

# Adaptation Guide

# Adaptation Guide

A reference for adapting or revising an open textbook

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VICTORIA, B.C.



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Visit [BCcampus Open Education](https://bccampusopeneducation.ca/) to learn about open education in British Columbia.

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## About BCcampus Open Education

This is one of many support guides from BCcampus Open Education. It is designed to supplement our main resource: the [Self-Publishing Guide](#).

Individuals using this guide, might also find the BCcampus Open Education [Pressbooks Guide](#) useful.

Welcome to the BCcampus Open Education *Adaptation Guide*. This support resource covers how to customize — or adapt — an open textbook so that it better fits an instructor’s course needs. The guide defines the term *adaptation* and discusses reasons for revising a book, why this is possible with an open textbook, and the challenges involved.

This guide is an **ongoing resource** to which information will be updated as needed. Each chapter includes a “Last update” posted at the top of the page.

[BCcampus Open Education](#) began in 2012 as the B.C. Open Textbook Project with the goal of making post-secondary education in British Columbia more accessible by reducing students’ costs through the use of open textbooks and other OER. [BCcampus](#) supports the post-secondary institutions of British Columbia as they adapt and evolve their teaching and learning practices to enable powerful learning opportunities for the students of B.C. BCcampus Open Education is funded by the [British Columbia Ministry of Post-Secondary Education and Future Skills](#), and the [Hewlett Foundation](#).

Open educational resources (OER) are defined as teaching, learning, and research resources that, through permissions granted by the copyright holder, allow others to use, distribute, keep, or make changes to them. Our support resources are openly licensed using a [Creative Commons licence](#), and are offered in various e-book formats free of charge, or as printed books that are available at cost.

For more information about open education in British Columbia, please visit the [BCcampus Open Education](#) website.

## Introduction

This *Adaptation Guide* provides much needed information on the why, what, and how of making changes to an openly licensed textbook and other open educational resources (OER). In other words, it addresses the “revise” and “remix” members of [David Wiley’s “5 R’s of openness”](#) club.

In addition to the cost to students, one of the biggest advantages of choosing an open textbook is it gives faculty the legal right to add to, adapt, or delete the content of the textbook to fit their specific course without obtaining permission from the copyright holder. This is possible because the copyright holder has already granted permission by releasing their work using an open — or [Creative Commons](#) — licence. This type of licence gives users permission to use and reuse, share, copy, retain and modify the textbook without consulting the author.

The term **adaptation** is commonly used to describe the process of making changes to an existing work. Though we can also replace “adapt” with revise, modify, alter, customize, or other synonym that describes the act of making a change.

I

# What is an Adaptation

## Section Topics

This section includes:

- [Definition of Adapt](#)

# 1.

## Definition of Adapt

Last update: Sep 13/22

The term *adaptation* is commonly used to describe the process of making changes to an existing work. Though we can also replace “adapt” with revise, modify, alter, customize, or other synonym that describes the act of making a change.

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II

## Why Adapt an Open Textbook

### Section Topics

This section includes:

- [Reasons to Adapt an Open Textbook](#)
- [Permission to Adapt](#)
- [Three Steps Before You Begin](#)
- [Start Small](#)

## 2.

### Reasons to Adapt an Open Textbook

Last update: Sep 13/22

One of the benefits of using an openly licensed textbook or other educational resource is that you are free to adapt it to fit your needs. In other words, you can adjust the educational resources to fit your course curriculum, not the other way around. Other reasons for revising an existing open work might be to:

1. Address a particular teaching style or learning style
2. Adjust for a different grade or course level
3. Adapt for a different discipline
4. Accommodate a different learning environment
5. Address diversity needs
6. Meet a cultural preference
7. Meet a regional or national preference
8. Address a school, district, or institution's standardized curriculum
9. Make the material more accessible for people with disabilities
10. Add material contributed by students or material suggested by students
11. Translate the material into another language
12. Correct errors or inaccuracies
13. Update the book with current information
14. Add more media or links to other resources
15. Use only a portion of the book for a course<sup>1</sup>

1. Some of this material is based on: WikiEducator. "Adapt" in OER Handbook for Educators ([http://wikieducator.org/OER\\_Handbook/educator\\_version\\_one/Adapt](http://wikieducator.org/OER_Handbook/educator_version_one/Adapt)) and [Why Remix Open Educational Resources?](#) created by Liam Green-Hughes, both used under a [CC-BY](#) licence

## 3.

## Permission to Adapt

When it comes to working with open textbooks (and open educational resources in general), one of the conceptual hurdles faced by most people is around the notion of adapting or changing someone's work. What exactly can be adapted within the scope of an open textbook, and won't the original author get upset if you change their work?

