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.[1] Do this by clicking the link 'Login' in the upper right corner or the similar link in the middle of the home page.

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[1] To be able to log in, you have to be registered. See the instructions "How to register".

The login page.
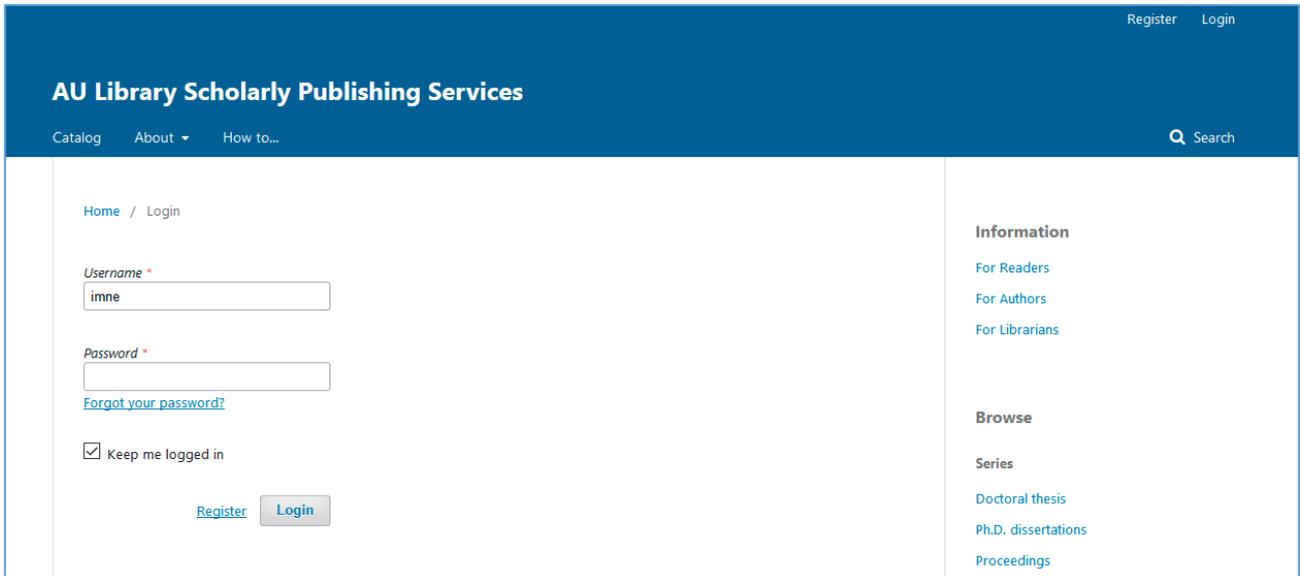
As soon as you log into the submission stage the user interface changes. You hereby move from the Reader Interface to the Editorial Interface.[2]

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

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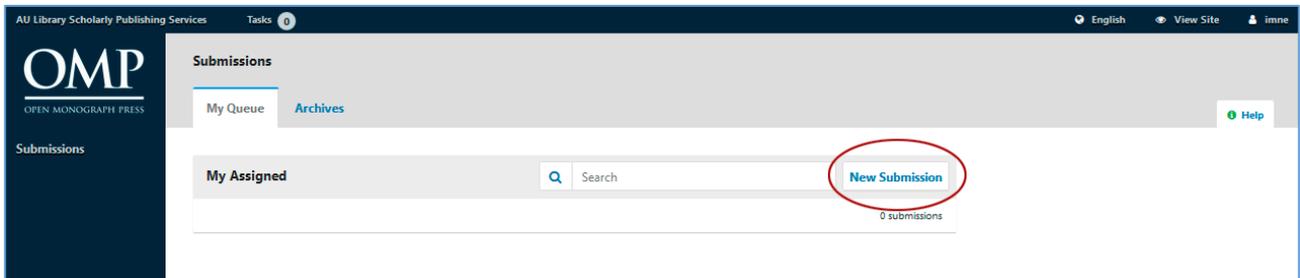
[2] The Reader Interface is our local design setup (The Royal Library), while the Editorial Interface is the underlying program's default setup.

