

## Guidelines for Coursepack Submission

To achieve the best results when submitting a coursepack for reproduction follow these easy tips.

For each coursepack include the following:

- ✓ A completed Coursepack Request Form. Forms can be found at our website at <http://west.wvu.edu/atus/copyright> and online at <https://esign.wvu.edu/admcs/forms/> under "C" - Coursepack Request.
- ✓ **If copyright clearance is needed** include a standard bibliographic list of all items in the coursepack. The bibliographic list should contain: *Article/chapter author, title of article/chapter, book/journal title, volume (issue): book author/editor, ISBN/ISSN #, publisher, publication year, and page numbers.*

- or -

If the coursepack has been printed in Fall 2005 or later, the Coursepack Office has an Excel spreadsheet on file listing all items included previously. A copy of the spreadsheet can be provided to the faculty member to edit and revise for future courses.

- ✓ A cover page identifying the class and instructor (please do not include the quarter on the cover).
- ✓ A PDF file of the entire coursepack - created at a high resolution for printing.

-or -

- ✓ Copy-ready originals with the following specifications:
  - Articles placed in order ready for printing.
  - Standard size paper (8½ x11). Undersize or oversize paper will cause jams and misfeeds.
  - Securely taped originals are acceptable.
  - No black edges on book copies. Originals with areas of solid black will cause the copying equipment to jam. For clean copies, please bring your books to the Coursepack Office, WL 562 and we will make clean original copies for instructors.
  - Please allow a minimum 3/8" blank margin all the way around the edge of the sheet to allow for binding and avoid clipping original image.
  - Legible originals. Disabled Student Services has asked everyone's assistance in providing clear, clean, dark originals to accommodate visually impaired students. Please do not use copies of copies for originals.
  - When using dividers, please indicate where they are to be placed using color sheets.

**If copy-ready originals provided do not meet the guidelines above, the Coursepack Office will need to obtain the books from the instructor to make new originals.**

**If the same coursepack will be used (with no changes) for multiple quarters in the same academic year, please indicate by checking the appropriate boxes on the Coursepack Request Form. Originals and forms will not need to be resubmitted again for the remainder of the academic year. For forms and more information call x7435 or visit our website at <http://west.wvu.edu/atus/coursepacks>.**