

Upload a book- edited

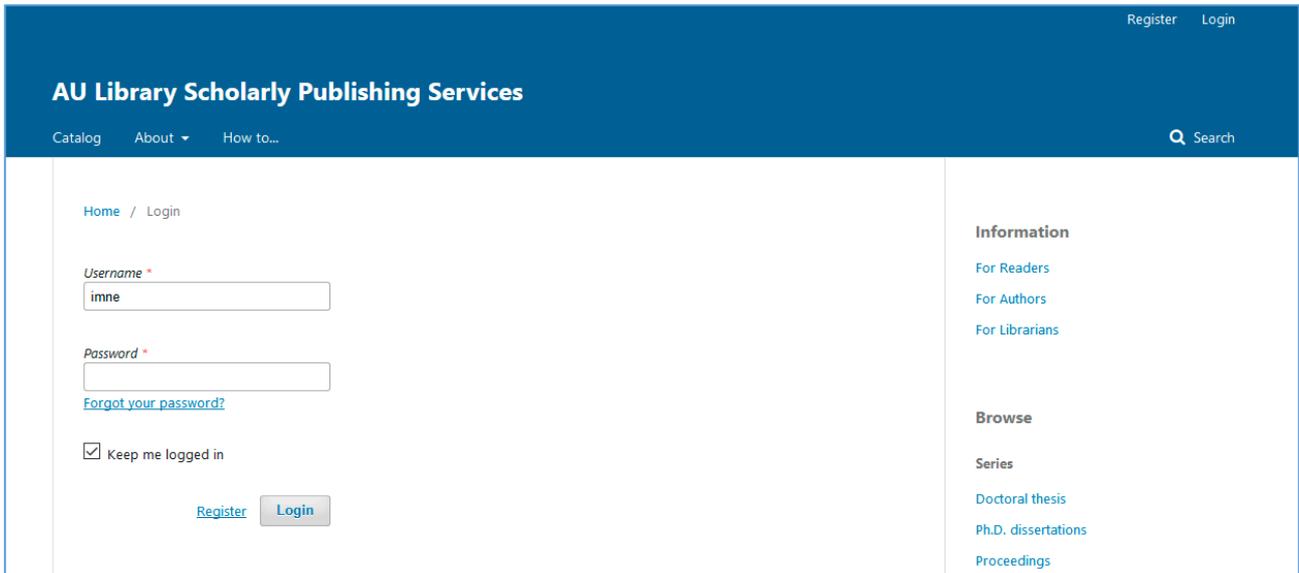
Guidelines for employees at Aarhus University who want to upload an edited volume with contributions from several authors, e.g. proceedings or anthologies

In order to be able to upload manuscripts to AU Library Scholarly Publishing Services, you first need to log in¹. Do this by clicking the link 'Login' in the upper right corner or the similar link in the middle of the home page.

The screenshot shows the homepage of the AU Library Scholarly Publishing Services. At the top right, there are links for 'Register' and 'Login', with the 'Login' link circled in red. The main heading reads 'AU Library Scholarly Publishing Services E-books'. Below this, there is a welcome message and two links: 'Register' and 'Login', with the 'Login' link circled in red. The right sidebar contains sections for 'Browse', 'Information', and 'New Content'.

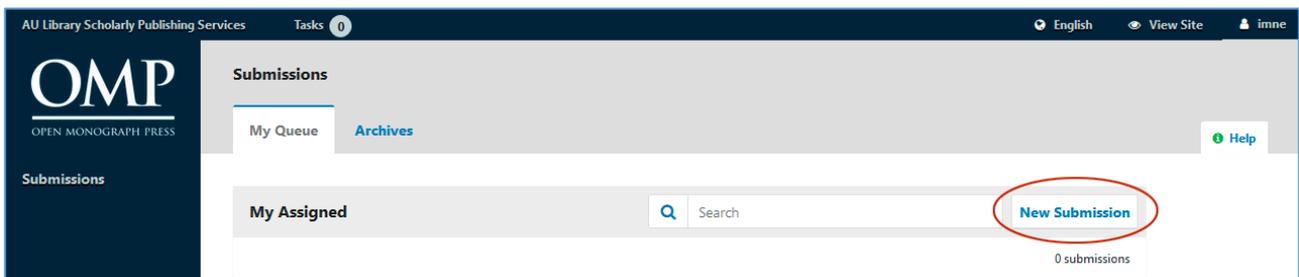
The login page.

