

**Concordia
University
Coursepacks
Department**

**COURSEPACK CREATION
GUIDE**

Concordia University Coursepack Services

The production of coursepacks is not as simple as photocopying material and adding covers. There are a number of steps and procedures that must be completed before the final product is delivered and sold through the Concordia University Bookstore.

This guide is designed to better inform you and to assist you in the preparation of your coursepacks. This document addresses the most common questions and concerns related to the creation of a coursepack. By following the guidelines set out, you will help to ensure an efficient processing time and high quality product.

At any point, should you have questions or comments, the Coursepacks Team is always glad to assist professors and answer their questions. Feel free to visit us at LB 018 or e-mail us at coursepacks@concordia.ca

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Requesting a Coursepack and the Initial Stages of Coursepack Production

There are a variety of ways to request a coursepack:

- You can fill out an online form through the Concordia Bookstore Website at: <http://web2.concordia.ca/Bookstore/faculty.courseware.html>
- You can send us an e-mail at coursepacks@concordia.ca
- You can visit our office at LB 018
- Through the university's internal mail system

Regardless of how you submit your request, please remember to also send us a Microsoft Word version of your table of contents!

You can submit your readings at our office - either photocopies, or the books themselves!

The earlier you submit your coursepack, the more time and attention we can spend on your request. This allows for higher quality products perfectly attuned to your wishes and also allows us time complete all the stages of coursepack production including the often time-consuming task of obtaining copyright permission from publishers.

When we receive your request we will send you a confirmation. If you do not receive your confirmation *within a week*, please get in contact with us to advise us.

Our staff will create the order request, and update the information in the Bookstore computer system.

We also review the material that is submitted to us to ensure that all the pages are included and that the text is legible so that we can produce the best possible product for you and your students.

We require certain bits of information throughout the process of coursepack creation. It is advisable that professors provide us this information at the time of submitting their coursepack:

- Professor's name - as you wish it to appear on the cover page.
- The course title, code and section. Please indicate if your course is cross-referenced with any other course.
- Your e-mail address so that we can contact you to inform you of any issues that might arise or to inform you when your coursepack is complete
- Don't forget to indicate the number of complimentary copies needed for the professor and any T.A.s
- Your office number (or department address) so that we can send you your complimentary copies and return your material and books to you.
- It is important that you indicate if this is a reprint, partial reprint, or a new coursepack (see page 7 for an explanation of the differences, or ask us at coursepacks@concordia.ca)
- No need to provide us with the number of students expected. We wait until the coursepacks are ready to print and then we research this information ourselves.

Please let your students know that if there are no more coursepacks available on the shelves in the bookstore, they can order one at the bookstore's information desk. We do not print the full number of coursepacks before the start of classes as some students might drop the course or not purchase the coursepack. This allows us to not waste paper. Instead, **we offer a print-on-demand service when the initial batch of coursepacks is sold out. Students order their coursepack at the information desk and will be able to pick it up within 48 hours.**

Table of Contents and Copyright Requests

One of the more complex procedures is copyright declaration. We are required by law to maintain strict compliance with the regulations set out by COPIBEC. COPIBEC is the organization in Quebec who acts on behalf of rights holders (authors, publishers, etc.) to manage the reproduction rights of their printed works and to ensure proper compensation to these individuals. To aid us in our declarations, it is imperative that we have certain information. COPIBEC requires us to include this information in a table of contents format.

A table of contents is required in your coursepack as per our agreement with the Quebec Copyright law.

The formatting of your table of contents is at your discretion. However it is highly advisable that you choose one of the standard formatting systems (MLA, APA, Chicago). We recommend this for two reasons: Firstly, these citation systems require all the pertinent information that we need for copyright purposes. Secondly, it serves as a model for your students to use when formatting their bibliographies.

Necessary Elements in the Table of Contents:

1. **Author name.**
2. **Work Title.**
3. **Chapter title and/or number.** If including more than one chapter from a single source list each chapter heading and clearly indicate which pages are included in the individual chapters.
4. **Publishing information.** This includes publishing company, country of publication, year of publication and, if pertinent, edition number.
5. **Page numbers.** List all pages that have been included in the course pack. Page numbers ought to indicate whether certain pages in a chapter have been left out. Example: Chapter 7, pp. 23-25, 27-30. If this is not done we will assume that pages have *accidentally* been excluded. Please be sure to also include page numbers for all end or chapter notes.

