@jmu.edu.

Scope of Pressbooks platform

Scope of a JMU Libraries Pressbooks platform

JMU Libraries Pressbooks installation is a book and e-book publishing platform for materials that support teaching, learning, and scholarship. The final publication might be online, print-on-demand, and/or openly licensed. The following uses are encouraged:

- Textbooks
- Open access books
- White papers and technical reports

The following uses are outside the scope of Pressbooks:

- Journals
- Websites
- Portfolios
- Hosting of sensitive or confidential data. See JMU Policy 1205 for information about handling sensitive and confidential data.
- Publications without a JMU-affiliated account holder

Compliance with other relevant JMU and Libraries policies:

- JMU Computing policies
- JMU Research policies

Memorandum of Understanding (MOU)

JMU Libraries encourages the best practice of writing MOUs in the early planning stages of significant projects. MOUs describe stakeholder roles and responsibilities so all parties embark on a project with clear expectations. An MOU may be revised at any time by mutual agreement. Authors are encouraged to consult with Liz Thompson, via thomp3ea@jmu.edu or this form, as early as possible in the planning phase to learn about publishing best practices and recommendations.

Accessibility Statement

Accessibility Statement

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

Accessibility features of the web version of these Guidelines

The has been designed with accessibility in mind by incorporating the following features:

- Links, headings, and tables are formatted to work with screen readers.
- Images have alt tags.
- Information is not conveyed by colour alone.
- There is an option to increase font size (see tab on top right of screen).

Other file formats available

In addition to the web version, this book is available in a number of file formats including PDF, EPUB (for eReaders), MOBI (for Kindles), and various editable files. Here is a link to where you can download this book in another file format. Look

for the "Download this book" drop-down menu to select the file type you want.

Accessibility standards

The web version of this resource follows all guidelines in [Appendix A: Checklist for Accessibility](). The development of this toolkit involved working with students with various print disabilities who provided their personal perspectives and helped test the content.

Known accessibility issues and areas for improvement

While we strive to ensure that this resource is as accessible and usable as possible, we might not always get it right. Any issues we identify will be listed below. There are currently no known issues.

Let us know if you are having problems accessing this toolkit

We are always looking for ways to make our resources more accessible. If you have problems accessing this resource, please contact Liz Thompson at [thomp3ea@jmu.edu]().

Please include the following information:

- The location of the problem by providing a web address or page description
- A description of the problem
- The computer, software, browser, and any assistive technology you are using that can help us diagnose and solve your issue
    - e.g., Windows 10, Google Chrome (Version 65.0.3325.181), NVDA screen reader

The JMU Pressbooks Accessibility Statement is adapted from the statement provided in the [Accessibility Toolkit – 2nd Edition]() by BCcampus, licensed under a [Creative Commons Attribution 4.0 International License.]()

This statement was last updated on August 17, 2022.

User Policies and Guidelines

Part I.

This section summarizes the essential policies and guidelines that we expect users to follow when they create books with JMU Libraries Pressbooks.

Policies and Guidelines at a Glance

When you create a Pressbooks account with JMU Libraries, you agree to our terms of service. The JMU Libraries makes this platform available to you at no cost. In order to ensure the platform's stability, sustainability, and success, we expect that all users adhere to the basic set of guidelines outlined below.

These guidelines are subject to change. Email Liz Thompson, thomp3ea@jmu.edu, if you have questions.

1. All users must agree to our **terms of service**, which include granting JMU Libraries the non-exclusive right to reproduce and distribute the Content designated as "public" on the Pressbooks platform, solely for the purpose of displaying, distributing, and promoting your book. Read the terms of service.

2. All users must have an **active JMU affiliation**. Read more about active JMU accounts.

3. All users agree to upload and publish content **owned only by them**, or third-party content that they have **permission or a license to reuse** or that falls under **fair use**. Read more about copyright.

4. Users are permitted to **choose any license** for their work, but it is recommended to adopt a Creative Commons or other open license. Read more about

licensing.

5. The **selection of featured works** on the site is made at the Library's discretion. In order for a book to be featured on the site and be eligible for publishing-related services, it should be **openly licensed**, **allow for derivative works**, and be **intended for use in the classroom**. The Library retains discretion to feature works that are not openly licensed. Read more about featured works.

