

“PAPER COPY OF ONLINE READINGS” PACKETS

COURSE MATERIALS OFFICE

BELFER G-7 495-1372

Important Notice: The CMO has replaced the phrase “Available Online” with “Paper Copy of Online Readings” for packets that only contain readings that students can also access online. The purpose of this type of packet is to save students money by giving them the option of going online to obtain their readings and not purchasing the “Paper Copy of Online Readings”.

Introduction. The first question you need to ask is, “Does the syllabus contain readings that students can access online?” Among the most likely candidates are journal articles, government documents and materials produced by non-profit organizations. The least likely candidates are traditional, for-profit publishers.

How you proceed to identify online materials is up to you, but you may want to start by opening a Word document copy of the syllabus. The next step, of course, is to search for the readings that are accessible to students in an electronic format. As you locate these readings online, you can cut-and-paste the information (e.g., URL) into the syllabus.

Citation Linker. Your best source for journal articles is HOLLIS’s “citation linker.” Enter the appropriate citation information in the fields provided, then click on the “find it” button. If the article exists in HOLLIS, citation linker will list all of the resources where you can access that reading.

The screenshot shows the 'FIND IT! @ HARVARD CITATION LINKER' search interface. It features several input fields: 'journal title' (with a dropdown menu set to 'Begins with' and the text 'Foreign Affairs'), 'ISSN', 'date' (with dropdowns for year, month, and day, all set to 2004), 'volume' (83), 'issue' (4), and 'start page' (8). Below these are fields for 'PMID' and 'DOI'. There are links for 'What is a PMID?' and 'What is a DOI?'. A 'Browse E-Journals List' link is also present. At the bottom right is a prominent purple 'FIND IT' button with a magnifying glass icon. A 'Clear Form' button is at the bottom left.

1. After you enter the basic citation information, click the “find it” button.

2. The next screen will display all the HOLLIS resources where the reading can be found.

The screenshot shows the 'FIND IT! @ HARVARD MULTIPLE RESULTS' page. It indicates 'Found 17 records.' and provides options to 'Close' or 'None of these'. The search criteria are 'Journal title begins with 'Foreign Affairs'' and 'Display 5 records per page.' It shows 'Showing 1 - 5 of 17 records.' and a 'Go to page: 1 2 3 4' navigation. The results are listed in a table-like format with 'GO' icons:

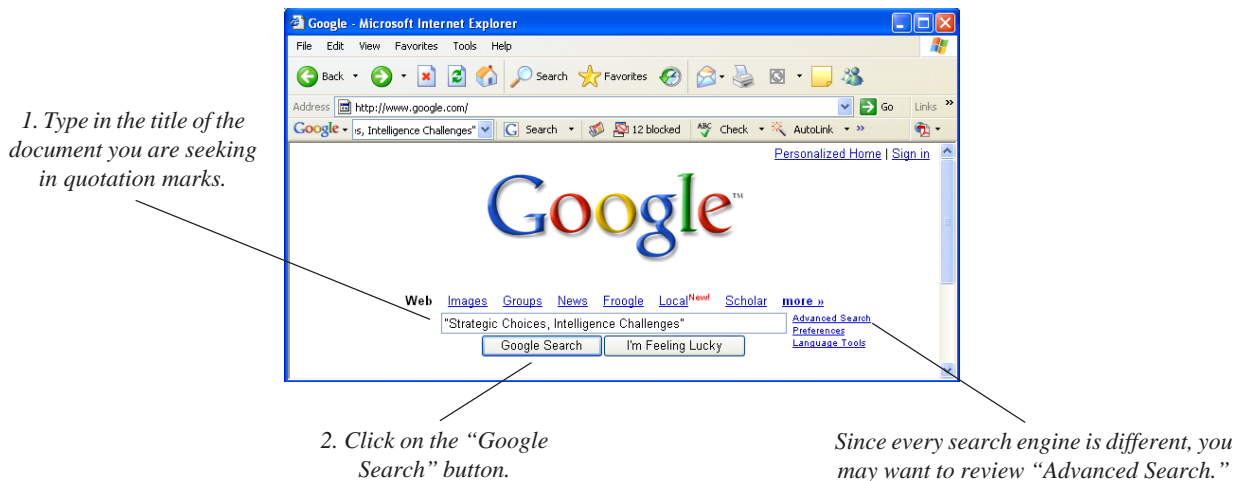
GO	Title:	Foreign affairs, Latinoamérica (Full text)
	ISSN:	1666-1707
	LCCN:	2001235303
	Publisher:	Instituto Tecnológico Autónomo de México
	Place of publication:	México
GO	Title:	Foreign Affairs (Full text)
	ISSN:	0016-7120
	CODEN:	FRNAA3
	LCCN:	88092721
	Publisher:	[Council on Foreign Relations]
	Place of publication:	[New York,]
GO	Title:	外交评论 (Full text)
	ISSN:	1003-3386
	Publisher:	"Wai jiao xue yuan xue bao" bian ji bu
	Place of publication:	Beijing Shi
GO	Title:	Foreign affairs research special papers available
	ISSN:	0148-5849
	LCCN:	77643161
	Publisher:	Office of External Research, Bureau of Intelligence and Research, U.S. Dept. of State.
	Place of publication:	Washington, D.C.
GO	Title:	Foreign Affairs Journal

