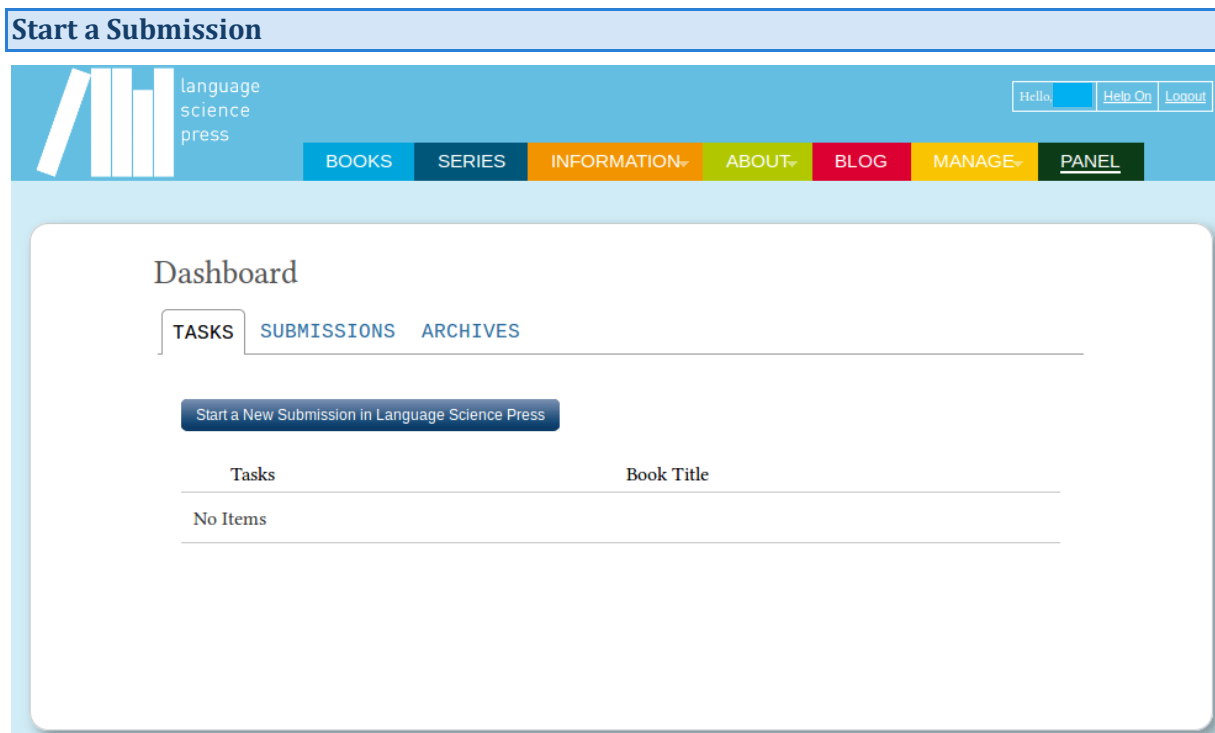


LangSci user guide for editors

Using Open Monograph Press with Language Science Press

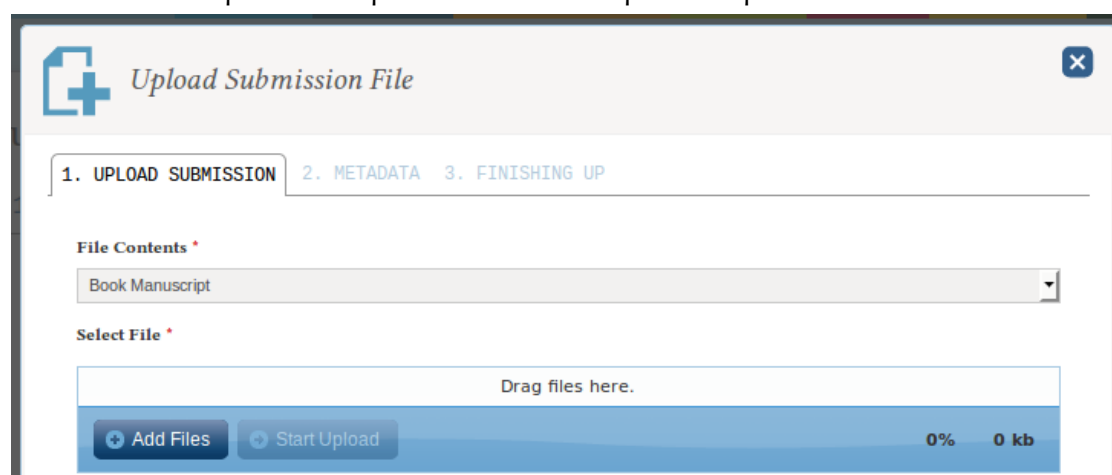
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Click *start a new submission in Language Science Press* to hand in your manuscript.
In the next five steps you can upload your file and give some additional information:

1. **Prepare** – check terms and checklist, give some general information about the document
2. **Upload** – hand in your file/s
3. **Catalog** – add metadata, like title and abstract
4. **Next Steps** – finish the submission





Attention! When uploading check the type of the document in *File Contents*. Be sure to add a title at the second step. Click complete at the third step or the upload will be aborted.



