

# Passing the Baton

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A Cross-Institutional Collaboration  
Developing a Digital Student Handbook  
for Professional Publication Standards

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Co-Authors

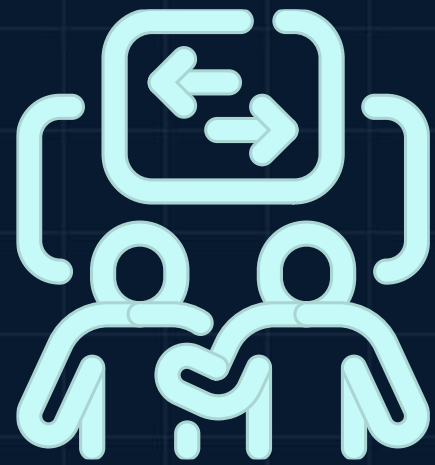
Casey Mazzoli, The Ohio State University

Jonathan Atwood, Otterbein University



# Graduate program transition

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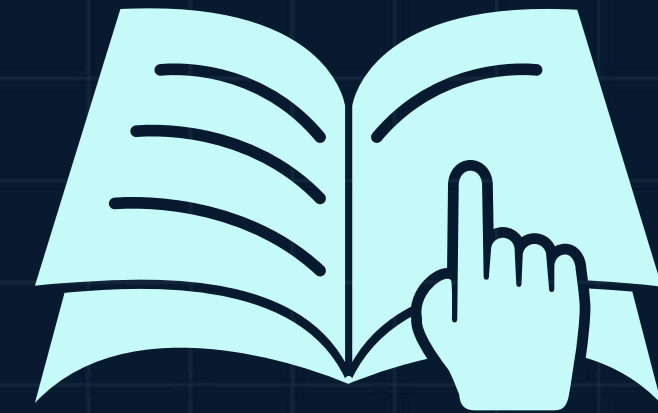
## Coalition

Shared Academic  
Vision



## Transfer

Graduate Programs  
move to Antioch



## Library Role

Publication Readiness  
& Standards

**Shared programs created a shared opportunity.**

# The Team

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**Kelly Drifmeyer**  
Professional  
publication standards  
Graduate student  
instruction



**Casey Mazzoli**  
MSAT subject expert  
Publication workflows



**Jonathan Atwood**  
Digital products best  
Practices  
Technical infrastructure

# Complimentary expertise made the work possible

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## Student support

Standards become teachable workflows..



## Accessible practice

Guidance matches how students publish.



## Repository infrastructure

Outputs align with long-term sharing & conservation.

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**Building bridges between instruction, policy, and repository best practices.**

# Students found standards too late

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## Outdated Guidance

Scattered and hard to find across templates, tools, and policies.



**Applied Too Late**



## Submission problems

Accessibility, copyright, formatting, and citations.

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**Standards only became explicit at student's publishing deadline.**

# Our solution: Publication Standards Handbook

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## Best Practices

A living guide for repository-ready student work;  
Publication expectations translated into teachable steps.



## Citation

APA 7 and attribution



## Accessibility

Usable files from the start



## Inclusivity

Ethical scholarly communication



## Permissions

Copyright and reuse

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**A modular framework keeps the guidance reusable and maintainable.**

# One structure, every section

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01



## What

Defines the standard students need to meet.

02



## Why

Explains the purpose, context, and scholarly value.

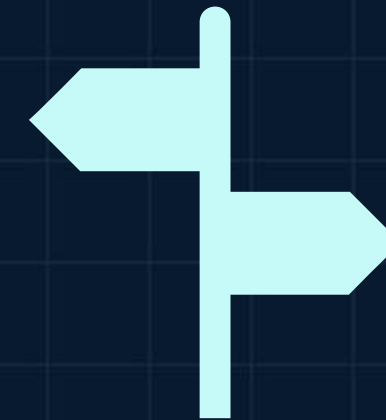
03



## How

Provides the step-by-step execution guidance.

04



## Where

Points students toward external resources.

05



## What Else

Adds tools, examples, references, and next steps.

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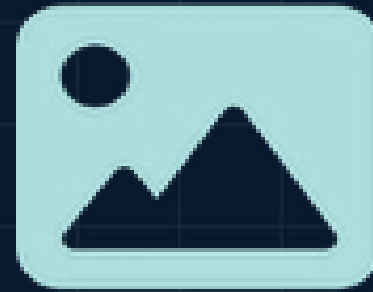
**Predictability makes the handbook easier to use.**

# Accessibility as a core standard

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**Teach the workflow  
early**



**No image-only content**  
Text must remain usable.



**Alt text**  
Every figure described.



**PDF metadata**  
Title, language, accessibility



**Check as you draft**  
Headings, format, citations

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**Professional standards from the start, eliminating the final publication crunch.**

# Inclusive & equitable scholarship improves works

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## Language

Minimize bias.