You can find Citation Linker at the following URL: http://sfx.bul.harvard.edu/citation/sfx_local/
Please consult your KSG reference librarian for further information about HOLLIS resources.

Hint: If the HOLLIS resource gives you a choice of linking to a pdf or text only version, use the link to the text only version. If the student wants to print out a copy of the reading, the text only will print more easily than the pdf.

Warning: You may find that some HOLLIS resources do not include the complete article, but just the abstract. Double-check before directing students to that article or including the article in a packet labeled "Paper Copy of Online Readings".

Internet Search Engines. There are many search engines on the Internet. One of the most popular is Google. Since every search engine is different, you may want to review their advanced search features. The simplest way to use Google, for example, is to type the title of the document you want in quotation marks, then click the search button.



Hint: If the search engine resource gives you a choice of linking to a pdf or text only version, use the link to the text only version. If the student wants to print out a copy of the reading, the text only will print more easily than the pdf.

THE NEXT STEP. Once you have determined which readings students can access online and which are available only in hard copy, you need to choose from the following options:

- (1) Include in a regular packet only those materials that are available in hard copy, and direct the students to the online materials through links on the course page syllabus.
- (2) Include *all* the materials, even those available online, in a regular packet if only 10% or less are available online.
- (3) Separate the materials into separate packets: those available only in hard copy and those available online.

Your Options and How to Proceed.

First Option. If you choose the first option of including only those materials in a regular packet that are available in hard copy and directing students to the online materials through links on the course page syllabus, *then you need not proceed further with this set of instructions.*

Second Option. The second option is not unreasonable if the overwhelming majority of readings (90% or more) in the packet are available only in hard copy. The result is the student gets all the materials together in a single reader. The cost savings of leaving out the online readings by creating a separate packet for them is minimal. If you choose this option, *then you need not proceed further with this set of instructions.*

The Third Option. If you choose the third option, separating the materials so that those available only in hard copy are in one packet and those materials that are available online are in a separate packet, *then proceed to the next page for further instructions.*

Packets for the First and/or Second Week of the Semester. As always, try to keep the packet for the first and/or second week small. The CMO recommends the first packet should be no more than 100 pages in length. You can find the estimated number of pages in the packet on your “edit packet” window. The information appears in the upper left corner (please see #1 in the screen shot below).

Note: For this first, small packet, it is highly recommended that you include all the readings even if some are available online. Time is short for the students who are making their course selection decisions. It is better to have all the readings together. Dividing the readings into a packet composed solely of materials not available online and a “Paper Copy of Online Readings” packets will probably not save the students very much money due to its size.

Creating Packets for the Remainder of the Semester. You will need to create packets in sets of two. The set of packets will cover the same class dates:

Not Available Online. This packet will contain *only* those readings that *cannot* be accessed through the Internet or HOLLIS resources (e.g., a chapter from a book).

Paper Copy of Online Readings. This packet will contain *only* those readings which *are available online* through resources such as HOLLIS or the Internet.

If a student wants to purchase all of the readings, both packets must be purchased as a set. If, however, a student wants to save money, then just the packet containing *only* readings *not available online* can be purchased. *It is important to remember that neither packet contains all of the readings; the two packets complement one another.*

Step 1. Create two packets and enter the start and end class dates the readings cover for both. The class dates should be identical, or nearly identical.

