

Upload a book- edited

Guidelines for employees at Aarhus University who want to upload an edited volume with contributions from several authors, e.g. proceedings or anthologies¹


In order to be able to upload manuscripts to AU Library Scholarly Publishing Services, you first need to log in.² Do this by clicking the link 'Login' in the upper right.

[Register](#) [Login](#)


AU Library Scholarly Publishing Services

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New Releases




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



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



KØBSTADEN OG DEN NYE BY: Ringkøbing og Skjern i afhængige og uafhængige variabler 1880-1921
Christian Ringskou (Author)
June 21, 2021



Undervisning med litteraturlæremidler på mellemtrinnet
Marianne Oksbjerg (Author)
June 11, 2021

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[Ph.D. dissertations](#)

[Proceedings](#)

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Language

[Dansk](#)

[English](#)

Information

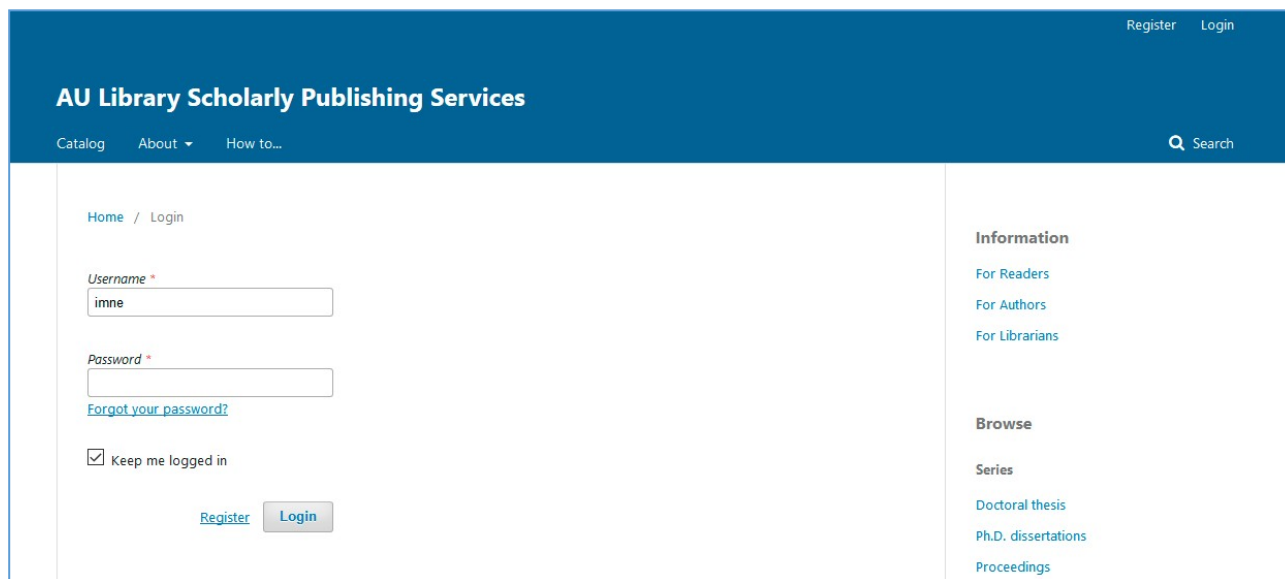
Welcome to this e-book publication platform. A service where researchers and staff at Aarhus University are invited to publish books, PhD thesis, working papers and more, free of charge. The service is founded on a cooperation between

¹ In the case of an edited work, you must submit both the entire work and the individual chapters separately. See page 4ff.

² Requires you to be registered. Click the 'Register' link next to the 'Login' link

1

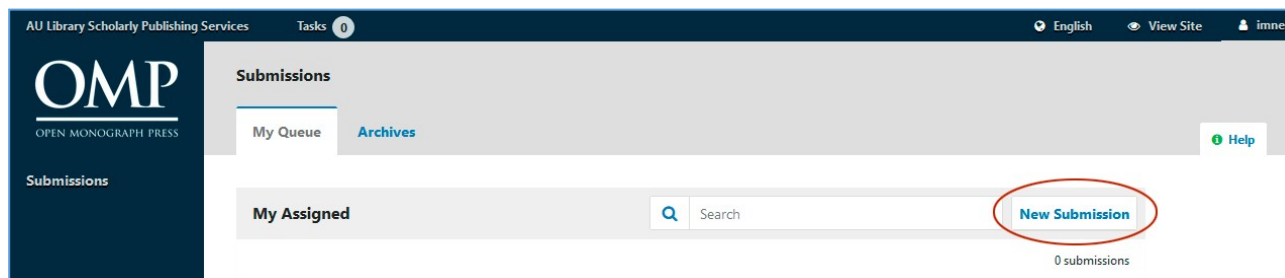
The login page.