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



As soon as you login 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 an edited volume. As regards upload of monographs, please see: "Guidelines for employees at Aarhus University who want to upload manuscripts/monographs". Under the dropdown menu 'Series', choose between Anthologies, PhD theses, 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

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Submit As *
If you are submitting an Edited Volume, you should choose the volume editor role.

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.

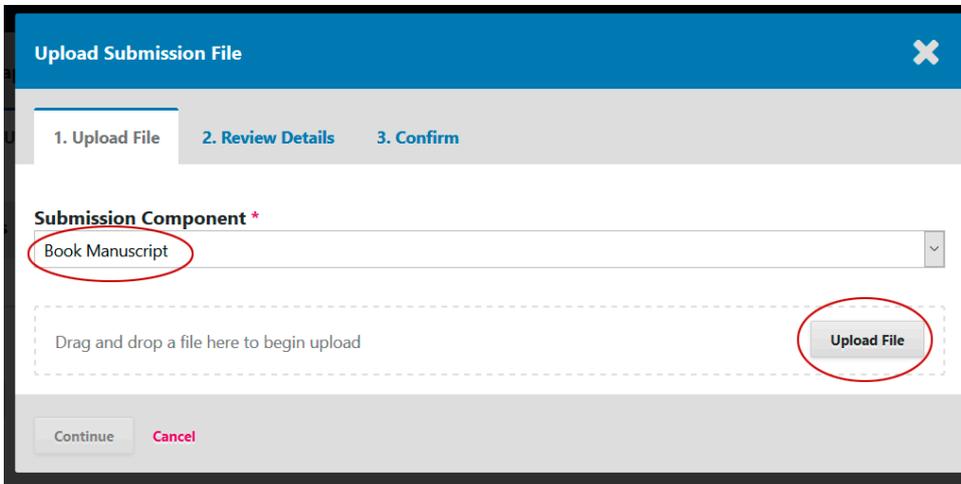
Yes, I agree to abide by the terms of the copyright statement.