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. Under 'Submit As', choose between Author, Volume Editor and Upload Manager.[3]

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)   ▾]

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 publishing.

Cover Note to Editor

[⟐ ⟐ **B** *I* U̲ 🔗 ⟋ ◇ ⛶ 🖼 Upload 📤]

Submit As *
Select the role that best describes your contribution to this submission.

⦿ Author
◯ Volume editor
◯ Upload manager

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 more, free of charge.

• 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.

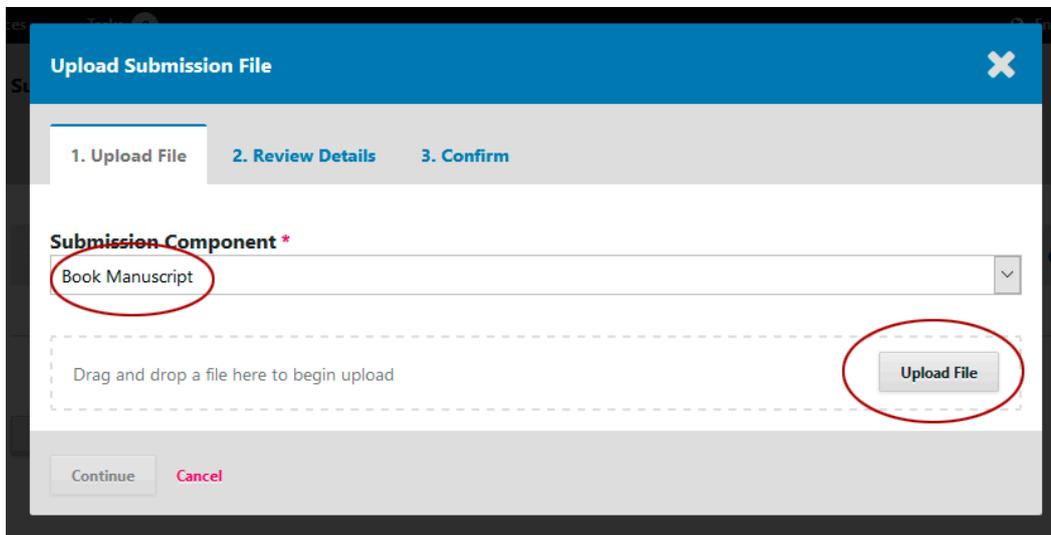• Should any conflict arise as a result of use of the portal, Danish law shall apply.

☐ Yes, I agree to abide by the terms of the copyright statement.

