

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.

Register [Login](#)

AU Library Scholarly Publishing Services

Catalog About ▾

Q Search

AU Library Scholarly Publishing Services E-books

Aarhus University Royal Danish Library

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 *The Royal Danish Library* and *Aarhus University Library*.

It is our impression that there are several PhD thesis, working papers, reports, and more, which do not reach the established publishers, but nevertheless should, because of their quality, reach out to a wider audience that is currently the case.

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

In order to be able to upload manuscripts to AU Library Scholarly Publishing Services, you first need to register. Do this by clicking the link 'Register' directly above or in the top right-hand corner.

After registration you can log in and start uploading.

Please be sure that your manuscript is in a format ready to publish (most likely PDF). **If you prefer, we will provide the front page for your manuscript** using a template.

You will find more information about uploading your manuscript under How to?

Browse

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

Information

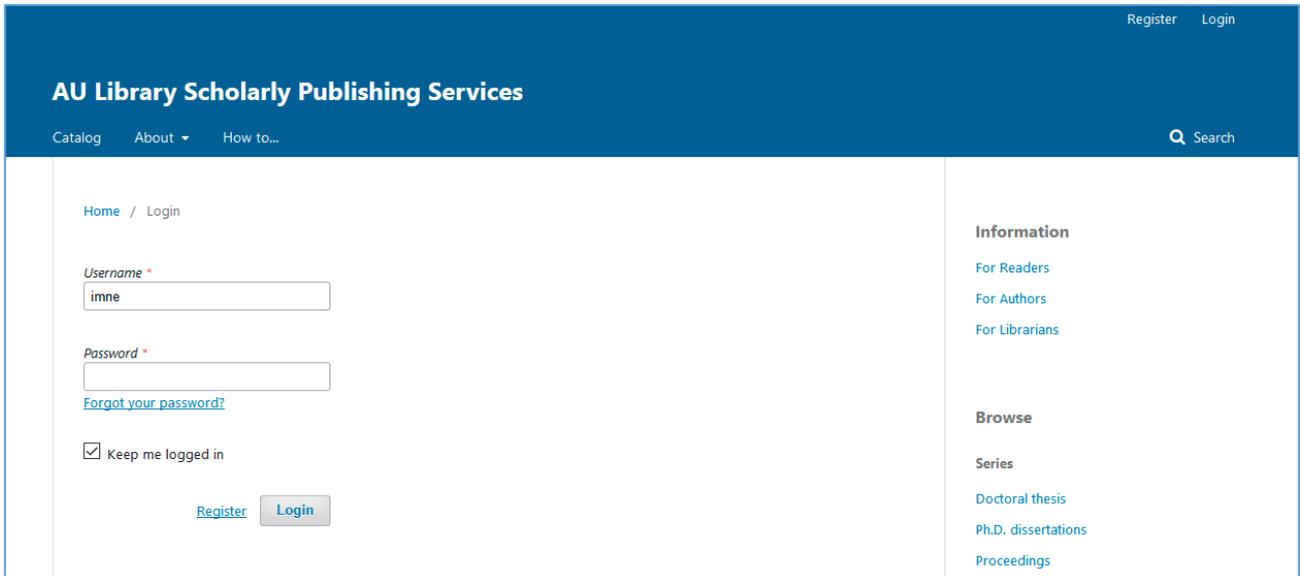
- For Readers
- For Authors
- For Librarians