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Changing someone's work can feel uncomfortable. But rest assured, if the author has released their textbook under a Creative Commons licence that allows for adaptation (which is any Creative Commons licence that does not have a [No Derivative \(ND\)](#) attribute added to it) then they expect that you will change the content, providing you give them the proper **attribution** (and we'll get into this). *Using information and media from an open textbook or other open educational resource are NOT considered plagiarism.*

But what can you change?

Anything and everything in an open textbook can be changed as long as the conditions of the open licence are met. The modifications or changes you make can be fairly minor or major depending on what you need to do to make the book work for you. That is the beauty and power of open textbooks. You are in charge of the resource. You have been given permission to change it ahead of time by the original author. Take advantage of it. They want you to.

Why you should use openly licensed materials

If you are looking for content to add to your textbook, you should look for and use Creative Commons licensed material (learn more in this [appendix about Licences and Tools in the Self-Publishing Guide](#)). While you can use material that has not been released under a Creative Commons licence, it does limit how others can use or reuse that material. As well, you must first obtain written permission from the copyright holder to use copyrighted material in the textbook and clearly note in the textbook the specific material that is copyrighted. This is to ensure others using the book in the future know they cannot reuse that material.

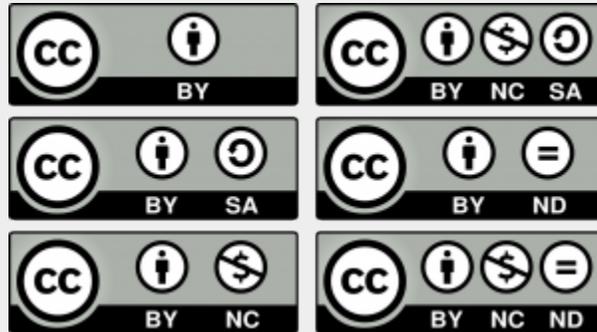
Don't forget the public domain

Once the copyright of a work has expired, has been forfeited, or is inapplicable, it is part of the [public domain](#), meaning that permission is not required to use it or make changes to it. [Creative Commons provides public domain tools](#) that enable authors and copyright owners who want to dedicate their works

to the worldwide public domain to do so, and facilitates the labeling and discovery of works that are already free of known copyright restrictions.

Note:

Using copyright material released with a restrictive licence is a barrier to future reuse and limits the usage of the resource in the future. Therefore, we recommend using [Creative Commons](#) licensed material that can legally be shared and reused.



See [Choose a Licence](#).

## 4.

### Three Steps Before You Begin

A good rule of thumb when creating an adapted textbook is to keep it simple, especially if you are approaching a remix project for the first time. While it may be tempting to make a number of major changes to a textbook before releasing it to your students, think of the textbook as a living resource that you can improve incrementally over time.

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Here are three steps to consider before adapting an existing textbook.

#### Step 1: Check the licence

First, check the licence to make sure you have the permission to modify the contents. As long as the Creative Commons licence does not have a [No Derivative \(ND\)](#) attribute, you are able to change the contents of the book. See [Creative Commons](#) for more information on licences.

#### Step 2: Check the file format

If you want to adapt an open textbook, you will need it in a workable technical format, i.e. an editable file type. These include:

- Pressbooks or WordPress files (.xml or .wxr)
- HTML files (webpages)
- Word document (.docx) or OpenDocument Text (.odt)
- Simple text files (.txt)
- EPUB (see “[Export Google Docs files as EPUB publications](#)“)
- LaTeX files (if the original book includes math or science formulas and equations)

#### Avoid PDF documents

Many open textbooks are only available as a PDF document, which are not editable. If you want to adapt an open textbook that is only available in PDF format, you will need to convert the PDF document to one of the editable formats listed above.

Converting a PDF document to an editable format is a difficult, time consuming, and imprecise process.

Before taking the time to do this, consider contacting the author and asking for a copy of the textbook's source files.

### Step 3: Use editing tools

Once you have an editable file, you are ready to begin your adaptation. The tools you use to create your adaptation will depend on the source file of the original textbook and how comfortable you feel working with the format and tool.

#### Pressbooks

Pressbooks is a commonly used publishing and editing tool. You can import a number of different formats into Pressbooks for editing including.

For more information, see [Export Files](#) in the *Pressbooks Guide*.

## 5.

### Start Small

An adaptation can turn ugly, like a house renovation project gone mad taking twice the time and three times the energy than you thought.