6. We expect users to **stay within reasonable storage limits** for uploaded content. Read more about storage.

7. We expect users to **maximize the accessibility** of their published works. Read more about accessibility.

8. The Library will make certain publishing-related services available for books that will be used in JMU courses, including:

    ◦ Initial consultations about project planning, authors' rights, Creative Commons licenses, and publication promotion

    ◦ Creation of a **MARC record**

    ◦ Listing and/or indexing on the **JMU Libraries Pressbooks site**

9. The Library is *not* able to provide the following publishing-related services:

    ◦ Assigning an **ISBN**

    ◦ **Editorial and production work**, such as proofreading, copy editing, and formatting

    ◦ **Web-related services**, such as web development and website administration

    ◦ Listing the book in the **Directory of Open Access Books** (DOAB)

10. Users are responsible for **managing their own Pressbooks accounts**. Users who leave JMU and wish

to retain access to their accounts should make appropriate plans for transferring account ownership and files as necessary (read more about [adding book collaborators](#) and [migrating files](#)).

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Terms of Service

When you create a Pressbooks account with JMU Libraries, you agree to the Pressbooks terms of service, JMU Libraries terms of service, and our guidelines for users, which are outlined in the sections that follow.

[3]

Accounts

Anyone with a @jmu.edu address (faculty, staff, or affiliate) or @dukes.jmu.edu address (students) can sign in to Pressbooks using JMU's e-ID, password, and DUO authentication process. You can also choose to grant access to your book to another user with an active JMU affiliation.

At this time, only users with @jmu.edu and @dukes.jmu.edu email addresses are able to access the system. If you are working on a project with a co-author at a different institution, you can give authorship credit to your collaborator but only you will be able to access the project in the system. If you need to give a non-JMU collaborator access to the system, email Liz Thompson, thomp3ea@jmu.edu, to discuss possible options.

Your account will be active for as long as you remain affiliated with JMU. If you leave JMU, you can export and download your book files to transfer to a different platform (read more about moving files).

Acceptable Content, Intellectual Property, and your Privacy

JMU Libraries provides several systems where the JMU community can upload and describe digital objects. To ensure the effective and efficient use of JMU resources, the Libraries has policies and guidelines related to systems containing user-contributed content. For details about acceptable content, see JMU Libraries' User-Contributed Content policy.

You retain all your intellectual property rights that you have as a JMU author, including your right to make fair use of other works. You also grant the Libraries the non-exclusive right to publish your e-book on the Pressbooks platform and freely distribute the content electronically. This right does not include the right for JMU Libraries to sell the content or sell access to the content.

As part of JMU's license with Pressbooks, Pressbooks is obligated to protect authorized users' non-public information (authorized users are JMU affiliates with active @jmu.edu and @dukes.jmu.edu email accounts). This means that Pressbooks will not share any of your personally identifiable information associated with your account with any third parties, except subject to court order.

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Copyright

As you acknowledged in the [Terms of Service](#) you accepted in creating a Pressbooks account, you should make sure that any content that you upload and publish with Pressbooks is used lawfully and with appropriate permissions. This means that the content should meet one of the following criteria:

- Content is owned by you
- Content is owned by a third-party but used with permission or a [license to reuse](#)
- Content is in the [public domain](#)
- Content is reused in accordance with the [Doctrine of Fair Use](#)

If you have questions about copyright in publishing, we have [a guide](#) for that.

If you are searching for openly-licensed materials that you can incorporate into your book—particularly for a book you're creating for classroom use—we suggest consulting the following resources:

- [OpenStax](#)
- [Open Textbook Library](#)

Note that as a member of the JMU community, when you create

your own book, you will typically hold copyright as an author of your work under [JMU Policy 1107](). The only real exception to this rule arises in instances where the university has invested significant sums of money, typically >\$10,000, in the specific creation of the work. Please check JMU Policy 1107 or contact Howard S. Carrier, [carriehs@jmu.edu,]() for further information.

If you do hold copyright, you can choose how you want to allow others to use your publication. We talk about this more in the [Apply a License]() section.

Find a Book and Our Latest Titles

The JMU Libraries Pressbooks "Find a Book" section is a listing of featured campus works published by the JMU community and the Pressbooks Directory.

