

Upload a book- monograph

Guidelines for employees at Aarhus University who want to upload manuscripts/monographs

In order to be able to upload manuscripts to AU Library Scholarly Publishing Services, you first need to log in. Do this by clicking the link 'Login' in the upper right corner.¹





The screenshot shows the homepage of the AU Library Scholarly Publishing Services. The header is dark blue with the text 'AU Library Scholarly Publishing Services' and navigation links for 'Catalog', 'About', and 'How to...'. In the top right corner, there are links for 'Register' and 'Login'. A search bar is also present. The main content area is divided into a grid of book releases and a sidebar. The 'New Releases' section features four book covers with their titles and authors. The sidebar on the right contains sections for 'Browse' (with links for Series, Monographs, Anthologies, Doctoral thesis, Ph.D. dissertations, Proceedings, Reports, Working Papers, and Other), 'Language' (with links for Dansk and English), and 'Information'.

Register [Login](#)

AU Library Scholarly Publishing Services

Catalog About ▾ How to... Q Search

New Releases

 <p>Overgange - anbragte unges veje fra skole til uddannelse: Publikation nr. 6 fra følgeforskning af læringsprogrammet Lær for Livet Søren Langager, Anna Kathrine Frørup, André Torre, Charlotte Lange Hald (Author) June 22, 2021</p>	 <p>Danske daginstitutioners indsatser og disses betydninger for pædagogisk personale, børn og familier under COVID-19 pandemien 2020/2021 Kirsten Elisa Petersen (Author) June 22, 2021</p>
 <p>KØBSTADEN OG DEN NYE BY: Ringkøbing og Skjern i afhængige og uafhængige variabler 1880-1921 Christian Ringskou (Author) June 21, 2021</p>	 <p>Undervisning med litteraturlæremidler på mellemtrinnet Marianne Oksbjerg (Author) June 11, 2021</p>

Welcome to this e-book publication platform. A service where researchers and staff at Aarhus University are invited to publish books, PhD thesis, working papers and more, free of charge. The service is founded on a cooperation between

Browse

- Series
- Monographs
- Anthologies
- Doctoral thesis
- Ph.D. dissertations
- Proceedings
- Reports
- Working Papers
- Other

Language

- Dansk
- English

Information

¹ Requires you to be registered. If not registered, click the 'Register' link next to the 'Login' link

The login page.

The screenshot shows the login page for AU Library Scholarly Publishing Services. The header is dark blue with 'AU Library Scholarly Publishing Services' in white. Navigation links include 'Catalog', 'About', and 'How to...'. A search bar is in the top right. The main content area has a breadcrumb 'Home / Login'. The login form includes fields for 'Username *' (containing 'imne') and 'Password *'. A 'Forgot your password?' link is below the password field. A checkbox for 'Keep me logged in' is checked. 'Register' and 'Login' buttons are at the bottom. A right sidebar contains 'Information' links (For Readers, For Authors, For Librarians), 'Browse' links (Series, Doctoral thesis, Ph.D. dissertations, Proceedings), and a 'Help' link.

As soon as you log into the submission stage the user interface changes. You hereby move from the Reader Interface to the Editorial Interface.¹

In order to start the upload process, click the link 'New Submission'.

The screenshot shows the OMP Submissions Editorial Interface. The header is dark blue with 'AU Library Scholarly Publishing Services' and 'Tasks 0'. The main content area has a 'Submissions' header with 'My Queue' and 'Archives' tabs. A search bar is present. A 'New Submission' button is circled in red. Below the search bar, it says '0 submissions'. A 'Help' link is in the top right.

¹ The Reader Interface is our local design setup (The Royal Danish Library), while the Editorial Interface is the underlying program's default setup.

On the first page (1. Prepare), a number of contractual requirements appear which you must accept. Furthermore, you need to indicate whether the book is a monograph or an edited volume. These guidelines refer to the upload of monographs only. As regards upload of edited volumes, please see: "Guidelines for employees at Aarhus University who want to upload an edited volume with contributions from several authors, e.g. proceedings or anthologies". Under the dropdown menu 'Series', choose between Anthologies, PhD dissertations, Proceedings, Reports and Working Papers.

Submit a Monograph

1. Prepare 2. Upload Submission 3. Catalog 4. Confirmation 5. Next Steps

Submission Type

A monograph is a work authored wholly by one or more authors. An edited volume has different authors for each chapter (with the chapter details entered later in this process.)