The screenshot shows the login page of the 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 left sidebar with 'Home / Login' and login fields for 'Username' (containing 'imne') and 'Password'. There is a 'Forgot your password?' link, a 'Keep me logged in' checkbox, and 'Register' and 'Login' buttons. The right sidebar contains 'Information' links (For Readers, For Authors, For Librarians) and 'Browse' links (Series, Doctoral thesis, Ph.D. dissertations, Proceedings).

As soon as you login 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 Editorial Interface after login. The header is dark blue with 'AU Library Scholarly Publishing Services', 'Tasks 0', 'English', 'View Site', and 'imne'. The left sidebar has the 'OMP OPEN MONOGRAPH PRESS' logo and 'Submissions'. The main content area has 'Submissions' tabs for 'My Queue' and 'Archives'. Below is a 'My Assigned' section with a search bar and a 'New Submission' button circled in red. At the bottom, it says '0 submissions'.

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 an edited volume. As regards upload of monographs, please see: 'Upload a book – monograph'.

Under the dropdown menu 'Series', choose between Anthologies, PhD theses, 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](#).

Save and continue

Cancel

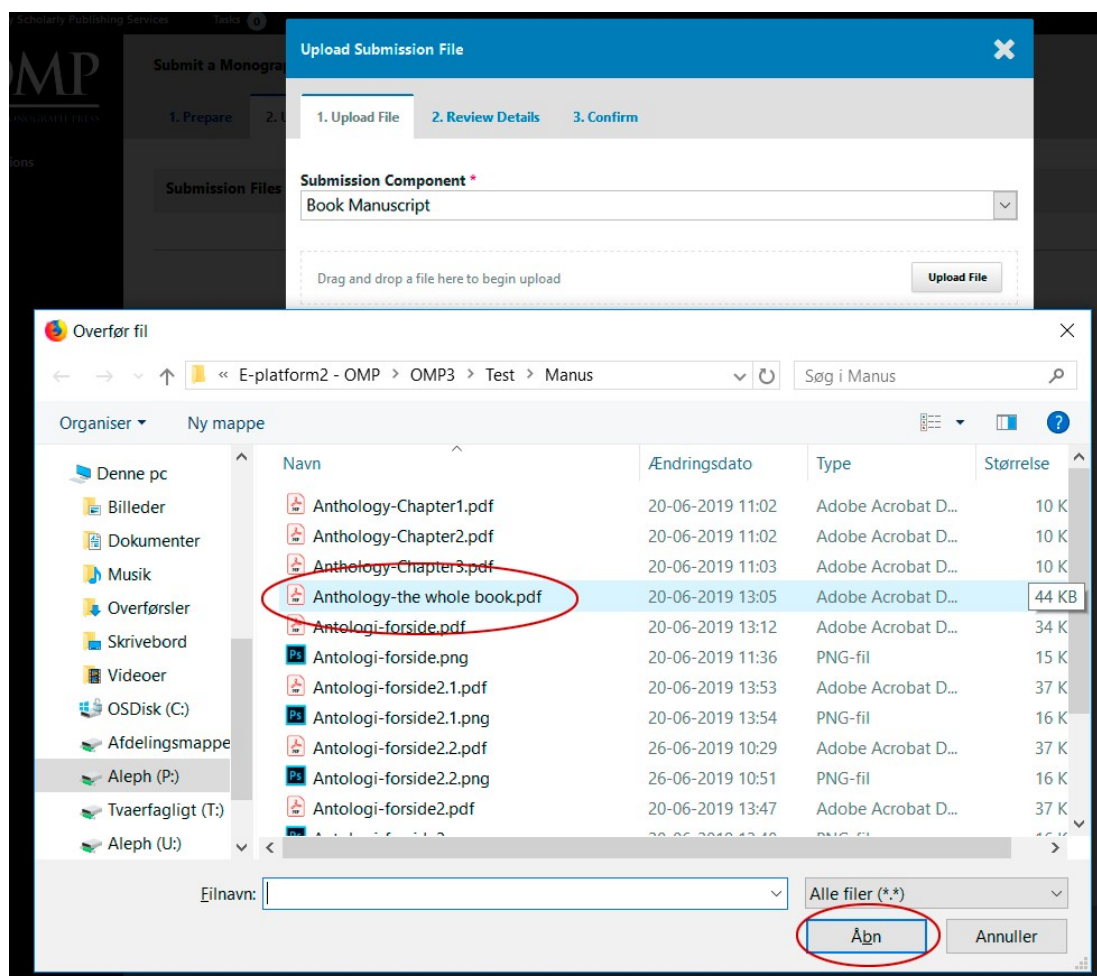
Click 'Save and continue', and the window below will appear.