In order for a book to be listed under "Our Latest Titles", it should be openly licensed and intended for use in the classroom. The Library retains discretion to list works that do not meet these criteria. Authors whose works are selected will be notified prior to the work being added to the "Find a Book" and "Our Latest Titles" lists.

Use this form to request a book be listed in the "Find a Book" and "Our Latest Titles" sections or to request removal. At present, only books created with Pressbooks can be featured in this list.

Storage Capacity

In order to ensure that the Pressbooks publishing platform is accessible to all users on campus, we expect you to stay within reasonable limits with regard to file size when uploading files. As a general rule, please limit your **media uploads** to 5 MB per item.

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Accessibility

Pressbooks features and outputs are designed to support accessibility. Pressbooks is committed to making its code and user interface comply with [WCAG 2.0](#) (level AA) standards, and it is developing additional tools to help authors maximize the accessibility of published work.

Use this short checklist to make sure your book is optimized for accessibility. This guidance is based on the [excellent accessibility resources created by the University of British Columbia](#).

- Use headings to structure text
- Write meaningful hyperlinks (not "click here")
- Include [alt-text](#) for all uploaded images
- Include [transcripts](#) for uploaded media
- Use a readable font size
- Use high-contrast colors

Learn More
Read more about [accessibility features in Pressbooks](#).

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Publishing Services

Pressbooks is intended to be a self-service publishing platform. JMU Libraries administers the site but does not provide direct support or assistance for publishing projects, which traditionally include services such as proofreading, copyediting, and website development. As a member of the OEN Publishing Co-op, you have access to a range of publishing services through Scribe for a fee. Contact Liz Thompson, thomp3ea@jmu.edu, to learn more.

The Library does provide some support and guidance for publishing-related integrations and registrations. See the Publish Your Book section for a detailed breakdown of services.

Making Your Book

Part II.

This section provides an overview of how to accomplish key tasks to get your account up and running and dive into your book project. For more comprehensive guidance, consult the general [Pressbooks user guide](#).

Process at a Glance

The book creation and publishing process in Pressbooks consists of five major tasks. Depending on the type of book you are creating and the level of involvement you wish to have, the process may include a number of smaller details as well.

Once you have signed in, you will move through the following steps:

1. Add a new book
2. Add content to the book
3. Select a theme
4. Apply a license
5. Publish and export

If your project is collaborative, be aware that Pressbooks does NOT allow synchronous co-editing. Only one person at a time can be actively making changes in Pressbooks.

The Pressbooks YouTube channel offers helpful short videos in a variety of series including:

- Getting Started with Pressbooks
- Using Key Features in Pressbooks
- PressbooksEDU Features and Tutorials (April 2018)
- Pressbooks for Academic Publishing

Sign in to your Account

1. Click the "Sign In" link in the top navigation menu.
2. On the JMU two-factor authentication sign-in page, enter your JMU e-ID and password.
3. You will be prompted to complete the secondary authentication via DUO.

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Start a New Book

To start a new book project:

1. Sign in to Pressbooks, then click on the "My Books" link in the upper right corner of the homepage.

2. **From the Dashboard**: Hover over "My Books" at the top of the screen, and choose "Create a New Book" from the dropdown menu.

Tips

- It's a good idea to make your book private while you're still setting it up. You can turn on the privacy setting on the screen where you first create your book. You can also turn privacy on and off from the Dashboard in the **Text > Organize** section.

- Your book will have a unique URL ("webbook address"). **This cannot be changed,** so choose it wisely. You can change the actual book title at any time and as many times as you wish.

Add Content

Before you begin adding content,

decide whether you will be working with a publishing service for copyediting, design, and proofreading services. **If you plan to contract with a publishing service, the last step in the process will be to add content to Pressbooks.**

Reminder
• If your project is collaborative, remember that Pressbooks does NOT allow synchronous co-editing. Only one person at a time can be actively making changes in Pressbooks.

Copy-Paste Method

We recommend that you first prepare your book using word processing software and then transfer the contents to Pressbooks. Copy-pasting text is the most straightforward and reliable way to import content into your book. Always double-check the formatting after you paste, so you can catch any styling inconsistencies.