New Content

- etoh 1.0
- e22 2.0
- e22 1.0

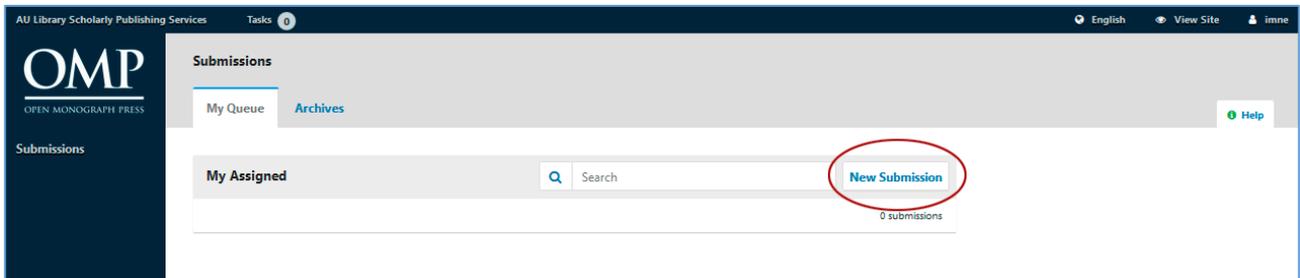
¹ To be able to log in, you have to be registered. See the instructions "How to register".

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'.



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

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

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Undo, Redo, Upload, Download

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.

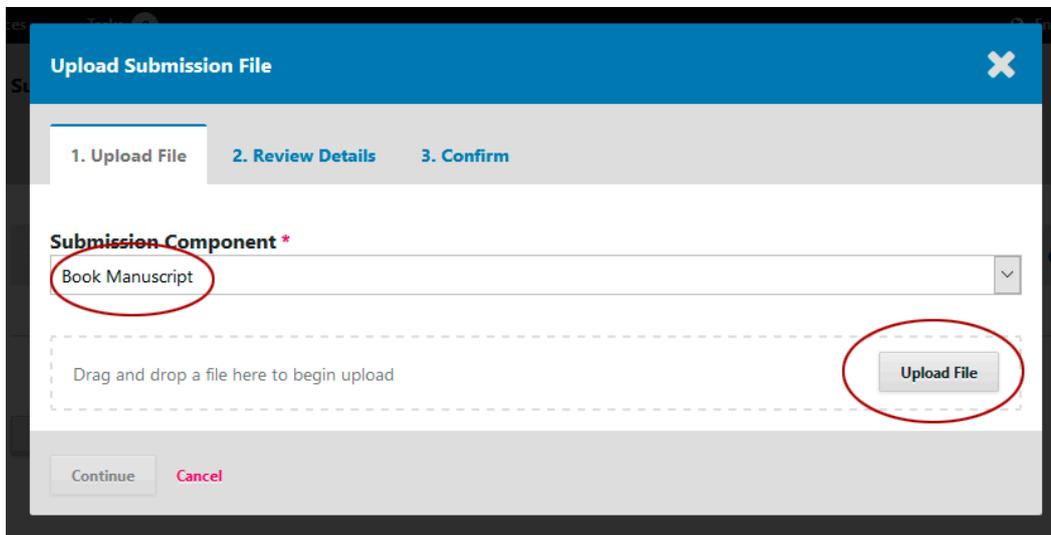
Yes, I agree to abide by the terms of the copyright statement.

