Government of Alberta Publications Guideline (Draft)

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This document is available online at: http://open.alberta.ca/documentation/pubguidedraft

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Introduction

The Government of Alberta (GoA) publishes a broad range and increasing amount of information in a variety of formats. The quality, reliability, integrity, and accessibility of these publications are critical to creating a stronger, transparent relationship between government and citizens. The GoA's ability to provide Albertans with reliable access to quality, trustworthy information depends on the standardization of key elements in publications.

Publishing GoA information requires specific guidance for creating and releasing publications in a variety of formats. The breadth and diversity of GoA publications requires strong foundational guidelines to ensure that:

- GoA publications are easily identifiable as such,

- Since the Open Government Portal functions as both a library for current publications and as an archive for older publications which have historic value, Albertans are provided with information about a publication (such as publication date) that will enable them to evaluate its relevance,

- Stable links to publications can be created via platforms such as the Open Government Portal using a unique identifier such as an ISBN (International Standard Book Number), ISSN (International Standard Serial Number), or URL (Unique Resource Locator), and

- Citizens can be confident that current government publications will remain accessible to them over time.

Scope and Audience

This document outlines the obligations and duties of individuals directly involved in creating and releasing GoA publications.

The publishing responsibilities and procedures outlined in the this guideline apply to all Government of Alberta departments[1] as established under Section 2 of the **Government Organization Act**. Agencies, boards, commissions, corporations, offices or other bodies designated as public bodies in Schedule 1 of the the **Freedom of Information and Protection of Privacy Regulation** under the **Freedom of Information and Protection of Privacy Act** are also encouraged to follow this guideline.

The procedures outlined in this document take effect XXXXXXXX and do not apply to historical publications and non-publications made available on the Open Government Portal.

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[1] Ministries are defined as departments and do not include agencies, boards, and commissions unless they are explicitly listed in the *Government Organization Act* or *Freedom of Information and Protection of Privacy Act*, or unless the Minister responsible for administering the department specifically identifies an agency, board or commission to be within scope.

Relevant Policies

The Publications Guideline aligns with and supports two key government policies.

The **Government of Alberta Open Information and Open Data Policy** provides direction for a single approach to making GoA information available for public use, adaptation, and distribution. The Open Information and Open Data Policy:

- Commits the GoA to an open-by-design approach to government information and to increasing the accessibility of government information in a way that is responsive to Albertans' needs and expectations, and
- Enables the Open Government Program to issue procedures regarding the preparation, provision and posting of government information designated for release.

The **Government of Alberta Communications Policy** is intended to ensure that communications across the GoA are well-coordinated, effectively managed, and responsive to the information needs of Albertans. The Communications Policy:

- Commits the GoA to providing the public with timely, clear, and accurate information about government's priorities, policies, programs and services, and performance,
- Requires that the GoA is identified in a clear and consistent way in its communications with Albertans,
- Requires that all GoA ministries work collaboratively to achieve clear and effective communications with the public,
- Commits the GoA to assessing communications activities, processes, and expenditures on an ongoing basis to identify areas for improvement,
- Advocates for the use of technology to advance the GoA's ability to connect with and inform Albertans, and
- Commits the GoA to using new technologies to achieve efficiencies in the preparation, accessibility, and dissemination of information, while preserving its availability to Albertans.

GoA Publications

What is a Publication?

A publication is any resource which is:

- Created for the purpose of informing the public, and meant for general distribution,
- of more than temporary interest,
- not released in an open data format,
- not continually or dynamically updated (e.g. web pages), and
- complete (does not require additional information to be understood).

Publications will be:

- subject to the Government of Alberta Publications Guideline,
- assigned an ISBN or ISSN (if primarily text-based),
- deposited in the **Open Government Portal** and assigned a stable URL,
- included in the Alberta Depository Library Program listing, and
- catalogued by the **Alberta Government Library** (AGL).

See Appendix B for examples of what constitutes a publication.

See Appendix C for more information about ISBNs and ISSNs.