Microsoft Word Import

Alternatively, you can experiment with importing content via

an uploaded Word file (**Tools** > **Import** > **Microsoft Word**). This requires that you go chapter-by-chapter and that you prepare each file with structured styling, i.e., by applying headers. Consequently, this approach can be labor-intensive and prone to technical difficulties.

> **Learn More**
>
> Read about how to prepare a Word file for import.

Other Methods

- **Import EPUB files**: If you previously created a book with another publishing platform, you can import the EPUB files into Pressbooks (**Tools** > **Import** > **EPUB**). Create a new book in Pressbooks first, and then start the import.

- **Clone another Pressbooks book**: If you created a book on the Pressbooks.com site (as opposed to the JMU Libraries Pressbooks site), or if you find another Pressbooks book that you wish to adapt, you can clone the files as long as the book is publicly available and licensed under a Creative Commons license that allows derivatives.

> **Learn More**
>
> Read about cloning.

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Text Formatting

Use the formatting toolbar to make adjustments to the text in your editing pane. Many of the formatting options are similar to those found in word processing software. Click the Toolbar Toggle button (first row, top right or Shift+Alt+Z) to expand the formatting toolbar and reveal the full set of formatting tools.

The editing window has two different tabs where you can enter your content:

- **Visual**: A WYSIWYG ("what you see is what you get") window that displays formatting changes as entered and in real time. This is the primary and best option for most users.

- **Text**: An HTML-based editor that uses markup language. If you are familiar with HTML, you can use this tab for troubleshooting or customizations. We do not recommend extensive use of this option because heavy customizations could have downstream effects on book themes and on export formats.

Learn More

See the full list of formatting options along with their descriptions.

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Images and Graphics

Use the **Add Media** button in your editing window to upload images as well as audio or video files. Uploaded files will be stored in a media library so that if you are using an item more than once, you do not need to upload it multiple times.

Image adjustments (cropping, shading, etc.) should be made prior to uploading. It is possible to make basic size adjustments within Pressbooks, but the tool is not meant to provide a full suite of graphics editing functions.

Any uploaded media should be:

- Optimized for accessibility
- Either owned by you, used with permission, or uploaded under the guise of fair use
- Smaller than 5MB

Find examples of e-books with media in the Appendix.

Tip
• Visit JMU Libraries guide to Free Media for Creative Use.
Look for the Open Access icon (open padlock) to find openly licensed and public domain files.

Learn More

Read more about uploading media.

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Quizzes and Interactive Elements

Add interactive elements like quizzes or games to your book using the H5P plugin. You can see these types of elements in action in this [University of Wisconsin Portuguese textbook](#) and the VIVA [Introduction to Petrology textbook](#).

To use H5P in a book, first activate the plugin:

1. Go to **Dashboard** > **Plugins** on the left vertical navigation bar
2. Click the **Activate** link under H5P

Then open the H5P menu:

1. Go to **Dashboard** > **H5P Content** on the left vertical navigation bar and hover
2. A second menu will appear to the right, click **Add New**

Choose one of the H5P options from the dropdown menu. The first time you select an option, click the **Get** button. If you have previously used one of the options, the button will say **Details**.

Once you select an option, fill out the required fields and then click the **Create** button in the upper right-hand corner of your window.

You will see a preview of the component you just created. You can also test the component to make sure it works.

In the upper right-hand corner of your window, copy the short code.

Open your text editor and paste in the copied short code.

Save your work and preview the page. The H5P component is now live.

Find more examples of e-books using H5P for interactivity in the [Appendix](#).

Learn More

Read more about [working with H5P.](#)

Note that there are a few drawbacks to using interactive elements. H5P is not (currently) integrated with Canvas, so if you intend to use the H5P activities for graded assignments, you will need to record and track student performance separately. Using H5P in your Pressbook provides dynamic, formative ways for students to check their understanding and engage with the content, but summative, graded evaluations will still need to be delivered in Canvas or in-person.

