User guidelines

Using Open Monograph Press

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Language Science Press Guidelines

language
science
press

Contents

1 Background

Language Science Press[1] "publishes high quality, peer-reviewed open-access books in the field of linguistics". To simplify and distribute the production process among different editors the press uses Open Monograph Press[2] (OMP).

> OMP is an open source tool for managing and publishing monographs, edited volumes, and scholarly editions over the Web. It is a highly flexible editor-operated book management and publishing system. It has been designed to reduce the time and energy devoted to the clerical and managerial tasks associated with publishing books, while improving the record-keeping and efficiency of editorial processes. It seeks to improve the scholarly and public quality of publishing through a number of innovations, and includes clear and intuitive workflows for every aspect of the manuscript submission, review, editing and production processes.[3]

Figure 1.1: Workflow of Language Science Press

Language Science Press uses OMP to support the following workflow (see also fig. 1.1): The process starts with the submission of a manuscript by an author. The manuscript is accepted by the editor and distributed to reviewers. After the content based review process, the form based editorial process takes place with proofreading and typesetting. The last step is the publication of the book.

The following two chapters aim to help authors (chapter 2) and editors (chapter 3) to use the online tool OMP with Language Science Press. This user guide is based on the OMP userguide by PKP[4]. It has been condensed, adapted to the

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[1] More Information about the Press and the underlying project: http://langsci-press.org/Meta/

[2] Webpage of the project: https://pkp.sfu.ca/omp/, last access: 17.10.2014.

[3] OMP Userguide: http://pkp.sfu.ca/wiki/index.php/OMP_Userguide, last access: 09.10.2014.

[4] OMP Userguide: http://pkp.sfu.ca/wiki/index.php/OMP_Userguide, last access: 09.10.2014.

Language Science Press workflow and screenshots from the OMP installation for Language Science Press have been added.

2 Author

As an author you can hand in a submission, follow the document throught the process and upload revisions.
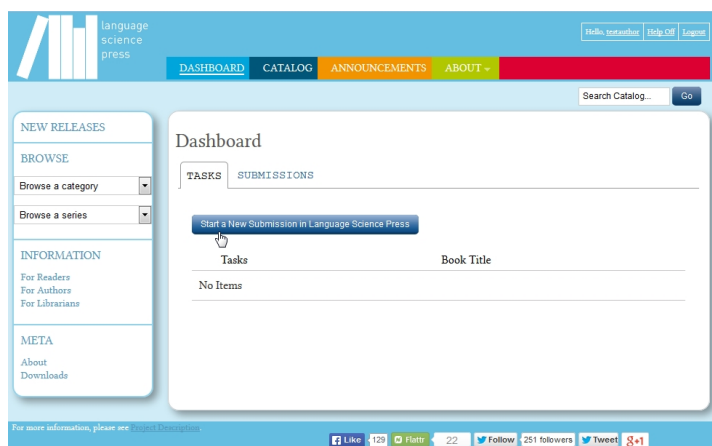
2.1 Starting a submission

Figure 2.1: Start a new submission

To begin the manuscript submission process, login, go to your dashboard and click the *start a new submission in Language Science Press* link (see fig. 2.1). The submission process consists of four steps (see also fig. 2.2):

1. Preparing the submission
2. Uploading the submission files
3. Providing catalog information

4. Next Steps

Step 1: Prepare

To prepare the submission you have to agree to a number of submission checklist items (see fig. 2.2) and give general information about your submission: the type (monograph or edited Volume) and the language of your book (see fig. 2.3).

Figure 2.2: Prepare the Submission

You must first choose how you will be submitting your manuscript – for example, as an individual author, as a volume editor, as a translator, etc. – and whether the submission is an individually-authored work, or an edited volume with multiple chapter authors. If you are submitting an edited volume, you will be able to list chapters and assign contributors to those chapters at a later stage. Authored works can also have other contributors (additional authors, translators, etc.) who are assigned to the work as a whole rather than individual chapters.

Figure 2.3: Set Type and Language of Book

You will then be able to choose the series within which your manuscript falls (see fig. 2.5). Choosing a series classifies the work into a set of related publications. Several series[1] are available. Confirm the checklist (see fig. 2.4).