Monograph: Authors are associated with the book as a whole.
 Edited Volume: Authors are associated with their own chapter.

Series

Select series (optional) ▼

Categories


- ARTS
 SDC - Sino-Danish Center for Education and Research

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

The submission files are in a format ready for publication

Cover Note to Editor



Acknowledge the copyright statement

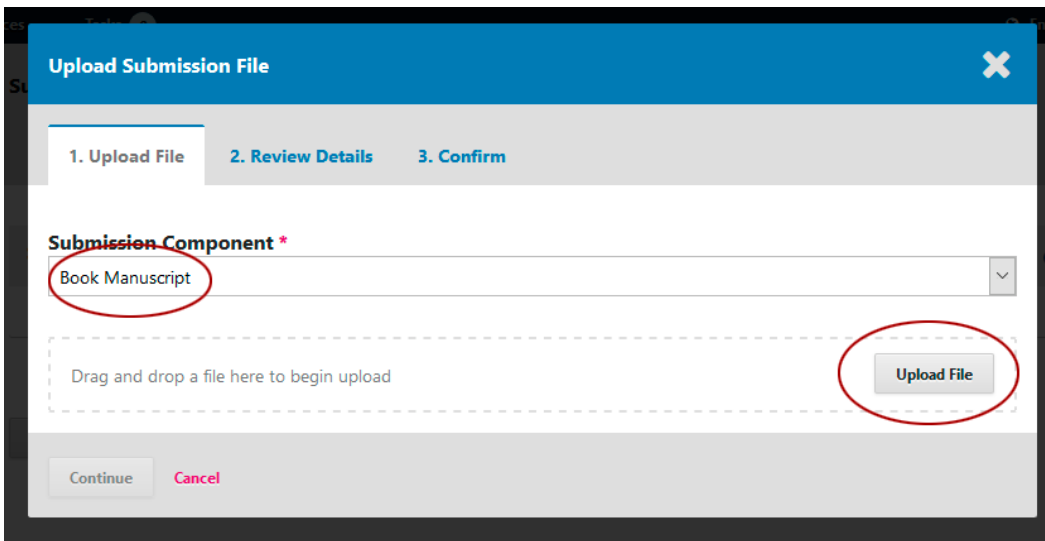
If you want to upload material to AU Library's e-book platform, you first need to accept and confirm compliance with the following prerequisites, terms and conditions for use:

- AU Library's e-book platform is a service offered to researchers and staff at Aarhus University. Here, you can publish books, PhD dissertations, working papers and
- At present, there is no upper limit to file sizes or any other similar limitations. AU Library reserves the right to change the conditions for use at a later stage. You are obliged to keep updated about applicable conditions for the portal or any changes to the conditions in force at any given time, as they are shown in the menu.
- Should any conflict arise as a result of use of the portal, Danish law shall apply.