Last update: Sep 15/21

To prevent from falling into this trap, consider starting small. For your first crack at an adaptation, decide to make a few minor changes such as:

- Removing the chapters you don't need OR
- Adding an example or two from your current curriculum OR
- Including some exercises you've found useful in the classroom.

Start small. But think big.

While you are taking these baby steps, think of the huge pedagogical potential hidden away in an open textbook. Plan and dream and scheme about what *could* be done with this book; a book in which the author has give you permission to use, share, and change content to your heart's content and the only payment is to give her or him credit.

What a gift!

So, start small and don't let this gift become a demanding, uncontrollable beast that consumes you. Start small, give it a few treats, and get to know each other. Then, when you're bursting at the seams with ideas and enthusiasm, write down all of the wonderful things you want to change, when both you and the textbook are ready, on your "Adaptation Bucket List".



*[Memo](#) by [KCADRC](#) in the [public domain](#).*

## III

## How to Adapt an Open Textbook

### Section Topics

This section includes:

- [Is This Book Already Available?](#)
- [Evaluate an Open Textbook](#)
- [Make a Plan](#)
- [What Are the Changes](#)
- [Attribution Statement](#)

## 6.

### Is This Book Already Available?

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There are many open textbooks, both new creations and adaptations, currently in production and once finished will be available to the open education community. Before you consider adapting an existing open textbooks, review the following lists for open textbook projects currently in progress.

<b>Project</b>	<b>List of Open Textbooks in Progress</b>
BCcampus	<a href="#">Current Projects</a>
eCampusOntario	<a href="#">Open Textbook Initiative</a>
Rebus Community	<a href="#">Open Textbooks in Development</a>

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## 7.

### Find an Open Textbook

Typically, most instructors begin their quest for an open textbook by searching the many established open textbook and OER collections available which are listed below.

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For more information, see [Other Open Textbook Collections](#).

Other methods to find open textbooks or other OER:

1. Connect with your library
2. Ask your colleagues what OER they use
3. Conduct an advanced Google search: [https://www.google.ca/advanced\\_search](https://www.google.ca/advanced_search)
4. Get your students to find open resources, have them do a content review, and post the results to your course website or Learning Management System (LMS)

Also see, [Evaluate an Open Textbook](#).

## 8.

### Evaluate an Open Textbook

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[Open Oregon Educational Resources](#) has developed three checklists—each designed for a specific user type—to evaluate individual course materials such as open textbooks.

- [Faculty Checklist for Evaluating Course Materials](#)
- [Administrator Checklist for Evaluating Course Materials](#)
- [Student Checklist for Evaluating Course Materials](#)

### Evaluate OER collections

[British Columbia Open Education Librarians \(BCOEL\)](#) have developed a useful guide to assist faculty, librarians, educational technologists, and students or anyone else to evaluate the quality of OER collections.

By evaluating the following criteria, you can assess an open educational resource repository to identify opportunities to improve the open resources available to your institution:

- Authority
- Audience
- Access and Diversity
- User-friendliness
- Subject Coverage
- Search Functional and Browsing
- Media Type
- Licensing and Permissions

Assess an OER collection with the [Open Education Resource Repository Rubric](#) with the open textbook and OER evaluation process.

## 9.

### Make a Plan

Before adapting an existing book, it's important to establish a road map that will guide the timeline of the work, layout and style of the work, and [desired changes](#). Whether your adaptation is small or large, this step is important to ensure a cohesive and consistent final product. Below are tips to help you with style and consistency.

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### Style

To help you set this up, see the [Style Guide](#) in the BCcampus Open Education [Self-Publishing Guide](#). Consider creating a **style sheet** as well that identifies the idiosyncrasies of your adaptation in terms of style, such as citation, spellings, and layout. For an adaptation, it is suggested that you follow the citation style used by the original author to maintain consistency throughout the open textbook.

### Consistency

One of the challenges of adapting an open textbook is to create a final product that is consistent throughout. It is highly recommended that you assess the original textbook before you begin. Once this has been done, attempt to match all revised and new text, resources, layout and citation styles to that of the original work.

#### Assess language and tone

Begin by assessing the style and tone of the original text. Here are some elements to be aware of:

- Is the tone of the language formal, or friendly and conversational?
- How does the author address the reader? From a distance? Or does the author include the reader with phrases such as “we learn” and “you will see”?
- How is punctuation used? For example, are serial commas used, i.e. a comma before “and” when listing three or more things: “the cat, the dog, and the horse” OR “the cat, the dog and the horse”.
- How long is the typical sentence? Paragraph?
- Pay attention to the word count for existing chapters (average and range). Try to maintain this count for both new and revised chapters. Ask your project manager for assistance, if required.

