

Canadian Electronic Library

Monographs from Canadian publishers, organized for the digital library

Document Submission Guidelines

Revised August 1, 2008

Introduction

GLC's Canadian Electronic Library (<http://www.canadianelectroniclibrary.ca>) is delivered on the ebrary™ technology platform, which supports the secure online distribution of PDF, the format used almost universally in the book printing industry. ebrary technology is not based on the eBook model—that is, the delivery of an eBook file to an off-line computer—but rather on a database model, in which the user views an actual representation of the printed page (the PDF), which is streamed to the user's web browser. ebrary retains the original file on its own secure servers at all times.

These instructions are adapted from the ebrary Document Submission Guidelines, which may be found at <ftp://submission.ebrary.com> (user: publisher; pass: guidelines) Since all documents submitted to GLC eventually are deposited on the ebrary server, (see [The journey from PDF delivery to the ebrary platform](#)) most of the requirements here are mandated by the ebrary.system.

Important Note:

Publishers approaching this task for the first time should not be intimidated by the requirements set out below concerning PDF file standards. In practice, we aim to accept virtually any variety, type, version, and iteration of PDF content. We will make every effort to accept any PDF—even those which do not strictly meet the requirements set out in this document. In addition, it should be understood that:

- ***PDFs that meet Adobe eBook requirements also meet our requirements and can be delivered without modification.***
- ***Files that have been distributed to other e-book vendors are usually acceptable in the ebrary database without modification.***

And finally, it is our goal to integrate the submission process into the publisher's workflow as seamlessly as possible. If there are modifications that we can make to streamline submission for your organization, please advise us of these, and we will attempt to comply.

However, it should be noted that the exercise of submitting print material and metadata for electronic republishing is one that all publishers will need to face in future. So any changes in practice or workflow made to accommodate Canadian Electronic Library requirements will likely be re-usable in future situations. Once this submission process has been set up, it can be used with most online ebook vendors. So any investment and effort expended here will pay for itself as online distribution becomes more common

The journey from PDF delivery to the ebrary platform

This section describes the path a PDF document/file will follow from arrival at GLC to the stage at which it becomes available to customers through our database.

When you sign a contract with GLC, we will assign your organization a password-protected publisher-specific site on our secure FTP server. This will be the location to which you will transfer your titles. You can carry out this transfer using a simple FTP Client. We will be pleased to supply further instructions on the file transfer process upon request.

We monitor the FTP server and sweep for new files on a regular basis. When a new file is identified, it is moved into our processing area and deleted from the FTP server.

Our first processing step is that of [file validation](#). If the document fails this step, we will need to contact you to ask for a corrected file. But assuming that it passes (as almost all print-ready PDFs will,) our next step is the creation of a MARC record. Once the record is created, GLC uses this to create the metadata that is required for submission to the ebrary platform.

When MARC and metadata are ready (normally within 2-4 weeks of first deposit) GLC sends the PDF file, the MARC record and the metadata to the ebrary platform. Once received, ebrary will typically have the file loaded and ready for customers within 4 weeks. (ebrary carries out a number of additional processes to prepare a file.

One of the key parts of the process is the disassembly of the original PDF into single-page image files backed up by indexed fulltext. In other words, we do not use the original PDF for any purpose other than transfer of accurate content. The files actually served to end users are single-page files derived from the original PDF. This is an important point for publishers concerned with security of PDFs to understand.

When these processes have been completed, ebrary makes the title available to customers who have subscribed to the collection (or collections) in which the title is included by making it accessible to customer-specific “channel” sites along with its associated MARC record.

For more information on delivery and submission of replacement files, see [File Delivery](#).

Summary of File Submission Guidelines

This table summarizes the information given in the following pages. Again it should be noted that *most print-ready PDFs already meet these standards and will therefore not require any modification*.

Single file	All pages and chapters must be compiled into one PDF file per title.
File name	Name your PDF files by ISBN (e.g. 978 0123456789.pdf) or other consistent naming convention. Remove hyphens from ISBN names.
Remove security settings	Acrobat security settings must be removed to allow for the application of ebrary’s proprietary encryption.
Embed fonts	All fonts must be embedded.
Trim and crop	All pages must be trimmed to final printed size. All registration or crop marks must be removed.
PDF file type	We recommend using PDF normal or PDF image + hidden text. Image-only PDFs are not acceptable, because they do not support the fulltext search functionality in our service.

