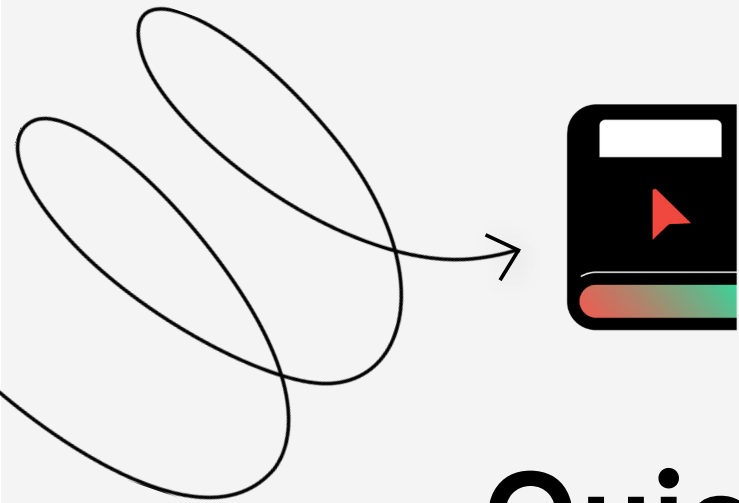


Bookwire OS

The Operating System for Digital Publishing.



Quick Guide: Accessible Ebook Production

We are excited that you have chosen us as the one solution for your digital publishing needs! As your partner, we are committed to helping you and your digital products succeed with flexibility, innovation, and reliability.

Contents

1. Production request
2. Formats and services
3. Source files
4. Guideline for publishers
5. Prices for GSA
6. Bookwire's accessibility standards

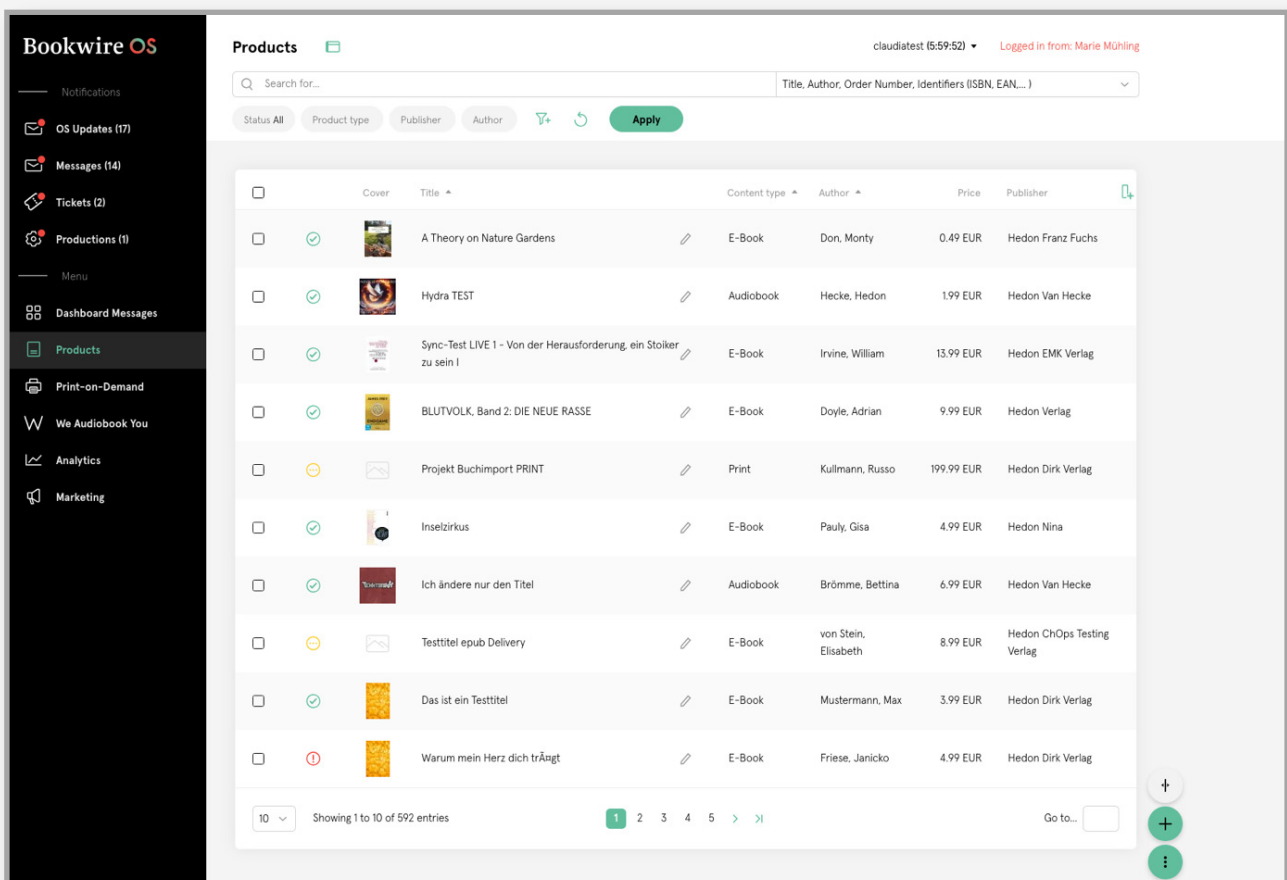
1. Production request

If you are a Bookwire client, you can easily request an accessible ebook production through our operating system Bookwire OS.