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

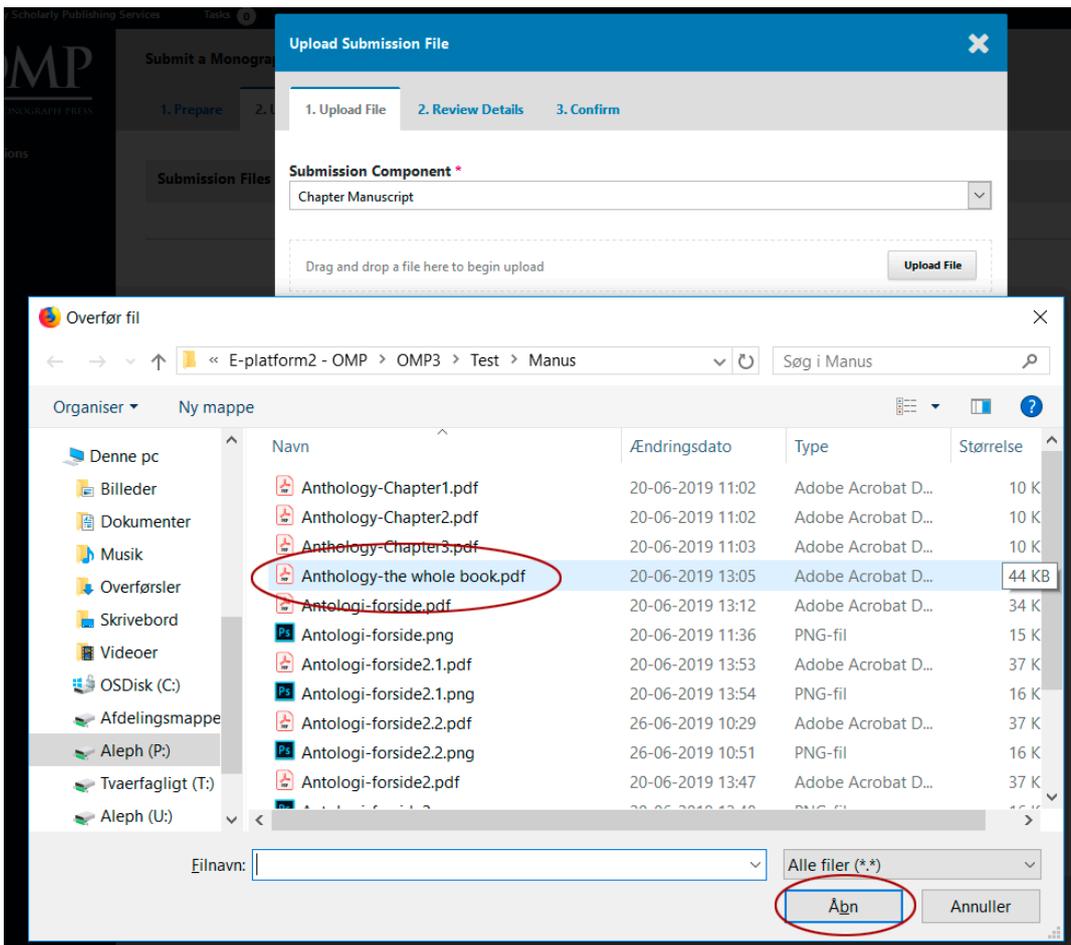
³ If you have registered, only as an author the other choices will not appear.

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'.



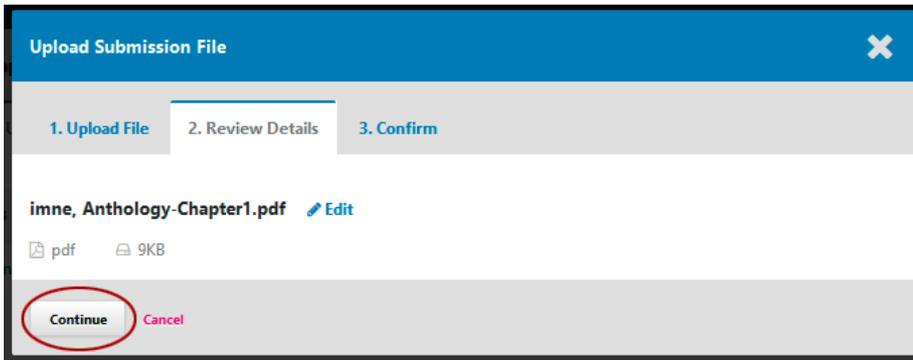
Choose the relevant file....



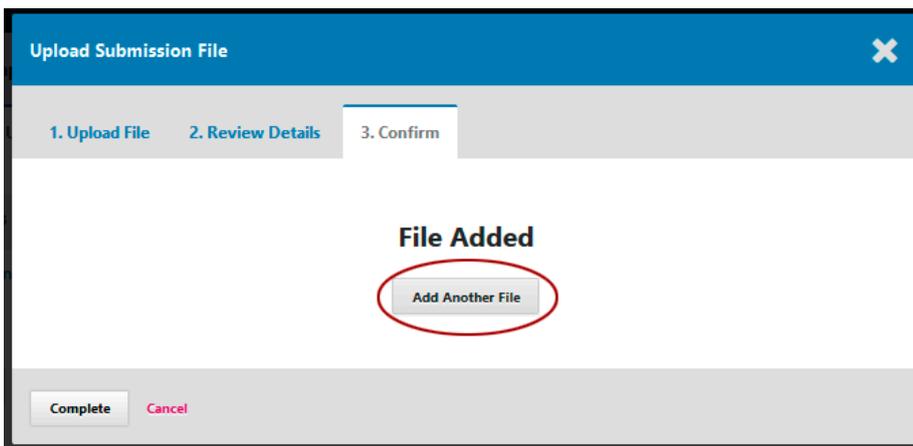
...then click 'Continue'.



