

Part 8. Ancillary Products

The ancillary products (saleable and nonsaleable) needed to make your text competitive are usually determined by you and your Acquisitions Editor (AE) prior to the signing of your contract. Please refer to your contract to see what ancillary products you are responsible for developing. The following is an overview of ancillaries that are frequently published with Prentice Hall textbooks.

Check with your AE or Development Editor (DE) if a template is available for your use in preparing your ancillary products. Also ask your AE or DE to provide you with samples of standard formats for the different ancillaries and specific instructions.

Note: Any copyrighted material you plan to use in any of your ancillary products requires permissions. When requesting permissions for copyrighted materials to use in your main text, make sure that you also request electronic rights and permission to use the material in your ancillary products. Refer to Part 5. Permissions for more information.

Following are details of different ancillary products that may accompany your text.

1. CD or DVD packaged with the text

- If your AE decides to have a CD or DVD packaged with your text, please discuss specific requirements and schedule expectations with him or her as soon as possible.
- Your AE will provide you with a submission date for final files; this date allows for any necessary production work, testing, and duplication.
- Late submission of the master files jeopardizes the schedule and delays the instock date of your book.
- Remember to provide permission for any borrowed material contained in the CD or DVD.

2. Laboratory Manual

- A saleable manual often provided as a camera-ready manuscript by the author
- Contact your Project Manager (PM) for appropriate guidelines and instructions.
- If your laboratory manual contains illustrations or photos, send your AE or DE a sample file early in the writing process so that production can determine if your files will be usable.

- Provides supplementary hands-on exercises to concepts found in the main text
- Exercises/Activities normally contain the following elements:
 - Objectives: Lists objectives student should accomplish at the end of the exercise
 - Reference(s): References page numbers in the main text
 - Equipment: Lists equipment or software needed to perform the experiment or activity in the laboratory or classroom
 - Theory or Introduction: Additional discussion of concepts found in the main text
 - Procedure: Outlines steps in the exercise or activity that the student is supposed to perform in the lab or classroom; steps are normally followed by questions that the student is able to answer after performing the step
 - Analysis
 - Additional Questions, Problems, or Troubleshooting Assignments

3. Solutions Manual

- Generally contains worked-out solutions to problems presented in the text or an accompanying lab manual

4. Instructor's Manual (online and/or print)

- May include chapter overviews, course outlines, worked-out solutions to problems or programming examples, an answer key to questions in the main text, sample quizzes, essay test questions, and references and resources
- Chapter-by-chapter materials may include case studies for class discussion or group work
- May include a Test Item File; check with your AE to see if you should include chapter-by-chapter tests
- May also include transparency masters

5. Printed Test Item File

- May be included in the Instructor's Manual, or it can be produced as a standalone product
- Refer to your contract or check with your AE to verify which ancillary product will house your test item file.
- When creating test items, consider questions that challenge students to think critically rather than answer simple recall questions.
- Test items might include a balance of multiple choice items, fill-in-the-blank questions, short answer, essay questions, and/or true-false questions.
- Provide a separate answer key for test answers rather than asterisking or bolding the correct answer within the question itself.

6. Computerized Test Item File

- The computerized version is developed from the hard copy you supply us for the printed Test Item File.

7. PowerPoint Presentations

- Usually developed for introductory texts
- Simply submit content on disk files by chapter and the production team at Prentice Hall will format them in PowerPoint.
- If you choose to do your own presentations, obtain a template from your editorial team; please use this template to create your presentations and submit the first two completed chapters as samples to your Media Development Editor (MDE) for review; do not complete any other chapters until your samples have been approved.
- If you plan to use any figures and tables from the text, please submit a list of these pickups to your AE, DE, or the Editorial Assistant (EA) early in the process; production staff will request these figures and tables from the text compositor at an advantageous time in the production process and adjust their size for placement on the slides.

8. Companion Website

- An online study guide to supplement the text
- Typically includes chapter objectives, introductions, summaries, key terms, self-quizzes (i.e., essay, multiple choice, true or false, matching),

or special features from the text or another ancillary that is repurposed for the Web environment

- Before you begin working on your Companion Website content or if you have any questions about your Companion Website, please contact the DE or Michelle Churma (Media Development Editor for Careers and Health at michelle_churma@pearson.com or 614.841.3636).
- Refer to Prentice Hall's Companion Website Guidelines for more information.