## What is the layout?

As you review the textbook, take note of the following:

- Does each chapter contain specific pedagogical features such as Learning Objectives, Exercises, Summary, Suggested Readings, highlighted points of interest?
- Does the author use lists? If so, are bullets or numbers used or something else?
- How are headings used? Are sub-headings used? What is the highest heading level used?
- How long are sections under a heading or sub-heading?

## How are resources used?

Resources refer to all items other than text, such as photos, graphs, diagrams and multimedia content (video or audio links). Pay attention to what types of resources the original author used, how often they are inserted and how they are labelled. Ensure all external resources are either released with an open copyright licence or are in the public domain. See [Fair Dealing and Fair Use](#) in the *Self-Publishing Guide*.

- Resources should have a caption (e.g., Figure 1 + description). See the [Resources: Captions and Attributions](#) section in the *Self-Publishing Guide* for details.
- Differentiate between figures and tables (e.g., Figure 1.2 or Table 1.2).
- For adaptations, use the numbering system employed by the original author.
- For new creations, use a numbering system that incorporates the chapter number and image sequence. For example, for the first figure in Chapter 1 caption the figure, Figure 1.1.
- New types of resources can be added to the adapted version however, keep the overall textbook in mind. When adding a new type of resource ensure that it enhances the flow of the book.
- In addition to the above, we suggest the attribution be based on the [best practices for attribution recommended by Creative Commons](#).

## References and citation style

When you assess the textbook, identify both the citation style, and how and where references are listed in the book (e.g., at the end of each chapter, at the end of the book, or as footnotes). Note how in-text citations are used including punctuation. Consider using the same citation style.

## 10.

### What Are the Changes

#### What will you change?

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Adapting or changing an existing open textbook doesn't need to be onerous. The changes you make can be simple such as:

- Changing the title of the book, some or all of its chapters or chapter sections
- Adding one or two new images
- Removing a chapter that isn't pertinent to your course
- Removing a chapter to be used, leaving the rest of the book behind

Sometimes, an adaptation might require more than a few simple changes. For example:

- A significant number of chapters might be removed, leaving behind just the ones that fit the course curriculum.
- Chapters might be reordered to more accurately fit the order in which material is presented in a course.

It might be necessary to add material from other open textbooks or open educational resources to the open textbook you are adapting. For more information on where to find openly licensed images and other content, see [Resources: Search and Find](#) in the *Self-Publishing Guide*. Also take a look at [Resources: Only the Open](#).

Maybe you decide to write new material to fill in the gaps of an existing textbook such as new examples or exercises. (If you do this and plan to release the finished work as an open textbook, remember that your new work will be included under this licence.)

#### Will it be difficult?

How easy or difficult this will be depends on a number of factors, including;

- How much content do you wish to change? Do you want to remove chapters, or rewrite entire chapters of content?

- What technical format is the original textbook in? A Word document is much easier to modify than a PDF document.
- What type of licence is the content released under? Does it have a Creative Commons licence that allows for modification or adaptation of the content?
- How comfortable are you with using technology and creating content?

## Keep a record of changes and additions

As the author, you retain copyright of all new material you create. This means that even if the new material you create is released under an open licence, as the author, you will receive attribution for your contribution.

As you edit and make changes (text and images) and/or add new material, such as a chapter or section within a chapter, keep a list so these additions/changes:

- Can be included as part of the **Copyright Notice**
- Can be accurately attributed to you, the author

Minor changes, such as fixing grammatical or spelling mistakes, don't need to be documented.

If you add material from another openly licensed work to your adaptation, especially text, record the source and where it is used in your adapted version. This information is needed for the wording and placement of each **attribution statement** required for each open [CC BY \(Creative Commons Attribution\)](#) licensed work you use. For more information, see [Attribution Statement](#).

## Changing images: add new ones or remove old ones

With an openly licensed resource, you are welcome to remove images that don't fit your needs or you can add new ones. You are also permitted to edit existing images. (Check the licence of the image you plan to change to ensure that its permissions fit your intended change.)

For more information on:

- How to add or edit an image in Pressbooks, see [Images and Files](#) in the *Pressbooks Guide*.
- How to caption and attribute openly licensed images, see [Resources: Captions and Attributions](#) in the *Self-Publishing Guide*.
- Where to find openly licensed images and other content, see [Resources: Search and Find](#) in the *Self-Publishing Guide*.

## Use a copy editor and subject-matter expert

Even the best author benefits from the keen eyes of a copy editor. This individual looks at your work with fresh eyes and can provide feedback on grammar, spelling, readability, clarity, and consistency.