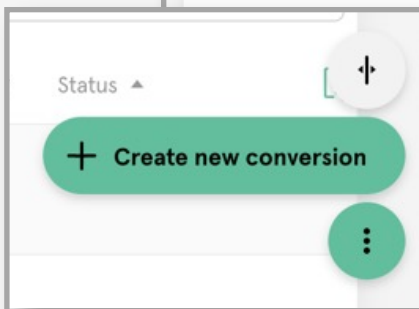
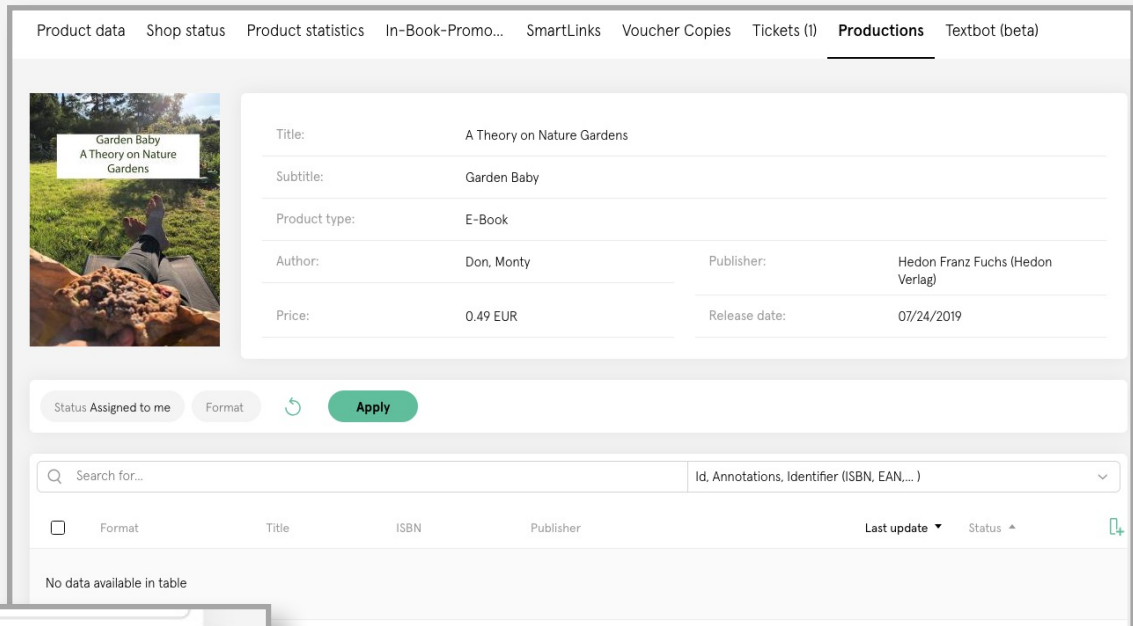
To request a production for a title, it must have already been created in our system with at least the following basic data:

- ✔ Title
- ✔ Author
- ✔ ISBN
- ✔ Cover
- ✔ Product type

Go to your “Products” overview in the OS and select the title you want to request a production for.



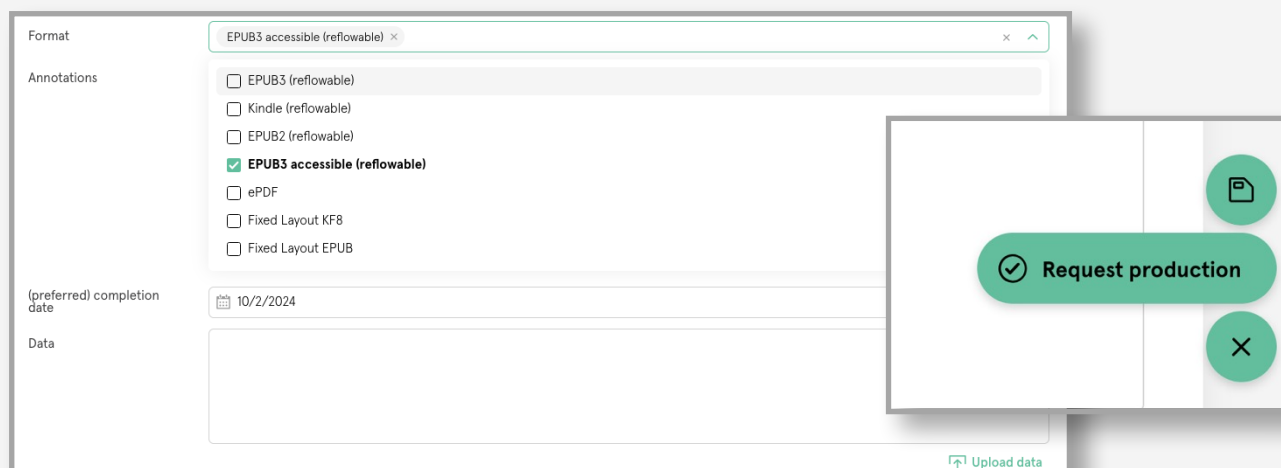
Within the product detail view select "Productions" tab at the top of the screen. Here you can see your ongoing productions of this title or create a new one by clicking the "+ Create new conversion" button at the bottom right.