Handle a Submission

New submissions appear in your panel as open tasks. Click the task to start. Now you can see the file and download it:



Submission Files			 Upload File
Name		Element	
	 My new wonderful book		Book Manuscript
Download All Files			

[Send to External Review](#)[Accept Submission](#)[Decline Submission](#)

To start the review send choose *Send to External Review*. To skip the review and go directly to the editorial choose *Accept Submission*.

External Review

Start the review by adding reviewers. You can select an existing reviewer, create a new one or select an existing user and give him the reviewer role.

Reviewers

[Add Reviewer](#)

Once the reviews are in, inform the author, send him the reviews and ask him to do the revision. Upload the revision to *Files with incorporated revisions*.

Files with incorporated revisions

[Upload File](#)

To complete the review choose your decision: *Accept Submission* or *Decline Submission*.

Conversion

External from OMP: convert the document to LaTeX. Use the script provided at the author section of the webpage under langsci-press.org/information/forAuthors (username and password: doc2tex).

Catalog



[Editorial History](#)

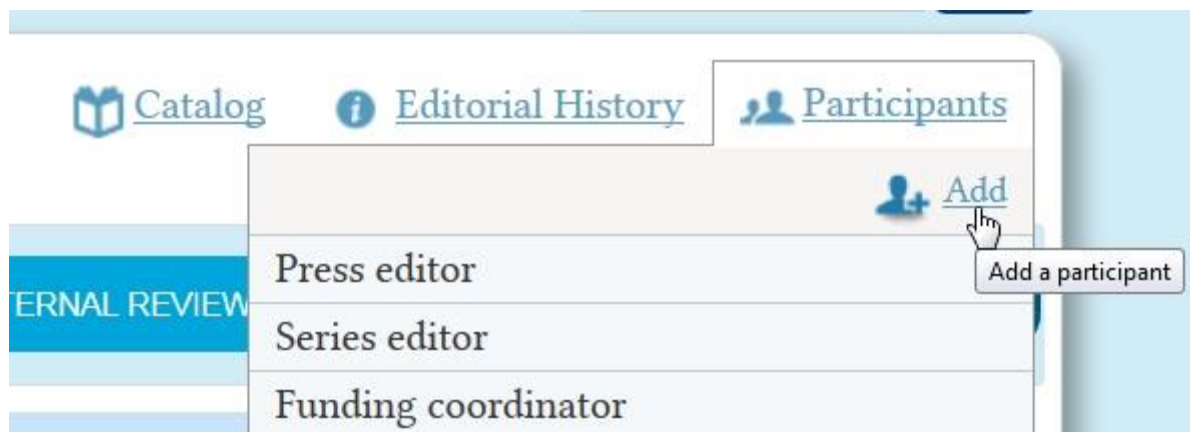
[Participants](#)

Open the Catalog and add the metadata of the book. Write “forthcoming” at prefix. Add all available data.

Attention! When checking the checkbox at the top of the page (*Create a catalog entry for this book based on the metadata below.*) the book will appear in the catalog as forthcoming with the description you added, but without any files.

Editorial

The Editorial starts with the proofreading of the document. Add a proofreader under *Participants* > *add* (choose the user group *proofreader*).



Upload the proofread document to *Proofread Files*.

Proofread Files

[Upload/Select Files](#)

Inform the author about the suggestions by the proofreader; ask him to do the revision. Upload the revised file to *Proofread Files*.

The next step in the editorial is the typesetting. Assign a typesetter (choose the user group *typesetter*) and upload files to *Typeset Files*. Inform the author to check the document.



Typeset Files

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Finish the editorial by clicking *Sent to Production*.




Production

There are two publication formats: PDF and BibTeX. Upload the book as pdf and its bibliography as a bibtex file.

Publication Formats		+ Add publication format
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	PDF (Digital)	
	BibTeX (Digital)	

PDF

BIBTEX

Final Files		+ Upload File
These are the files that are downloadable from the catalog - if they are approved and metadata for the publication format is included in the catalog entry for this book.		
	File	Approved
	 bibliography 	<input type="checkbox"/>

By checking the approved checkbox, the file appears in the catalog.


Now you can complete the catalog entry (if you haven't done it yet):

- Remove the prefix “forthcoming”
- Add the publication date at the PDF section in the catalog entry.

Publication Dates

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