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

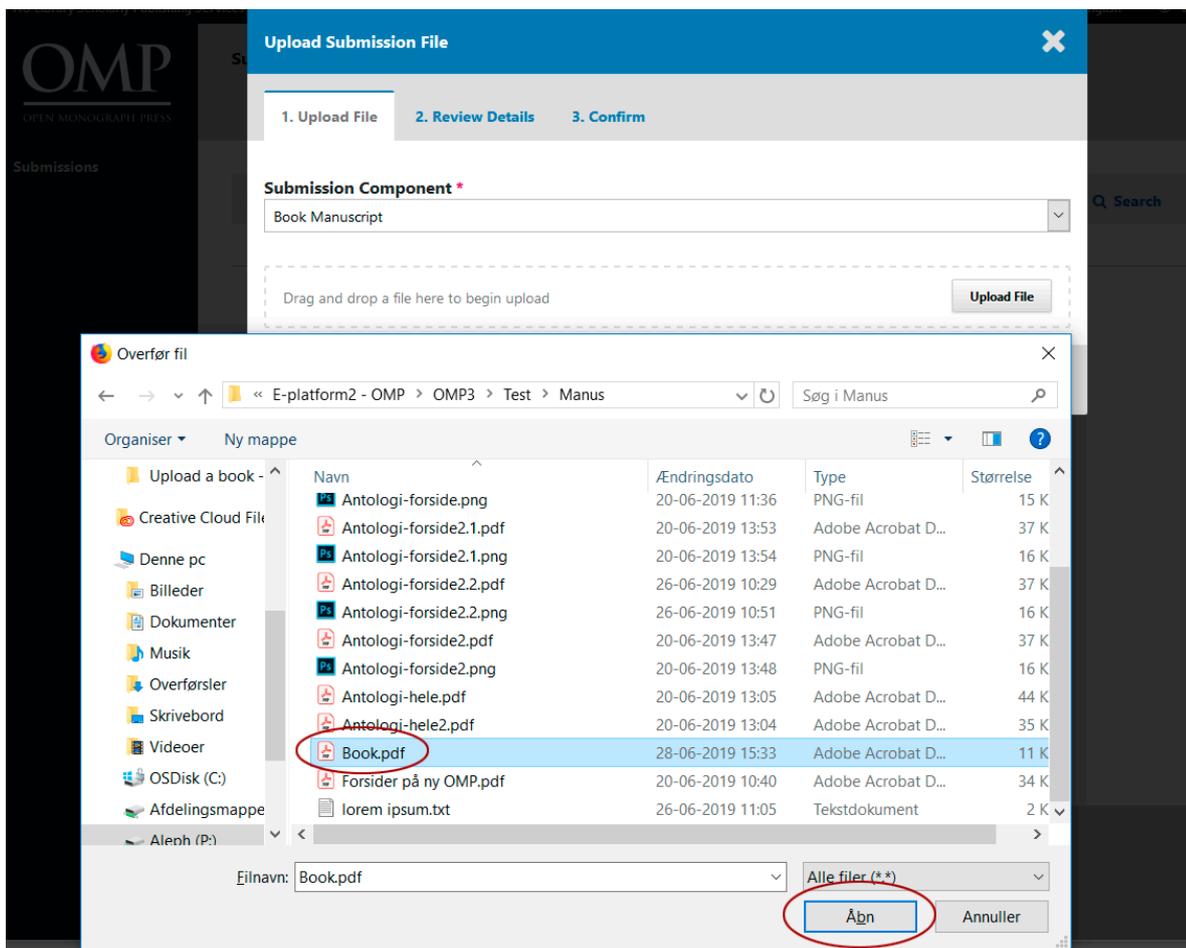
* Denotes required field

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

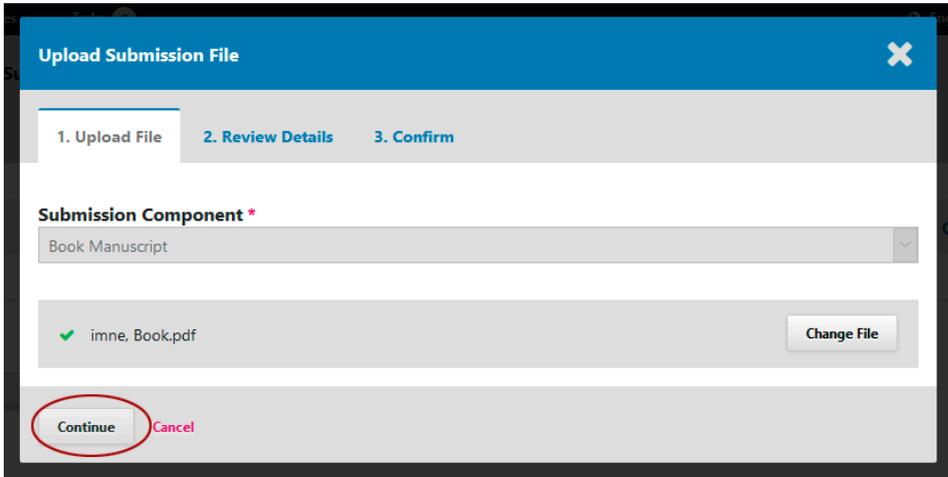
Click 'Save and continue', and the following window will appear. You then need to indicate what the file contains. Is it a book, a chapter, an image or something completely different? Then click the button 'Upload File'.