A subject matter expert (SME) — presumably a colleague or other individual who is an expert on the topic you're writing about — can provide suggestions about the content. It is best that the SME reviews your work before the copy editor.

One final step is to have a copy editor (preferably different than the one who copy edits your work) proof read the final draft.

## 11.

### Attribution Statements

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If an entire textbook has been changed or adapted, see the <a href="#">Adaptation Statement</a> chapter for guidance.
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All [Creative Commons licences](#) contain an attribution (BY) clause. This means that you must include a statement that gives credit to, or attributes, the creator of the work from which you have borrowed, whether it's text, an image, a video, or other item. If you have made a change, indicate that in your attribution statement.

As far as how and where to place attribution statements for text or media taken from another source or sources, best practices state that you should place them at the bottom of each chapter for which borrowed text or media have been used. Clearly mark all of these with a heading called: "Attributions." Several attribution statements can be listed under this heading.

### Attribution Statement examples for text

Example of an attribution statement for adapted text (changes made to borrowed text)

This chapter is an adaptation of [Physical Geography and Natural Disasters](#) by R. Adam Dastrup and is used under a [CC BY-NC-SA 4.0](#) licence. Changes include rewriting some of the passages and adding original material.

Note:

- The statement is clear, simple, and contains all elements required for a complete attribution:

title of the work used, author, and licence type. A link is provided to the original work and the licence type.

- There is no need to name the adapting author in this statement. This information should either be included on the **Book Info** page as a main author OR if you want to indicate which author wrote/adapted which chapter, you can use the **Chapter Author** option at the bottom of each chapter/web page in Pressbooks.
- If the book is to be CC BY licensed, then you will need to address the conditions dictated by the licence for each resource you are using in your adaptation. At the bottom of the **Chapter** page in Pressbooks, there is an option to set the licence type for that page which will override, for this page only, the overarching licence chosen for the book on the Book Info page.
- If the chapter contains some original material AND some material from another source, then rather than saying “This chapter is an adaptation of ...”, say “This chapter contains material taken from ...”

If the chapter only contains material from another source and the material has not been changed (i.e., not adapted), then use an attribution statement like the below example.

Example of an attribution statement for borrowed text (no changes made)

This chapter is composed of text taken from [Chapter 2.2](#) of [Physical Geography and Natural Disasters](#) by R. Adam Dastrup and is used under a [CC BY-NC-SA 4.0](#) licence. No changes have been made nor original material added.

## Attribution Statement examples for images

Example of an attribution statement for an adapted image

**Figure 1.2**

[Dog](#) by [David Locke](#) is used under a [CC BY 2.0](#) licence. Modifications to this photo include cropping.

Note:

- The statement is clear, simple and contains all elements required for a complete attribution:

title of the image, photographer, and licence type, as well as a note of the changes made. A link is provided to the original work, the home page of the photographer (if available), and the licence type.

Example of an attribution statement for a borrowed image (no changes made)

**Figure 1.2**

[Dog](#) by [David Locke](#) is used under a [CC BY 2.0](#) licence.

## When copyright is not owned by the author

An attribution statement should give credit to the author of a work. However, there are situations when an author does not own the copyright to the work they have created. One [exception to copyright ownership involves employment](#). In these and other cases where authorship and copyright are different, the attribution statement should include a copyright statement.

Example of an attribution statement for adapted text where copyright is not owned by the author

This chapter is an adaptation of [Clinical Procedures for Safer Patient Care](#) by Glynda Rees Doyle and Jodie Anita McCutcheon, © 2015 British Columbia Institute of Technology, and is used under a [CC BY 4.0](#) licence.

For more information, see [How to Cite an Adaptation in an LMS](#) in this guide and [Citation vs. Attribution](#) in the *Self-Publishing Guide*.

## IV

## Final Steps

### Section Topics

This section includes:

- [Choose a Licence](#)
- [Adaptation Statement](#)
- [Publish and Distribute](#)

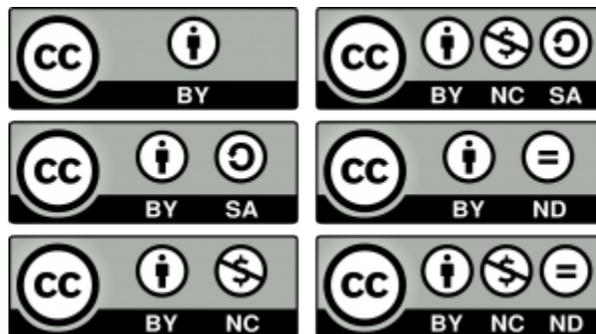
## 12.