Finally, you can optionally add a cover note to the editor (see fig. 2.5). Once this initial step has been accomplished, press *save and continue*. Your submission is stored at your dashboard and can be completed later.

Figure 2.4: Checklist

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[1] More information about the projects: http://userblogs.fu-berlin.de/langsci-press/series/, last access: 09.10.2014.

Figure 2.5: Choice of series and note to the editor

Step 2: Upload

Upload your manuscript as a single submission file or as separate submission files for each individual manuscript section (e.g. your introduction; individual chapters; figures). To do so select first the content type (e.g. bibliography or book manuscript). Then you will be able to upload your file. Click *continue* to add the name of the file (e.g. "Introduction"; "Chapter 1").

To upload more files select *submit a new file* at the end of the dialog or *upload file* at the submissions overview (see fig. 2.6). Once you have uploaded all relevant submission files, click *save and continue*.

Submit a Monograph

1. PREPARE   2. UPLOAD   3. CATALOG   4. NEXT STEPS

As an editor, you may upload a PDF now and choose to expedite it to production on the last submission step.

Submission Files	⬆ Upload File
Name	Element
✏ 🗋 Test 🗑	Book Manuscript

Encountering difficulties? Contact Sebastian Nordhoff for assistance.

Cancel   Save and continue

Figure 2.6: Upload submission file

Step 3: Catalog

Add information about your book at step 3: it will be included in the press catalog once the book is published. The information can be reviewed at later stages of the publication process. You must provide a submission title and an abstract, and may provide other information including a prefix, subtitle, and submission summary (see fig. 2.7).

Further information can be added to the submission: coverage information, submission keywords, source and rights information, and more. You can add categories from a list of given ones (see fig. 2.8). You can also provide a list of contributors. The list of contributors associated with this submission may include other authors, individual chapter authors of an edited volume, volume editors, and/or translators. One contributor from the list may be assigned as the primary contact for editorial correspondence; this does not necessarily have to be the submitting author. Once you have completed this step, click *finish submission*.

Step 4: Next Steps

The final step confirms that your submission has been received, and provides you with links to review your submission, create a new submission, or visit your dashboard.

Submit a Monograph

1. PREPARE   2. UPLOAD   3. CATALOG   4. NEXT STEPS

Title and Summary

Prefix   **Title** *

If book title begins "A" or "The" (or something similar re alphabetical order) place word in Prefix.

Subtitle

The submission's optional subtitle will appear after a colon (:), following the main title.

Abstract *

Figure 2.7: Add Metadata

Categories   ⊕ Add Item

▸ Ex

Syntax
Morphology
Phonetics and Phonology
Semantics
Pragmatics
Comparative Historical Linguistics
Historical Linguistics
Phonetics
Phonology
Typology
Discourse

Canc   Finish Submission

Figure 2.8: Select categories

3 Editor

As an editor you can receive submissions, manage the review, the editorial and the production of the document (see also workflow at chapter 1). In OMP the workflow is represented in the following steps (see fig. 3.1).

Figure 3.1: Workflow in OMP

As an editor you manage the steps, assign reviewers and other roles. The following chapters describe each single step in detail. An overview:

- Submission
  receive the submission by the author and assign an editor

- Internal review
  assign internal reviewers and external to the documtent to check the content

- External review
  assign external reviewers to the documtent to check the content