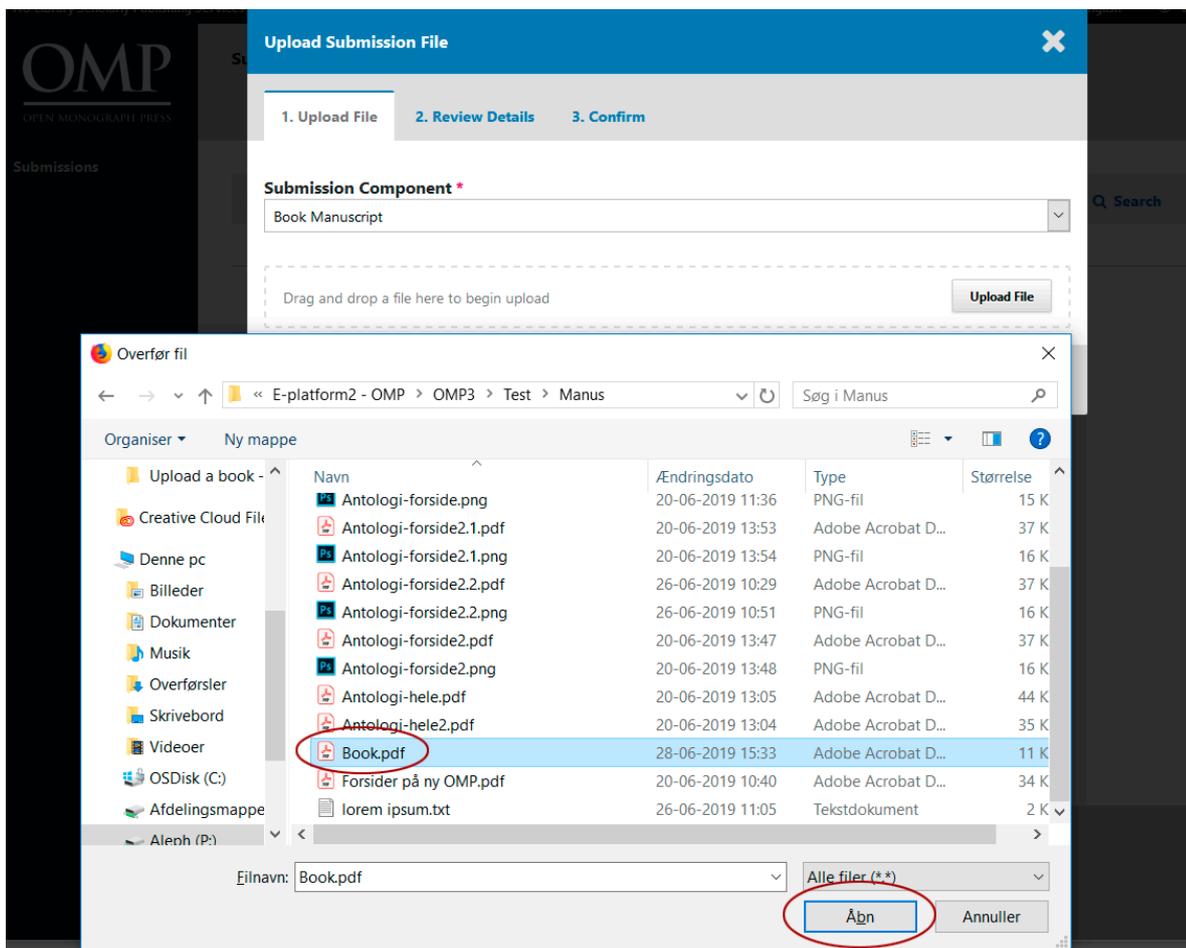☐ Yes, I agree to have my data collected and stored according to the privacy statement.

[**Save and continue**]   **Cancel**

Denotes required field

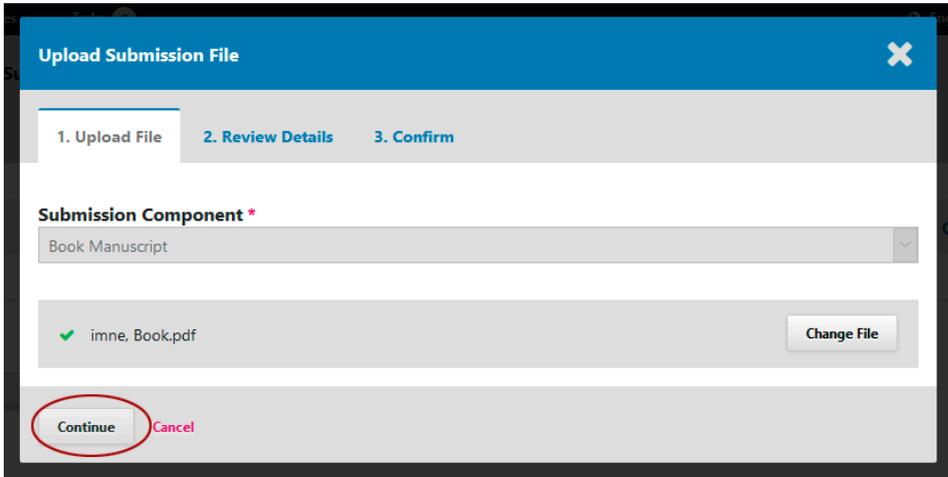[3] If you have registered, only as an author the other choices will not show up.