To create a new production, complete these simple steps:

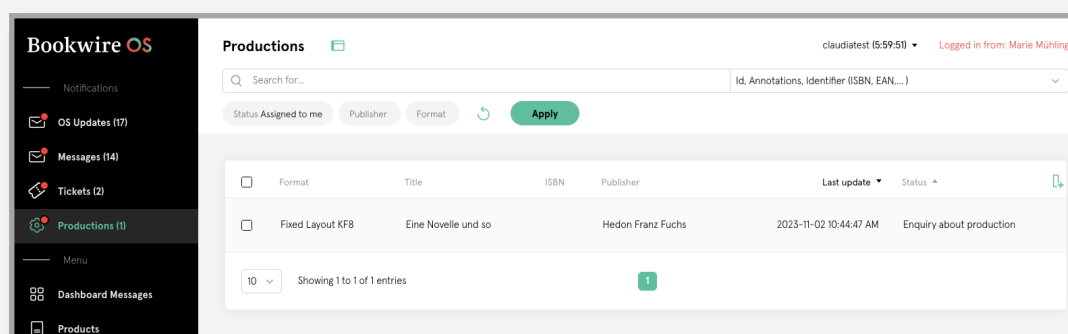
- 1 **Choose your desired outcome formats.** You can also choose several formats at once.
- 2 **Write any additional comment or information** in the “Annotations” field, e.g. change ISBN to ebook ISBN on copyright page.
- 3 **Set your preferred completion date.** In general, an ebook production takes between 1–2 weeks.
- 4 **And upload the necessary source files.** Read more about the necessary source files in chapter 3.

For an accessible ebook production choose the format “EPUB3 accessible (reflowable)”. To save and finally request your production, click on the button “Request Production” at the bottom right.



For every production request, Bookwire will send you a non-binding price offer which you can accept or decline.

You can check the status of your requested productions at any time in the “Productions” overview. Whenever one of your requested productions is updated a red dot will appear on the “Productions” tab in the main menu.



Once a production is finished and confirmed by the publisher, your new ebook can be immediately distributed and offered in the defined sales channels.

2. Formats and services

Bookwire offers conversions for the following formats:

- ✔ ePub2 (reflowable)
- ✔ ePub3 (reflowable)
- ✔ ePub3 accessible (reflowable)
- ✔ Mobipocket/Kindle (reflowable)
- ✔ ePDF
- ✔ Fixed Layout KF8
- ✔ Fixed Layout ePub
- ✔ Retrodigitalization image PDF
- ✔ Retrodigitalization text file

Bookwire offers a service as well for **automatic generation of alternative texts for images** for accessible ebook productions:

We offer 3 different types for alternative text generation:

- 1 AI generated
- 2 AI generated + review by human editor
- 3 Generated by human editor (available for English and German)

Alternative texts are provided in English and translated automatically into any other language available in the automatic translation tool DeepL. For more details check: www.deepl.com.

If you request this service, you need to insert your images into [this template](#).

3. Source files

For every conversion request, we need the following files:

1. Cover

Format: JPG format; 2,000 x 2,000 pixels minimum; 6,000 pixels maximum
Color mode: RGB; File size: max 10 MB; Resolution: min. 72 dpi

If the cover is already added to the created product in Bookwire OS you don't need to upload it again for a new production.

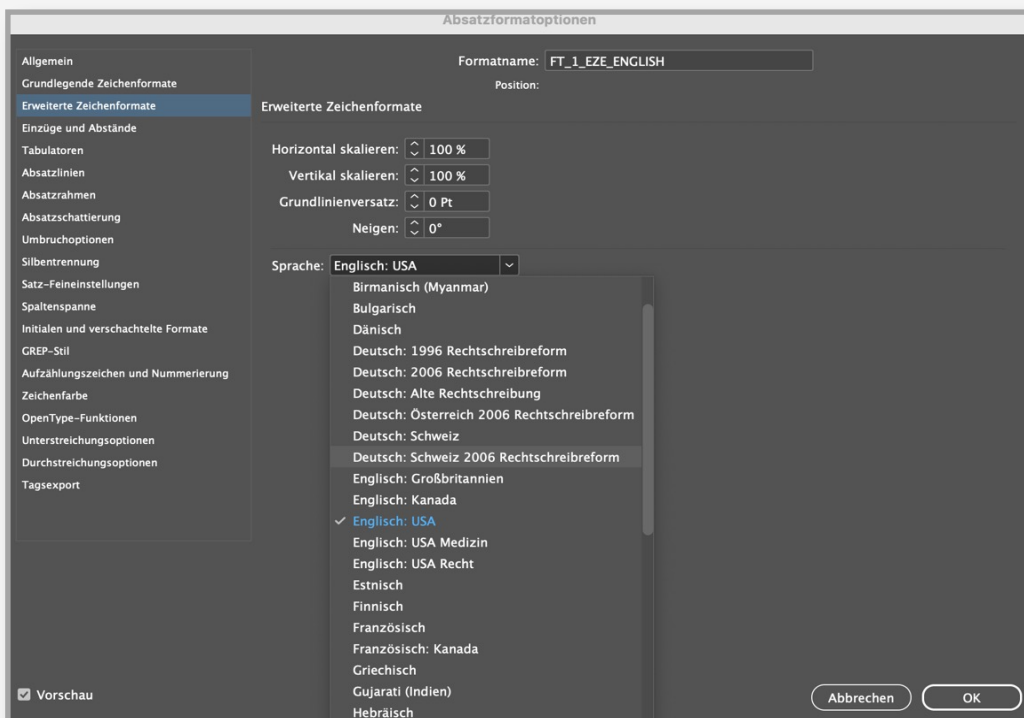
2. Source file

Possible formats and requirements:

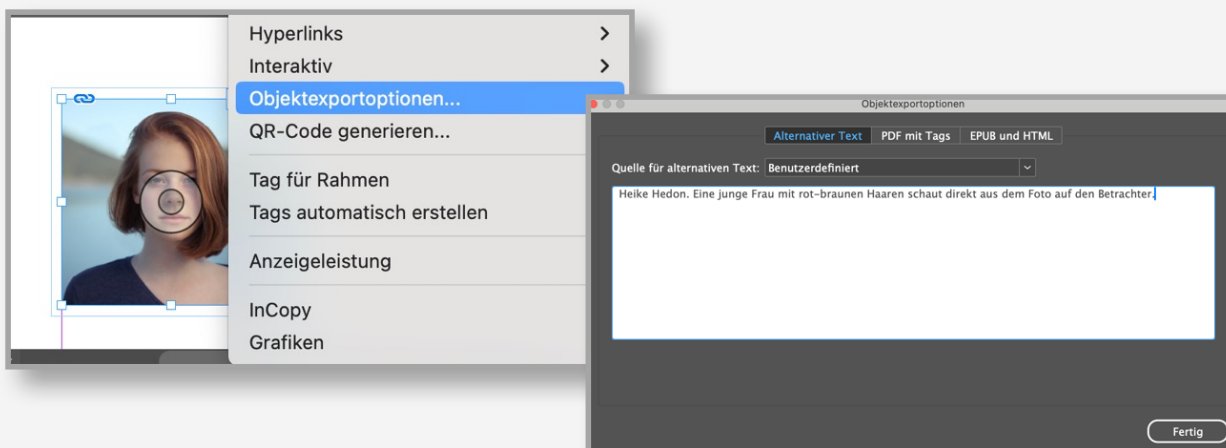
- ✔ **InDesign:** Preferred format. Please export your InDesign file by "packaging" so that all the images and fonts are included.
- ✔ **PDF:** with embedded fonts
- ✔ **Word file:** Including formatting (minimum requirement: headline labeling)
- ✔ **Images:** use images without transparency

For accessible productions:

- ✔ Include specific languages tags by setting them in the paragraph styles directly in your InDesign file. Alternatively, you can inform us about the texts or words in other languages in Excel and upload it as an additional source file. Download the template [here](#).



- ✔ Include the alternative texts for images in InDesign by right-clicking the mouse on the image and choosing "Object export options". The maximum length of general alternative texts is 120 characters, 280 characters for long descriptions. Alternatively, you can also send the alternative texts in Excel. Download the template [here](#).



- ✔ If you want to utilise our services for alternative text generation, please use the template [here](#).

3. Annotations

You can write additional information or instructions in the annotation field when requesting a new production, for example:

- ✔ Changes on the copyright page or similar content
- ✔ Styling advice regarding specific elements
- ✔ Content for exchange like images (double pages, images with a faded out frame, ...)
- ✔ Etc.

Keep in mind:

We convert ebooks from the source files you deliver. The converted ebooks are only as good as your source files!



4. Guidelines for publishers

1. Novel / simple structure

Definition:

- ✔ simple text structure
- ✔ one text column
- ✔ no or only few images
- ✔ no or only few footnotes or links
- ✔ no tables



Requirements for the text:

- ✔ **Contrast:** text and background need to meet the color contrast requirements (contrast ratio 8:1, for big elements (like headlines) 4,5:1. You can check your used colors and contrasts online: <https://webaim.org/resources/contrastchecker/>)
- ✔ **Main language of the text:** embedded in InDesign or informed in Excel template
- ✔ **Words in foreign languages:** e.g. characters' names, slang / anglicisms, quotes. Embedded in InDesign or informed in Excel template

Requirements for the images:

- ✔ **Alternative texts:** is the image necessary to understand the content or is it just a decorative element (e.g. paragraph marker)? If the image is relevant create an alternative text for it. Embedded in InDesign or informed in Excel template

Requirements for the footnotes:

- ✔ **Footnotes and link check:** ensure that all links are working and add an understandable link text

2. Academic Book

Definition:

- ✔ complex text structure
- ✔ more text columns and/or text boxes
- ✔ many images
- ✔ many footnotes/links
- ✔ tables or similar elements included

Gem. § 34 Abs. 1 Satz 3 BeamStG muss das Verhalten des Beamten innerhalb und außerhalb des Dienstes der Achtung und dem Vertrauen gerecht werden, die sein Beruf erfordert (Waherhaltenpflicht). Durch Art. 1 des Gesetzes zur Änderung des Beamtenzeitgesetzes und des Bundesbeamtenzeitgesetzes sowie weiterer dienstrechtlicher Vorschriften v. 29.11.2018 (BGBl. I 2232) wurde Satz 3 der Vorschrift erweitert um die Begriffe „innerhalb und außerhalb des Dienstes“. Diese Ergänzung stellt deklaratorisch klar, dass auch das Verhalten der Beamtinnen und Beamten im Anwendungsbereich des BeamStG innerhalb wie außerhalb des Dienstes der Achtung und dem Vertrauen gerecht werden muss, die ihr Beruf erfordert.“

Das BeamStG zählt „Verhalten außerhalb des Dienstes“ zum Feld möglicher Dienstvergehen (§ 47 Abs. 1 BeamStG).

Bei einem Verhalten außerhalb des Dienstes (§ 47 Abs. 1 Satz 2 BeamStG) ist der Tatbestand abgeschwächt. Hier macht sich die Wertveränderung in der Gesellschaft bemerkbar. Ein Verhalten außerhalb des Dienstes ist nur dann ein Dienstvergehen, wenn es nach den Umständen des Einzelfalles besonders in besonderem Maße geeignet ist, das Vertrauen in einer für ihr Amt bedeutsamen Weise zu beeinträchtigen. Der Beamte wird nicht mehr als „immer im Dienst“ angesehen.“ Im Übrigen hat der Bund bei der Kodifikation des Statutrechts die bisherigen Regeln über das Befolgen fachlicher Weisungen nicht verändert (§§ 35, 36 BeamStG), weder die materiellen noch die formalen Maßgaben.“

Das BeamStG enthält überwiegend unmittelbar geltende Vorschriften. Es deckt indes nicht das ganze Beamtinnenrecht ab. Bei der Bearbeitung von Sachverhalten sind sowohl das Beamtenzeitgesetz als auch die Landesbeamtenzeitgesetze zu Rate zu ziehen.