The table of contents should be in standard **MLA , APA, or Chicago format**. However, any consistent format, excluding spreadsheets, that includes all necessary information is acceptable.

Example:

Hunter, John. "The *Ornithorhynchus Anatinus* and You." Upending the Platypus. 10th ed. New York: Concordia University Publishing, 2010. pp. 147-168. Notes, pp. 386-389.

Other Information to Include: ISBNs, ISSNs and Total Page Counts.

A course pack will be processed more quickly if the **ISBN numbers** or, in the case of journals and newspapers, **ISSN numbers** are also submitted.

It is also helpful to include the **book's total page count** (including introductory and foot notes – for example; total pages: 297 and i-xxi). This information can be removed prior to being placed in the coursepack.

If including a **rare or obscure publication** it is particularly important to include an ISBN/ISSN and, for books only, the total number of pages of the book.

If a book has a publication date before 1970 or is **lacking an ISBN number** for any other reason it is best to include the total number of pages.

To Expedite the Compilation of your Coursepack:

List every work included in the course pack regardless of its origin. This does not change if the course pack is a reprint or if the work was never published.

If a work is from an unorthodox source (such as another professor's class notes, unpublished manuscript, or transcription of a radio broadcast) provide an author name, organization title, or any other available information. **The more information you are able to provide, the more likely it is that the Coursepacks staff will be able to contact the author.** If you have received permission to include the work, please forward this information along with your coursepack request.

Please indicate if you are the author of any work included in the course pack.

If you wish to include your **required textbook readings in your table of contents**, it is imperative that you indicate that they are separate books and not to be found within the coursepack. If you do not, the coursepacks staff will assume that you have failed to submit readings.

If possible, **avoid submitting a separate table of contents and bibliography.** This doubling of information only wastes paper and, since the majority of professors include all information on one table of contents, it allows for consistency for the students.

Reprints

A reprint is a duplicate of a previous semester's coursepack. We allow for minor changes such as updated syllabuses. Any changes should not affect the total number of pages of the coursepack.

A partial reprint is a revision to a previous semester's coursepack. This means that many of the old readings are included again but some have been added or removed, or the order has changed.

If submitting a partial reprint **please indicate which readings are new and which of the old readings are to be removed.**

We are still required to request copyright permission for readings used in previous semesters. It is advisable therefore, that if you wish to have a reprint or partial reprint, that you submit your request early as well.

Documents that require special permission:

There are a number of works that cannot be included in a course pack without express permission from copyright owners. The greater the number of works included that require special permission, the earlier a course pack ought to be submitted. This allows time for publishers, website creators, etc. to respond to our queries.

1. Websites:

Permission must be granted by the website creator in order to publish material from a site. A lack of explicit copyright information does not mean that the material may be used freely.

Unless stated otherwise, it must be assumed that all online material is copyrighted.

Websites can only be included in a course pack without permission when they are specifically open-sourced (such as parts of Wikipedia) or participating in certain forms of Copyleft.

Certain website creators illegally post another author's work on their website. We cannot obtain permission for this material as the website creator is not in possession of the copyright.

In regards to **online editions of newspapers and journals**, an article may be used without permission if it originally appeared in print.

If a website is old it may contain obsolete contact information. The more up-to-date the website, the likelier it is that the Coursepacks Copyright staff will be able to contact the creator.

In the case of not receiving special permission, or to facilitate production of your course pack, **we can include the website address in the table of contents** for the students to access the material on their own (please supply web address).

2. Books and Journals printed in countries not covered by Copibec:

For the list of countries covered by Copibec (*société québécoise de gestion collective des droits de reproduction*) please visit the following webpage.

http://www.copibec.qc.ca/?action=pr_a_propos&langue=a

If you are using a book not covered by the Copibec agreement, it is best to submit the course pack as early as possible. It often takes some time for publishers to respond to inquiries regarding their publications.