- Proofreading
  assign proofreaders to check wording and spelling

- Typesetting
  assign typesetters to check the layout
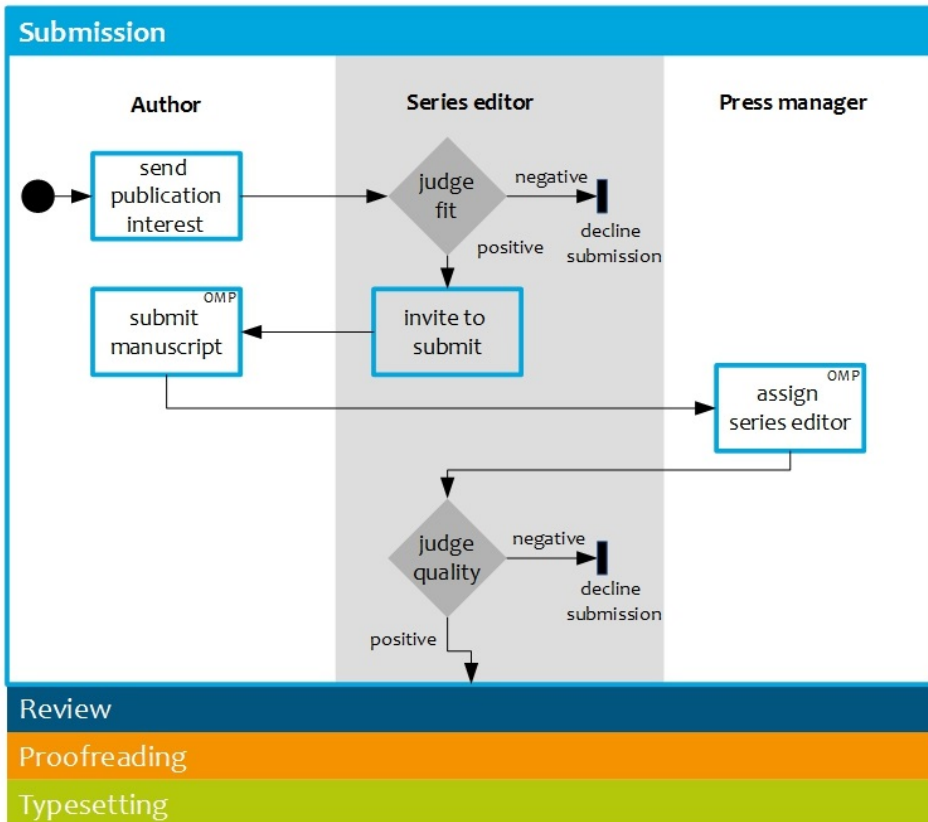
3.1 Submission

Figure 3.2: Workflow: Submission

The workflow (see fig. 3.2) starts in general with a publication interest send via mail by the author. Invite the author to submit to your series in OMP, if the topic fits. The author will upload the submission in OMP. The press manager will assign you to the submission and you will be notified. Follow the link in the notification mail or open the submission tab at you dashboard. Under *my assigned submissions* you will find the submission. Klick the title to start.

All files provided by the author are available from the first submission work-flow page. You can upload additional documents under the *submission documents* section, and these will be available to all users assigned to the submission. When uploading a submission take care to select the type of the document before up-
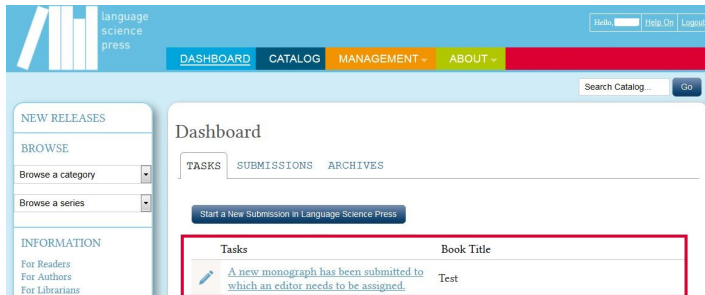
Figure 3.3: New submission at the dashboard

loading the file.

As an editor, you have four options for handling a submission (see also fig. 3.4):

1. send to internal review: editor selects files for review within the press
2. send to external review: editor selects files sent out for review
3. accept submission: editor selects files for editorial stage
4. decline submission: editor archives submission.

Figure 3.4: Options

To start an internal or an external review click the matching button and select the submission files the author provided for inclusion in the review process, and optionally upload new files or revise existing files.

