

## Coursepack Checklist

To help ensure that your coursepack is produced as quickly as possible, please take a moment to check that all the following necessary stages are complete. **Please submit this checklist with your request.**

- Have you included a table of contents?
- Is EVERY work copied cited? This includes unpublished works, radio transcripts, another professor's class notes, etc...
- If applicable, is it clear what is to be included in the coursepack and what might be from the course textbook?
- Is this table of contents in a consistent format (i.e. all in MLA, Chicago, or APA formatting)?
- Does your table of contents include:
  - Author's name
  - Title of chapter/article
  - Title of book/journal
  - All pages copied, including any chapter notes.
  - Publishing information (publishing company, country of publication and year)
- If it is a partial reprint, have you included a separate document that indicates which articles are new or to be removed (this document will not be included in the final product).
- Have you included web addresses and understand that sometimes copyright is difficult to acquire for webpages. Our staff will attempt to acquire permission but will contact you if we are unable to.
- Did you strive to stay below 20% of each book? You may be able to include more than 20% but it may cost more and/or delay production time.
- Did you avoid including multiple chapters from single books?
- Have you submitted your readings in the correct order as per your table of contents?
- Have you submitted books that require special photocopying - (images in art history coursepacks for example).
- Have you double-checked your photocopies for:
  - No pages missing?
  - No words cut off?
  - No dog-eared pages?
  - No black marks through text (if you get a black mark down the center, lighten the copier and/or press harder on the spine of the book)

If you are having any difficulties with photocopying, feel free to drop off the books to our office and we will do the copying for you.

Remember, EVERY semester we are required to request copyright permission. Even if your coursepack is a complete copy of a previous semester, time considerations need to be kept in mind for such requests.

For an explanation of why these elements are necessary, or to find out more information to assist you in coursepack production, please view our coursepack guide available in our office at LB 018