If you are planning to make your book available in non-web-based format, the plugin content cannot be exported, so you will need to insert placeholder text marking the non-exported content.
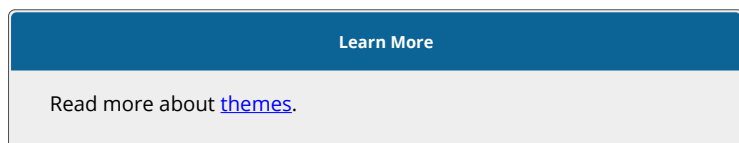
Book and Cover Design

Themes

Pressbooks provides a set of professional ready-made theme designs to customize the look and feel of your book. You can switch to a different theme at any time and as many times as you wish. To select a theme, go to **Appearance** > **Themes** in your Dashboard. You can preview a theme before activating it.

Learn More
Read more about themes.

Book cover

To upload a cover for your book, open the Book Info section of your Dashboard and scroll down to the Cover Image section. Upload your cover image and scroll back to the top of the page to click Save. Note that the thumbnail preview of your cover image may not load the first time.

The cover image should conform to the following specifications:

- **Dimensions**: 2500px x 3750px
- **Maximum size**: 2 MB

- **File format**: JPEG or PNG
- **Aspect ratio**: 1:1.5

Your cover image will be used only on the web and e-book formats of the book. Covers for PDFs intended for print-on-demand purposes need to be prepared separately.

Learn More
Read more about [working with book covers](#).

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Add a Collaborator or Co-author

You can choose to add a collaborator to your book and customize the role and permissions for each added user. Collaborator accounts are restricted to users with @jmu.edu and @dukes.jmu.edu email addresses. If you need to give a non-JMU collaborator access to the system, email Liz Thompson, thomp3ea@jmu.edu, to discuss possible options.

Reminder
• If your project is collaborative, remember that Pressbooks does NOT allow synchronous co-editing. Only one person at a time can be actively making changes in Pressbooks.

Learn More
Read more about user roles and adding collaborators.

LaTeX

LaTeX is supported in Pressbooks. When you are working in the text editor, select the "Visual" tab and insert LaTeX inside brackets, like this:

$$(type\,your\,formula)$$

Find examples of e-books using LaTeX in the [Appendix](#).

Learn More
Read more about [LaTeX in Pressbooks](#).

Publishing and Promoting Your Book

Part III.

This section provides an overview of what to consider when you are planning to publish your book, from the technical process of exporting files to strategies for exposure and discoverability.

Publish Your Book

When is your book considered published? Whenever you decide!

You can make your book publicly available online and make it available for export at any point. It's easy to make changes and updates, so you can "publish" as many times as you need to.

We encourage you to share your book freely under an open license (discussed in the next chapter). However, you may wish to offer your book for sale through an online bookseller such as Amazon Marketplace, or another e-book platform. It's your responsibility to ensure you have the rights necessary to enter into a commercial agreement with a vendor.

There are some factors that should be considered if you are hoping to feature your book in the JMU Libraries catalog or make it more widely available. The following table presents an overview (in no particular order) of these considerations and the circumstances in which they might be relevant to your needs and goals.

List of things to consider before you publish

Step	Library Service?	Purpose	Guidance
Proofreading and copyediting	No	Finalize text for publication	Contact Liz Thompson, thomp3ea@jmu.edu, for details about contracting with Scribe for these services.
Peer -review	No	Finalize text for publication	Learn about peer review at Rebus' Peer Review Process Guide
Add subject areas	No	Facilitate discoverability if book is featured in the catalog	Authors can add terms in Pressbooks in **Book Info > Subjects**
Get set up to sell your book online	No	Provide students and/or other readers with an option to purchase a hard copy via print on demand services	Pressbooks recommends IngramSpark or Amazon's CreateSpace.
Get an ISBN (International Standard Book Number)	No	Unique identifier for published books, used for distribution in libraries and bookstores	Visit Bowker for details about securing ISBNs
Create a MARC record	Yes	Enable book to be discoverable in the JMU Libraries catalog	Request via email to Liz Thompson, thomp3ea@jmu.edu
Deposit the work in JMU Scholarly Commons	No	Exposure beyond campus.	Download PDF from Pressbooks and upload to JMU Scholarly Commons
List the work in the Open Textbook Library	No	Exposure beyond campus. Encourage other textbook authors to adopt or adapt your work.	Four requisite criteria for listing (Notably: Must be Creative Commons licensed and allow derivatives). Submit your book here.
List the work in the Directory of Open Access Books (DOAB)	No	Exposure beyond campus. Support scholarly credibility.	Book must be peer reviewed and your department will need to qualify as a publisher.
Register work with the Library of Congress	No	Exposure beyond campus. Online, searchable public record of your work. Necessary to pursue litigation for any infringement.	Copyright Office charges $45 for single-author registration (see copyright registration form).

