

# USING THIS TEMPLATE BOOK

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This template contains typical sections of a book. Note the required sections. Delete the sections you don't want to use. In the Main Body, there are three chapters. The first is blank so you can give it a different title and start writing. The second is nonsense that includes glossary terms and images. The third contains examples of interactive elements that you can add to your book.



## Suggested Template for COD Books



# SUGGESTED TEMPLATE FOR COD BOOKS

DENISE COTE

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Glen Ellyn, IL



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# DEDICATION

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*This book is dedicated to someone.*

*Not required*

# EPIGRAPH

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*Your playing small doesn't serve the world. Who are you not to be great?*

*Nelson Mandela*

*Not required*



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# TITLE PAGE

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Title of Book (title page details on the first page of your book so this page is not required)

Author and Credentials

College of DuPage Press, 2020.

# LICENSE & ATTRIBUTIONS

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## Required



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Chapters 1-2

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Chapters 6-10

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# ACCESSIBILITY STATEMENT

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Required. Review conducted by Learning Technologies staff or by the author if appropriately trained.

## Sample Accessibility Statement from BC Campus

BCcampus Open Education believes that education needs to be available to everyone, which means supporting the creation of free, open, and accessible educational resources. We are actively committed to increasing the accessibility and usability of the textbooks we produce.

### Accessibility features of the web version for this resource

The web version of the *Accessibility Toolkit – 2nd Edition* has been designed with accessibility in mind by incorporating the following features:

- It has been optimized for people who use screen-reader technology.
  - all content can be navigated using a keyboard
  - links, headings, tables, and images have been designed to work with screen readers
- It has the option to increase font size (see tab on top right of screen).

### Other file formats available

In addition to the web version, this book is available in a number of file formats, including PDF, EPUB (for eReaders), MOBI (for Kindles), and various editable files. You can also purchase a print copy. Here is a link to where you can download this book in another file format. Look for the “Download this book” drop-down menu to select the file type you want.

### Known accessibility issues and areas for improvement

While we strive to ensure that this textbook is as accessible and as usable as possible, we might not always get it right. Any issues we identify will be listed below.

### List of Known Accessibility Issues

Location of issue	Need for improvement	Timeline	Work around
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## Accessibility standards

The web version of this resource has been designed to meet Web Content Accessibility Guidelines 2.0, level AA. In addition, it follows all guidelines in “Appendix A: Checklist for Accessibility.” The development of the toolkit involved working with students with various print disabilities who provided their personal perspectives and helped test the content.

## Let us know if you are having problems accessing this textbook

We are always looking for how we can make our resources more accessible. If you are having problems accessing this resource, please contact us to let us know so we can fix the issue.

Please include the following information:

- The location of the problem by providing a web address or page description
- A description of the problem
- The computer, software, browser, and any assistive technology you are using that can help us diagnose and solve your issue
  - e.g., Windows 10, Google Chrome (Version 65.0.3325.181), NVDA screenreader

You can contact us one of the following ways:

- Contact form: BCcampus Support
- Web form: Report an Open Textbook Error

**This statement was last updated on DATE**

# FOREWARD

Denise Cote and David Bowie

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A foreward is a short essay typically written by a subject matter expert who is not the author. Lends credibility to the work.

Not required.

# PREFACE

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Written by author. An essay about the writing of the book. Why you wrote it. Why the book is important to you and why people should read it.

Not required



# TABLE OF CONTENTS

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## Not Required

Pressbooks creates this for you but some authors create a TOC page with more information and links to the chapters, like so:

Chapter 1 : Cake (<--add link)

This chapters covers cake.

Chapter 2: Candy (<--add link)

This chapter covers candy.

Chapter 3: Cookies (<--add link)

This chapter covers cookies.



# INTRODUCTION (OR NOTE TO READERS/ STUDENTS)

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Provides an overview of what will be covered in the book. Definitions and methodologies used in the book.  
Short essay that tells people how to use your book. Directions on how best to study with the text, etc.

# LIST OF TABLES

---

Not required but recommended if you have data tables in your book that students will use for reference.

Table 3.1. Results of a survey (n=1) of favorite types of cake. Likert scale 1 (best) – 3 (least).

# LIST OF FIGURES

---

Not required but recommended if your book has a lot of images. This also serves as the attribution list for your images. **Does not replace the alt text on your images as required for accessibility.** See examples in text.

Example List

## **Chapter 1: Cake**

Figure 1.1 Decorated Cake. [Photo by Deva Williamson on Unsplash]

Figure 1.2 Lemon Cake (add attribution....)

## **Chapter 2: Candy**

Figure 2.1 Peppermint ( add attribution....)

Figure 2.2 Lollipops ( add attribution....)

## **Chapter 3: Cookies**

Figure 3.1 Macarons ( add attribution....)

Figure 3.2 Shortbread ( add attribution....)



1.

# CHAPTER ONE

---

This is the first chapter in the main body of the text. You can change the chapter type, change/add the chapter part. This does NOT have to be titled “Chapter One.” You can name it Part One, Module I, etc.

2.