You then need to indicate what the file contains. Is it a book, a chapter, an image or something completely different? In the case of an edited book, you should start uploading the entire book. Therefore – in this first round - choose 'Book Manuscript'. Then click the button 'Upload File'.

The screenshot shows the 'Upload Submission File' window with the following elements:

- Submission Component *** dropdown menu: 'Book Manuscript' is selected.
- Upload File** button: Highlighted with a red circle.
- Continue** button: Located at the bottom left.
- Cancel** button: Located at the bottom left, next to the Continue button.

Choose the relevant file....



...then click 'Continue'.

The screenshot shows the 'Upload Submission File' dialog box with a blue header and a close button (X) in the top right. Below the header is a progress bar with three steps: '1. Upload File' (active), '2. Review Details', and '3. Confirm'. The main area contains a 'Submission Component' dropdown menu set to 'Book Manuscript'. Below this is a green checkmark icon followed by the text 'imne, Anthology-the whole book.pdf' and a 'Change File' button. At the bottom, the 'Continue' button is circled in red, with a 'Cancel' button next to it.

Check the file name and click 'Continue'.

The screenshot shows the 'Upload Submission File' dialog box with the progress bar now at '2. Review Details'. The main area displays the file name 'imne, Anthology-the whole book.pdf' with a 'Rediger' (Edit) icon to its right. Below the file name, it shows 'pdf' and '9KB' with corresponding icons. At the bottom, the 'Continue' button is circled in red, with a 'Cancel' button next to it.

You must now start adding the other files (chapters). Click 'Add Another File'.

The screenshot shows the 'Upload Submission File' dialog box with the progress bar now at '3. Confirm'. The main area displays the text 'File Added' in bold. Below this text is a button labeled 'Add Another File', which is circled in red. At the bottom, there are 'Complete' and 'Cancel' buttons.

Here the program often wants to know if the file you are going to upload is a revision of an existing file or if it is a new file. In this case, it is a new one; therefore, you have to choose 'This is not a revision of an existing file'.

This time, choose 'Chapter Manuscript' under 'Submission Component'. You now start uploading the individual chapters.

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

If you are uploading a revision of an existing file, please indicate which file.