3. Publishers that have opted-out of the agreement with COPIBEC.

A number of publishers have chosen to deal with reproduction and copyright costs themselves. **For these, special permission must be obtained** and this can cause delays in production or higher copyright fees. A list of those publishers who have opted out can be found online at: http://www1.copibec.qc.ca/?action=usedun_unexclusion&langue=a

4. Material that has not been published in a book or a journal.

Permission of the copyright owner is a strict requirement for all work, including that which has not been published in a book or journal unless the work explicitly states that its contents may be reproduced commercially without authorial permission.

Special permission requests can take anywhere from a few hours to six weeks before receiving a reply. These requests also do not guarantee favourable responses. As we are not in control of the amount of time a request may take, we cannot estimate a length of time for the production of coursepacks. In our expertise, if a coursepack is submitted by 6 weeks before the start of classes, it should be on the shelves when students return to school. We will contact professors if special permissions requests are not being answered or extreme fees are being asked by the rights holders. Then we can discuss how best to proceed.

Avoiding Excessive Copyright Fees

There are a number of ways that copyright fees can accumulate:

- Using more than 20% of a book.
- Using less than 20% of a single book, but it consisting of *many different chapters*.
- Special permissions from webpages or publishers who have opted-out of the agreement with COPIBEC.

Please note: A Coursepacks Copyright representative will contact you if the copyright fees for your coursepack are deemed to be excessive to discuss how we might lower the cost to students.

If you would like to learn more about avoiding excessive copyright fees, contact one of the copyright specialists in the coursepacks department at coursepacks@concordia.ca or visit us in LB 018.

Materials

You are welcome to submit materials either in person at the Coursepacks office in LB 018, to send them to us by internal mail, or in a digital format at coursepacks@concordia.ca.

Professors are required to submit the texts as our department is not equipped to acquire them.

Please note that the Coursepacks Department does offer a photocopying service for you. Simply bring in the books to us and we will copy them for you.

Some Tips on Photocopying

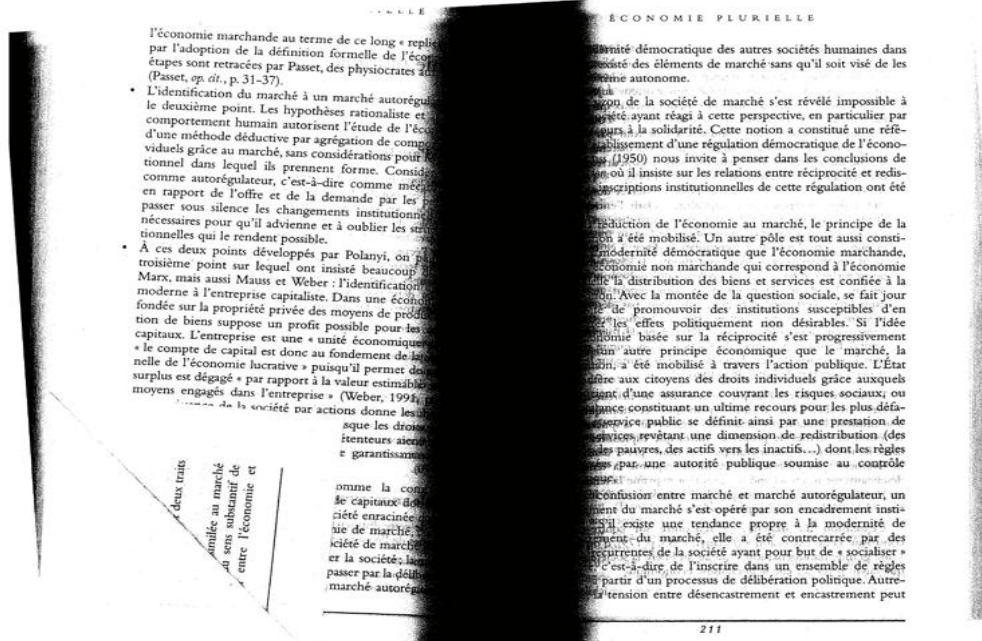
Before starting, ensure the glass of the photocopier is free from marks of any kind. Smudges or dirt on the glass will transfer to the photocopy.