<u>Resolution</u>	While file size does not affect page views in the ebrary system, we recommend the follow image sizes for processing efficiency: Color: 72-300 dpi. Grayscale:72-450 dpi. Monotone: 72-600 dpi
<u>Covers</u>	Front covers may be supplied as the first page in the PDF. Or they may be supplied as.jpg thumbnails named with the same ISBN or filename used for the main PDF file. Save all images as .gif or .jpg sized to 65 x 90. .jpeg files should be saved as RGB color, not CMYK.
<u>Metadata</u>	Minimal metadata must be provided prior to or concurrently with the submission of PDF. See below for details.

File name

Because the filename is just a device to uniquely identify files being submitted, there is no hard and fast rule for filenames. However, because the ISBN is unique, it makes sense to use the book ISBN for the filename. It is immaterial to our system which ISBN is used (Paperback, Clothbound, eBook) as long as the ISBN used for the filename matches the ISBN appearing in the metadata.

PDF file types

There are three common types of PDF files:

- PDF normal: standard PDF files with recognizable text that can be edited, searched and copied. PDF files generated by Adobe Acrobat Distiller or by the authoring application are considered to be PDF normal.
- PDF image + hidden text: PDF files created from scanned documents and include selectable, searchable text underneath the original page image.
- PDF Image: PDF files that do not contain searchable text.
- Universal PDF: This is not a PDF filetype, but rather a tradename for PDF developed by codeMantra, a file conversion supplier, to provide features designed to enhance online navigation. See below for more information.

We recommend using PDF normal or PDF image + hidden text. Image-only PDFs are not acceptable as these files do not support search and other key features of the ebrary database.

A note on PDF image + hidden text

The quality of image + hidden textfiles can vary. Publishers should pay particular attention to image quality (page images should be square and legible),file size (PDFs should be well below 50mb) and the alignment of the underlying text (when highlighting the imaged text the selection rectangles for the underlying text should line up very close). Underlying text must be proofread and corrected to ensure a high degree of search accuracy.

eBook formats

PDFs that meet the Adobe eBook requirements also meet ebrary's requirements and can be delivered without any modification. (Please note that titles in the ebrary database are not distributed as eBooks and are not downloadable.)

Please note these guidelines are intended for book-type content. If you publish serials, reports, technical papers or any other non-book content some portions of these guidelines may not apply. Please [contact us](#) for additional information.

Multilingual documents

PDF is a fully multilingual electronic format which supports accented and double-byte character sets. ebrary supports most languages that use alphanumeric characters and is constantly striving to support more and more languages. We currently support English, Spanish, French, and Portuguese. If you publish books in a language not mentioned please [contact us](#) for a current list of supported languages and the latest news regarding multilingual support.

Specific PDF requirements

Error free files

PDF files must be submitted to the repository error free. No errors or “file needs repair” warnings should be displayed when the file is opened.

Single file

Each title submitted to the ebrary repository must be compiled into a single PDF file that includes all chapters and pages (including blank pages). Although not required, it’s perfectly acceptable for content providers to include the front cover, inside front cover, inside back cover, and back cover in the PDF file.

PDF file compatibility

ebrary is compatible with PDF versions 1.2 and up, or Acrobat versions 3.0 and up. While files created using earlier versions of Acrobat may also be acceptable, please contact your Content Project Manager in advance to insure these files are compatible with our systems.

Security settings

ebrary applies its Electronic Copyright Protection system to all PDF files submitted to the repository. Content providers must remove all Adobe Acrobat security settings prior to submitting files to ebrary.

Fonts

All fonts must be embedded in ebrary-compliant PDF files in order to create an accurate representation of the original content.

Font compatibility

ebrary is compatible with Type 1, Composite (2-byte) fonts, Multiple Master fonts and True Type fonts. Please contact your Content Project Manager if your files include other types of fonts.

Images

Image resolution

High-resolution images can result in significantly larger files. While ebrary documents are byte-served so the user doesn't have to wait for an entire document to load to view a page, high-resolution images can still affect processing times. Resolutions should be kept in the following ranges:

- Color Images (no less than 72 dpi and no greater than 300 dpi)
- Grayscale Images (no less than 72 dpi and no greater than 450 dpi)
- Monotone Images (no less than 72 dpi and no greater than 600 dpi)

Note: These are recommended resolutions and may not be suitable for every document. For example, a very small color image may need to be 600 dpi to be legible where a document with several very large color images could be 72 dpi and still retain clarity. In all cases, the file size should be no greater 50 MB and preferably less than 10 MB.

