

CSU E-Text Website Research Project

CSU TIGER Grant 2002

April 2003

Final Draft

Recommended Guidelines for e-Text Production by the CSU

These guidelines represent the format to be maintained for inclusion into the CSU systemwide database of alternative e-Text resources. These guidelines will be reviewed and updated to reflect advances in the industry on a yearly basis.

The system will put together a folder that must be included on each e-text file distributed to students and will include a User Agreement & Instructions:

- a. a discussion of copyright
- b. a contract of how the resource can be used
- c. A README file explaining how to access the information on the resource.

Basic Guideline: In order to be considered for inclusion in the systemwide database the e-Text resource must satisfy these basic requirements.

1. The preference is for the entire text. If partial text, i.e. chapters, these must be clearly defined.
2. The format of the electronic version must exist in at least one of the following formats although it may exist in additional formats.
 - a. MS Word .DOC
 - b. Rich Text File .RTF
 - c. HTML .HTM
 - d. Text .TXT
 - e. Kurzweil Educational Systems .KES
 - f. Adobe Portable Document Format .PDF
 - g. TIF
 - h. Duxbury .DXP
3. The character accuracy (punctuation, spelling and grammar) whether derived from OCR or file conversion, should approximate or exceed 95%.
4. The structural integrity of the document should approximate or exceed 95% to maintain the reading experience intended by the author.
5. All breakouts, including but not limited to tables, charts, graphs, equations and images should be displayed/read inline with the document (where supported by the file format.)
6. The e-text must be compatible with the commonly used assistive technology.


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7. The following storage structure will be maintained:


 : Book Title

 : E.g. TIF or DOC or HTM or PDF (one folder for each type)


 : 00Legal (User Agreement & Instructions)


 : 01Front Matter


 : Title Page


 : Preface


 : Copyright Info


 : Table of Contents

 : Acknowledgements

 : Other front material

 : 02Body


 : 01_Chptr (including chapter summaries/terms/questions and problems)

 : 02_Chptr (including chapter summaries/terms/questions and problems)

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 : 99_Chptr (including chapter summaries/terms/questions and problems)

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 : 03End Matter

 : 00Appendices

 : 01Indices

 : 02Glossaries

 : 03Bibliography/References

 : o4Other end materials

Grade C: in order to receive a GRADE C rating the e-text must, in addition to the Basic Guideline, satisfy the following requirements.

1. Page numbers should always appear at the top left of the page in e-text rather than in the position they appear in the book.
2. Headers and footers should be eliminated.
3. Text Breakouts should either precede or follow the paragraph in which the referenced topic is mentioned.
4. Text captions for tables, charts, figures, graphs and photographs either directly precede or follow the paragraph in which the referenced topic is mentioned. If the topic is not mentioned in the text, the captions should directly precede the chart/figure/graph or photograph.
5. Image compression should preserve the visual integrity of the image (where supported by the file format).

Grade B: in order to receive a GRADE B rating the e-text must, in addition to the BASIC GUIDELINE and the GRADE C guideline, satisfy the following requirements.

1. Table structure must be maintained
 - a. all structural elements including but not limited to labels and column/row headings.
 - b. All cell formatting which communicates meaning
2. For the reproduction of math elements
 - a. A literal version of all elements, whether present in the body or within tables/graphs/equations/charts should be provided OR
 - b. A version in image format of all elements within the body or within tables/graphs/equations/charts should be provided AS ALLOWED BY FILE FORMAT
3. Navigation should be comparable to text version
 - a. Navigation via existing structural elements, such as page number, sections or chapters should be maintained.
 - b. The underlying content should be searchable by keyword and page number.

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Grade A: in order to receive a GRADE A rating the e-text must, in addition to the BASIC GUIDELINE, GRADE C guideline and GRADE B guideline, satisfy the following requirements.

1. For tables, a full text description of the material contained therein should be provided for blind\visually impaired students.
2. Full text descriptions of charts/figures/graphs and photographs should be provided for blind\visually impaired students.
3. All text formatting which communicates meaning should be maintained through alternative methods. This may include but is not limited to font size, font color and font formatting. For example, if the text is red, the following may be added (beginning red text) this text is red (ending red text).
4. For math materials a full text version of detailed interpretation of the material presented should be provided for blind\visually impaired. This should include tactile images of the images presented in the course of the material.