Pressbooks Chapter Template

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| \*Please delete this box, the title page, and the parenthetical directions from the final document before importing to Pressbooks* The chapter content must match the material in the Pressbooks OER Book Design Map Guide.
* Cite in the citation format decided on in the Pressbooks OER Style Sheet or add as much citation detail as possible to be created later.
* All graphics, media, H5P activities, and textboxes will need to be added and created within Pressbooks and inserted into the Chapter Visual Editor separately.
	+ So, it is important to note where these items will be inserted within your chapter and plan these elements within this document.
* Use the Graphics and Media Attribution Tracker template to record and hyperlink the necessary licensing and location information for these elements.

Please follow the formatting of this document for easier importing into Pressbooks. * **Heading 1 (H1)** will import as the chapter title in Pressbooks.
* **Heading 2 (H2)** up to **Heading 6 (H6)** within this document will be imported under the same heading level within Pressbooks
	+ Once uploaded, alter the heading levels within the body of your chapter. For example, Heading 2 will change to Heading 1 in the chapter’s Visual Editor. Any other headings that follow should also be changed accordingly.

There are two options for getting your content into Pressbooks:* Can copy and paste from this document into the Chapter Visual Editor for each chapter or section of the book.
* **Or** upload this completed template of your book into Pressbooks and edit as needed.

For writing the chapters of your book, you may either:* Use one Word Chapter Guide template document for each chapter, or
* Include all chapters in one Word Chapter Guide template document by duplicating the template as many times as you need.

If each chapter title is styled with Heading 1 (H1) and the first level headings within the chapter body use Heading 2 (H2), then the template will upload into Pressbooks correctly.

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| Alternatively, to limit scrolling within your book, the organizational structure can be reorganized by treating the “Part” (default is “Main Body”) as a Chapter instead. Then the “Chapters” within the “Part” become Heading 1 (H1) within each chapter.To add chapters within your book, you would “Add Part” and to add more Heading 1’s within the chapter, you would “Add Chapter”. An example of this is available in the Pressbooks OER Publication Guide.Note: Front Matter and Back Matter cannot be edited this way. |

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# Insert Chapter Title Here. (Heading 1 (H1))

## Introduction of Chapter (Heading 2 (H2))

(Write a brief introduction to the chapter/section using second-person language, 250-300 words.)

## Chapter Specific Learning Outcomes (H2)

(Add SLOs for the chapter/section as listed in the Book Design Map Guide.)

(There is a Learning Objectives textbox that can be utilized for this in Pressbooks)

Upon successful completion of this chapter, you will be able to:

## Chapter Key Terms (H2)

(Define important and commonly used terms that appear in the chapter, its readings, and unit activities or assignments, especially if you are using them in a sense other than the one students might expect. Make sure to provide a citation for these definitions.)

(Pressbooks has the option of creating a glossary where terms and their definitions can be linked.)

## Chapter Content (H2)

(Within the body of your chapter, Pressbooks allows for the integration of graphics, media, and H5P activities. The H5P plug-in can be used to make your content more interactive and/or as “check for understanding” activities throughout the chapter and to summarize at the end of a chapter.)

## Chapter Content Learning Activities (H2)

(These may be activities that utilize H5P, Hypothesis or another plug-in in Pressbooks, other learning resources, or simply a description of the activity you would like students to do outside of the Pressbooks platform, whether individually, in class, or in an LMS.)

## Chapter Summary Learning Activities (H2)

(These may be activities that utilize H5P, Hypothesis or another plug-in in Pressbooks, other learning resources, or simply a description of the activity you would like students to do outside of the Pressbooks platform, whether individually, in class, or in an LMS.)

## Chapter Summary (H2)

(List the big “takeaways” for students in this chapter. There is a Key Takeaway textbox that can be utilized for this in Pressbooks.)

## Recommended Chapter Readings and Resources (H2)

(List the resources/materials required for completing the chapter, e.g., a textbook chapter, article, or online video. Take this info from the Book Design Map Guide. Utilize proper citation style and formatting where applicable.)

## Optional Chapter Readings and Resources (H2)

(List the optional resources/materials recommended for completing the chapter or for further study. Take this info from the Book Design Map Guide. Utilize proper citation style and formatting where applicable. If there are no optional readings, take out this heading.)

## Chapter References and Attributions (H2)

(If outside sources/citations have been used (meaning if you, as the writer, have relied upon a source to write some part of this Guide), note it here and utilize proper citation style and formatting.)