Apply a License

As you prepare to publish your book, you should consider how to manage your copyrights, and what rights you want to keep or grant to others. The way you can grant rights to others is by applying a license. Before you apply a license to your work, be sure to confirm first that you hold the copyright for your book, since your affiliation with JMU determines what you own (JMU Policy 1107). If you are remixing Creative Commons licensed content, be sure you are applying licenses correctly.

Pressbooks allows you to select any (or no) license at a page, chapter, or book level. You will be able to choose from the full suite of Creative Commons licenses, which allow copyright owners to retain copyright but grant certain rights to copy, distribute, etc., depending on the copyright owner's preferences. Creative Commons licenses also specify that anyone who uses your work must attribute you as the owner. Check out the Creative Commons Choose Your License Tool for help selecting a license.

As you're choosing whether to apply a license, you should keep in mind a number of benefits about selecting a Creative Commons License:

- **Increased citation and impact**: Choosing Creative Commons licenses that promote re-use of your work by others means that your book is likely to get wider readership and accrue greater citations. Readers feel

more comfortable reading and citing works that clearly allow them to make various uses.

- **Increased discoverability**: Choosing a Creative Commons license that allows the creation of derivative works is the only way to get your book listed in the [Open Textbook Library](), which can greatly enhance how easy your book is to find.

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Export

Pressbooks offers a number of options for exporting your work in online formats depending on how you want to make it available to others to read.

Summary of the available export options:

Summary of the available export options

Format	Purpose	Notes
PDF (print)	Optimized for print-on-demand.	Export will not include a cover image. Does not support transparent images or internal links.
PDF (online)	Optimized for all PDF uses besides print-on-demand.	Export will not include a cover image.
EPUB	For eBook readers.	Compatible with all eBook readers except Kindle (see below)/
MOBI	For eBook readers.	Compatible with Kindle readers.

Learn More
Read more about PDF exports and EPUB exports.

Get Noticed

With an openly licensed book in Pressbooks, you have a number of options for getting exposure and attracting readers. Read more in the <u>Publish Your Book</u> section.

- **On campus**
  - ◦ Submit your work to be included in the JMU Libraries catalog
  - ◦ Deposit a PDF in <u>JMU Scholarly Commons</u> open access repository
  - ◦ Teach it in your courses
  - ◦ Share it with your <u>subject liaison librarian</u>

- **Beyond campus**
  - ◦ Add a link to your e-book on your departmental or personal website, social network profile, <u>ORCiD</u> iD, or CV
  - ◦ List your book in the <u>Open Textbook Library</u>
  - ◦ Get listed in the <u>Directory of Open Access Books</u> (Note: Your book will need to be peer reviewed, and your department will need to <u>qualify as a publisher</u>)

Tip

Citing open textbooks

We recommend citing open textbooks as follows (format adapted from the University of Hawaii at Manoa):

Structure: [author last name, author first name]. (Year of publication). [Book title]. [Institution where published]. Retrieved from [URL].

Example: Potter, Harry. (2018). Encyclopedia of Wizardry. Hogwarts. Retrieved from pressbooks.lib.jmu.edu/encyclopediaofwizardry.

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Deposit in JMU Scholarly Commons

We encourage you to deposit your open e-books in [Scholarly Commons](), JMU's repository for open scholarship. Adding your Pressbooks publication to the JMU Scholarly Commons is a great way to get more exposure for your publishing projects and to preserve a copy ([preservation guidelines]() for Scholarly Commons).

To deposit your work, export it from Pressbooks as a PDF and then upload the PDF to Scholarly Commons. If you make further revisions to your book, remember to export a new version and replace the file in Scholarly Commons.

> **Learn More**
>
> Read more about [depositing work in Scholarly Commons]().

