User guidelines

Using Open Monograph Press

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langsci logo

Contents

This user guide aims to help authors and editors of Language Science Press to use the book publication tool Open Monograph Press. The first chapter gives a general introduction to the press and the tool. The remaining part of the user guide is devided in a guide for the author and one for the editor.

0.1 Introduction

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

Figure 0.1: Workflow of Language Science Press

Language Science Press uses OMP to support the following workflow (see also fig. **??**): 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 starts. The last step ist the production of the book.

The following two chapters aim to help authors (chapter 0.2) and editors (chapter 0.3) to use the online tool OMP with Language Science Press.

This user guide is based on the OMP Userguide by PKP[2]. It has been condensed, adapted to the Language Science Press workflow and added with screenshots from the OMP installation for Language Science Press.

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[1] More Information about the Press and the underlying project: http://langsci-press.org/Meta/
[2] OMP Userguide: http://pkp.sfu.ca/wiki/index.php/OMP_Userguide, last access: 09.10.2014.

0.2 Author

> Introduction?

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

> Unterschied Author/Volume Editor. Autoren sind normalerweise intern konsisten ;) bei Sammelbänden ist das nicht so. Vor der Einreichung sollte der Hrsg das Manuskript glattstreichen. Ausserdem ist die Abfrage des rechtlichen Status etwas anders, also der Vertrag mit uns. Der Workflow ist dann aber in OMP gleich, nur dass der Hrsg halt diverse Sachen an die Autoren weiterleiten muss

0.2.1 Starting a Submission

Figure 0.2: Start a new submission

To begin the manuscript submission process, go to your Dashboard and click the *Start a New Submission in Language Science Press* link (see fig. **??**). The submission process consists of four steps (see also fig. **??**):

1. Preparing the submission,
2. Uploading the submission files,
3. Providing catalog information and
4. Next Steps.

Step 1: Prepare

To prepare the submission you have to agree to a number of submission checklist items (see fig. **??**) and give general information about your submission: the type (Monograph or Edited Volume) and the language of your book (see fig. **??**).

Figure 0.3: Prepare the Submission

Figure 0.4: Set Type and Language of Book

> TODO: add information about the difference between Monograph and edited Volumes

You will then be able to choose the series within which your manuscript falls (see fig. **??**). Choosing a Series classifies the work into a set of related publications. The following series[3] are available:

- African Language Grammars and Dictionaries
- Computational Models of Language Evolution
- Conceptual Foundations of Language Science
- Empirically Oriented Theoretical Morphology ans Syntax
- Implemeted Grammars
- Language Variation
- Lecture Notes in Language Sciences
- Monographs on Comparative Niger-Congo
- Studies in Caribbean Languages
- Studies in Diversity Linguistics
- Studies in Laboratory Phonology
- Topics at the Grammar-Discourse Interface
- Translation and Multilingual Natural Language Processing

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

Figure 0.5: 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. chapter; manuscript; illustration; appendix), upload your file and click continue to add the name of the file (e.g. "Introduction"; "Chapter 1") (see fig. **??**).

To upload more files select *Submit a New File* at the end of the dialog or *Upload File* at the submissions overview (see fig. **??**). Select the type of the document at *File Contents* before you upload the file. Once you have uploaded all relevant submission files, click *Save and Continue.*

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

Step 3: Catalog

Add information about your book at Step 3: it will be included in the press catalog once the book is published, and is a vital component to book publication, dissemination and indexing. 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. **??**).

> explain prefix and give examples

Further information can also 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. **??**). 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.

> hint to fast lane

0.3 Editor

Introduction?

New submissions appear as unassigned tasks in the Dashboard. Click the task to start. There are five separate workflow pages:

- Submission
- Internal Review
- External Review
- Editorial
- Production

0.3.1 Submission

Each workflow stage has access (via the links near the top right corner) to the submission's Catalog tool (which will be covered later), to the Info tool (to add notes and see the history), and to the Participants tool.

A press or series editor must be assigned to a submission before the review or editing processes can be initiated. Click the *Participants* link to open the drop-down, click the *Add Participant* link (see fig. **??**), choose the relevant user group (in this case, either *Series Editor* or *Press Editor*), and choose the user from the list (see fig. **??**).

All files provided by the author are available from the first submission workflow 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 uploading the file.

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

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).

After an editor has been assigned to a submission, the internal review can be initiated. Select the submission files the author provided for inclusion in the review process, and optionally upload new files or revise existing files (see fig. **??**).

0.3.2 Internal and External Review

Internal and External Review differ only from the target group - the procedure is the same. At 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 select the appropriate action to go on.

Reviewers can be assigned to the submission by clicking *Add Reviewer* (see fig. **??**). You are able to choose from among 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. **??**).

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, bypassing 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.

0.3.3 Editorial

The editorial stage is reserved for copyediting, with the goal being to have a fair copy of the manuscript ready to move to production. Editors, copyeditors and authors are involved in this stage. Figure **??** shows the overview page of the editorial stage.

Editors and the Editorial Process

Approved submissions are available at *Final Draft Files* and copyedited files may be uploaded to the section *Copyediting* (see fig. **??**). 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 (see fig. **??**), they can be send to the production stage. Click the *Send To Production* link (see fig. **??**) and select the files you want to send from the list.

Auditors and the Editorial Process

If you have been asked to audit a file that is being copyedited, you will receive an email indicating this, and the task will also be listed on your Dashboard. To complete the auditing process, go to your Dashboard and click on the audit request. This will bring you to a page where you can download, review and respond to the copyedited file.

From this page you will be able to download any copyedited files that you have been asked to audit. Download and review the copyedited manuscript, and then click *Upload a Response* to respond to the auditing request and sign off on your audit. You will be able to add any notes you may have regarding the copyedited file, and even upload a revised or annotated copyedited file for the editor to review.

The assigned editor will receive a notification after you sign off on your auditing duties.

0.3.4 Production

The submission's Production stage is generally initiated after the copyediting stage has been completed, although the editor may choose to add information there 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 itself. This process is normally managed by a production editor, with the input and assistance of designers and proofreaders. Production editors can be assigned using the *Participants* dropdown. Figure **??** shows the overwiev page of the production stage.

Production Editors and the Production Process

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. **??**).

The entirety of the submission's information – including submission placement, metadata, contributors, chapters, and so on – can be reviewed and edited at the *Catalog* menu (see chapter 0.3.5).

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. **??**). After uploading a file you can add an auditor.

Auditors and the Production Process

If you have been asked to audit a publication-ready file, you will receive an email indicating this, and the task will also be listed on your Dashboard. To complete the auditing process, go to your Dashboard and click on the audit request. This will bring you to the submission's Production page.

From this page you will be able to download any final publication files that you have been asked to audit. Download and review the manuscript, and then click the checkbox under the Auditor column to sign off on your audit. You will be able to add any notes you may have regarding the file, and even upload a revised

or annotated file for the editors to review. The assigned production editor will receive a notification after you sign off on your auditing duties.

0.3.5 Publication and Catalog

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

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. ??) consists of *Monograph* and *Catalog* tabs, as well as additional tabs for each of the publication formats (for eg., trade paperback, epub, pdf, etc.). The additional tabs will appear once you 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, keywords, 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' or '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.

What means 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. **??**). 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. **??** 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 (eg. 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 (eg. "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 (eg. 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 **??** shows an example of the catalog page of a published book in OMP.

0.3.6 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 0.2.1. To publish the submitted document, select *Expedite this submission* at the last step of the submission process (see fig. ??).