> *Open Data* – *government-owned data that is not subject to privacy, security or legislative restrictions and made available to the public in a structured, machine-readable format with minimal restrictions on its use or re-use.*

> *The Alberta Depository Library Program* – *facilitates the distribution of GoA publications through the province's library systems. The Alberta Government Library manages this process for the GoA.*

What to Include in a Publication

Every Government of Alberta publication should contain standard information that makes it easy to:

- Find and identify the publication and distinguish it from others,
- Identify the creator or owner of the publication,
- Determine when the publication was released, and
- Contact the publisher for more information about the publication,
- Identify the copyright holder and determine the terms under which the content of the publication can be re-used,
- Determine whether the publication is available in other formats.

To this end, the following items should be included in all GoA publications:

- **GoA or GoA Department "signature" (logo)**
- **Date of publication**
- **Title of publication**
- **ISBN or ISSN, URL, and any other unique identifiers**
- Statement of responsibility
- Copyright statement
- Statement of applicable licensing provisions
- Contact details of publisher
- Statement of availability of other formats
- Identification of any third-party material included in the publication

> *Uniform Resource Locator (URL) – the unique address identifying a resource accessible at a particular location on the Internet – typically referred to as a web address.*

Recognizing that some publications (brochures, maps, etc.) have limited space, the above requirements have been listed in order of precedence. Items in bold must be included in all publications. See Appendix A for a publishing checklist with a description of each of the requirements.

If some or most of the items listed above cannot be placed in the publication, inclusion of the Open Government Portal URL can be used to direct users to additional information about the publication.

Publishing Responsibilities

The publishing department, the Public Affairs Bureau, and the Open Government Program all have responsibilities in ensuring that GoA publications provide Albertans with reliable access to quality, trustworthy information.

Publishing Department

Content creators and managers in the publishing department have the following responsibilities:

- Ensuring that all privacy and security issues have been addressed prior to publishing.
- Securing permission to reproduce, adapt, translate and publish any third-party material included.
- Submitting a completed **Intent to Publish Form** to the Open Government Program prior to finalizing a publication.
- Ensuring that the appropriate elements are included in the publication, as outlined on page 4 and Appendix A of this document.
- Together with the Open Government Program, ensuring that the appropriate metadata has been created.
- Providing a copy of each digital publication, in all available formats, to the Open Government Program for inclusion in the Open Government Portal.

> **Metadata** – *structured information about a publication or other information product, which can be used to help identify, describe, locate or use the publication.*

- Providing tangible copies of all publications produced in physical format to the Alberta Government Library, in sufficient quantities to enable their distribution as outlined in the Alberta Depository Library Program (See Appendix D).

Communication Directors in the publishing department have the following responsibilities:

- Approving all publications released by the department.
    - Communications Directors may delegate the responsibility of approving certain types of publications to senior managers in the department.
- Ensuring that all publications are posted in the Open Government Portal.
- Ensuring that department publications posted to third-party platforms are also available through the Open Government Portal.
- Monitoring their department's compliance with the procedures outlined in this guideline.

Open Government Program

The **Open Government Program** has the following responsibilities:

1. Advising departments on the interpretation of this guideline.
2. Issuing ISBNs, ISSNs and Open Government Portal URLs.
3. Working with departments to complete the metadata required for posting publications in the Open Government Portal.
4. Maintaining an online collection of all GoA digital publications in the Open Government Portal.
5. Managing the Alberta Depository Library Program for the collection and distribution of GoA publications in tangible formats.
6. Ensuring a permanent record of GoA publications through the Open Government Portal and the Alberta Government Library catalogue.
7. Disseminating the Publication Guideline and increasing awareness of publication standards and processes throughout the GoA.

Public Affairs Bureau

The **Public Affairs Bureau** has the following responsibilities:

1. Providing overall direction and oversight to the publishing efforts of the Government of Alberta.
2. Ensuring that the Publication Guideline remains in alignment with any changes and developments in the overall communication policies and efforts of the GoA.
3. Supporting the dissemination and awareness of the Publication Guideline and the publication standards and processes throughout the GoA.

