

## Guidelines for collaborative materials development

1. Never start a project without a written contract or terms of reference that specifies all the roles and responsibilities, deadlines and rates of pay (both normal and over-time or extra-time), responsibility (or not) to do extra-time duties, and who takes instructions from whom (the simpler the lines of authority the better).
2. In relation to the **writer or writers** the following must be specified:
  - deadlines
  - ownership of the raw text produced
  - ownership of the edited text
  - ownership of the laid out text
  - extent to which they may contest or alter the edited and/or laid out text
  - deadlines for being able (if allowed) to insist on changes to the edited or laid out text
3. In relation to the **rewriters or packagers** of the original text:
  - deadlines
  - authority to alter the raw text
  - authority to retain changes contested by writer(s)
  - rates of pay for over-time or extra-time caused by contestations or last minute changes.
4. In relation to **editors**:
  - deadlines
  - authority to substantially alter submitted material
  - authority to retain editorial changes contested by writer(s) or rewriter(s)
  - rates of pay for over-time or extra-time caused by contestations or last minute changes.
5. In relations to **layout/typesetting persons**:
  - deadlines
  - clarification on who they have to listen to: writer(s), rewriter(s), or editors
  - degree of artistic independence (can they refuse stupid requests?)
  - rates of pay for over-time or extra-time caused by contestations or last minute changes.
6. There must be clarity of what final materials must be submitted on completion of the typesetting, desk-top publishing, layout or graphic work:
  1. The prescribed **output** for printing (whether camera or printer ready copy, or electronic DTP files (InDesign, CorelDraw, MS Word or equivalent files) or Adobe Acrobat PDF files)
  2. A copy of **all source files** required to edit or rework the product in the future, that is, InDesign, CorelDraw or equivalent files, files of templates (if used), all graphic files, original artwork or photographs, etc. All these files are to be copied to CD/DVD/USB SmartDrive.
  3. In addition a **listing of all non standard fonts** used in the production are to be supplied (if applicable). By non standard is meant font files which are not those installed with a standard installation of Microsoft Word or Corel WordPerfect.