### Choose a Licence

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If you are adapting an existing open textbook, the adaptations you make will be released with whatever open licence you choose, while the rest of the book will be released under the licence of the original work. In other words, you need to respect the licence of the original work. You cannot license what you do not create. You can only attach a [CC BY \(Creative Commons Attribution\)](#) or other open licence to the parts of the book that you have created and are new.

However, there is a caveat. If the textbook you are adapting has a **ShareAlike** condition (e.g., [CC BY-SA 4.0](#)) stipulated, then you must release the entire book using the same licence as the original book.



Attribution: CC BY

This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.

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This licence lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. This license is often compared to “copyleft” free and open source software licenses. All new works based on yours will carry the same license, so any derivatives will also allow commercial use. This is the license used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects.

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This license is the most restrictive of our six main licenses, only allowing others to download your works and share them with others as long as they credit you, but they can't change them in any way or use them commercially.

For more information on Creative Commons licences, see [Choose a License](#).

## Attributions

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## 13.

### Adaptation Statement

Last update: Sep 13/22

If modifying an open textbook that is in the [public domain](#), you are not required to attribute the original author. However, if you are modifying an open textbook that is licensed under one of the [Creative Commons licences](#), then acknowledging the author(s) of the original work is required as well as indicating who owns the copyright, how the original work was licensed, and what the substantive changes were made.

There is one caveat. If the textbook you are adapting has a ShareAlike attribute, then you must release the book with the same licence that it was originally released with. The ShareAlike clause means that you must use the exact same licence that was used in the original for ANY adaptation.

If using [Pressbooks](#) to create an adaptation, the licence type chosen for the adapted portions of your open textbook and the licence used for the original book, should be noted in a couple of places in the book, along with the changes made. You should also indicate who holds the copyright to specific parts of the book. The **adaptation statement** should be found:

1. In the preface or introduction in the front matter where it is clearly stated that the book is an adaptation of another open textbook.
2. As part of the copyright page so readers know which book sections are newly created or changed.

If you are creating an adaptation using another system, such as Word, then displaying the adaptation and licensing information on the copyright page of the book is sufficient.

Keep in mind that the reader could be viewing a printed copy with page numbers or an electronic version with no page numbers, so do not use page numbers as references. Instead, use chapters and chapter sections as reference points within the book.

### How detailed should the adaptation statement be

As suggested earlier in this guide, it is advisable to keep a detailed record of the changes and additions made to existing material during the revision process. This information is for the adapting author's reference and can be used to compose a comprehensive adaptation statement.

BCcampus Open Education has managed several major adaptations of open textbooks. Based on that experience, these best practices for creating effective and informative adaptation statements.

1. If a significant amount of new information has been added, briefly describe the content and where it can be found, e.g., as a new chapter or part of an existing one. Provide a title to the new work.
2. If significant changes have been made to existing material, describe what has been altered and where it can be found, by chapter or chapter section.
3. Overall updates and changes can be described with a general statement.

For examples, see the metadata at the bottom of the home page for these textbooks:

- [Introduction to Psychology – 1st Canadian Edition](#)
- [Principles of Social Psychology – 1st International H5P Edition](#)

Here is an example of an adaptation statement used on an *About the Book* page in the front matter of an adapted open textbook created in Pressbooks.

*Introductory Business Statistics with Interactive Spreadsheets – 1st Canadian Edition* was adapted by Mohammad Mahbobi from Thomas K. Tiemann’s textbook, *Introductory Business Statistics*. For information about what was changed in this adaptation, refer to the Copyright statement at the bottom of the home page.

The following is an example of the **copyright statement**. In Pressbooks, this information is added to the Copyright Notice field on the Book Info page. For an adaptation created using another system, such as Word, this information can be added to the preface or other front matter page of the book.

Notice that these items are addressed:

- The licence under which the book, as a whole, is released. The licence type is hyperlinked to a page on the [Creative Commons website](#) that explains this licence.
- A short description about the permissions granted by this licence.
- Who owns the copyright, when the copyright began, and for which parts of the book.

Unless otherwise noted, [Introductory Business Statistics with Interactive Spreadsheets – 1st Canadian Edition](#) is (c) 2010 by Thomas K. Tiemann. The textbook content was produced by Thomas K. Tiemann and is licensed under a [Creative Commons Attribution 3.0 Unported licence](#), except for the following changes and additions, which are (c) 2015 by Mohammad Mahbobi, and are licensed under a [Creative Commons Attribution 4.0 International licence](#).

All examples have been changed to Canadian references, and information throughout the book, as applicable, has been revised to reflect Canadian content. One or more interactive Excel spreadsheets have been added to each of the eight chapters in this textbook as instructional tools.

