



DIGITAL PRESS *at* COLLIER LIBRARY

University of NORTH ALABAMA

Protocol for Initiating a Digital Press at Collier Library Publication

Are you interested in publishing through the Digital Press at Collier Library? If so, please follow the steps below to initiate the process for prospective publishing.

1. Contact the [University Librarian](#) to indicate your interest in publishing through the Digital Press at Collier Library.
2. Check for eligibility for [OER proposal funding](#).
3. As you write and compile material, please make sure that it is contained within a Microsoft Word document. If you have separate chapters, please use a unique Word document for each chapter.
4. A Collier Library & Information Services employee will assist you in adding your completed work into the Digital Press at Collier Library.
5. Once the files have been loaded in the Digital Press at Collier Library, you will have administrative access to your book for final editing.
6. When the book is completed, it will be assigned an ISBN, have a copy archived in the University of North Alabama [Repository of Open Access Research \(RoOAR\)](#), and the book will be added to the Open Textbook Network.