The Publishing Process

The publishing process outlined in this section is intended to be compatible with existing departmental processes and to assist publishing departments in following this guideline.

The following groups are involved in ensuring that GoA publications provide Albertans with reliable access to quality, trustworthy information:

1. **Publication Creator** – responsible for the creation of publications.
2. **Departmental Publication Approvers** – responsible for the final review and approval of publications according to the established processes within their department.
3. **Open Government Program** – responsible for issuing ISBNs, ISSNs and persistent URLs for publications.
4. **Publication Custodian*** – responsible for (1) assisting Publication Creators through the publication process; (2) creating and maintaining the complete Portal catalogue record for a publication; (3) uploading the publication(s) for each Portal catalogue record; and (4) setting publications in the Portal to public viewership (i.e. publishing).

* At present the Open Government Program will serve as the Publication Custodian for the majority of publications. However, publishing departments that release a consistently high volume of publications may wish to appoint Publication Custodian(s) from their Communications team, Web team, or any other suitable program area.

For Single Publications and the First Issue of a Serial[2]

➢ **Start**

➢ **Publication Creator** prepares publication.

➢ Prior to finalizing the publication, the **Publication Creator** submits an **Intent to Publish Form** to the Open Government Program.

➢ **Open Government Program** enters a draft (private) catalogue record in the Open Government Portal and provides an ISBN, ISSN, and/or Open Government Portal URL to the Publication Creator.

➢ **Publication Creator** ensures the publication includes all required elements as outlined in the *Government of Alberta Publications Guideline.*

➢ **Departmental Publication Approver** grants permission for publication to occur, including posting in the Open Government Portal.

➢ **Publication Creator** provides the final version of the publication to the Publication Custodian.

➢ **Publication Custodian** finalizes the Open Government Portal catalogue record, posts the publication, and changes record status to public.

➢ **End**

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[2] A serial is a publication issued under the same title in a succession of discrete parts, usually numbered (or dated) and appearing at regular or irregular intervals with no predetermined conclusion. It is up to the discretion of the issuing Department to determine if each subsequent issue of a serial will require approval from the Communications Director or the designated program manager before release.

For Subsequent Issues of Serials

➢ **Start**

➢ **Publication Creator** prepares an issue of serial for publication (with all required elements as per the first issue).

➢ **Departmental Publication Approver** grants permission (if required by the department) for publication to occur, including posting in the Open Government Portal.

➢ **Publication Creator** provides final version of the issue to the Publication Custodian.

➢ **Publication Custodian** updates the Open Government Portal catalogue record and posts the issue.

➢ **End**

Contacts & Related Resources

Contacts

- **Open Government Program (Service Alberta)**
  E-mail open@gov.ab.ca

- **Chief Advisor, Open Government (Service Alberta)**
  Mark Diner, Chief Advisor Open Government
  (780) 644-4389 E-mail mark.diner@gov.ab.ca

- **Library & Open Information (Service Alberta)**
  Gary Weber, Open Information Team Lead
  (780) 427-6262 E-mail gary.weber@gov.ab.ca

- **Office of the Managing Director, Public Affairs Bureau**
  Corey Hogan, Managing Director
  (780) 644-3024 E-mail corey.hogan@gov.ab.ca

Related Resources

- **Open Government Portal: GoA Staff User Guide**
  http://open.alberta.ca/documentation/open-government-portal-goa-staff-user-guide
  Provides detailed information on how to publish datasets and publications to the Open Government
  Portal.

- **Open Government Licence – Alberta**
  http://open.alberta.ca/licence

- **Open Government Licence: Adoption Guidelines**
  http://open.alberta.ca/documentation/open-government-licence-adoption-guidelines
  Provides context and procedures for the adoption of the Open Government Licence by public bodies
  outside of the Government of Alberta.

- **Open Government Metadata Application Profile (Draft)**
  http://open.alberta.ca/documentation/ogmapdraft
  Identifies the set of metadata properties and encoding schemes that must be used to describe
  resources on the Open Government Portal, and provides guidance on their use.