Check the file name and click 'Continue'.

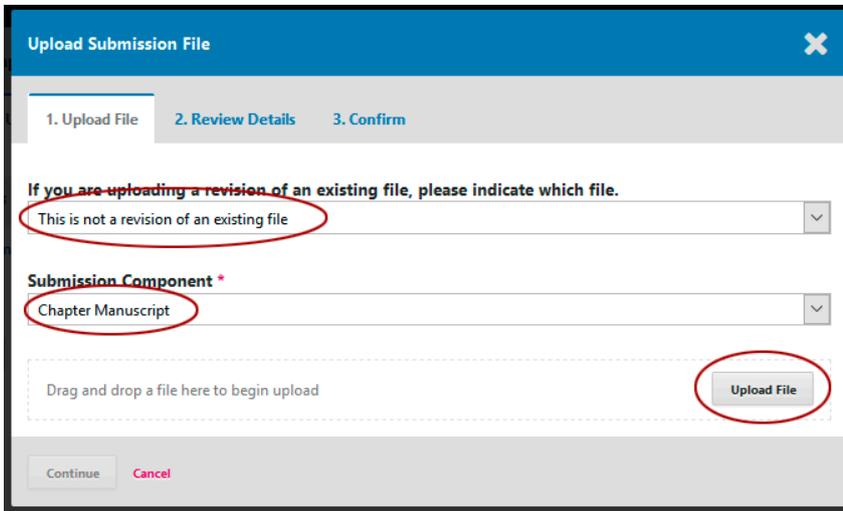


You must now start adding the other files (chapters). Click 'Add Another File'.