Image color

Color images should be saved as RGB. ebrary strives to be compatible with evolving color models and supports CMYK, ICC profiles, calibrated RGB, indexed color, and Lab (CIE) color. If you use a color model other than those mentioned above please contact your Content Project Manager.

OPI images

ebrary's software will render OPI images as they appear in Acrobat. All low-resolution OPI images should be replaced with their original full resolution image for clarity.

FPO images

For Placement Only (FPO) image placeholders should not be used for PDFs submitted to ebrary. Please use the full image without the FPO designation. In rare circumstances, it is possible to omit the image entirely (please refer to the following section on omitted objects).

Page size and orientation

The page size and orientation should reflect the characteristics of the original document. All pages should be the same size, except where specific pages of the original are different sizes (for example, gatefolds and inserts). Pages that are rotated in the original document (such as maps or figures) should be rotated for proper viewing in the PDF. The page orientation will be the same online as it appears in the PDF.

Crop marks

All pages within the PDF file must be cropped to the title's finished size. The page should not contain any crop marks, excessive white space in borders, registration marks or applicationfile notations.

Omitted objects

Tables, photos, images, or text that has been intentionally omitted must have a placeholder or disclaimer that alerts the user that this removal is intentional and not erroneous. We recommend the phrase, “To view this image, please refer to the printed version of this book.”

Page display

The ebrary Reader handles page displays according to the user settings (magnification, shrink to fit, and facing pages). Page display settings in Acrobat will not be used and will not affect how the ebrary Reader displays the page.

Navigation enhancements

PDF supports a number of online navigation aids that make it easier for users to move logically and efficiently through a document and locate information easily. ebrary strongly encourages content providers to include navigational aids in PDFfiles. In some cases, during the PDF validation process, ebrary may wish to add basic navigational aids to PDFfiles submitted to the repository.

Bookmarks and Hyperlinks

Bookmarks are displayed in a navigational frame and provide an overview of the document structure. Hypertext links enable easy navigation to related information. ebrary supports internal links or bookmarks that point to other parts of the document and to external URLs (web sites). Although not required, bookmarked Tables of Contents are very helpful navigation aids, so these are strongly recommended.

Publishers are also encouraged to include their hyperlinked website addresses on the copyright page of every title submitted.

Pagination

For PDF Normal files that use roman numerals and/or numeric paging, ebrary’s software automatically generates logical page numbering. This will replace any logical page numbers in the original PDF.

Metadata

Content within the ebrary repository is indexed, managed, and accessed using a variety of metadata. This information is crucial to providing the highest level of functionality to users of the Canadian Electronic Library database. The following table shows the field requirements, The most common (and preferred) format for submission of metadata is a spreadsheet, but other formats, such as ONIX, are accepted.

Metadata field requirements

The table below shows the essential fields, but any additional fields are welcome. For a template file and more information, see CEL Master Metadata Template.xls.

Field	Explanation
File Name	Because this field is used to properly match the metadata to the PDF, it must be the exact PDF name. (9781234567890.pdf)
Print Publication Date	YYYYMM (e.g. 200710)
ePublication Date (if any)	YYYYMM (e.g. 200710)
Print ISBN	The ISBN for the print version of the title
Ebook ISBN (if any)	ISO standards (see below) require the assignment of an ISBN to digital formats. These are currently optional but strongly recommended for CEL.
Title & Subtitle	Format: This is the Title: This is the Subtitle
Contributor	Contributor names must be formatted as last name, first name. Enter one contributor per field (maximum 3 contributor fields per title).
Contributor Role	Contributor roles include author, editor, contributor
Publisher List Price	Current list price. Format \$999.99
PLP Currency Type	List price currency type (US, Euro, etc.)
Publisher Name	Full, unabbreviated publisher name
Publisher Location	City, Country. This data is used for citations
Distribution Rights*	LD=Limited Duration (i.e. Subscription) Access only; PA=Perpetual Access only; B=Both forms of access permitted.
View Rights**	S=Single-user access only; M=Multiple-user permitted
Territorial Rights Restrictions (if any)	Use a descriptive label like "Canadian only" to indicate Canadian rights only. A blank in this field indicates no territorial rights restrictions.
Language	Primary language of title. en=English, fr=French

* As specified in the publisher contract (CEL Electronic Content Sales Agreement) publishers may designate titles to be made available as Limited Duration Access, which is equivalent to rental or subscription, Perpetual Access, which is equivalent to purchase, or both. This decision may be made on a title-by-title basis. The most common designation is "B."