The following additions have been made to these chapters:

**Chapter 4**

- chi-square test and categorical variables
- null and alternative hypotheses for test of independence

**Chapter 8**

- simple linear regression model
- least squares method
- coefficient of determination
- confidence interval for the average of the dependent variable
- prediction interval for a specific value of the dependent variable

You are free to use or modify (adapt) any of this material providing the terms of the Creative Commons licences are adhered to.

## 14.

### Publish and Distribute

Once you've completed your adaptation, you will need to decide who to share your work with — your students, your colleagues, the bookstore and library at your institution, the open community — and how to do this. Also, what file types will you provide, what ancillary resources will you/could you include, and how will you ensure longevity for your work.

Last update: Sep 13/22

#### File types

Students like flexibility when it comes to their textbooks. Some may prefer printed versions of the textbook, others will prefer using a website. Still others will like to use an e-reader or e-reading software. To make your book as accessible as possible, consider making your textbook available in multiple formats so students have the ability to choose the format that works for them. Also remember to include editable files so that others can use your work to create their own adaptations. Pressbooks allows a variety of files to be export from your book, both editable (.xml, .odt, .html, .epub) and less editable (.pdf) files.

#### Share

For students, you can distribute your adapted textbook by:

- Providing them with a link to the online version
- Downloading copies of the book and placing them on another website (e.g., an LMS, Dropbox, or Google Documents), and share that link
- Placing copies of the textbooks file on your faculty website and sharing the URL with your students so they can download a copy
- Connecting with your bookstore and asking for print copies to be made available for your students

For colleagues:

- Place copies of the textbooks file, including a link, on your faculty website
- If your library agrees to, include your adapted open textbook in your library collection (print copies and/or an online version) and share this with your colleagues

For your institution's bookstore:

- Provide them with a link to the online version
- Place copies of the textbooks file, including a link, on your faculty website
- Ask if they will provide print copies for your students
- If your bookstore has a print-on-demand service, ask if they can set this up for your book

For your institution's library:

- Ask if they will add your adapted textbook to the library's collection

For your teaching and learning centre:

- Ask if they would like a copy
- Ask if they have any suggestions on how to distribute your adapted textbook

Consider sharing your work with the larger open community. One way to do this is by adding your adapted textbook to an established repository or open textbook collection. Some of the following repositories require a resource to undergo a formal review before being accepted:

- [B.C. Open Collection](#)
- [MERLOT](#)
- [OER Commons](#)

### Ancillary resources

Consider providing ancillary resources for your adapted open textbook or asking colleagues with whom you share your adaptation, to share back any supplemental materials they develop for the book. These might include:

- PowerPoint slides
- Test bank questions and answers
- Images
- Videos
- Student exercises

### The future of your adaptation

Now that you've completed your adapted open textbook — whether the changes were minor or major — here are some questions you might ask yourself:

- How will I track who's using my book?
- How am I going to keep my textbook current?
- Do I want feedback on my work? How will I collect this?

V

## Courses in an LMS

### Section Topics

This section includes:

- [Adapt Content in an LMS](#)
- [How to Cite an Adaptation in an LMS](#)

## 15.

### Adapt Content in an LMS

Last update: May 26/21

Adaptations need not be restricted to open textbooks. Many instructors prefer to add openly licensed content from an open textbook to an online course within a learning management system (LMS) such as [Moodle](#) or [D2L](#). This is legally possible because Creative Commons' open-copyright licences do not restrict *where* content is used, added, or changed as long as the terms of the content's licence are followed.

Like any adapted work, the course within an LMS that contains *some* or *all* of an open textbook—or other OER—must include both an attribution and a copyright statement, as well as, lay out the changes and additions made to the original version. Placement of these statements should be at the beginning of the course where it is clear and can be easily found. (See [Adaptation Statement](#).)

Also see [Import an Open Textbook into a LMS](#) in the *Pressbooks Guide*.

## 16.

### How to Cite an Adaptation in an LMS

Some instructors wonder how they should cite an open textbook that has been added to and adapted for a LMS. Here are some steps to consider.

Last update: Sep 15/21

1. Assign a different title to the LMS version in order to differentiate it from the original open textbook using, for instance, names of the post-secondary institution and course. These details will not only makes citation easier, but identification of the adapted LMS version clearer. For example, if the original title is “Introduction to English” the LMS version for ABC Community College could read: “ABC Community College’s Introduction to English for LMS.”
2. There should be both an attribution and copyright statement included in the citation that clearly identifies that the LMS version is an adaptation and lays out the changes and additions made. (See [Adaptation Statement](#).)
3. Authors who have contributed to the adaptation should be included in the citation. [Introductory Chemistry](#) and [Introductory Chemistry-1st Canadian Edition](#) serve as examples that show how authors are listed in an original open textbook versus its adapted version.