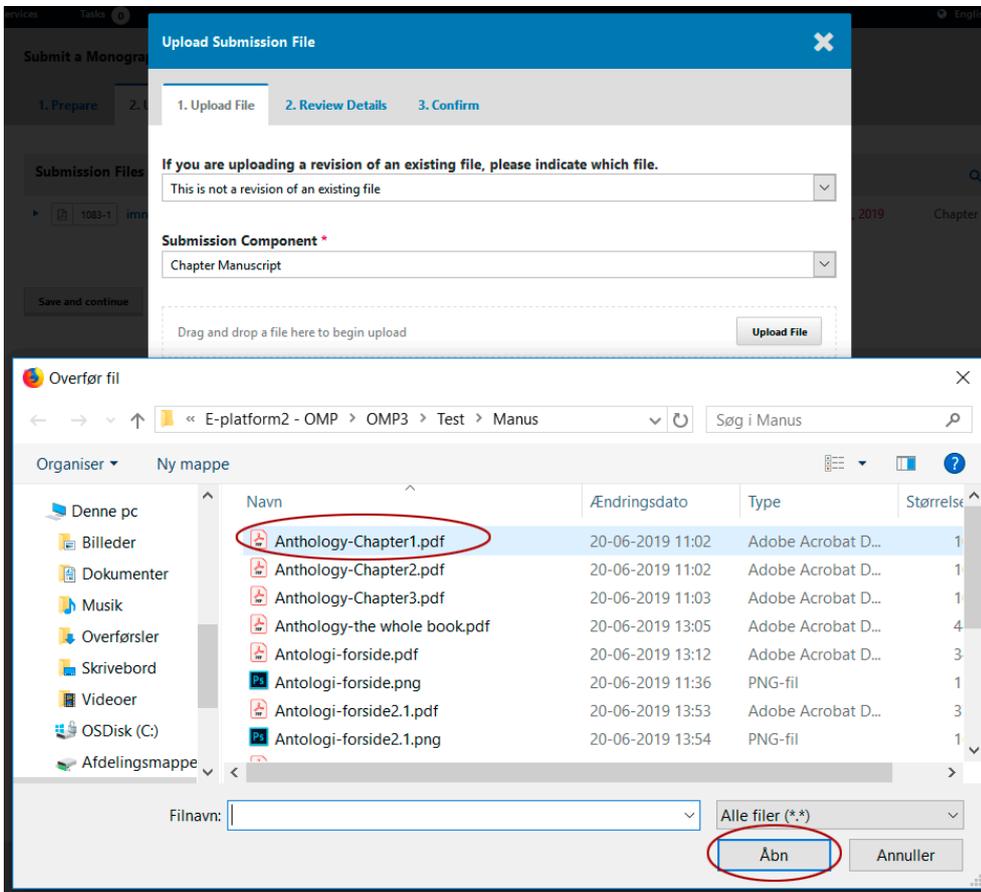


Here the program often wants to know if the file you are going to upload is a revision of an existing file or if it is a new file. In this case, it is a new one; therefore, you have to choose 'This is not a revision of an existing file'.

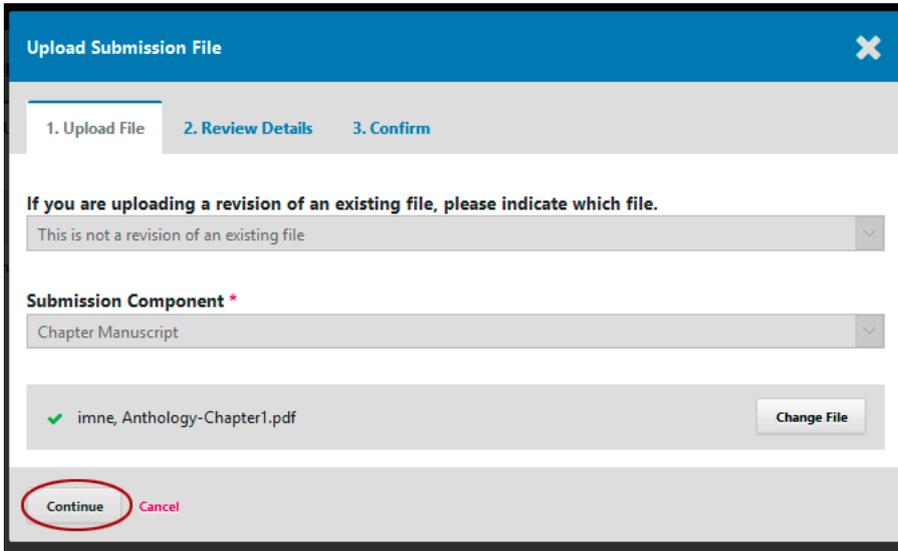
This time, choose 'Chapter Manuscript' under 'Submission Component'. You now start uploading the individual chapters.



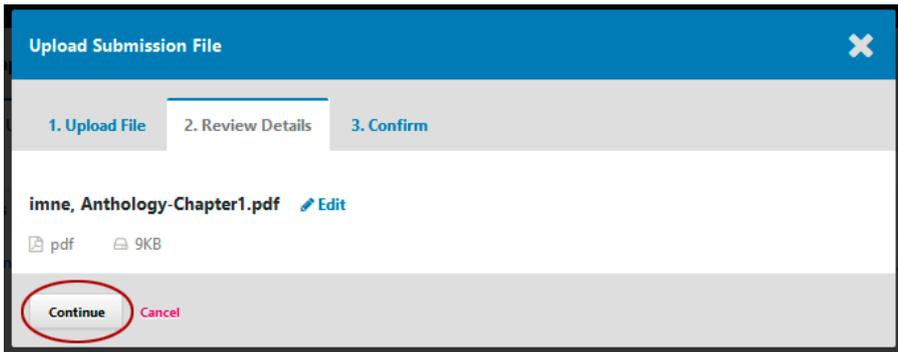
Choose the relevant file....