Step 2. Choose one of the two packets to be the one that contains only those readings that can be found online. Identify that packet as “Paper Copy of Online Readings” by checking the box with that phrase (please see #2 in the screen shot below). The phrase “Paper Copy of Online Readings” will appear on the (1) packet cover and on the (2) Packet Availability Board that is posted just outside the CMO and on the CMO web site.

Step 3. Proceed to assign the readings as they should appear in their respective packets. It is a simple sorting process. All the readings that are not available online are assigned to one packet, while all the readings students can also access online through HOLLIS or the Internet are assigned to the packet labeled “Paper Copy of Online Readings”.

The screenshot shows the 'Request 3.0' interface for editing a packet. At the top, it says 'Request 3.0' and 'Harry Lime's Home > Shopping Cart > Edit Packet'. Below that, it says 'ISP324 (Spring 2006) : Packet 2'. There are three buttons: 'Order Packet', 'ViewPrint TOC', and 'COURSE PACKS: -- Choose One --'. The main area is divided into sections: 'Packet: 2' (Status: New, 1 Excerpts, 15 pages), 'Description (max 30 char.)', 'Class Dates' (From: 02/01/2006, To: 03/01/2006), and 'Options' (Optional Reading, Final Packet, Paper Copy of Online Readings). Below these are 'UPDATE', 'DELETE', and 'RESET' buttons. At the bottom, there is a table with columns: STATUS, VIEW, CITATION, TITLE, AUTHOR, SEQUENCE. The table contains one row: a radio button, a document icon, 'Bernstein, Richard and Ross H. Munro, "The Coming Conflict with America", Foreign Affairs, 76(2), (Washington: Council on Foreign Relations, © 1997), pp. 16 - 32.', and a dropdown menu with '1'. Annotations #1, #2, and #3 point to the page count, the 'Paper Copy of Online Readings' checkbox, and the 'ViewPrint TOC' link respectively.

#1. You can find the estimated page length of the packet here. Use this information to edit the size of your packet.

#2. Check the box “Paper Copy of Online Readings” before you place your order.

#3. Print the Table of Contents and have someone double-check your work.

Hint. *After the first packet, you may only want to create two packets for the course as described in the steps above. If, however, you create additional packets, it is helpful to be consistent. For example, use even numbers for the not available online packets and odd numbers for the “Paper Copy of Online Readings” packets.*

Before You Place Your Packet Order. Before you place your packet order, do not forget to check the “Paper Copy of Online Readings” box if appropriate. This designation will appear on the cover of the packet as well as the Packet Availability Board on display just outside the CMO office and on the CMO web site. It will make it easier for students to understand the difference between the packets.

Warning: *After you have created your packets and before you order them, print out a table of contents for each (please see #3 in the screen shot on the previous page). Ask the instructor to double-check your work. If the instructor is too busy, then ask the TF, CA or someone else designated by the instructor to double-check your work.*

Syllabus. You should clearly indicate in the syllabus whether or not the readings are available online through HOLLIS or the Internet. Ideally, you should include the packet number where the readings can be found.

Recommendation to Avoid Potential Confusion. Since neither packet contains all of the readings, students need to shift back and forth between two packets, or between the packet and the online syllabus. There is a simple solution to minimize confusion.

For each of the readings that are also available online, create a one page Word document that contains the following information:

1. A statement such as “*The following reading can be found either online or in the “Paper Copy of Online Readings” packet.*”
2. Citation information.
3. HOLLIS resource or URL where the reading can be found.

This one page word document will become a “placeholder” in the packet containing only those readings that are not available online.

In *Request*, create a new item under the “Other” category and enter the title of the reading in the title field. You may want to preface the title with the word “ONLINE” (e.g., “ONLINE: Overhauling Counterproliferation by Ashton Carter”). This title will appear on the table of contents. Attach the Word document using the browse feature. By using the browse feature, you neither have to print the new item form or submit a hard copy to the CMO.

The CMO will process the “Other” category item and attach a pdf made from your Word document. You will then be able to assign the “placeholder” in the available only in hard copy packet where that reading would have occurred if that reading had been assigned to the packet.

We’re Here to Help You. The creation of a “Paper Copy of Online Readings” packet can be a little confusing. As always, please never hesitate to contact the CMO. You can send an email inquiry to CMO in Lotus Notes or michael_mclaughlin@harvard.edu, call 495-1372, or stop by the office at Belfer G-7 (we have examples you can look at to get a better understanding of the process). Your inquiries are always welcome. We are here to help you properly prepare your course materials in a timely and efficient manner.