This is not a revision of an existing file

Submission Component *

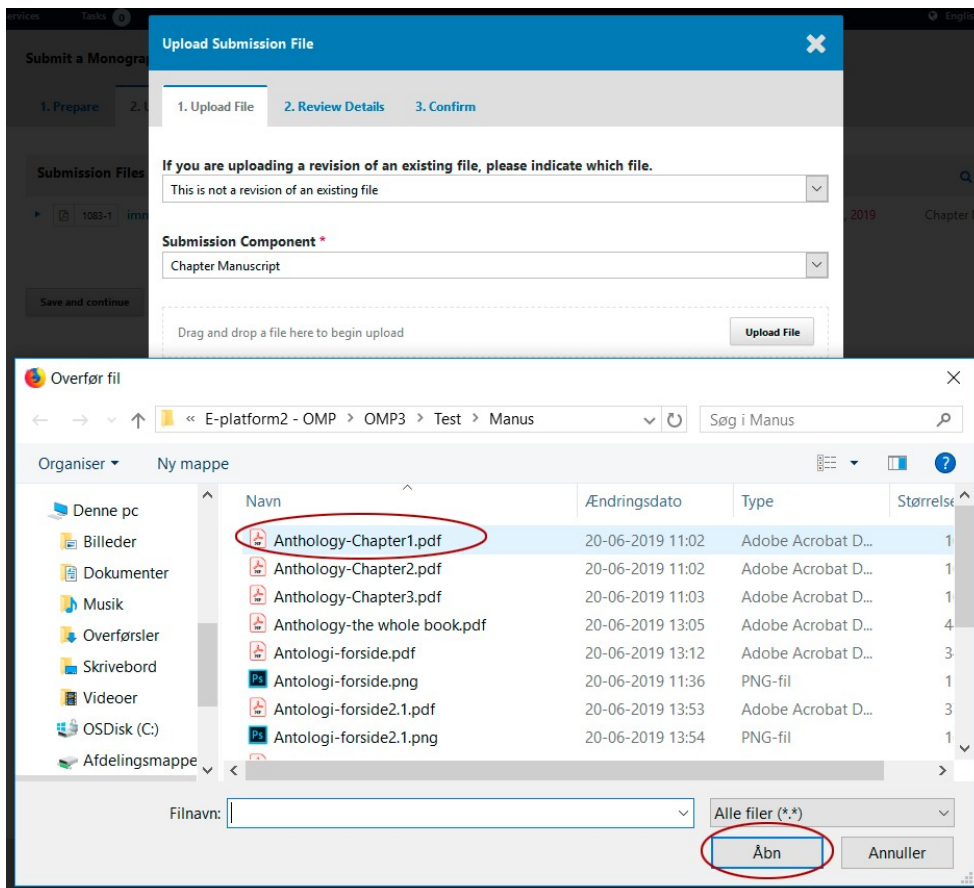
Chapter Manuscript

Drag and drop a file here to begin upload

Upload File

Continue Cancel

Choose the relevant file....



...then click 'Continue'.

The screenshot shows the 'Upload Submission File' dialog box with a blue header and a close button (X) in the top right. Below the header is a progress bar with three steps: '1. Upload File' (active), '2. Review Details', and '3. Confirm'. The main content area has a message: 'If you are uploading a revision of an existing file, please indicate which file.' followed by a dropdown menu showing 'This is not a revision of an existing file'. Below that is a 'Submission Component' dropdown menu showing 'Chapter Manuscript'. A file preview shows a green checkmark, the filename 'imne, Anthology-Chapter1.pdf', and a 'Change File' button. At the bottom, the 'Continue' button is circled in red, next to a 'Cancel' button.

Check the file name and click 'Continue'.

The screenshot shows the 'Upload Submission File' dialog box with the progress bar now at '2. Review Details'. The file name 'imne, Anthology-Chapter1.pdf' is displayed with an 'Edit' icon. Below the name, the file type 'pdf' and size '9KB' are shown. At the bottom, the 'Continue' button is circled in red, next to a 'Cancel' button.

Repeat the above workflow for each file (chapter) you wish to upload (click 'Add Another File').
Once all the files have been uploaded click on 'Complete'

The screenshot shows the 'Upload Submission File' dialog box with the progress bar now at '3. Confirm'. The main content area displays 'File Added' in bold, with an 'Add Another File' button circled in red below it. At the bottom, the 'Complete' button is circled in red, next to a 'Cancel' button.

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

Submit a Monograph

1. Prepare

2. Upload Submission

3. Catalog

4. Confirmation

5. Next Steps

Submission Files

Q Search

Upload File

<div><div></div><div>1083-1</div></div>	<div>imne, Anthology-the whole book.pdf</div>	<div>July 2, 2019</div>	<div>Chapter Manuscript</div>
<div><div></div><div>1084-1</div></div>	<div>imne, Anthology-Chapter1.pdf</div>	<div>July 2, 2019</div>	<div>Chapter Manuscript</div>
<div><div></div><div>1085-1</div></div>	<div>imne, Anthology-Chapter2.pdf</div>	<div>July 2, 2019</div>	<div>Chapter Manuscript</div>

Save and continue

Cancel

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

Submit a Monograph

1. Prepare

2. Upload Submission

3. Catalog

4. Confirmation

5. Next Steps

Submission Files

Q Search

Upload File

<div><div></div><div>1083-1</div></div>	<div>imne, Anthology-the whole book.pdf</div>	<div>July 2, 2019</div>	<div>Chapter Manuscript</div>
<div><div></div><div>1084-1</div></div>	<div>imne, Anthology-Chapter1.pdf</div>	<div>July 2, 2019</div>	<div>Chapter Manuscript</div>
<div><div></div><div>1085-1</div></div>	<div>imne, Anthology-Chapter2.pdf</div>	<div>July 2, 2019</div>	<div>Chapter Manuscript</div>

Edit

Delete

Save and continue

Cancel

You have now reached the page where the so-called metadata are to be entered, e.g. title, abstract, 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. All authors who have contributed to the book's content must be added via the link 'Add Contributor', and the titles of the individual chapters must be entered via the link 'Add Chapter'.