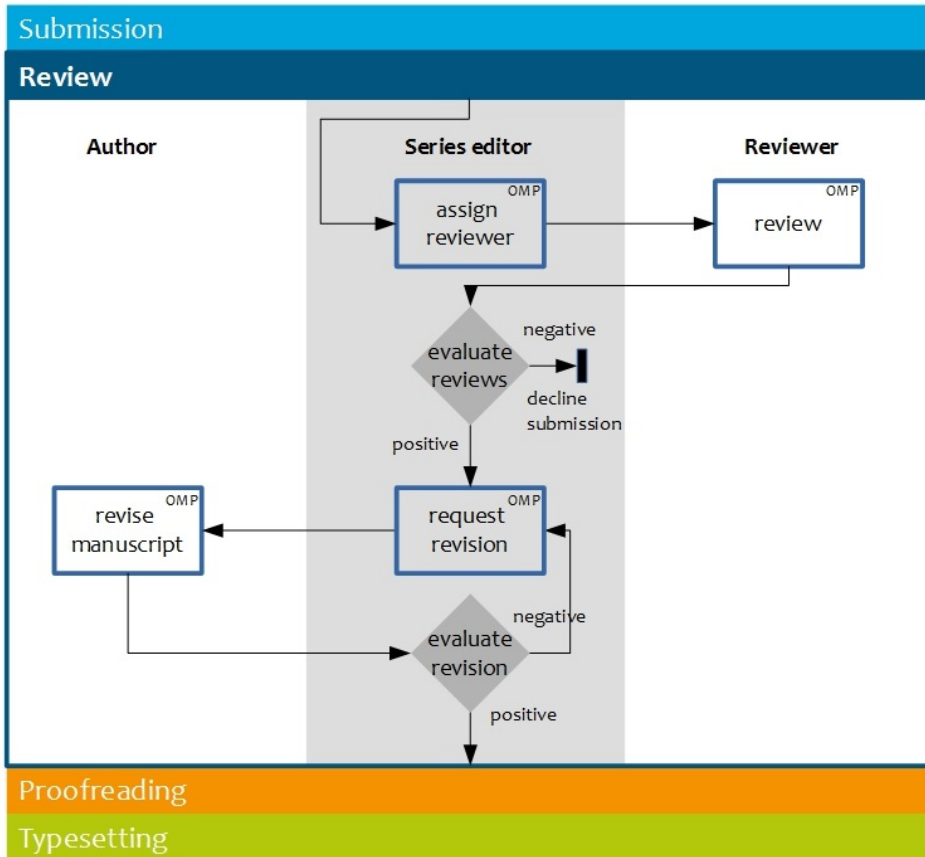## 3.2 Internal and External Review

Figure 3.5: Workflow: Review

Internal and external Review differ only by target group – the procedure is the same. The workflow (see 3.5) applies to both stages. Reviewers associated with the press go over the submission. As editor, you will assign reviewers and, once the reviews are back, assess the reviews and ask the author to revise his manuskript.

Figure 3.6: Internal Review II

Reviewers can be assigned to the submission by clicking *add reviewer* (see fig. 3.6). You are able to choose from a pool of already-enrolled reviewers; create a new user as reviewer; enroll new users as reviewers; add a personal message to the review request; set response and review due dates; and choose the review type (blind; double-blind; open). Once reviewers are assigned, you can contact them and revise their due dates by clicking the icon next to their names.

All author, reviewer and editor revision files are available from the revisions section. Only documents included in this section will be available to be passed on to later workflow stages. Upload the reviewed file to this section (see fig. 3.7).

Figure 3.7: Upload Revision

Once all reviews are in, you must make a decision on the submission. You have the following options:

- request revisions: the author will be able to modify their submission information and/or upload revised submission files
- resubmit for review: the submission will enter an entirely new internal review round
- send to external review: editor selects files to send to the external review process

- accept for submission: the submission will enter the Editorial stage, by-passing external review
- decline submission: the submission will be archived and the author notified