- **Intent to Publish Form**
  http://www.servicelink.gov.ab.ca/libraries/services/Intent-to-Publish-Form.html
  Used for requesting an ISBN or ISSN and a persistent URL for a publication and to provide metadata for
  describing the publication in the Open Government Portal.

- Corporate Identity Manual
  https://corporateidentity.alberta.ca/downloads/Alberta_Corporate_Identity_Manual.pdf

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Appendix A: Checklist – GoA Publication Requirements

	Checklist – GoA Publication Requirements	
1	**GoA or GoA Department "Signature" (logo)** Include an element that clearly distinguishes the publication as having been created by the GoA. The Corporate Identity Manual provides guidance on how to use the various GoA corporate identity elements.	☐
2	**Date of Publication** At a minimum, indicate the year in which the publication was issued or made available to the public. If available, the month and day of publication should also be included.	☐
3	**Title of Publication** Clearly state the title and retain the exact title for subsequent editions or for serial publications.	☐
4	**ISBN, ISSN, URL, or Other Unique Identifiers** Prior to finalizing the publication, submit an Intent to Publish Form to the Open Government Program. Include all applicable unique identifiers in the publication.	☐
5	**Statement of Responsibility** A statement of responsibility identifies any persons or corporate bodies responsible for the creation of the content of a resource. This could include creators, authors, contributors, editors, etc. At a minimum, the issuing department or a division of the department should be indicated as the creator and/or publisher. For publications developed by contractors to the GoA, identify the issuing department or the GoA as the document publisher.	☐
6	**Copyright Statement** Publications of the Government of Alberta should include a statement which indicates that copyright resides with the Government, in the following format: • © [year of publication] Government of Alberta. • © Her Majesty the Queen in Right of Alberta, as represented by the Minister of [legal name of GoA department], [year of publication] For example: • © 2016 Government of Alberta. • © Her Majesty the Queen in Right of Alberta, as represented by the Minister of Service Alberta, 2015	☐

		Checklist – GoA Publication Requirements	
7	**Statement of Applicable Licensing Provisions** According to the **Government of Alberta Open Information and Open Data Policy** all information and data made publicly available will be published under the **Open Government Licence - Alberta** unless it is exempt under Section 6 of the licence. Include a statement regarding any applicable licensing provisions. Examples of such a statement are: • This publication is issued under the Open Government Licence – Alberta (http://open.alberta.ca/licence). • This publication is issued under the Open Government Licence – Alberta (http://open.alberta.ca/licence). Please note that the terms of this licence do not apply to any third-party materials included in this publication.	☐
8	**Contact Details of Publisher** Include website, email, phone number, or mailing address where applicable.	☐
9	**Statement of Availability of Other Formats** Many publications are made available in different formats (e.g. print and digital formats) or in more than one kind of digital format (e.g. pdf and html). Where this is the case, include a statement indicating all available formats.	☐
10	**Identification of Any Third-Party Material Included** Often publications include third-party material that is not owned by or copyrighted to the GoA but which it has obtained the right to include. Clearly identify any such materials included in the publication and, if room permits, indicate in the licence statement that third-party materials do not fall under its provisions.	☐

Appendix B: What is a Publication? – Examples

A publication is any resource which is:

- Created for the purpose of informing the public, and meant for general distribution.
- Of more than a temporary or short-term interest,
- Not released in an open data format,
- Not continually or dynamically updated, and
- Complete (does not require additional information to be understood).

Is a publication	**Is not** a publication
Any of the following that meet the criteria listed above:	The following are *generally* not considered publications:
- annual reports - audio recordings - audiovisual and multimedia productions (*) - booklets - books - brochures (*) - charts (*) - educational material (*) - fact sheets - films - financial reports - guides - handbooks - informational prints, posters, calendars (*) - legislation (Acts and Regulations) - maps, atlases, other geospatial material (*) - multimedia materials - pamphlets (*) - policy (*) - reports - serials (newsletters, magazines, journals, etc.) - standards (*) - survey results (edited/analytical) - television programs - videos - white papers	- advertising - backgrounders - blog postings - calendars - contractual material - datasets - decisions (rulings, judgments, awards, etc.) - draft documents - dynamic or frequently updated documents - dynamic or frequently updated webpages - events notices - forms - letters and other correspondence - licenses and permits - meeting material - navigational webpages - news releases - notifications (appointments, changes, etc.) - posters - presentations (speeches, PowerPoint decks, etc.) - still images (photographs) - survey instruments - survey results (unedited) - tweets - information products created for internal GoA use (operational policy, guides, etc.) - any other information resources identified as "ephemera"

(*) Denotes information product types most likely to require interpretation by the Open Government Program to determine whether they meet all the criteria.