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 'Upload File'.
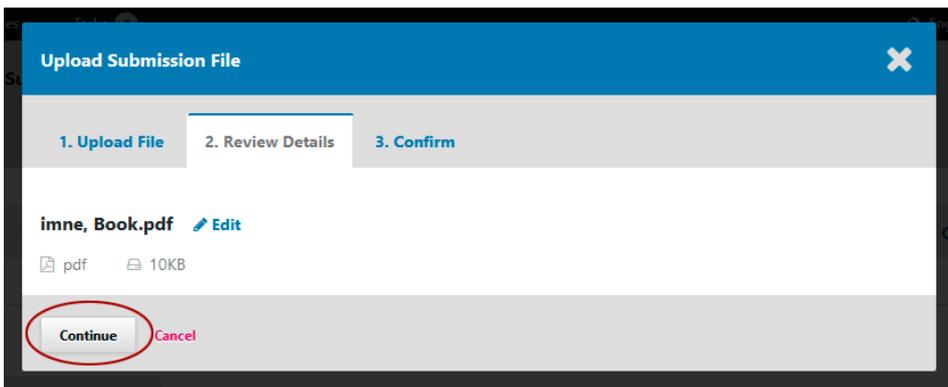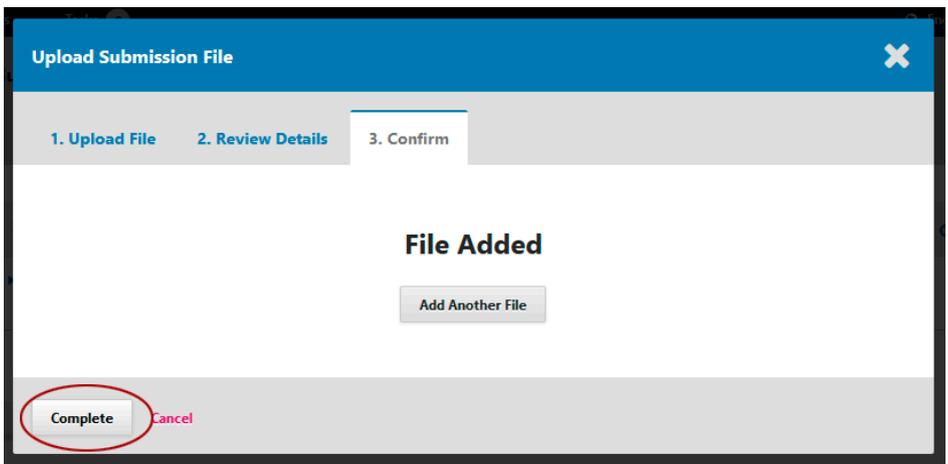

Choose the relevant file….

…then click 'Continue'.

Upload Submission File

1. Upload File   2. Review Details   3. Confirm

Submission Component *

Book Manuscript

✔ imne, Book.pdf   **Change File**

Continue   Cancel

Check the file name and click 'Continue'.

Upload Submission File

1. Upload File   2. Review Details   3. Confirm

imne, Book.pdf   ✏ Edit

📄 pdf   🖨 10KB

Continue   Cancel

Unless you want to upload an extra file, click 'Complete.[4]

Upload Submission File

1. Upload File   2. Review Details   3. Confirm

File Added

Add Another File

Complete   Cancel

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[4] 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 register which unit you are affiliated with (Categories), enter some relevant keywords and a complete reference list (see below).

Submit a Monograph

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

Prefix

Examples: A, The

Title *

Subtitle

Abstract *

B I U := := x² x₂ ⊘ ⊗ <> ⛶ Upload ⬆

List of Contributors   **Add Contributor**

Name	E-mail	Role	Primary Contact	In Browse Lists
▸ Niels Erik Frederiksen	nef@kb.dk	Press manager	☑	☑

Chapters   **Add Chapter**

Name	E-mail	Role
	No Items	

Categories

☐ - ARTS

☐ Communication and Culture, School of

☐ Danish School of Education

☐ Education and Educational Theory and Practice (DPU), Department of

☐ Royal Danish Library

☐ State and University Library

Submission Metadata

These specifications are based on the Dublin Core metadata set, an international standard used to describe press content.

Additional Refinements

Keywords

References

Save and continue   Cancel

At the bottom of the page, you are 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 'Finish Submission'.

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'.

… and then, the last confirmation.

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.

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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: Niels Erik Frederiksen, nef@kb.dk