At the end of the external review or - if you do not need the external review - accept or decline the submission. If you click on *Accpet Submission* you have to select the revised copy to use in the editorial stage, and click *Record Editorial Decision*. You will then be taken to the editorial stage.
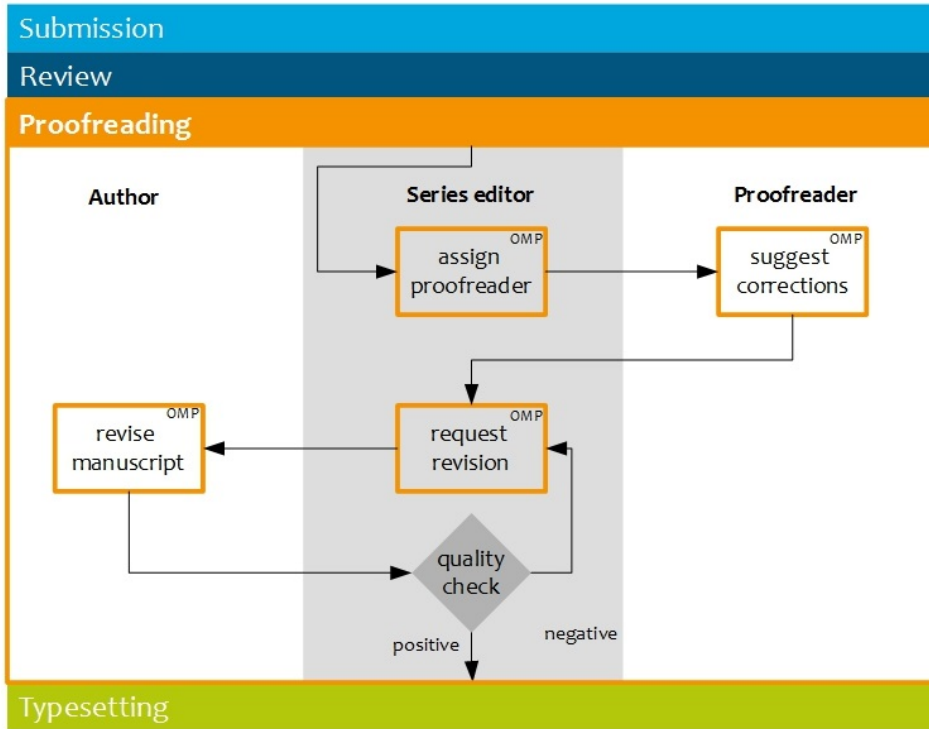
3.3 Proofreading

Figure 3.8: Workflow: Proofreading

The goal of proofreading is to have a fair copy of the manuscript ready to move to production. Series editors, proofreaders and authors are involved in this stage. The series editor manages the process: he assigns the proofreader and returns the corrections to the author for revision (see fig. 3.8). Figure 3.9 shows the overview page of the editorial stage.

Figure 3.9: Editorial

Approved submissions are available at *Final Draft Files* and copyedited files may be uploaded to the section *Copyediting* (see fig. 3.9). Authors and/or editors may be assigned to review the copyedited files and respond to queries. Final copyedited files may then be uploaded, at which point the submission can be sent to the production stage.

To copyedit a file, download the file from the *Final Draft* section and edit it. Then upload it to the *Copyediting* section, and optionally assign one or more users participating in the submission process (for example another editor, or the author) to audit the copyedited file. You may have to assign these users under the *Participants* dropdown before they will be available as auditors.

Multiple files may be sent for auditing, and an auditing due date can be set. You will be notified of completed audits, and can access the audits by clicking on the participant's name as it appears under the file. Finally, you will be able to sign off as copyeditor on the audited copyedit file by clicking the checkbox under the Copyeditor column.