- zunächst ist auf die Vorschriften des BeamStG zurückzugreifen.
- soweit im BeamStG keine Regelungen enthalten sind oder dem Landesgesetzgeber ein Regelungsspielraum eröffnet wird, ist das Landesrecht heranzuziehen.

Letztlich ist der Rechtsanwender gezwungen, sowohl das BeamStG als auch die Neufassung der jeweiligen Landesbeamtenzeitgesetze zu beachten.

BeamStG: Rechtliche Stellung im Beamtinnenverhältnis

Dienstpflichten	§§ BeamStG	§§ LBG NRW	§§ BStG
Unparteiliche Amtsführung/Bekanntnis zur NSO ⁴⁷	33 Abs. 1		60 Abs. 1
Politische Betätigung (Dienstverwehrgpflicht)	33 Abs. 2		60 Abs. 2
Pflicht zum stillen persönlichen Einsatz	34 S. 1		61
Pflicht zur Uneigenständigkeit	34 S. 2		61
Waherhaltenspflicht	34 S. 3		61
Weisungsbefolgungspflicht	35		62
Wahrnehmung der Nationalitätspflicht/Rekonstruktion	36		63
Verschwiegenheitspflicht	37		67-70
Geheimhalt.	38	46	
Verbot der Führung der Dienstgeschäfte	39		66
Nebenerbätigkeit	40	49-58	97-105
Tätigkeit nach Beendigung des Dienstverhältnisses	41	52	
Verbot der Annahme von Beförderungen, Geschenken und sonstigen Vorteilen	42	59 iVm. VV	71
Teilzeitbeschäftigung	43	63, 64	91
Schulungspflicht	44	73, 74	89
Lehrerpflichten	45		78
Mutterschutz und Elternzeit	46		79
Dienstvergehen: Nichterfüllung von Pflichten	47 Abs. 1		77
Dienstvergehen bei Ruhestandsbeamten	47 Abs. 2		77
Pflicht zum Schuldenzins	48	81-83	76
Übermittlung bei Strafverfahren	49		
Personalkarte	50	84, 92	106-115
Personalerstattung	51		117
Mitglied in Gewerkschaften und Berufsverbänden	52		118
Berufung der Spitzenorganisationen	53	94	118

47. Weim, in: BStWiN/Schuldenzins 2013, 3. BStWiN Nr. 12, vgl. auch Günther, RA 2013, 207 (208) Verhalten ist ein weites Terrain.
48. Weim, in: BStWiN 2013, 101 (102); 88 DStZ 10/11, 513 (514) S. 10.
49. Weim, in: Günther 2013, 12 ff. Zur Weisungsbefolgung vgl. auch BVerfGE 2013, 239 (244). Der Beamte ist grundsätzlich persönlich unabhängig und ist im sachlichen Hinsicht ein selbstständiges Amt. Das Dienstverhältnis beruht auf dem Einverständnis des Beamten, indem der Beamte sich bei der Aufgabenerfüllung dem Befehl und Gebot unterwirft. Hat der Weisungsbefehl im Beamtenverhältnis keinen Gehalt, so ist der Weisungsbefehl im Beamtenverhältnis (Dienstverhältnis) abzulehnen. BVerfGE 2013, 191 (192).
50. Weim, in: BStWiN 2013, 101 (102); 88 DStZ 10/11, 513 (514) S. 10. Der Beamte ist ein selbstständiges Amt. Das Dienstverhältnis beruht auf dem Einverständnis des Beamten, indem der Beamte sich bei der Aufgabenerfüllung dem Befehl und Gebot unterwirft. Hat der Weisungsbefehl im Beamtenverhältnis keinen Gehalt, so ist der Weisungsbefehl im Beamtenverhältnis (Dienstverhältnis) abzulehnen. BVerfGE 2013, 191 (192).

Requirements for the text:

- ✔ **Columns:** text divided into several columns for styling reasons will be changed into one column in the ebook. Please add further indications in the "annotation" field if necessary
- ✔ **Contrast:** text and background need to meet the color contrast requirements (contrast ratio 8:1, for big elements (like headlines) 4,5:1. You can check your used colors and contrasts online: <https://webaim.org/resources/contrastchecker/>)
- ✔ **Main language of the text:** embedded in InDesign or informed in Excel template
- ✔ **Words in foreign languages:** e.g. proper names, quotes, special terms etc. Embedded in InDesign or informed in Excel template

Requirements for the images:

- ✔ **Alternative texts:** is the image necessary to understand the content or is it just a decorative element (e.g. paragraph marker)? (How) is the image already described in the main text? Avoid duplication of content in main text and alternative descriptions. If the image is relevant create an alternative text for it. Embedded in InDesign or informed in Excel template

Requirements for the footnotes:

- ✔ **Footnotes and link check:** ensure that all links are working and add an understandable link text

Requirements for the tables:

- ✔ **Check the tables:** ensure that content within a table is not marked by color only

3. Non-Fiction / Cook Book / Travel Guide

Definition:

- ✔ complex text structure
- ✔ more text columns and/or text boxes in main text
- ✔ many images
- ✔ many footnotes/links
- ✔ tables or similar elements included

Lenition u

Lenition

Die Lenition ist eine Regel, bei der sich der Anfangs-Wort in bestimmten grammatischen Kontexten in charakter Weise verändert. Nach den Zahlwörtern 2 bis 6 tr Lenition ein. Vergleiche:


<i>ceapaire</i>	<i>dhá cheapaire</i>
<i>kapéire</i>	<i>chrá chápéire</i>
<i>Sandwich</i>	<i>zwei Sandwich</i>
<i>Sandwich</i>	<i>zwei Sandwiches</i>

<i>carr</i>	<i>dhá charr</i>
<i>kár</i>	<i>chrá char</i>
<i>Auto</i>	<i>zwei Auto</i>
<i>Auto</i>	<i>zwei Autos</i>

Die folgende Übersicht dient zum Nachschlagen. Da die sehr häufig anzuwenden ist, lohnt es sich, hier öfter nach und an konkreten Beispielen zu üben. Das Zeichen „tet „wird zu“; „-“ bedeutet „vor den Vokalen“.

irische Schreibweise	Aussprache
b > bh (+ e oder i)	<i>b > v</i>
(+ a, o oder u)	<i>b > w</i>
c > ch (+ e oder i)	<i>k > ch</i>
(+ a, o oder u)	<i>k > ch</i>
d > dh (+ e oder i)	<i>d > j</i>
(+ a, o oder u)	<i>d > chr</i>
f > fh	<i>f > (entfällt)</i>
g > gh (+ e oder i)	<i>g > j</i>
(+ a, o oder u)	<i>g > chr</i>

Törnorschlag 2: Von Rostock zu den Boddengewässern 49

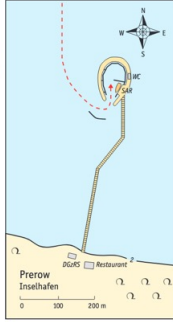


Darßer Ort. Im Zauberwald.

Anfang Mai bis Ende Oktober täglich von 1000-1700 (Juni-August 1000-1800) geöffnet. Den 35 m hohen Leuchtturm darf man besteigen – und wird dann mit einer fantastischen Sicht belohnt.

Wir sind inzwischen aber den Inselhafen Prerow angefahren (die Eröffnung des Hafens soll Mitte Juli 2024 erfolgen), der – wie schon mehrfach erwähnt – als Nothafen gebaut wurde, was für uns bedeutet, dass wir maximal 24 h hier bleiben dürfen. Keine Zeit also, von hier aus das Naturschutzgebiet Darßer Ort zu bewandern, dies machen wir von einem Abstecher zum Prerower Stromhafen (s. S. 62) aus.

Liegeplatz und Versorgung: Am Ende einer 720 m langen Brücke liegt der huf-



Prerow Inselhafen

Requirements for the text:

- ✔ **Columns:** text divided into several columns for styling reasons will be changed to one column in the ebook. Please add further indications in the “annotation” field if necessary
- ✔ **Contrast:** text and background need to meet the color contrast requirements (contrast ratio 8:1, for big elements (like headlines) 4,5:1. You can check your used colors and contrasts online: <https://webaim.org/resources/contrastchecker/>)
- ✔ **Main language of the text:** embedded in InDesign or informed in Excel template
- ✔ **Words in foreign languages:** e.g. proper names, quotes, special terms etc. Embedded in InDesign or informed in Excel template

Requirements for the images:

- ✔ **Alternative texts:** is the image necessary to understand the content or is it just a decorative element (e.g. paragraph marker)? (How) Is the image already described in the main text? Avoid duplication of content in main text and alternative descriptions. If the image is relevant create an alternative text for it. Embedded in InDesign or informed in Excel template

Requirements for the footnotes:

- ✔ **Footnotes and link check:** ensure that all links are working and add an understandable link text

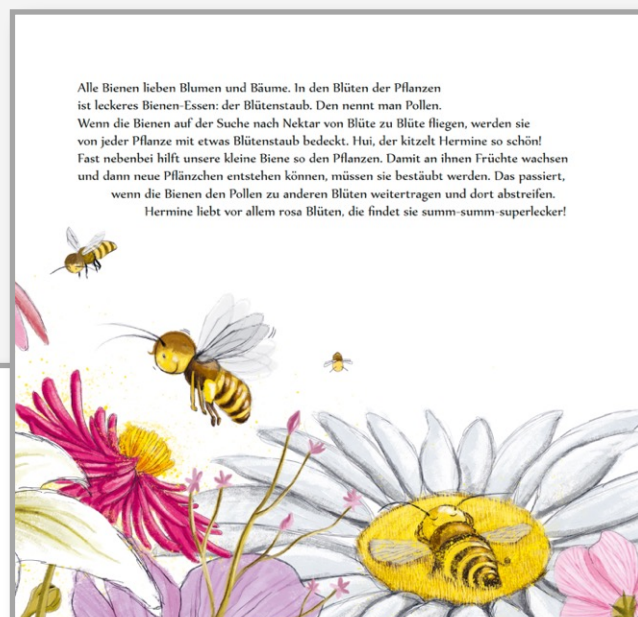
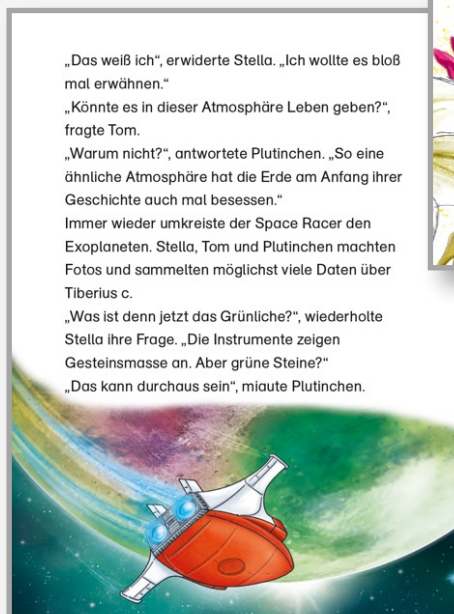
Requirements for the tables:

- ✔ **Check the tables:** ensure that content within a table is not marked by color only

4. Children's Books

Definition:

- ✔ simple text structure
- ✔ reduced page number (up to 80)
- ✔ many images
- ✔ no footnotes/links



Requirements for the text:

- ✔ **Text location:** if text is located on different positions on the page, please indicate the correct reading order in the "annotation field"
- ✔ **Contrast:** text and background need to meet the color contrast requirements (contrast ratio 8:1, for big elements (like headlines) 4,5:1. You can check your used colors and contrasts online: <https://webaim.org/resources/contrastchecker/>)
- ✔ **Main language of the text:** embedded in InDesign or informed in Excel template
- ✔ **Words in foreign languages:** e.g. proper names, quotes, special terms etc. Embedded in InDesign or informed in Excel template

Requirements for the images:

- ✔ **Exchange images:** you can replace images included in the source file by uploading additional exchange material. Please indicate in the filename the corresponding page number of the source file (e.g. "page56.jpg")
- ✔ **Alternative texts:** is the image necessary to understand the content or is it just a decorative element (e.g. paragraph marker)? If the image is relevant create an alternative text for it. Embedded in InDesign or informed in Excel template

5. Prices for GSA

Special discount for Bookwire clients in Germany, Switzerland and Austria 15.10. – 31.12.2024

All accessible EPUB productions for the same price as non-accessible EPUB

Format	Complexity	Criteria	Non-accessible Ebook (net)	Accessible Ebook (net)
Reflowable EPUB	Level 1	<ul style="list-style-type: none"> simple text structure no/only few images up to 250 pages no/only few footnotes, endnotes, links 	99 €	119 € 99 €
		+ 100 pages	20 €	30 € 20 €
		<ul style="list-style-type: none"> max. 20 pages only together with Ebook conversion, no stand alone 	25 €	25 €
	Level 2	<ul style="list-style-type: none"> more images with footnotes, endnotes, links up to 250 pages more complex text structure, e.g. text boxes tables included 	139 €	159 € 139 €
		+ 100 pages	20 €	30 € 20 €
	Level 3	<ul style="list-style-type: none"> many images high complex text structure more text columns complex individual styling instructions intensive quality assurance afterwards necessary 	249 €	269 € 249 €

We can also convert any other ebook format as accessible versions like ePDF, Fixed Layout, etc. Talk to your PRS manager to get an offer for your required format!

6. Bookwire's accessibility standards

EPUB accessible

– W3C 2.0 Level AA –
October 2024

OPF-file: especially <metadata>-section

Bookwire Standard:

- ✔ <dc:creator>Author, First Name</dc:creator>
- ✔ <dc:title>Publication Title</dc:title> (max. 250 characters)
- ✔ <dc:language>de</dc:language>
- ✔ <dc:publisher>Publisher</dc:publisher>
- ✔ <dc:identifier id=„bookid">urn:isbn:ISBN-NUMBER</dc:identifier>
- ✔ <dc:rights>Copyright © XXX</dc:rights>

Features – Bookwire Standard:

- ✔ <meta property="schema:accessibilityFeature">alternativeText</meta>
- ✔ <meta property="schema:accessibilityFeature">ARIA</meta>
- ✔ <meta property="schema:accessibilityFeature">displayTransformability</meta>
- ✔ <meta property="schema:accessibilityFeature">highContrastDisplay</meta>
- ✔ <meta property="schema:accessibilityFeature">pageNavigation</meta>
- ✔ <meta property="schema:accessibilityFeature">readingOrder</meta>
- ✔ <meta property="schema:accessibilityFeature">structuralNavigation</meta>
- ✔ <meta property="schema:accessibilityFeature">tableOfContents</meta>

Features – Add-Ons for Publishers (if features are included)

Index:

- ✔ <meta property="schema:accessibilityFeature">index</meta>

Page Break Markers (from print version):

- ✔ <meta property="schema:accessibilityFeature">pageBreakMarkers</meta>
- ✔ Check: Immer vorhanden?

SSML markup language (phonetic markups):

- ✔ <meta property="schema:accessibilityFeature">ttsMarkup</meta>

Hazards – Bookwire Standard:**No hazards in the publication:**

✔ `<meta property="schema:accessibilityHazard">none</meta>`

Not checked for hazards:

✔ `<meta property="schema:accessibilityHazard">unknown</meta>`

Hazards – Add-Ons for Publishers (if hazards are known exactly)

✔ `<meta property="schema:accessibilityHazard">flashing</meta>`

`<meta property="schema:accessibilityHazard">noFlashingHazard</meta>`

✔ `<meta property="schema:accessibilityHazard">motionSimulation</meta>`

`<meta property="schema:accessibilityHazard">noMotionSimulationHazard</meta>`

✔ `<meta property="schema:accessibilityHazard">sound</meta>`

`<meta property="schema:accessibilityHazard">noSoundHazard</meta>`

Summary – Bookwire Standard

✔ `<meta property="schema:accessibilitySummary">This publication conforms to WCAG 2.0 Level AA.</meta>`

Summary – Add-Ons for Publishers

✔ `<meta property="schema:accessibilitySummary">This publication conforms to WCAG 2.0 Level AA. It contains XXX images with alternative texts, ...</meta>`

Access Mode – Bookwire Standards (no Add-Ons)

