

Concordia Open-Textbook Design Plan

The following document is a design plan for your Pressbooks book. Examples and resources on filling in this document can be found on our [Design Appendix](#) in our book [Guide to Pressbooks at Concordia University](#).

Book:

Learning Outcomes

- LO:
- LO:
- LO:
- LO:
- LO:

Interactive Learning

Are you planning to include interactive elements in your book?

Which ones? What would be their pedagogical function in the book?

Organization

Structure

Each open textbook is divided into three sections: Front Matter, Body, and Back Matter. In addition to the Design Plan, the Content Plan spreadsheet can be used to organize the material and progress of each part in the textbook.

Front Matter

- Introduction
- Authors
- Accessibility Statement
- Acknowledgments

Body Sections and Chapters

The Body contains the content of your book. Consider how your book should be divided and structured, including any subsection types that may repeat in each section or chapter.

Back Matter

Versioning page

The versioning page is a log of major updates made to an open textbook. It keeps track of the date, version number, and the affected page(s). Small changes create the distinction between versions 1, 1.1, 1.2, 1.3, and 1.4; significant changes form the difference between versions 1 and 2, which we equate with editions 1 and 2.

Navigation

Navigation involves components that allow the user to move through a page or to a different chapter. Essential navigation components include the left menu sidebar, the previous/next buttons at the bottom of each page, and the navigation table at the beginning of this page.

Sidebar

Previous/next Buttons

Navigation Table

Look and Feel

When creating with Pressbooks, it is essential to establish and consistently apply visual standards throughout the book. Establishing visual guidelines early in your workflow enables a smoother development process for those collaborating on the book, and ensures that the reader's user experience is prioritized.

Text Elements

Typeface (Font Family)

Default Header typeface:

Default Body typeface:

Headers and Font Size

Ensure that font size is accessible and decreases in size as the level of the heading descends. Headings should be larger and visually distinct from the body text.

Describe the use of your heading levels:

Ensure that font size is accessible and decreasing in size as the level of heading descends. Headings should all be larger and visually distinct from the body. Sizes of the headings:

- H1:
- H2:
- H3:
- H4:

Capitalization

Black, Indigenous, and proper names should be capitalized with the first letter, except when an author uses lower-case for their name (e.g. bell hooks)

Writing Style and Spelling

Inspiration

Consider Open Textbooks that look good. What do you like about the books?

The importance of images may vary from textbook to textbook. Some things to consider when using images are:

Estimated number of images:

What the image caption should look like:

Are there decorative images?

Do they have an alt text?

Cover page

Cover pages contain essential information such as the title, author, their Creative Commons (CC) licenses, and a background image or colour. If you need assistance with the cover page, let the OER team know.

What do you want your cover page to look like?

Default Theme

Pressbooks offers various book themes to choose from, including Austen Classic and Clarke and Donham. Further customize your Pressbook with Theme Options, as described in the Customize Themes page.

What default theme are you using?

Are you amending the default theme?

Colour Palette

Resources on developing a colour palette can be found on the Guidebook page that accompanies this design plan. We recommend cataloguing the colours of your book through HEX codes.

- Colour 1:
- Colour 2:
- Colour 3:
- Colour 4:
- Other Colours:

Textbox Variations

When creating textboxes, consider using Pressbook's existing tools in the Theme Options page within the Appearance tab. This simplifies the customization of textboxes without requiring the addition of extra styles to the CSS as a custom style.

How do you intend to use textboxes?

What colours are used in your textboxes to differentiate them?

Style Guide

It's essential to maintain consistency in the text to standardize the language and citation style.

Writing Style

Tense (past, present, future):

Spelling (American, Canadian, etc):

Citations

Style (MLA, APA, Chicago, etc):

In-text Citation:

Citations in the 'Reference' page of the Back Matter:

Contact for Assistance

For questions on implementing your design plan, please contact our OER team at oer@concordia.ca