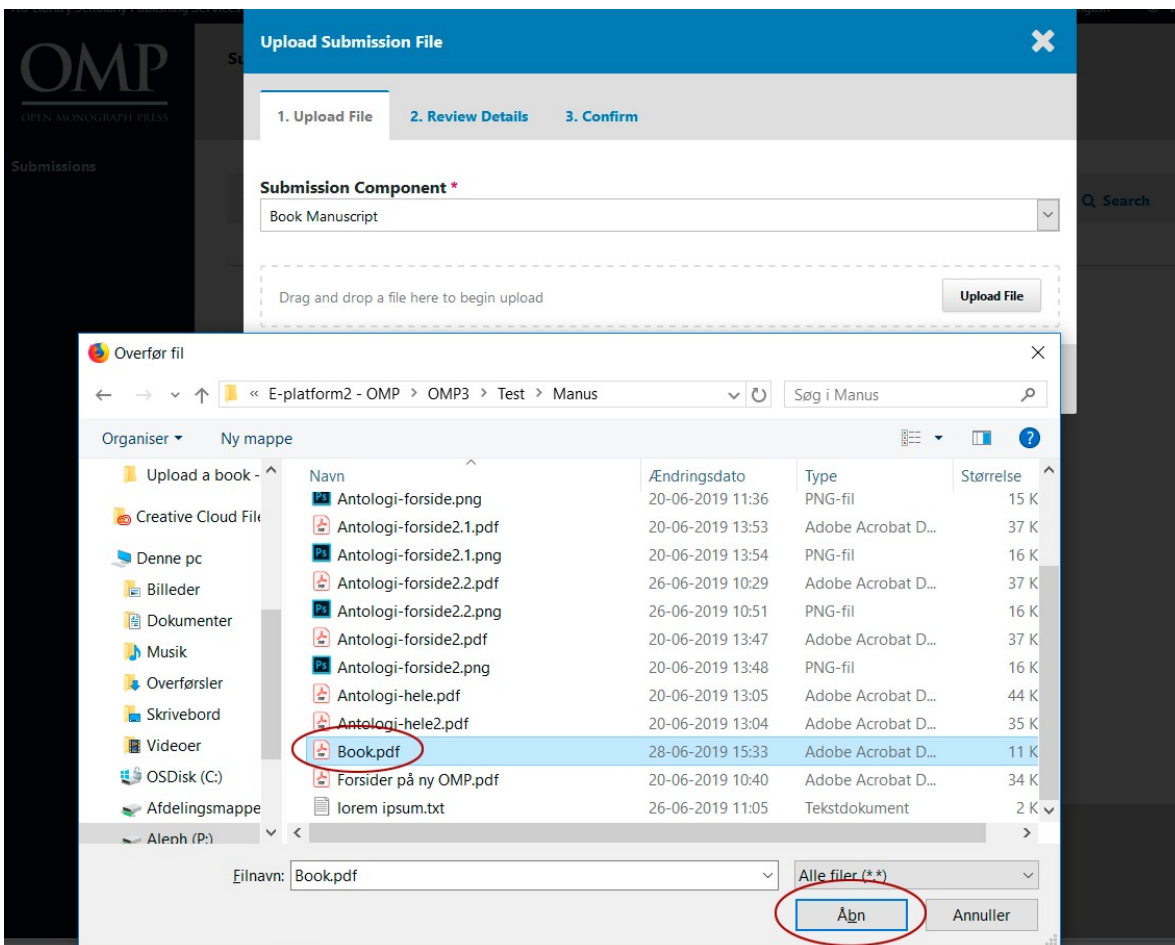
Yes, I agree to abide by the terms of the copyright statement.
 Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Click 'Save and continue'.....

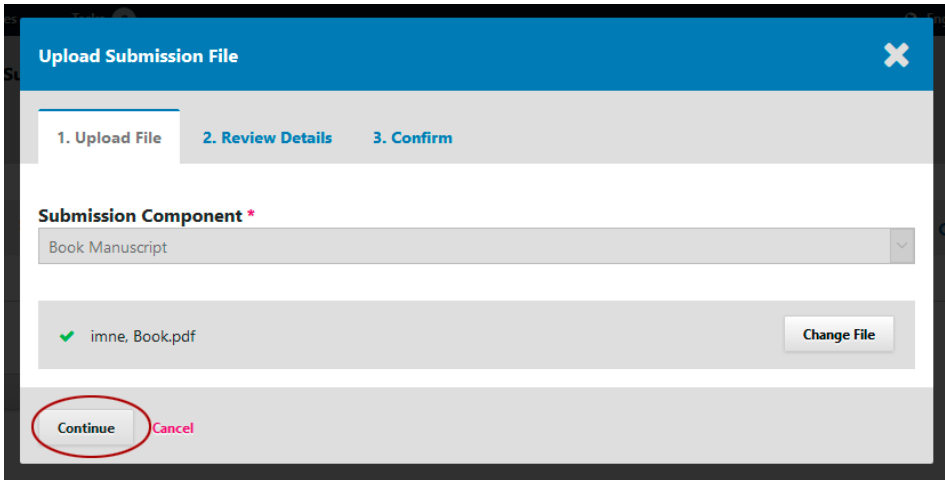
... and the following window will appear. You then need to indicate what the file contains. Is it a book, a chapter, an image or something completely different? Then click the button 'UploadFile'.



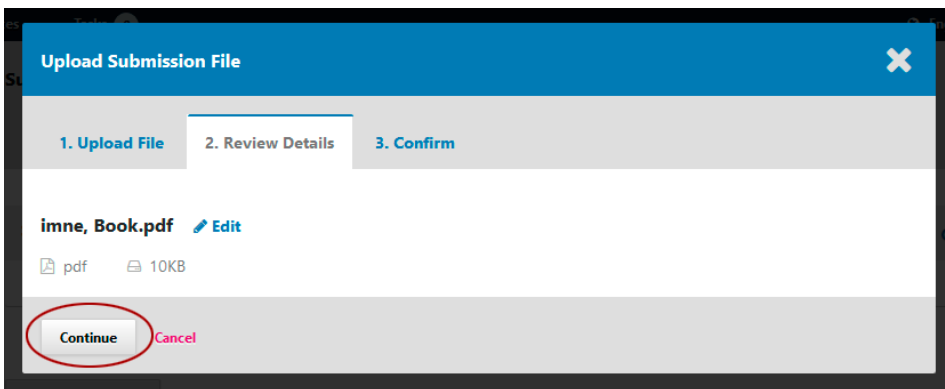
Choose the relevant file....