## CHAPTER THE SECOND

---

This is another chapter. Delete this text (or the entire chapter, if you like) and delete the Glossary Terms using the Organize menu on the left.

How to add and manage glossary terms: Highlight the term you want to define and click GL above. Add your term or select from an existing glossary term you've already created. These terms will appear in the glossary section in the back matter of your book. In your text, you'll see that special tags and item numbers are created for glossary terms.

Ex. **marzipan**

### Sweets and Other Things

Cupcake ipsum dolor sit. Amet tiramisu cupcake. Muffin apple pie fruitcake chupa chups. Tootsie roll soufflé marshmallow. Pie **cheesecake** bearclaw jujubes. Cotton candy danish lemon drops. Candy canes jelly-o pie muffin cake croissant tiramisu caramels jelly beans. Caramels soufflé lollipop jujubes sweet liquorice. Danish danish jujubes topping cake. Cheesecake gummi bears **marzipan** candy canes **cake** sweet jujubes chocolate.

How to add an image: Add Media above. Upload your image. Fill in all the details about the image including the alt text, caption, description, etc. Put the attribution in the description field. If using, also add this image to the List of Figures/Images in the Front Matter. Click on your image. You can select your preferred alignment and do basic edits of image from this little menu. Selecting “align left” or “align right” wraps text the text around the image.





Icing cupcake biscuit soufflé icing cake. Marshmallow sweet roll cotton candy candy chupa chups sugar plum. Jelly macaroon gingerbread brownie. Gummi bears **chocolate** bear claw fruitcake toffee. Tart cupcake jelly. Carrot cake topping bonbon.

Candy donut caramels muffin jelly beans **dragée** bear claw. Chocolate toffee chocolate muffin donut lollipop pudding cookie. Sweet marshmallow gummi bears chocolate cheesecake chocolate. Jelly-o icing marshmallow lollipop sugar plum croissant liquorice cake. Gingerbread dessert sweet caramels lemon drops chocolate gummi bears. Toffee cake oat cake caramels carrot cake chupa chups fruitcake oat cake jujubes. Lemon drops icing marshmallow brownie candy canes danish. Cookie brownie gingerbread bonbon cotton candy liquorice. Halvah ice cream pastry.

Photo by Deva Williamson on  
Unsplash

### Key Takeaways Text Box

Make a Text Box by selecting your text and choosing from the “textboxes” menu above. There are several styles.

Chocolate bar lollipop icing chocolate bar caramels sugar plum ice cream muffin. Oat cake croissant jelly chupa chups brownie pudding. Wafer halvah tootsie roll carrot cake apple pie. Gummies cake pudding lemon drops danish carrot cake. Fruitcake soufflé lollipop. Wafer caramels halvah.

Oat cake marshmallow bonbon pie. Cotton candy jelly beans cotton candy macaroon. Candy sweet roll oat cake soufflé jelly-o danish lemon drops toffee gingerbread. Cookie candy canes cheesecake cupcake gingerbread apple pie chocolate cake marshmallow apple pie. Bonbon cheesecake apple pie chupa chups halvah tart lollipop. Sweet marzipan croissant ice cream jujubes jelly. Caramels macaroon marzipan topping pastry sweet roll. Sugar plum pie dragée carrot cake pastry candy canes oat cake. Sweet roll muffin sugar plum dragée. Apple pie liquorice candy canes gummies ice cream tootsie roll.

3.

## A SELECTION OF INTERACTIVE THINGS

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### Interactive Elements

These are the types of interactive elements you can add to your book

- Embedded Video
- H5P
- Dynamic Tables

## Embedded Video



*A YouTube element has been excluded from this version of the text. You can view it online here:  
<https://cod.pressbooks.pub/template/?p=189>*

## H5P



*An interactive or media element has been excluded from this version of the text. You can view it online here:*

*<https://cod.pressbooks.pub/template/?p=189>*

Tables

Cake Ranking

Type of Cake	
Traditional Chocolate	3
Lemon Chiffon	1
Carrot Cake	2

Table 3.1. Results of a survey (n=1) of favorite types of cake. Likert scale 1 (best) - 3 (least).

# APPENDIX/APPENDICES

---

Not required.

This is where you can add appendices.

# GLOSSARY (LEAVE CONTENT BLANK)

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## Cake

A cake is a baked thing typically covered in frosting. It is my favorite thing in the world.

## cheesecake

A dairy cake made with soft cheese.

## chocolate

A preparation of roasted and ground cacao seeds

## dragée

A small silver ball for decorating cookies or a cake.

## marzipan

A confection consisting primarily of sugar and almond meal.

# BIBLIOGRAPHY

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Required.

You know what to do.

Change the back matter license below if you cited copyrighted works in your text.

# INDEX

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Not required. Pressbooks are searchable online.

Topics with pagination and/or links to chapters. An index is not a repeat of the table of contents.. You could use your glossary as the basis of your index then add major themes, minor themes, etc.



# ABOUT THE AUTHOR

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Not required

# AFTERWORD

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Not required.

Final thoughts from the author.

This book made me miserable. And it also made me feel really happy.