

Electronic products to accompany your book

Disks and CD-ROMS

If a disk or CD-ROM is to accompany your book, you will have agreed with your commissioning editor to supply either (i) a master disk or CD-ROM ready for replication or, (ii) material for inclusion on a CD-ROM, which Cengage Learning will develop in conjunction with a CD-ROM development specialist (see section 4).

1) If you are supplying a disk or CD-ROM that contains your own code or executable programs, please include the following:

- A section in the book that tells the reader: what is on the disk/CD-ROM; what the system, disk space and memory requirements are; what other software – and version – is required (if any); where the documentation is; how to use the installation program or how to install individual programs. If the book and disk/CD-ROM go hand-in-hand, you should consider including some or all of the documentation in the book. If not, including the documentation on the disk should be sufficient.
- A README file on the disk/CD-ROM in ASCII format. The README file should:
 - ◆ List the name of the book, author(s), date and publisher.
 - ◆ Include the copyright information.
 - ◆ Provide a list of all files on the disk/CD-ROM, a short description of each file, and what the system, disk space and memory requirements are for each program.
 - ◆ Give instructions for using the install program. If there is not an install program, the README file should refer the reader to each program's .DOC file for installation instructions.
 - ◆ Include contact information.
- A .DOC file on the disk/CD-ROM in ASCII format for each executable program. Each .DOC file should:
 - ◆ Include the name of the program, version number, author name(s) and copyright information.
 - ◆ Detail the purpose of the program.
 - ◆ Give all system, disk space and memory requirements.
 - ◆ Tell users how to install it.
 - ◆ Provide users with specific instructions for using the program.

- 2) If you are supplying a disk or CD-ROM that contains shareware programs, you should:
 - Follow the above points.
 - Obtain written permission from the author(s) to include and distribute the software in your book or disk. The author should edit the relevant documentation or alternatively, you can agree to edit the documentation subject to his/her approval.
 - Include documentation, in a .DOC file, for each shareware program on the disk/CD-ROM. If a program does not have documentation, try to get the author to write it. If they cannot write the documentation, try to find another program. If you cannot find a substitute and must use the program then you should write the documentation yourself.
 - Include the address(es) of the shareware author(s), contact information, appropriate disclaimers, warranty, registration and site licensing information in the .DOC files. Include this information in the .DOC files whether they are provided by you or the shareware author.
 - Include a README file on the disk/CD-ROM that discusses shareware, freeware and public domain software. If applicable, the user's obligation to register the shareware program after an evaluation period has elapsed should be clearly explained.
 - Read the shareware documentation for technical accuracy.
 - Edit the documentation for accuracy, clarity, grammar and spelling. In addition, edit out unnecessary repetition and excessive promotional material.

- 3) If you are supplying a disk or CD-ROM that contains programs other than your own or other than shareware:
 - Follow the first three points in this appendix.
 - Obtain written permission from the software company to include and distribute the software in/with your book or on the disk.
 - Many software companies (particularly larger ones such as Microsoft and Adobe) include all of the necessary documentation – copyright information, disclaimers, licensing details and installation instructions – with their programs. Check that this is the case. Where a disk/CD-ROM accompanies a book, it is often a requirement that a specific 'End User License Agreement' is printed in the book itself. Conditions attached to the granting of permission should be checked very carefully.

- 4) If you are supplying material for CD-ROM development:

- You must obtain written permission for all elements that you did not create yourself. All relevant documentation – copyright notices, disclaimers, licensing details and installation instructions – as detailed in sections 1 to 3, should be submitted to Cengage Learning with the programs, text and other material.
- The basic function and specification for the CD-ROM have been agreed initially with your commissioning editor. The specifics of the project will be considered in detail in consultation with your development editor and the CD-ROM developer.
- However, it is important for you to provide a detailed and accurate contents list for the CD-ROM, as early in the production process as possible (ideally when you submit the final manuscript). The contents should include: platform requirements if applicable (e.g. whether the CD-ROM should run on Macintosh, Windows NT/95 and UNIX systems), a list of all programs/software (including versions) and details of any ‘narrative’ or ‘linking’ material (e.g. sections of the book, introductory text, new text written specifically for the CD-ROMs etc.) and the approximate file size of each element.

PLEASE NOTE

It is important that you keep a backup copy of everything that you submit electronically. It is advisable for you to keep your master disk and submit duplicates. Copy the master to two 3½ inch high-density disks and submit them to your editor. If supplying a master CD-ROM please ensure that you keep a duplicate or a backup copy of all files.