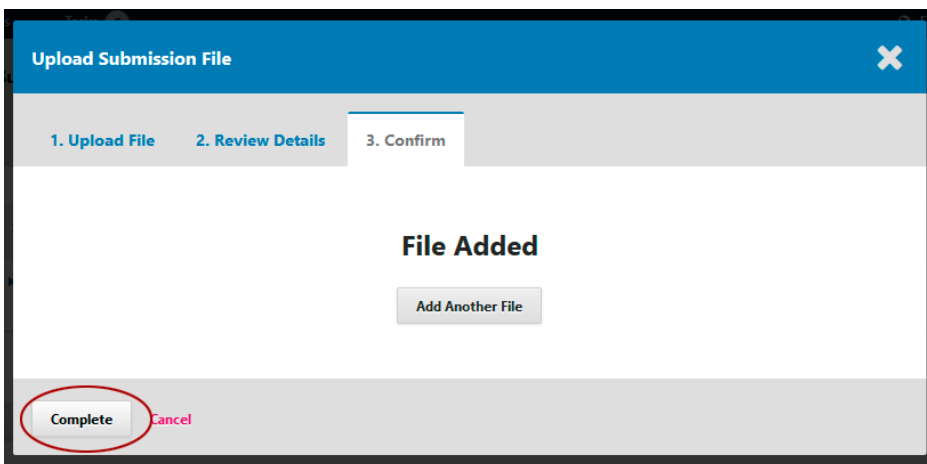
...then click 'Continue'.



Check the file name and click 'Continue'.