1. Be sure to position the page/pages in the upper corner of the photocopier using the edges as a guide. This will ensure all the text is captured.
2. If you are having difficulties fitting the text on one sheet, feel free to copy on an 8.5X14 sized sheet, the Coursepacks Production Team will be able to re-size it. We prefer to do this than to have pages with text cut off in your coursepack.
3. It is best not to re-use waste paper – paper that might have been previously printed with material unassociated to your course pack.
4. Press down lightly on the back of the book to avoid the inside text (next to the binding) curving or being hidden by a large black splotch.
5. All pages should be flat and not ‘dog-eared’ at the corners. This will hide the text.
6. Check for good contrast between black and white. This will ensure that the text is unbroken and free of lines and spots.
7. Ensure all the pages are in the correct order and that you have not missed any pages.
8. When dealing with images, check to see if the photocopier you are using has a “photomode”. This will allow pictures and graphs to come out clearer.
9. Please bear in mind that if you are photocopying from a photocopy, it is a second-generation copy and the quality will diminish.
10. Finally, take a quick look at what you have photocopied to ensure everything is complete and intact.

While you may feel that reviewing your photocopies is extra work on your part, it might only take a few extra minutes. It will, however, expedite the production of your course pack. If the Coursepack Department has to contact you for missed readings, request that you re-photocopy some pages or try to obtain a textbook from the library, it will cause a delay in the production of your coursepack. We appreciate your efforts in ensuring a quick and problem-free course pack.

The following page offers an example of a good and bad photocopy. The good copy will only require a small amount of work to 'clean' it while the faults in the bad copy cannot be remedied without the original material.

BAD COPY



GOOD COPY

ÉCONOMIE PLURIELLE

L'économie marchande au terme de ce long « repliement », attesté par l'adoption de la définition formelle de l'économie, dont les étapes sont retracées par Passet, des physiocrates aux néoclassiques (Passet, *op. cit.*, p. 31-37).

- L'identification du marché à un marché autorégulateur constitue le deuxième point. Les hypothèses rationaliste et atomiste sur le comportement humain autorisent l'étude de l'économie à partir d'une méthode déductive par agrégation de comportements individuels grâce au marché, sans considérations pour le cadre institutionnel dans lequel ils prennent forme. Considérer le marché comme autorégulateur, c'est-à-dire comme mécanisme de mise en rapport de l'offre et de la demande par les prix, conduit à passer sous silence les changements institutionnels qui ont été nécessaires pour qu'il adienne et à oublier les structures institutionnelles qui le rendent possible.
- À ces deux points développés par Polanyi, on peut ajouter un troisième point sur lequel ont insisté beaucoup d'auteurs dont Marx, mais aussi Mauss et Weber : l'identification de l'entreprise moderne à l'entreprise capitaliste. Dans une économie capitaliste fondée sur la propriété privée des moyens de production, la création de biens suppose un profit possible pour les détenteurs de capitaux. L'entreprise est une « unité économique de profit » et « le compte de capital est donc au fondement de la forme rationnelle de l'économie lucrative » puisqu'il permet de calculer si un surplus est dégagé « par rapport à la valeur estimable en argent des moyens engagés dans l'entreprise » (Weber, 1991, p. 14-15). La reconnaissance de la société par actions donne les moyens d'une concentration de capitaux inédite puisque les droits de propriété peuvent être échangés sans que les détenteurs aient besoin de se connaître, la médiation de la Bourse garantissant parallèlement une liquidité à leurs avoirs.

Enfin, l'économie abordée comme la combinaison du marché autorégulateur et de la société de capitaux donne lieu à un autre développement : le projet d'une société enracinée dans le mécanisme de sa propre économie. L'économie de marché, quand elle ne connaît pas de limites, débouche sur la société de marché dans laquelle l'intérêt privé réalise le bien public sans passer par la délibération politique. L'irruption de cette utopie d'un marché autorégulateur diffère de la modernité démocratique des autres sociétés humaines dans lesquelles il a existé des éléments de marché sans qu'il soit visé de les agencer en système autonome.

