

# WRITING THE DISCIPLINES: AN OER TEXTBOOK

## Chapter Template & Submission Guidelines

**Directions:** The chapter should answer the “why” and “how” of writing a specific type of document found in a discipline/profession. The chapter must be co-authored, with two-three experts listed for each chapter submission. As completed chapters are submitted to the editor, a double-blind peer review process will take place. Feedback and author revisions will take place on a rolling basis. New chapter submissions should cover writing and documents that are not already covered in the existing chapters of the textbook.

Please try to use engaging language and examples. The chapter must include in-text citations and corresponding bibliographic citations using *APA Style 7<sup>th</sup> Edition*. Samples of discipline-specific documents provided within the chapter should use the documentation style appropriate to the discipline-specific document. For example, a chapter on how to write legal case briefs would use APA style for the body of the chapter (to be consistent with the other chapters in the OER textbook); however, a sample document of a legal case brief within the chapter would use the ALWD legal citation style. All the content, including sample discipline-specific documents, must be original.

To provide consistency across chapters and unity to the OER textbook as a whole, please use the following template for organizing your chapter content.

### Chapter Template

(A chapter should be 5-10 single-spaced pages; Times New Roman; 12pt Font)

- A. Chapter Title
- B. Chapter Objectives (3-5 objectives; please use *Bloom’s Taxonomy* in developing objectives)
- C. Chapter Outline
- D. Chapter Introduction
- E. Chapter Content
  - a. Definition/description of discipline-specific document type
  - b. Where can the document be found in the discipline/profession?
  - c. Importance/significance/benefits of discipline-specific document type (Why should students care?)
  - d. Guidelines on how to write the discipline-specific document
    - i. Format & appearance
    - ii. Voice/tone/language expectations
    - iii. Style expectations for the discipline-specific document (example: MLA, APA, Chicago, CSE/CBE, AMA, ACS, Bluebook, ALWD, etc.)
    - iv. Required elements of the discipline-specific document
    - v. Supplemental elements of the discipline-specific document (if appropriate)
    - vi. Helpful tips & considerations
  - e. Original sample of the discipline-specific document type
  - f. Discussion questions (4-6 questions)
  - g. Writing activity
  - h. List of helpful resources with website links
- F. Glossary of key terms and definitions (these terms must be used and defined within the chapter too)
- G. References (in APA style)
- H. Other attribution/credits, if appropriate

### Author Information

- Name
- Title

- College/University/Organization Affiliation
- Brief Biographical Sketch (up to 200 words)

**Statement of Originality**

(All co-authors must sign, date, and include the statement with the chapter submission.)

“I hereby declare that this chapter submission is my own work and to the best of my knowledge it contains no materials previously published or written by another person. Any contribution made to the chapter submission by others is explicitly acknowledged in the manuscript. I also declare that the intellectual content (written content and images) of this chapter is the product of my own work.”

Signed .....

Date .....

**Submission Guidelines & Notes**

1. Submissions must use the chapter template in guiding the organization of chapter content.
2. Submissions must be provided as a Microsoft Word document using APA Style 7<sup>th</sup> Edition. Please make sure to use appropriate formatting for headings and subheadings.
3. Authors should use Times New Roman font, size 12, with single spacing and page margins at 1” (top, bottom, left, right).
4. A chapter should be 5-10 pages, excluding the references page(s).
5. All authors must submit a signed and dated Statement of Originality (see above) with the chapter submission.
6. Photographs, charts/graphs, and other images used within a chapter must be original and owned by the co-authors, or the images must be verified and cited as part of the public domain.
7. Un-original or previously published works will not be accepted. Plagiarism and scholarly misconduct will not be tolerated.
8. Each chapter submission will undergo two peer reviews, which can take several weeks to complete. Peer reviewers are established educators and scholars across multiple institutions who volunteer their expertise. Peer review comments will be provided to the co-authors of the submission via an email by the textbook editor. The editorial decision of accepting or rejecting a chapter is final.
9. Upon the full textbook manuscript completion, a Creative Commons license will be acquired by the editor to publish the manuscript as an OER textbook. Authors of accepted and published chapters retain their right to use their work for scholarly and teaching purposes.
10. As an OER textbook, no fees or publishing royalties will be collected. The OER textbook and the individual chapters will be free to the public.
11. The OER textbook will be published on a stand-alone website. Readers/adopters of the edited collection will be able to download the entire book or individual chapters based on distinct needs. All chapter contributors will be notified by email when the website goes live, and a link to the website will be provided. Additional publishing platforms may be added later, such as the Open Textbook Library and Amazon Kindle Publishing.
12. Additional questions about submissions should be addressed to the editor via email.

Editor: Dr. Caroline (Carrie) Fitzpatrick, Alvernia University, Reading, PA, 19607

Email: [carrie.fitzpatrick@alvernia.edu](mailto:carrie.fitzpatrick@alvernia.edu)