


A short introduction to OESYS for authors

OESYS is an online manuscript upload, managing and editing system. It is designed to organize the contributions of a reference work. The system is therefore optimized for large numbers of authors and contributions.

Log in

- to open OESYS please go to the internet address that was sent to you by e-mail
- enter your username and password
- select 'Author' from the 'Role' drop-down menu
- click on the 'Submit' button



Upload your contribution

- Click on *Upload and review contributions*
- Clicking the  upload icon opens a form to indicate how many main contribution files (up to 2), how many figure files (up to 10) and how many other files (up to 5) you would like to upload
- then click on the button *Proceed with submitting contribution*.

View your contribution

- If a contribution consists of uploaded files, you will be presented with the file list of the contribution. You may click on the filenames to open or download them.
- Should you wish to replace a file please email the file to the Reference Development Editor (email address to be found on the main screen).

Edit or view annotations on the contribution

Clicking the  annotation icon opens a form to add private or public notes to the contribution. Once there are viewable notes, the icon changes to .

- private notes are only visible for you
- public notes are visible for everyone

All private or public annotations that were made on a contribution appear below the form for new annotations.

Send an e-mail to Field Editor or Editor-in-Chief

Here you can send an e-mail directly to the Field Editor or Editor-in-Chief.

Change your address information

Use the link *address information* to update/complete your address details. When you have made changes, click the *Update!* Button.