Author onboarding pack

This pack has essential reminders to help authors run their project smoothly.

## Project management

Lead author responsibilities:

* Manage the author team
  + negotiate team responsibilities – for example, assign tasks such as proofreading, uploading to Pressbooks, creating H5Ps
  + develop the [publishing schedule](https://oercollective.caul.edu.au/app/uploads/sites/115/2025/05/Template_-OER-publishing-schedule-.xlsx)
  + keep team members on track to ensure the project is completed on time
* Ensure internal consistency
  + ensure that all chapters are written with the same tone and use a similar layout and formatting
  + use the [style sheet](https://oercollective.caul.edu.au/app/uploads/sites/115/2025/05/Template-Open-publishing-style-sheet.docx) to record and communicate these decisions to all authors
* Monitor the budget
* become familiar with the project budget and how the grant can be used – for example, purchasing artwork
* monitor grant expenditure
* monitor the book’s word count so that it does not exceed the initial proposal, as this will increase copy editing costs (the Library grant may not cover a word count exceeding 10% of the original estimate).

## Writing due dates and schedule

Authors must meet the due dates for their chapters, as lateness can impact the availability of peer reviewers and the copy editor. The [publishing schedule](https://oercollective.caul.edu.au/app/uploads/sites/115/2025/05/Template_-OER-publishing-schedule-.xlsx) is a valuable tool that helps authors stay on track, as it records all key dates for your project – for example, due dates for chapter drafts, peer review, and copyediting.

Although grant timelines are fixed, we recognise that unforeseen circumstances may arise. Early communication of potential delays with the Library team will help with modifying deadlines, where possible.

## Writing

Author responsibilities:

* Use the [Government Style Manual](https://www.stylemanual.gov.au/) and [style sheet](https://oercollective.caul.edu.au/app/uploads/sites/115/2025/05/Template-Open-publishing-style-sheet.docx) to maintain a consistent writing style and formatting throughout the book.
* Write with accessibility in mind (the [Accessibility checklist](https://oercollective.caul.edu.au/app/uploads/sites/115/2025/05/Accessibility-checklist.docx) can help you structure and format your chapter to be accessible to all readers).
* Write with inclusion in mind (see the [Inclusive Language checklist](https://oercollective.caul.edu.au/app/uploads/sites/115/2025/05/Inclusive-Language-checklist-1.docx)) and link to content available to everyone – that is, not behind a paywall, or geographically restricted.
* Use a standard referencing style (for example, APA) to cite the source of ideas, quotations and paraphrases.
* Use [attribution statements](https://wiki.creativecommons.org/wiki/Recommended_practices_for_attribution) when using content from third-party sources with Creative Commons licenses or in the public domain.

For more information, refer to the [*Author Kickoff Month*](https://oercollective.caul.edu.au/monash-uni-open-book-pub-guide/chapter/kickoff-month/)*,* [*Before Authors Start Writing*](https://oercollective.caul.edu.au/monash-uni-open-book-pub-guide/chapter/before-authors-start-writing/)*,* [*PressbookTips and Tricks*](https://oercollective.caul.edu.au/monash-uni-open-book-pub-guide/chapter/pressbooks/) *and* [*Accessibility Principles and Tools*](https://oercollective.caul.edu.au/monash-uni-open-book-pub-guide/chapter/accessibility-principles-and-tools/) chapters.

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