Appendix C: About ISBNs and ISSNs

The International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) systems are ISO standards that provide internationally-recognized unique identifiers for publications. These numbers are used to quickly and efficiently locate, identify, order, distribute, and retrieve publications in an ever-growing and increasingly-linked world of information.

ISBNs and ISSNs are assigned to all text-based publications of any length, regardless of whether they are published in print or digital form, and regardless of the digital format or physical medium used. Hardcover, softcover or stapled together; pdf, html, or ePUB formats; distributed online or via CD-ROM or DVD — all of these publications should be assigned an ISBN or ISSN.

ISBNs are applied to publications that are expected to be published once (monographs). ISSNs are applied to continuing resources such as newsletters or other serials that are published successively under the same title for an undetermined period of time. Occasionally a publication will be given both an ISBN and an ISSN. In the GoA context this applies to serials (such as ministry annual reports) which are published once a year or less, or to a collection of works issued under a uniform series title.

Benefits of ISBNs and ISSNs

Including an ISBN or ISSN in government publications provides the following benefits:

1. These numbers can be used to quickly and efficiently **locate** and **identify** a publication.
2. These numbers can be used to **differentiate** publications that have similar titles, or that have been issued in different editions, languages, versions or various formats.
3. These numbers serve as an internationally-recognized identifier that can be used by disparate automated systems and applications to **share information**. For example, an ISBN in a library catalogue can be used to provide automated linkages from or to other collections, such as other library catalogues, online booksellers, or other government resource collections.
4. Many **inventory systems** use the ISBN or ISSN for the efficient ordering and distribution of publications.
5. As the Government of Alberta releases more and more information as part of routine disclosure initiatives, a means of distinguishing publications from other government information is valuable. The inclusion of an ISBN or ISSN in a resource marks it as an "official publication" of the government, containing information which has been properly managed, reviewed, prepared and approved for public release and which can therefore be relied upon to be accurate and authoritative.

Getting an ISBN

Requests for an ISBN should be made to the Library and Open Information Unit of the Open Government Program, using the Intent to Publish Form. A draft copy of the publication should be included when possible.

An ISBN can be requested at any point during the production of a new publication. We recommend that you request an ISBN at least **two weeks** prior to the expected date of publication. Also, be sure to plan for the inclusion of the ISBN in the body of the publication when you are creating and formatting the publication.

Please note that:

- an ISBN is required for each revision or new edition of a publication, and
- **an ISBN should never be re-used** in another publication, even if it is a new version or edition of an existing publication.

A new ISBN should be obtained for existing publications whenever there is:

- a revised edition including a significant change of text,
- a new language edition,
- a change of format, or
- a change of title, even if the content is the same.

A new ISBN is not necessary for reprints of a publication with no substantial changes to the text.

Using an ISBN

A separate ISBN will be provided for each medium or format in which the publication is produced. The ISBN(s) you have acquired should be displayed somewhere on in the publication. The most common place for an ISBN to appear is on the back of the title page of a publication, close to the copyright and licensing statements. However, if this is not possible or appropriate, the foot of the title page or the lower section of the outside back cover are other appropriate locations.

The most important factor is that the ISBN appears accurately and legibly somewhere in the publication. When a publication is released in various formats, include all assigned ISBNs for the publication on each format, and qualify the ISBN to indicate the format as per the example below:

ISBN 978-1-4601-0337-1 (print)
ISBN 978-1-4601-0338-8 (pdf)
ISBN 978-1-4601-0338-9 (e-pub)
ISBN 978-1-4601-0338-7 (html)

Getting an ISSN

Requests for an ISSN should be made to the Library and Open Information Unit of the Open Government Program, using the Intent to Publish Form. A mock-up or sample issue of the serial should be included when possible.