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Move a Book to a Different Platform

If you want to move your book to a different platform, you are free to export the files to migrate or use elsewhere. For maximum portability, we recommend that you download the EPUB files along with any other formats that you anticipate needing in the future.

Learn More
Read more about exports.

Delete or Unpublish a Book

You have several different options for deleting or unpublishing a book, depending on how and where you have made your book available as well as on your desired outcome(s).

Delete or Unpublish a Book

Option	Description	How-To
Delete book	Remove book entirely	From your Dashboard, hover over the book title in the top navigation bar until a menu appears, then click **Delete**.
Make book private	Restrict visibility of book to be completely private only to you and any viewers designated by you	From your Dashboard, go to **Text > Organize** and change visibility to **Private**.
Un-feature	Remove a book from the "Find a Book" list	Email Liz Thompson, thomp3ea@jmu.edu, or submit this form.

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Updates and Revisions

Pressbooks makes it easy to update and revise books on an immediate and ongoing basis. You can implement and publish new changes instantaneously. If you have made your book available as a PDF or in another file format, make sure to run new exports of the latest version as these files will not update automatically.

Learn More
Read more about [exports]().

If you obtained a MARC record for your book and are revising the work, you may need to release the updated version as a new edition. Email Liz Thompson, [thomp3ea@jmu.edu](), for more guidance.

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FAQs

FrequentLY Asked Questions

How is publishing in Pressbooks different than WordPress or even Microsoft Word?

JMU Libraries Pressbooks installation is a book and e-book publishing platform for materials that support teaching, learning, and scholarship. The final publication might be online, print-on-demand, and/or openly licensed. The following uses are encouraged:

- Textbooks
- Open access books
- White papers and technical reports

The following uses are outside the scope of Pressbooks:

- Journals
- Websites
- Portfolios
- Hosting of sensitive or confidential data. See JMU Policy 1205 for information about handling sensitive and confidential data.
- Publications without a JMU-affiliated account holder

Compliance with other relevant JMU and Libraries policies:

- [JMU Computing policies](#)
- [JMU Research policies](#)

What's the difference between a Pressbooks "Part" and a "Chapter"?

The Pressbooks hierarchy of book organization looks like this:

- Book
    - Part
        - Chapter

For more details about Parts and Chapters, watch

One or more interactive elements has been excluded from this version of the text. You can view them online here:
https://pressbooks.lib.jmu.edu/guidelines/?p=58

Appendix A: Textbook Examples

Example Textbooks Created with Pressbooks

- [Introduction to Petrology](#) ([Interactive H5P](#) examples)
- [Environmental Biology](#)
- [Antología abierta de la literatura hispana](#)
- [Português para principiante](#)s ([Interactive H5P](#) examples)
- [Beginning Excel](#)
- [Introduction to Psychology](#)
- [Applied Fluid Mechanics Lab Manual](#) ([Interactive H5P](#), [videos](#), and [LaTeX](#) examples)
- [Digital Foundations: Introduction to Media Design with Adobe Acrobat Cloud](#) ([Videos and image](#) examples)
- [Concise Introduction to Logic](#)
- [English Literature: Victorians and Moderns](#)
- [Perspectives: An Open Invitation to Cultural Anthropology](#)
- [eCampus Ontario site](#)

General Resources on Creating Open Textbooks

- [Authoring Open Textbooks](#)
- [The Rebus Guide to Publishing Open Textbooks (So](#)

Far)
- A Guide to Making Open Textbooks with Students
- Modifying an Open Textbook: What You Need to Know
- Faculty OER Toolkit
- Rebus Community

JMU Scholarly CommunicationS Resources

- Search for open textbooks in the JMU Libraries catalog
- Copyright guide
- Open and Affordable Course Materials guide
- Find Open and Affordable Course Content guide
- Free Media for Creative Use guide
- Use OSF (Open Science Framework) to store files associated with your book (sign in using your JMU e-ID, password, and DUO)

Appendix B: Tracking Updates

Updates and Changes to the guidelines

August 2022:

1. Added the Accessibility Statement and updated the Guidelines publication to meet accessibility standards.

January 2022:

1. Added new instructions for signing in to Pressbooks using the JMU e-ID, password, and DUO authentication process. Removed instructions for how to create an account.