For related information see [How do I cite content from my online courses?](#).

## VI

# Challenges

### Section Topics

This section includes:

- [How to Adapt a Restricted Textbook with Permission](#)
- [How to Attribute When Author Doesn't Own Copyright](#)

## 17.

### How to Adapt a Restricted Textbook with Permission

Some times, authors receive permission from a publisher to create a new edition/revision of a textbook or other work for which copyright is owned by the publisher and was previously released or published without the benefit of an open copyright (Creative Commons) licence.

Last update: Sep 13/22

This is wonderful news. But how should one proceed? Here are some suggestions on steps to take to ensure that all is legal and correct.

#### Step 1: Double check copyright

Confirm that copyright is held by the publisher. If a book is available online, it might be possible to find it there and take a look at the copyright notice which typically follows or (in a printed copy) is on the back of the Title page. Publishers in this situation are typically the copyright holder for the entire book including all chapters, illustrations, images, etc.

Some publishers might prefer that the book be released using a CC BY-NC licence so that they can retain the rights to sell physical copies of the book.

#### Step 2: Contributing authors and courtesy

When a publisher is the copyright holder for an entire book, there is no requirement to contact the contributing authors. However, you might consider doing so as a professional courtesy. It's possible that some of these authors would like to see the new edition, and may even be interested in contributing to it.

#### Step 3: Confirm the agreement in writing

There are two distinct items that will be openly licensed in this situation. One is the original book. The other are the adaptations and additions made by Jane Plain and John Smith, the adapting authors.

Because the publisher is the copyright holder, they are the only ones who can release the original book under a CC BY or open copyright licence. To be clear and certain that you have permission to use and release this previously restrictively licensed work with an open copyright licence, ask the publisher to confirm this agreement in writing.

#### Step 4: Write the adaptation statement

The new edition or revision is basically an adaptation. As such, be sure to include language used for

an adaptation to the copyright notice. (See [Adaptation Statement](#) for more information.) However, the difference in this situation is that the original book was not published with an open copyright licence. Below is an example of how the adaptation statement might read.

Big Publishing, the copyright holder of *The Basics of Biology*, has agreed to release it under a CC BY licence. This makes it possible for a revised second edition to be made and CC BY licensed, too. Jane Plain and John Smith are the copyright holders for all revisions (2017) and agree to release their changes and additions under a CC BY licence. As a result this entire second edition of *The Basics of Biology* is released under a CC BY licence. Changes and additions made to this second revised edition, are listed below:.

A list of changes and additions follows this statement.

#### Step 5: Share the adaptation statement

In advance of beginning your adaptation project, it is recommended that you spell out what the attribution statement for both the original content and the revision additions will say, and then share the attribution statement with the publisher (and maybe the contributing authors) to ensure that everyone is receiving appropriate credit.

18.

## How to Attribute When Author Doesn't Own Copyright

Last update: Sep 16/21

See [When copyright is not owned by the author.](#)

## Appendix 1: How to Canadianize an OER

For authors wishing to adapt an existing OER from another country and revise the content so it aligns with Canadian curricula, consider the following steps.

1. **Add or change instructional content so it includes Canadian perspectives, significant figures, examples, and case studies.** As an example, see Chapter 9 in the OpenStax' [Introduction to Sociology, 3e](#), entitled “Social Stratification in the United States” and how, in the Canadian adaption of this book, [Introduction to Sociology, 2nd Canadian edition](#), the same chapter covers [Social Inequity in Canada](#).
2. **Use Canadian spelling** (see [Canadian Spellings and Word List](#)), **idioms, measurements** (metric vs. imperial) **and grammatical structure and style.**
3. **Include Canadian Indigenous content, perspectives, and examples.**

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## Versioning History

This page lists major changes to this guide with each marked with a 0.01 increase in the version number. Because new information is continuously added to this guide, content updates do not appear on this page. Instead, a “Last update” textbox is posted at the top of each chapter. Additional files (e.g., PDF, ePUB) are provided upon request made to [open@bccampus.ca](mailto:open@bccampus.ca).

<b>Version</b>	<b>Date</b>	<b>Change</b>
1.00	March 29, 2016	Guide published in the B.C. Open Textbook Collection.
1.01	June 28, 2019	Changed from Open Textbook theme to Clarke theme.
1.02	September 2021	Guide converted to an ongoing resource with “Last update” boxes added to each chapter. Exported files available by request only.
1.03	October 31, 2023	Updated cover image.