Submit a Monograph

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

Prefix

Title *

Examples: A. The

Subtitle

Abstract *

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Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis

List of Contributors

Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Niels Erik Frederiksen	nef@kb.dk	Chapter Author	✓	✓

Chapters

Add Chapter

Name	E-mail	Role
No Items		

Additional Refinements

Keywords

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

References

Save and continue

Cancel

In the following, you will see how to add contributors and chapters.

Add Contributor

Name

Inger

Frederiksen

Given Name *

Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

Email *

Country

Denmark

Country *

User Details

Homepage URL

ORCID iD

Affiliation

Bio Statement (e.g., department and rank)

Contributor's role *

☐ Author

☐ Volume editor

☒ Chapter Author

☐ Translator

☐ Upload manager

☐ Principal contact for editorial correspondence.

☒ Include this contributor in browse lists?

☒ Identify this contributor as the editor of this volume.

* Denotes required field

Save

Cancel

You have to fill in all the fields marked with a red asterisk.

Remember to mark Chapter Author in the Contributor's role section

The second lower check mark is inserted if the person in question is to be visible as an author on the overview page. The overview page is the so-called landing page. Here, the individual book is presented on the website and here you will find the links to both the entire book and the individual chapters

If the author is also the editor of the entire anthology, you can mark the lower box. In that case, it is only this person who will be mentioned on the book's overview page. Therefore, if you want all contributors to appear on the overview page, do not select this option.

This is an example of an expanded 'List of Contributors'

List of Contributors				Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Niels Erik Frederiksen	nef@kb.dk	Chapter Author	✓	✓	
▶ Inger Frederiksen		Chapter Author		✓	

Chapters			Add Chapter
Name	E-mail	Role	
No Items			

In addition to contributing authors, the individual chapters need to be registered. This is done via the link 'Add Chapter' (see figure above).

Here, you enter the title of the chapter and the relevant author. The author is added via the field 'Add Contributor' (Select the appropriate author). Finally, click 'Save'.

Add Chapter

Title *

The Harvest

Subtitle

Abstract

Pages

Add Contributor

☒
Niels Erik Frederiksen

☐
Inger Frederiksen

* Denotes required field

Save

Cancel

The chapter has thus been registered. But now you also need to select the file to be attached to the chapter. Here you first click on the title of the chapter

Chapters			Order	Add Chapter
Name	E-mail	Role		
The Harvest				
Niels Erik Frederiksen	nef@kb.dk	Chapter Author		

Then select the relevant file and click 'Save'

Edit Chapter

Edit Metadata

Identifiers

Title *

The Harvest

Subtitle

Abstract

B

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x₂

<>

Pages

Add Contributor

<input checked="" type="checkbox"/>	Niels Erik Frederiksen	^	v
<input type="checkbox"/>	Inger Frederiksen	^	v

Files

<input type="checkbox"/>	nef, Anthology-the whole book.pdf
<input checked="" type="checkbox"/>	nef, Anthology-Chapter1.pdf
<input type="checkbox"/>	nef, Anthology-Chapter2.pdf

* Denotes required field

Save

Cancel

Once all the chapters have been registered, all you need to do is add a series of keywords and insert your literature references. Click 'Save and Continue'.

Additional Refinements

Keywords

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

OMP 3 x PKP OJS x OJS 3 x

References

Frederiksen, N. E. (2020). Changes in the editorial workflow: Workflow. OJS På Dansk, 11(10). <https://doi.org/10.7146/ojssb.v11i10.122406>

Frederiksen, N. E. (2020). Author access to metadata: Settings. OJS På Dansk, 11(10). <https://doi.org/10.7146/ojssb.v11i10.122404>

Frederiksen, N. E. (2020). How to publish html files containing images in OJS 3. OJS På Dansk, 11(10). <https://doi.org/10.7146/ojssb.v11i10.121188>

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

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 accessible, the employee will be informed by email.

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