**As specified in the publisher contract (CEL Electronic Content Sales Agreement) publishers may permit their Perpetual Access titles to be viewed by single users only or by multiple users simultaneously. This decision may be made by title. Where no View Rights designation is provided, the default is set to "S." The downside of restricting a title to Single-viewer rights is the sacrifice of revenue, since royalty rates on "M" titles are 120% of list price, and only 70% of list price for "S" titles.

e/ISBNs

The assignment of ISBNs is governed by an ISO standard: "International Standard ISO 2108: Information and documentation -- International Standard Book Number (ISBN)". The latest edition is the 4th edition, which may be obtained from <http://www.complianceonline.com>. (Search ISO 2108:2005.) The relevant sections here are these:

5.4 A separate ISBN shall be assigned to each separate monographic publication, or separate edition of a monographic publication issued by a publisher. A separate ISBN shall be assigned to each different language edition of a monographic publication.

5.5 Different product forms (eg. hardcover, paperback, Braille, audio-book, video, online electronic publication) shall be assigned separate ISBNs. Each different format of an electronic publication (eg. ".lit", ".pdf", ".html", ".pdb") that is published and made separately available shall be given a separate ISBN.

For submission to the Canadian Electronic Library, no specific ISBN is required; we will include in our metadata and MARC data any and all ISBNs supplied for a particular work. However, as digital editions proliferate, distributors are beginning to require eISBNs for inclusion of ebooks in their catalogues. This is currently true of the library wholesalers YBP and Blackwell. But it will increasingly be the case with other distributors. **For this reason, we strongly recommend that publishers assign separate ISBNs to all new titles submitted.**

As noted above in the "File Name" section, you should not confuse filename and ISBN. The two serve entirely different purposes. GLC can provide revenue and activity reporting by eISBN if this is desired..

Covers

Titles in the Canadian Electronic Library are displayed in search results with thumbnail cover images.

Front and back covers may be supplied as the first and last pages of the PDF. No spine image is required or used.

Alternatively, covers may be supplied in either .jpeg or .gif format and sized to approximately to 65 pixels x 90 pixels. .jpeg files should be saved as RGB color, not CMYK. Thumbnail covers should be named to match the correlating PDF file using the appropriate extension. (e.g. 0201709694.pdf would have a cover named 0201709694.gif or 0201709694.jpg).

Titles submitted without covers will display a generic cover in the search results.

PDF file validation

We may validate the basic appearance and navigation features of each submitted PDF file using Adobe Acrobat. To ensure that documents meet specific file and security requirements, we verify all files using Enfocus PitStop, an Adobe Acrobat plug-in.

We may also add bookmarks and links to facilitate easy navigation. To ensure that we can efficiently process submitted files and make them available to end-users as quickly as possible, publishers should perform this same (or similar) validation process before submitting PDF files.

PitStop profiles for validating ebrary PDF files

ebrary's customized PitStop profile is available at [ftp://submission.ebrary.com](http://submission.ebrary.com) (user: publisher, password: guidelines).

Adobe Acrobat Distiller profiles

You may download a customized job profile at [ftp:// submission.ebrary.com](ftp://submission.ebrary.com) (user: publisher, password: guidelines).

Other software/plugin-ins

If you use other preflight software, ebrary will work with you to ensure that it validates the criteria outlined above. Contact us for further information about plug-ins, preflight software, and other PDF software.

File Delivery

Regular Files

GLC will establish a publisher FTP account for your file delivery. We highly recommend delivery via FTP, but we can also accept files sent on hard media, such as CDs or DVDs. For security reasons, we do not accept emailed files.

Replacement Files

From time to time, publishers will need to replace or remove files from our system. For replacements, please use the following file naming conventions:

Replacement file – please append an “-r” to the end of the file name. (For example 0201709694.pdf would become 0201709694-r.pdf.) This ensures we treat it as a replacement and not a new file.

Edition replacement – please append an “-e” to the end of the file name. (For example 1111111111.pdf might be 2222222222-e.pdf. The ISBN will be different in this scenario). When we see this we will treat the file as a new edition and remove the older edition from our collection.

Otherwise, please treat replacement files as regular deliveries and transfer any metadata and thumbnail covers at the same time as the replacement files.

For file removals, please send filenames to GLC by email with the words “File Removal” in the subject line. We will proceed according to your instructions.

Test files

We recommend that publishers submit one or more test files before regular delivery begins. We will evaluate the test files to verify that they are compliant with the above standards. Please append “test” to the end of the file name (e.g. 0201709694test.pdf) to ensure that we treat it as a test.

Contact Information

For more information, please contact:

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