After you approved the copyediting files, they can be send to the production stage. Click the *send to production* link (see fig. 3.9) and select the files you want to send from the list.
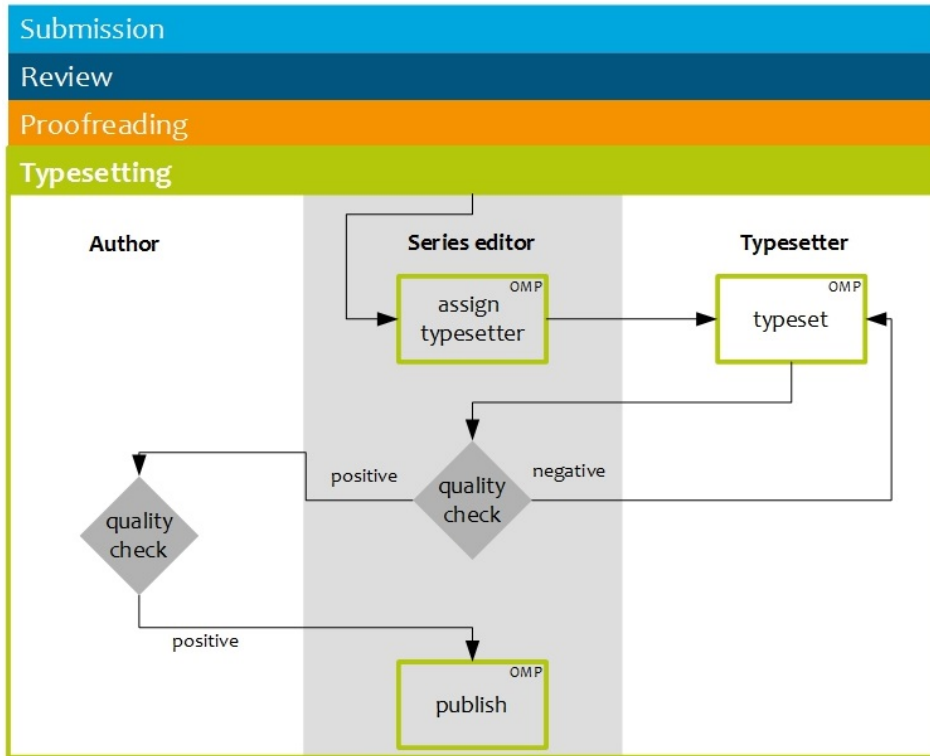
3.4 Typesetting

Figure 3.10: Typesetting

The submission's production stage with typesetting is generally initiated after the copyediting stage has been completed (in the workflow named as proofreading), although the editor may choose to add information as it becomes available earlier in the workflow process. The production stage is used to create and manage publication formats (e.g. paperback, softcover, PDF, ePub), final publication-ready versions of the submission, and the catalog. Figure 3.11 shows the overwiev page of the production stage.

All approved and copyedited submission files from the editorial stage are available in the *production ready files* section, and additional files can be added if need be (see link *Upload File* in fig. 3.11).

The entirety of the submission's information – including submission placement, metadata, contributors, chapters, and so on – can be reviewed and edited
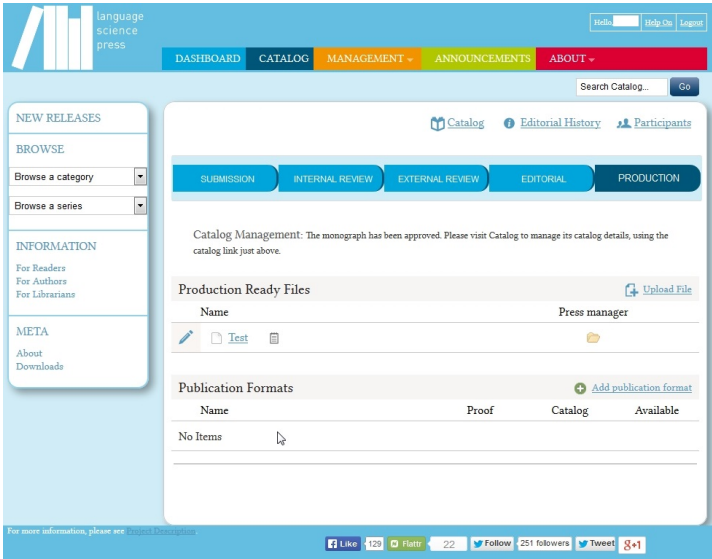
Figure 3.11: Production

at the *Catalog* menu (see chapter 3.5).

Different publication formats (audio, digital, hardback, paperback/softback) can be configured for the submission in the *publication formats* section. Once you have added a format, a new section for that format will be made available to you, and you will be able to upload files there (see fig. 3.12). After uploading a file you can add an auditor.