✔ `<meta property="schema:accessMode">textual</meta>`

✔ `<meta property="schema:accessMode">visual </meta>`

Access Mode Sufficient – Bookwire Standards (no Add-Ons)

✔ `<meta property="schema:accessModeSufficient">textual </meta>`

✔ `<meta property="schema:accessModeSufficient">textual, visual</meta>`

Accessibility Control – Bookwire Standards (no Add-Ons)

✔ `<meta property="schema:accessibilityControl">fullKeyboardControl</meta>`

✔ `<meta property="schema:accessibilityControl">fullMouseControl</meta>`

✔ `<meta property="schema:accessibilityControl">fullTouchControl</meta>`

Conformance Reporting – Bookwire Standards (no Add-Ons)

`<link rel="dcterms:conformsTo" href="http://www.idpf.org/epub/a11y/accessibility-20170105.html#wcag-aa"/>`

Accessibility Certification – Bookwire Standard

`<meta property="a11y:certifiedBy">Publisher</meta>`

Accessibility Credential – Add-Ons for Publishers (if a certification or VPAT is available)

`<meta property="a11y:certifierCredential">Certifiably Accessible</meta>`

Accessibility Report – Add-Ons for Publishers (if a certification or VPAT is available)

`<link rel="a11y:certifierReport" href="https://example.com/reports/a11y/pub.html"/>`

CSS-file

Bookwire Standard (no Add-Ons)

- ✓ Reflow Layout: only relative value in % or em
- ✓ Pay attention to colors and contrasts; certain contrasts must not be allowed to fall below (usually 8:1; big elements 4,5:1) <https://webaim.org/resources/contrastchecker/>
- ✓ Appropriate font sizes: main text 100 %, minimum font size 80 % (e.g. for footnotes)
- ✓ Basic text/continuous text 100% or 1em → For standardization on readers
- ✓ Headings max. 200 % or 2 em → If the headings are too large, the screen magnifier no longer works well.
- ✓ Adjusted line spacing: usually 100 % or 1 em; if other spacing is required, please check suitability beforehand.

Structure/headings

Bookwire Standard (no Add-Ons)

- ✓ Headings in correct descending order (h1, h2, h3, ... h6)
- ✓ <section>-Tag for chapter structure
- ✓ Assignment of ARIA-roles within the <section>
- ✓ Example: <section role="doc-chapter"> at document or chapter level = standard role for each chapter that has no other special type
- ✓ if necessary, set the attribute aria-labelledby (e.g. chapter: <section epub:type="chapter" role="doc-chapter" aria-labelledby="Kapitel1">)
- ✓ Instructions for correct use: <https://idpf.github.io/epub-guides/epub-aria-authoring/>

ARIA roles

Bookwire Standard

- ✓ doc-chapter
- ✓ doc-cover
- ✓ doc-endnote/doc-endnotes (if included)
- ✓ doc-noteref (if included)
- ✓ doc-subtitle
- ✓ doc-toc

Add-Ons for Publishers (if included)

- | | | |
|------------------------|------------------|--------------------|
| ✓ doc-biblioentry | ✓ doc-afterword | ✓ doc-foreword |
| ✓ doc-bibliography | ✓ doc-appendix | ✓ doc-errata |
| ✓ doc-biblioref | ✓ doc-colophon | ✓ doc-example |
| ✓ doc-glossary | ✓ doc-conclusion | ✓ doc-footnote |
| ✓ doc-glossref | ✓ doc-credit | ✓ doc-index |
| ✓ doc-pagebreak | ✓ doc-credits | ✓ doc-introduction |
| ✓ doc-pagelist | ✓ doc-dedication | ✓ doc-notice |
| ✓ doc-abstract | ✓ doc-epigraph | ✓ doc-preface |
| ✓ doc-acknowledgements | ✓ doc-epilogue | ✓ doc-prologue |
| ✓ doc-afterword | ✓ doc-errata | ✓ doc-pullquote |
| ✓ doc-appendix | ✓ doc-example | ✓ doc-qna |
| ✓ doc-colophon | ✓ doc-footnote | ✓ doc-tip |

Language labeling**Bookwire Standard (no Add-Ons)****Superordinate in:**

- 1 <package>-Tag (OPF-file)
 <package xmlns="http://www.idpf.org/2007/opf" version="3.0" unique-identifier="isbn9783711754943" xml:lang="de" prefix="ibooks: http://vocabulary.itunes.apple.com/rdf/ibooks/vocabulary-extensions-1.0/">
- 2 <html>-Tag (in all xhtml-files)
 <html xmlns="http://www.w3.org/1999/xhtml" xmlns:epub="http://www.idpf.org/2007/ops" lang="de" xml:lang="de">
- 3 Longer texts/paragraphs/quotations in a foreign-language must be labeled
 English term
- 4 As an attribute for the respective (foreign-language) term in the text directly, if the context requires it English term

Alternative texts and attribute values**Bookwire Standard (no Add-Ons)**

Attribute with attribute value (alt="Here is the alternative text for the image")

(Sufficient for technically correct validation: attribute without attribute value (alt=""))

Tables

Bookwire Standards

Tables of less than 3 rows and 3 columns are implemented as figure with a descriptive alternative text.

Add-Ons for Publishers (in case there are tables with more than 3 rows or columns)

Insert as tables, do not display as figures:

```
<table>
  <tr>
    <td>XXX</td>
    <td>XXX</td>
  </tr>
</table>
```

Lists

Bookwire Standards (no Add-Ons)

Insert as lists, not as text with paragraphs:

```
<ol></ol> (ordered/unordered list)
  <li>XXX</li>
  <li>XXX</li>
  <li>XXX</li>
</ol></ul>
```