## Sources

Widen evidence and cite diverse voices.



## Audience

Universal design principles and inclusive learning needs.

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**Allow for inclusive designs for diverse creators and learners.**

# Challenges and boundaries

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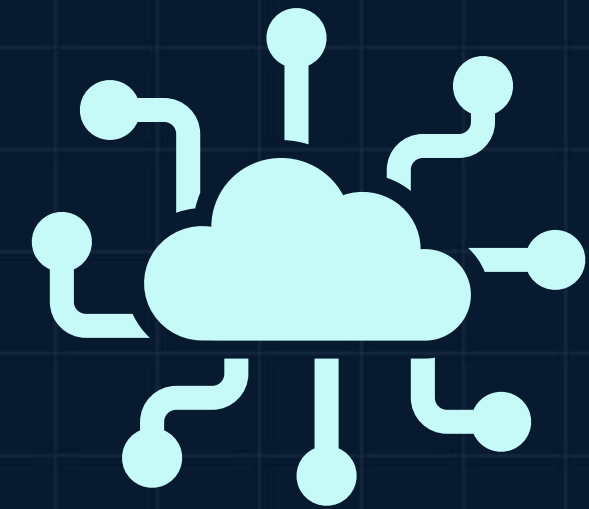
## Baselines

What counts as minimum?



## Standards

What keeps changing?



## Scope

Where do we stop?

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**The work required technical, institutional, and pedagogical knowledge.**

# Early impact and a reusable model

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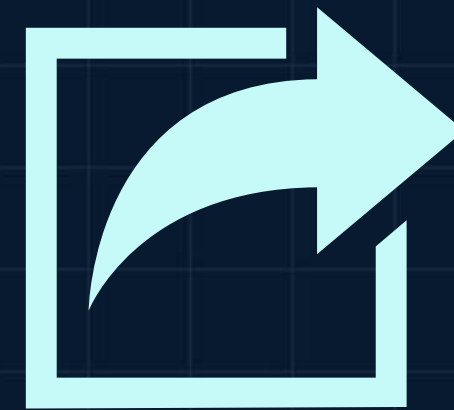
## In use

Current Health  
Professions cohort



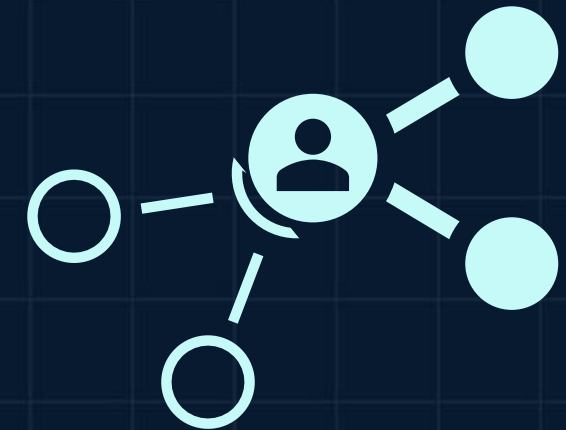
## Checklist

Student and faculty  
review



## Shared

Both campuses,  
OhioLINK conference



## Interest

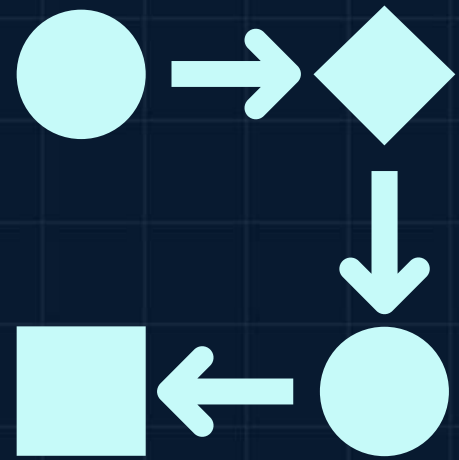
Other academic  
programs

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**The handbook evolved from local need to flexible, adaptable instruction.**

# Future Work: adapt, expand, measure

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## Iterate

Evolve with Best Practices and Program & Student Needs



## Template

Adaptable model



## Measure

Professional standards of work; cleaner submission process



## Exchange

Community sharing and new ideas

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**The goal is an evidence-informed, adaptable framework.**

# Thank You!

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## Let's keep the handbook reusable

Make publication standards visible  
before submission.



### Build together

[Resources and Contact Information](#)

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**Passing the Baton:**

**Publication guidance · Digital repositories · Student scholarship · Accessible files**