



LibraryPress@UF Publishing Criteria Submission Checklist

LibraryPress@UF (LP@UF) supports UF faculty and affiliates in developing and publishing Open Educational Resources (OER) and special-format publications. To ensure alignment with our mission and capacity, submissions will be evaluated using the following criteria.

Please select all applicable boxes.

Please return to LibraryPress@UF, LibraryPress@uflib.ufl.edu.

1. OER, Affordability, & Teaching Alignment (LP@UF Highest Priority)

- Does your project support teaching, learning, or research at UF?
 - *Preference for works that demonstrate broad potential for classroom or public impact.*
- Will it serve as a textbook, teaching module, or other educational resource?
 - *Works that lower costs for students and increase equitable access to learning.*

2. Publication Scope & Format

- Is the project primarily text-based (with images, figures, and tables as needed)?
 - *Materials designed primarily as textbooks, teaching modules, or open-access instructional resources are prioritized.*
- Can your publication be formatted to a digital platform supported by LP@UF and made available in accessible formats?
 - Common digital platforms and accessible formats for LP@UF:
 - **Pressbooks:** Often used for open textbooks and flexible digital formats.
 - **Adobe InDesign:** For high-quality design of boutique books.
 - **Scalar:** A web-based authoring platform for media-rich scholarly works.
 - **PDF, EPUB:** Standard formats for academic and trade publishing.
 - *Projects that require specialized multimedia development, extensive design, or technical infrastructure beyond LP@UF's support may be considered but could be redirected.*

3. Author Partnership, Readiness, & Commitment

- Do you have a clear plan and a realistic timeline for completing the work?
 - A typical project timeline lasts between 18 and 24 months, covering the finalization of the manuscript, which includes review, editing, layout, cataloging, metadata, formatting, and print-on-demand (POD option assessed on a case-by-case basis).
- Are you prepared to stay engaged throughout the publishing process?
 - Authors must demonstrate a clear plan for completing the project within a reasonable timeline.
 - *Projects lacking sufficient author engagement or clear objectives may be directed to alternative development paths or encouraged to resubmit their proposals with an updated timeline.*

4. Accessibility & Licensing

- Can your work be openly licensed (e.g., [Creative Commons](https://creativecommons.org/licenses/by-nc/4.0/))?
 - OER must be openly licensed to ensure free and broad accessibility. LP@UF default CC licensing is [CC BY-NC 4.0](https://creativecommons.org/licenses/by-nc/4.0/) (that allows others to remix, adapt, and build upon your work, but only for non-commercial purposes, as long as they provide appropriate attribution), although there are other CC options.
- Do you have the rights to all included materials (images, media, data)?
 - *Submissions without clear rights documentation or incompatible licensing may be redirected, although we may be able to assist with copyright clearance issues.*
- Is your publication intended to meet accessibility standards?
 - Developed with accessibility standards to support diverse learners and communities.



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5. Resource Availability & Support

- Does your project avoid needing extensive custom design, funding, or infrastructure?
 - Projects requiring resources beyond current capacity may be redirected or placed on a waitlist.
 - LP@UF prioritizes projects that can be supported with internal staff (liaison subject experts), technology, and funding. In many cases, funding may not be available. However, we will discuss potential options.

6. Boutique & Creative Works

Scholarly and creative works not designed as teaching tools remain welcome for publication in UF’s Digital Collections. These projects contribute to the University’s scholarly record, creative expression, and community engagement.

- If your project is more scholarly/creative than instructional, does it add value to UF’s collections?

Publishing Pathways

- **If you marked the sections in the OER:**
 - Your project is likely to align with the publishing priorities of LP@UF.
- **If you have marked items in the Boutique section but not in the OER section:**
 - Your project may still be published with LP@UF, where it will contribute to UF’s scholarly and creative community.
- **If you did not mark in any section:**
 - Your submission may not align with the mission or capacity of LP@UF and could be redirected accordingly.
 - LP@UF will provide feedback on any issues and make recommendations to authors and possibly connect them with appropriate campus or external partners, which may include:
 - *Center for Teaching Excellence (CTE) - course & pedagogy support*
 - *Center for Instructional Technology and Training (CITT)*

Name: _____

Email: _____ Date: _____

Comments: _____