Mais l'horizon de la société de marché s'est révélé impossible à atteindre, la société ayant réagi à cette perspective, en particulier par le biais du recours à la solidarité. Cette notion a constitué une référence pour l'établissement d'une régulation démocratique de l'économie que Mauss (1950) nous invite à penser dans les conclusions de l'*Essai sur le don* où il insiste sur les relations entre réciprocité et redistribution. Les inscriptions institutionnelles de cette régulation ont été multiples.

- Contre la réduction de l'économie au marché, le principe de la redistribution a été mobilisé. Un autre pôle est tout aussi constitutif de la modernité démocratique que l'économie marchande, celui de l'économie non marchande qui correspond à l'économie dans laquelle la distribution des biens et services est confiée à la redistribution. Avec la montée de la question sociale, se fait jour la nécessité de promouvoir des institutions susceptibles d'en contrecarrer les effets politiquement non désirables. Si l'idée d'une économie basée sur la réciprocité s'est progressivement estompée, un autre principe économique que le marché, la redistribution, a été mobilisé à travers l'action publique. L'État social confère aux citoyens des droits individuels grâce auxquels ils bénéficient d'une assurance couvrant les risques sociaux, ou d'une assistance constituant un ultime recours pour les plus défavorisés. Le service public se définit ainsi par une prestation de biens ou services revêtant une dimension de redistribution (des riches vers les pauvres, des actifs vers les inactifs...) dont les règles sont édictées par une autorité publique soumise au contrôle démocratique.
- Contre la confusion entre marché et marché autorégulateur, un cantonnement du marché s'est opéré par son encadrement institutionnel. S'il existe une tendance propre à la modernité de désencastrement du marché, elle a été contrecarrée par des réactions récurrentes de la société ayant pour but de « socialiser » le marché, c'est-à-dire de l'inscrire dans un ensemble de règles élaborées à partir d'un processus de délibération politique. Autrement dit, la tension entre désencastrement et encastrement peut

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Frequently Asked Questions

1. Why are due dates for coursepacks so early?
 2. Does Concordia University have a license to permit the creation of coursepacks?
 3. What types of material can I copy? And how much of a book can I copy?
 4. Can I post articles and book chapters on MOODLE?
 5. What if I want to copy more than 20% of a book?
 6. What if the book I want to copy is out of print?
 7. Can I include an e-journal in my coursepack?
 8. Is previously cleared material given automatic clearance in the future?
 9. Is everything on the web public domain?
 10. What material is considered public domain?
 11. Can I receive digitalized material for a coursepack?
 12. What are the consequences for violating copyright laws?
 13. Will I be contacted if my coursepack will not be ready before the beginning of classes?
 14. Who do I contact if I am unsure about any aspect of coursepack creation, including copyright and production?
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1. Why are due dates for coursepacks so early?

Copyright research can be time consuming. Every entry needs to be logged and those entries that require special permissions may take up to 6 weeks for a reply. If permission is refused, or our requests are still not being answered, we need time to work with professors to address the issues. After the copyright declaration is complete, the production team needs to photocopy, scan, clean, compile and paginate the document. In addition to this, the very nature of coursepack creation is one that necessitates peaks and falls in production. We begin to get coursepacks two months before courses begin and continue to until the start of classes. We function on a "first come, first served" basis, so early submission means that you beat the rush.

2. Does Concordia University have a license to permit the creation of coursepacks?

Concordia University has a comprehensive license with COPIBEC that permits the production and sale of coursepacks. **Reproduction of works must be handled through the Coursepacks Department** who retain this license and expertise and who deal directly with COPIBEC to obtain and declare all works reproduced.

3. What types of material can I copy? And how much of a book can I copy?

Review the section on copyright to learn more about what can be copied, what cannot be copied and what can be copied but acquiring copyright permission might take more time or be associated with higher fees. For texts that do not require any special permission, generally 20% of a book is permitted. Remember though, if you include many chapters from the same book, though it adds up to less than 20% of the book, a fee may still be charged.
4. Can I post articles and book chapters on MOODLE?

No. Posting material apart from your own notes on MOODLE or any other website is copyright infringement unless explicit permission is given from the copyright owner. Though the Coursepacks Department is aware of the potential benefits of a digital service over a printed one, digital reproduction of works is considerably more costly in copyright fees than printed, even including the cost of printing! To save the students money, we have chosen not to move to a digital service as yet.
5. What if I want to copy more than 20% of a book or something that is excluded?