Figure 3.12: publication Formats

3.5 Publication and catalog

The public catalog – the grouping of books available at the press home page – can be managed in a number of ways. OMP includes an overall catalog management interface which you can find at the navigation bar: management -> catalog. You will also find a Catalog Entry tool available to you for each individual submission, on all of the submission's pages (see fig. 3.13).
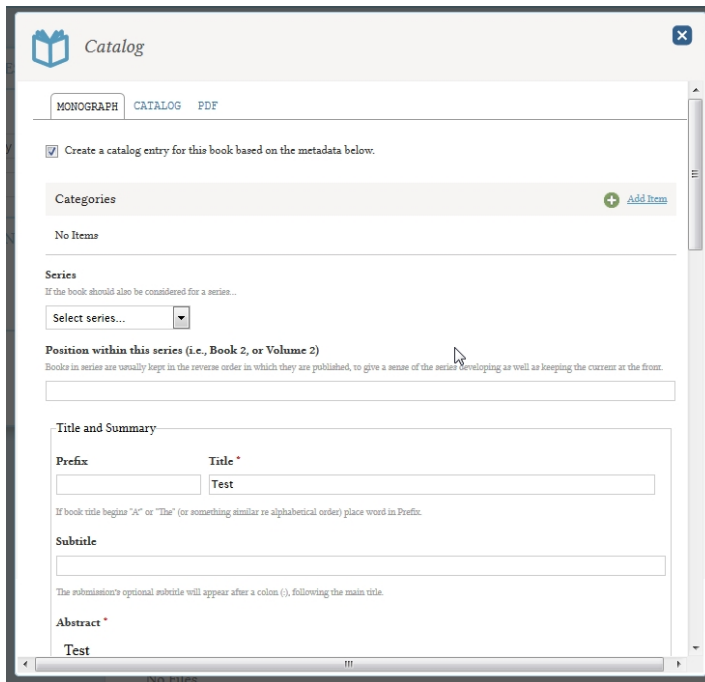

Figure 3.13: Open the Catalog Entry of a submission

Books can be sorted by category and series, both in the catalog management interface, and also on the main home page once published. Authors may assign their original submissions to various categories and series, and editors can change these assignments at any time.

Managing individual catalog entries

The catalog entry management tool (see fig. 3.14) consists of *Monograph* and *Catalog* tabs, as well as additional tabs for each of the publication formats (for e.g., trade paperback, epub, pdf, etc.). The additional tabs will appear once you

Figure 3.14: The catalog entry management tool

have added a publication format in the *publication formats* step of the production stage.

Use the *monograph* tab to modify the book's metadata. This includes title, summary, contributors, coverage, and additional refinements like language, key-words, and supporting agencies. Here you will also be able to specify/modify the submission type (the submission type is usually one of 'image', 'text', or other multimedia types including 'software' and'interactive').

Use the *catalog* tab to modify the book's catalog information. This includes a book cover image, audience information, information on representatives (such as any agents or suppliers) who are not direct members of the press, and publication

formats.

The individual publication format tabs can be used to configure the format itself and make it available on the public catalog. Much of this information can also be disseminated through ONIX extracts.

Publication essentials

For a manuscript to appear in the public catalog, you must approve the submission's metadata for public display. You can do this from the catalog entry tool's Submissions tab (see fig. 3.14). Here you will find all of the submission's placement, indexing and authorial information. There is also a checkbox to create a catalog entry (see fig. 3.14 at the top). Checking off this box and saving the form will publish the publication in the public catalog.

For a book's publication formats (e.g. audio, digital, hardback, softback/paperback) to appear in the public catalog listing, you must approve the format's information for public display. You can do this from the catalog entry tool's publication format tabs. Simply open the catalog entry tool; click on the relevant tab (e.g. "Digital"); review the information listed on the resulting page; and check off the checkbox that says "This publication format is ready to be included in the public catalog" and click save.

In order for a digital edition of a book to be available for download, you must:

- create a digital format (e.g. ebook) under the production workflow stage;
- upload files to the format's proof reading step in the production workflow stage;
- audit and approve all proofs;
- ensure that the submission and the format type are both marked as available in the catalog.

Figure 3.15 shows an example of the catalog page of a published book in OMP.

Figure 3.15: Publication Example

3.6 Fast Lane

As press manager you can publish a document directly after the submission and skip the review and editorial process completely. Hand in the submission as described in chapter 2.1. To publish the submitted document, select *Expedite this submission* at the last step of the submission process (see fig. 3.6).

Submit a Monograph

1. PREPARE   2. UPLOAD   3. CATALOG | 4. NEXT STEPS |

Submission complete

Thank you for your interest in publishing with Language Science Press.

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:

- Expedite this submission
- Review this submission
- Create a new submission
- Return to your dashboard