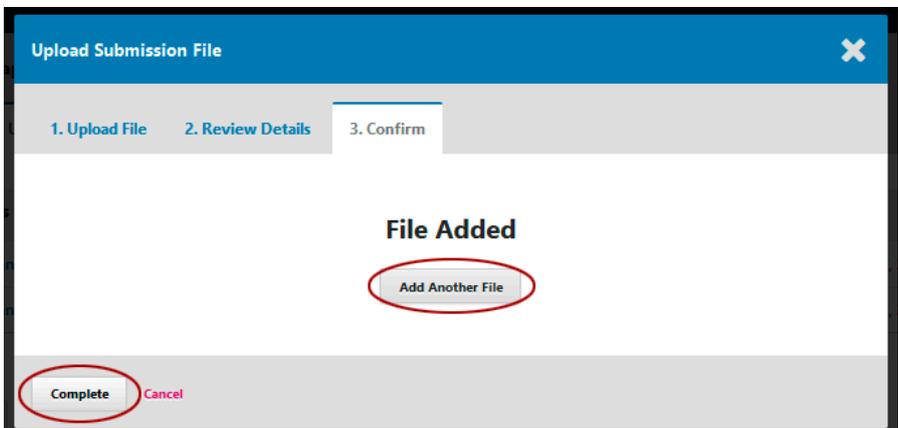
...then click 'Continue'.



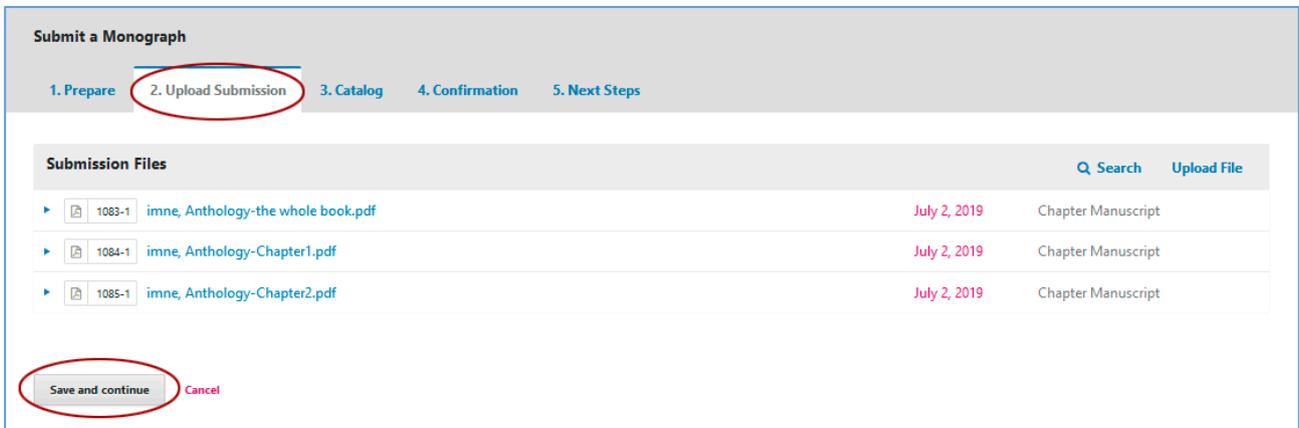
Check the file name and click 'Continue'.