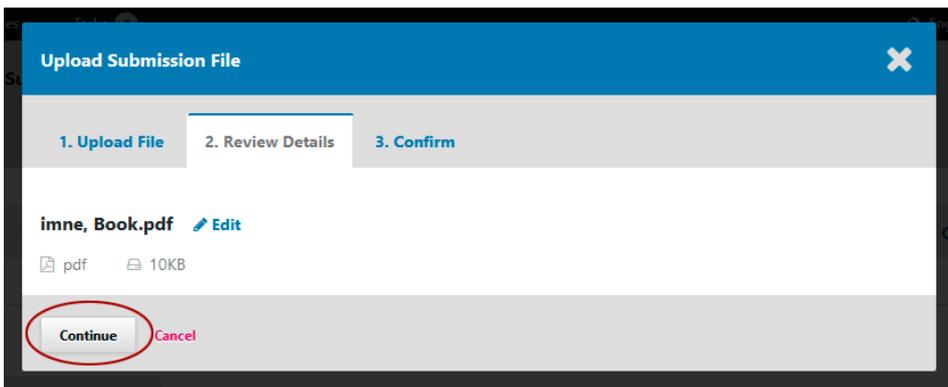
Choose the relevant file....



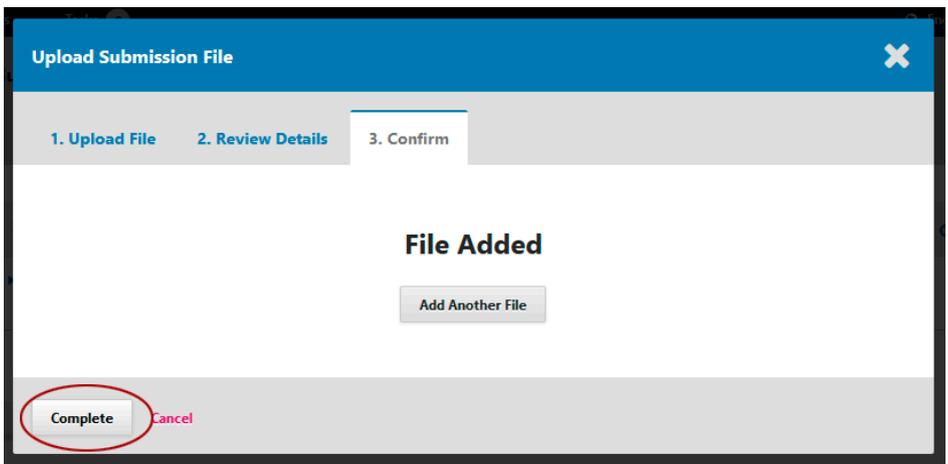
...then click 'Continue'.



Check the file name and click 'Continue'.



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



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'.

Submit a Monograph

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

Submission Files [Q Search](#) [Upload File](#)

▶ 1072-1 imne, Book.pdf	June 28, 2019	Book Manuscript
--------------------------	---------------	-----------------

[Save and continue](#) [Cancel](#)

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'.

Submit a Monograph

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

Submission Files [Q Search](#) [Upload File](#)

▼ 1072-1 imne, Book.pdf	June 28, 2019	Book Manuscript
--------------------------	---------------	-----------------

[Edit](#) [Delete](#)

[Save and continue](#) [Cancel](#)

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 **Title ***

Examples: A, The

Subtitle

Abstract *

Rich text editor toolbar: Bold, Italic, Underline, List, Link, Unlink, Undo, Redo, Upload, etc.

List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Nils 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

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'.

<input checked="" type="checkbox"/>	Royal Danish Library
<input type="checkbox"/>	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

PKP OJS x OMP x

References

Greenhill, F. A.: Incised Effigial Slabs. A Study of Engraved Stone Memorials in Latin Christendom, c. 1100 to c. 1700 I-II, London 1976.
(KHLNM) Kulturhistorisk Leksikon for Nordisk Middelalder, København 1956-1978.
Le Goff, Jacques: The Birth of Purgatory, Chicago 1984.
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 X

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: Niels Erik Frederiksen, nef@kb.dk