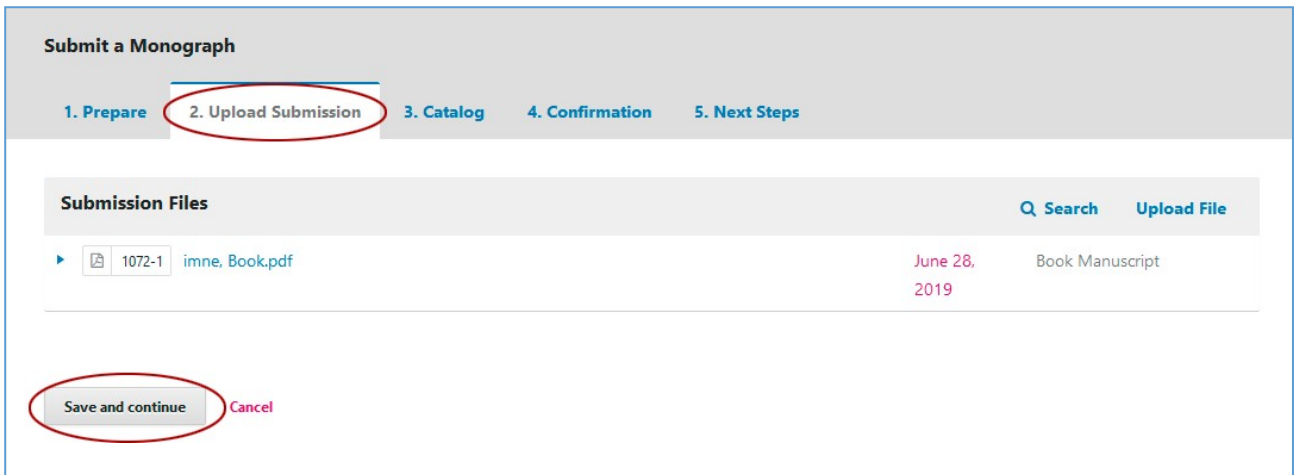


Unless you want to upload an extra file, click 'Complete'.³

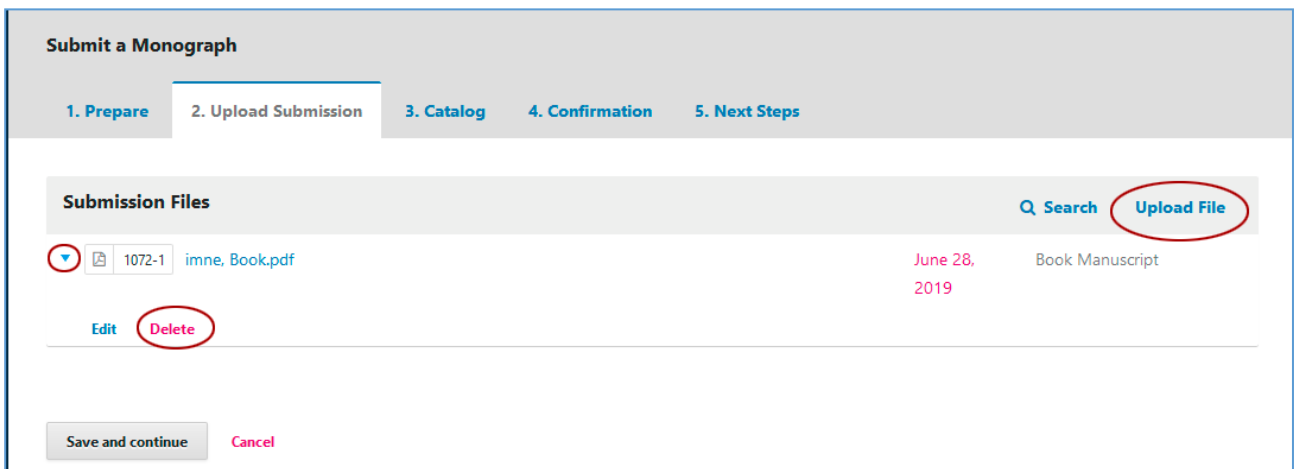


³ You can upload several files during one submission by clicking 'Add Another File'.

The file is now accessible on the second page ('2. Upload Submission'). If everything is as it should be, click 'Save and continue'.



If you want to delete the file, click the blue triangle next to the file name and choose the link 'Delete'. If you want to upload a new file, do this by using the link 'Upload File'.



You have now reached the third page (3. Catalog) where the so-called metadata are to be entered, e.g. title, abstract, any co-authors etc. It is very important to do this work thoroughly. All information will be registered in various search engines, so the more accurate and well described the page's content is, the more visible the book will be on the internet. A good abstract, in particular, helps increase visibility. It is recommended that the abstract be limited to between 500 and 1,000 characters. If several authors have contributed to the manuscript, add them via the link 'Add Contributor'. You should also enter some relevant keywords and a complete reference list. The 'Add Chapter' link is only relevant if you are uploading an edited book

Submit a Monograph


1. Prepare 2. Upload Submission **3. Catalog** 4. Confirmation 5. Next Steps

Prefix **Title ***

Examples: A, The

Subtitle

Abstract *



List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Niels E. Frederiksen	nefrederiksen@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Chapters [Add Chapter](#)

Name	E-mail	Role
No Items		

Additional Refinements

Keywords
Add additional information for your submission. Press 'enter' after each term.

References

At the bottom of the page, you are – as mentioned - supposed to enter some relevant keywords and a complete reference list. Remember: The more specific and detailed the metadata, the better the search ability of the book on the internet. Once the relevant fields have been completed, click 'Save and continue'.

Additional Refinements

Keywords

PKP OJS × OMP ×

References

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Nicolaysen, N: "Hovedø kloster og dets ruiner", Bilag til Foreningen til Norske Fortidsminnesmerkers Bevaring Årsberetning 1890, Kristiania 1891.
Svanberg, Jan: "Drotning Katarinas gravvård från Gudhem klosterkyrka", Gudhem kloster, Skara 2009
Syrett, Martin: The Roman-alphabet inscriptions of medieval Trondheim, Trondheim 2002.

Save and continue Cancel

As it is written you may now go back to review and adjust any of the information you have entered before continuing. When you are ready, click 'Finish Submission'.

Submit a Monograph

1. Prepare 2. Upload Submission 3. Catalog 4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission Cancel

... and then, the last confirmation.

Confirm

Are you sure you wish to submit this manuscript to the press?

OK Cancel

This concludes the upload process, and the AU Library editors will take over from here. As soon as the book is uploaded, the employee is informed by e-mail.

Submit a Monograph

1. Prepare 2. Upload Submission 3. Catalog 4. Confirmation 5. Next Steps

Submission complete

Thank you for your interest in publishing with AU Library Scholarly Publishing Services.

What Happens Next?

The press has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

If you have any questions concerning the above, please write to: tidsskrift.dk@kb.dk