We recommend that you request an ISSN at least **three weeks** prior to the expected date of publication. Library and Open Information staff must request each ISSN individually from Library and Archives Canada (LAC), and it can take up to 10 business days for LAC to respond. Therefore requests for ISSN numbers should be submitted well in advance of publication date to avoid delays.

To keep the same ISSN, a serial must keep the same title: this is the "key title" that is unique. Even a slight change in the title would require a new ISSN for the serial. This means that it is important not to change the title of a serial unless the publication changes significantly. Also note that a ministry name change may require the assignment of a new ISSN.

Using an ISSN

A separate ISSN will be provided for print and online versions of serials. For a print publication, the ISSN should appear:

- preferably, in the upper right corner of the cover, or
- on the pages where editorial information is shown (publisher, frequency, etc.).

For an online publication, the ISSN should appear:

- on the homepage or on the main menu, and
- on individual issues of the publication.

The most important factor is that the ISSN appears accurately and legibly somewhere in the publication. Put all assigned ISSNs on each format and qualify the ISSN to indicate the format as per the example below:

ISSN 1194-5648 (print)
ISSN 1194-5649 (online)

If a publication is identified by both an ISSN and ISBN, both of these identifiers should appear in the publication.

Appendix D: The Alberta Library Depository Program

The Alberta Government Library (AGL), part of the Open Government Program, has the responsibility of ensuring free public access to Alberta government publications through the Alberta Depository Library Program, which facilitates the distribution of government information through the province's library system.

The aim of the Alberta Depository Library Program is to help provide the general public with access to government information in an efficient and cost-effective manner. The success of the program relies on the continuous support and participation of all government departments and agencies.

Listed below are the program guidelines and department/agency responsibilities.

- The program includes all government publications (priced and un-priced):
    - which have information to be made generally known to the public;
    - which are produced using funds provided by the Government of Alberta;
    - which promote specific programs and services, but not time-limited special events (e.g. museum exhibitions, etc.);
    - books, handbooks, research reports, annual reports, special reports, periodical publications, brochures, pamphlets/booklets, posters, maps, kits, fact sheets;
    - which are produced in any format (print, CD, DVD, html, PDF, flash, etc.)
- The Alberta Government Library coordinates the distribution of 10 copies of all government publications published in print, or any other physical format, to the Full Depository Libraries:
    - One copy to be sent to the full depository libraries:
        - University of Alberta
        - University of Calgary
        - Calgary Public Library
        - Library of Congress
        - Provincial Archives of Alberta
    - Three copies to the Alberta Legislature Library, and
    - Two copies are retained in the Alberta Government Library.

    All 10 copies should be sent to:

    Alberta Government Library
    44 Capital Boulevard, 11th Floor
    10044 - 108 Street
    Edmonton, Alberta, Canada
    T5J 3S7

- **Partial Depository Libraries** can request a complimentary copy of any publication from the publishing department or agency. Departments and agencies should be prepared to make copies of print and other physical-format publications, including priced publications, available on request to the partial depository libraries without charge, in the format(s) in which they were originally published.

- The Open Government Portal will serve as the depository location for all digital publications produced by the Government of Alberta. One digital copy of each format of every publication should be deposited in the Portal.

- AGL prepares a quarterly list of all new GoA publications, which includes links to online versions of the documents when available. This list is distributed to depository libraries and published online, so that libraries will have the ability to identify and collect online as well as physical-format publications. The list is distributed on March 31, June 30, September 30, and December 31 of each year.

- Alberta Queen's Printer publishes the compiled list of all government publications on the Queen's Printer web site (**http://www.qp.alberta.ca/**).

- Full Depository Libraries retain all publications permanently. Partial Depository Libraries determine the retention schedule for each publication according to their own collection management policies.

- Libraries may make backup copies of electronic products (CD, DVD, etc.) received through the program for their collection.