If you wish to include more than 20% or something that does not fall into the COPIBEC agreement, the Coursepacks Copyright Staff is trained to contact copyright holders to request inclusion of such works. This may cause delays in production or higher copyright fees and we cannot guarantee that we will acquire permission.
6. What if the book I want to copy is out of print?

The Coursepacks Copyright Staff may be able to acquire permission to reproduce out-of-print books at nominal fees. This includes selections from out-of-print books as well as the potential to copy fully such books.
7. Can I include an e-journal in my coursepack?

Many journals and magazines now offer online versions. Articles can also be accessed via the Concordia libraries. Many fall under the University's COPIBEC agreement and do not require any special permission. However, for most journals that do not also have a printed version, the requirement of special permission might delay production.
8. Is previously cleared material given automatic clearance in the future?

No. This is a common misconception. Every semester we must request copyright permission for all texts regardless of the fact that they were used in the previous semester's coursepack. Prior permission also does not guarantee the material will be able to be included once again.
9. Is everything on the web public domain?

No. Materials posted on websites are protected by copyright laws. Free access to a work does not mean that the rights holder has authorized its reproduction. Websites often contain copyright notices that specify how the works on the site can be used.

10. What material is considered public domain?

Public domain refers to works that are available for unrestricted copying by the general public without the need for explicit permission. Materials that are considered to be in the public domain include works whose copyright have expired, works that were created too early to have copyright protection, and works donated to the public by authors or artists. Remember, publishers hold copyright. Therefore, **a 2010 publication of Shakespeare's Hamlet would still require copyright permission from the rights holder (the publisher)**. Copyright has expired only on original edition Shakespeare works, not more recent publications!

11. Can I receive digitalized material for a coursepack?

The transfer of digitized material is a form of reproduction and must be authorized by the rights holder. This type of copy is not considered "fair dealing" even if it is for teaching purposes and is not permitted in our agreement with Copibec.

12. What are the consequences for violating copyright laws?

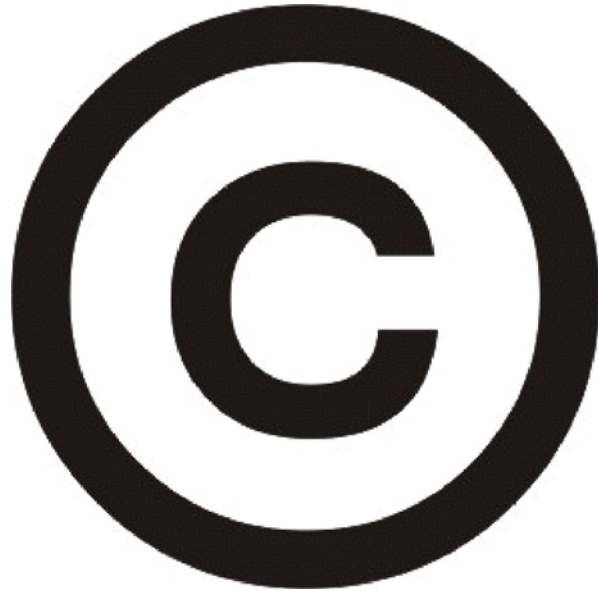
Copyright infringement occurs when material is copied without the authorization of the copyright owner. Fines range from \$500 to \$20,000 for illegal reproduction of any work.

13. Will I be contacted if my coursepack will not be ready before the beginning of classes?

We contact all professors that submitted a coursepack before the guarantee date if it appears that their coursepack might not be ready before the start of classes. We will explain the situation and work with the professor to find a solution to whatever is delaying production. If, however, a coursepack was submitted past the guarantee date, we *might not* contact you.

14. Who do I contact if I am unsure about any aspect of coursepack creation, including copyright and production?

The Concordia Coursepacks Team can be found in **LB018** and are always glad to help. You can also ask us questions at **coursepacks@concordia.ca**



Coursepacks@Concordia.ca

Created by Jennifer Carlson/2011