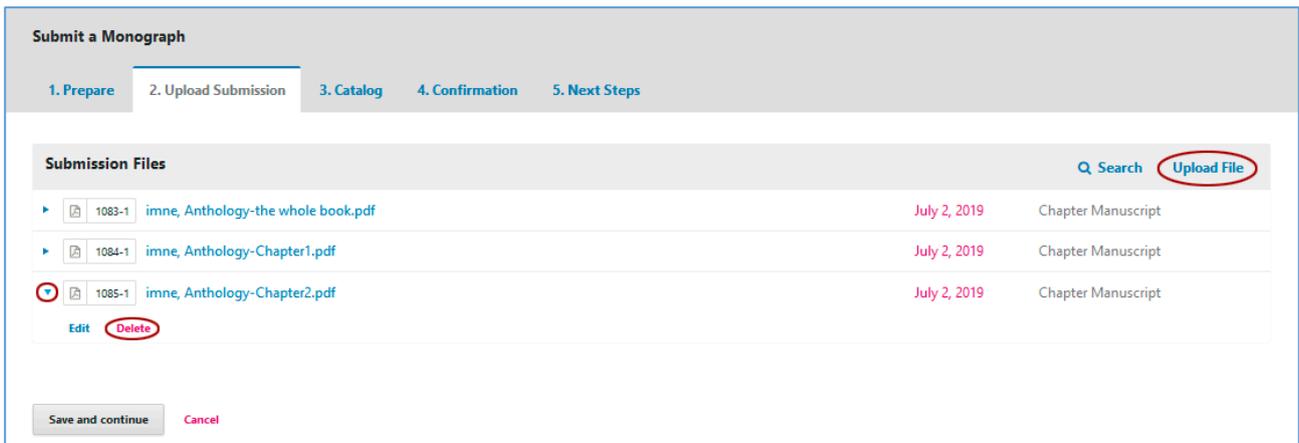
Repeat the above workflow for each file (chapter) you wish to upload (click 'Add Another File').
Once all the files have been uploaded click on 'Complete'



The files are 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 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'.



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

Add Contributor ✕

Name

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

Country *

User Details

Homepage URL ORCID iD

Affiliation

Upload

Librarian - Royal Danish Library

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?

* Denotes required field

Remember to fill in all the fields marked with a red asterisk. Although it is voluntary, it will also be fine if you fill in the 'Bio Statement' field. Under 'Contributor's role remember to mark 'Chapter Author'

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	
▶ Ine Frederiksen		Volume editor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
▶ Inger Frederiksen		Chapter Author		<input checked="" type="checkbox"/>	
▶ Niels Erik Frederiksen	nef@kb.dk	Chapter Author		<input checked="" type="checkbox"/>	

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 link 'Add Item', which gives access to the registered co-authors via the dropdown menu. In the same way, the files are retrieved. Finally, click 'Save'.

Add Chapter

Title*

Subtitle

Add Contributor Add Item

Ine Frederiksen
Inger Frederiksen
Niels Erik Frederiksen

Files Add Item

1083-1 imne, Anthology-the whole book.pdf
1084-1 imne, Anthology-Chapter1.pdf
1085-1 imne, Anthology-Chapter2.pdf

Save Cancel

* Denotes required field

The chapters have now been registered.

List of Contributors				Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Ine Frederiksen		Volume editor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
▶ Inger Frederiksen		Chapter Author		<input checked="" type="checkbox"/>	
▶ Niels Erik Frederiksen	nef@kb.dk	Chapter Author		<input checked="" type="checkbox"/>	

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

Further down the same page, you need to register which unit you are associated with at Aarhus University.

▶ The Journey	Niels Erik Frederiksen	nef@kb.dk	Chapter Author
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Categories	
<input type="checkbox"/>	- ARTS
<input type="checkbox"/>	Communication and Culture, School of
<input type="checkbox"/>	Danish School of Education
<input type="checkbox"/>	Education and Educational Theory and Practice (DPU), Department of
<input type="checkbox"/>	Centre for Teaching Development and Digital Media
<input type="checkbox"/>	Culture and Society, School of
<input type="checkbox"/>	- HEALTH
<input type="checkbox"/>	Biomedicine, Department of
<input type="checkbox"/>	Clinical Medicine, Department of

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

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 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: Niels Erik Frederiksen, nef@kb.dk