

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 register. Do this by clicking the link 'Register' and then completing the relevant fields. Please note that the fields marked with a red asterisk **must** be completed. Please also make sure to complete the biographical field (Bio Statement). The information given here will appear next to the book presentation.

Register Login

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Search Catalog... Go

Register

Fill in this form to register with this press.

[Click here](#) if you are already registered with this or another press on this site.

Name

First Name * Middle Name Last Name *

The username must contain only lowercase letters, numbers, and hyphens/underscores.

Username *

Email

Email * Confirm Email *

[Privacy Statement](#)

Password

Password Repeat password

Country

Country *

User Details

Gender Salutation Suffix Initials

At the bottom of the registration page, please mark the role you are going to assume. Choose 'Author', and then click the button 'Register'.

Country

Country *

User Details

Gender Salutation Suffix Initials

URL Phone Fax

Reviewing interests

Affiliation

Bio Statement Mailing Address

(E.g., department and rank)

Signature

Register as

Chapter Author Author Submission Author

Confirmation

Send me a confirmation email including my username and password

[Cancel](#)

You can now log in via the Login link in the top right-hand corner.

Register **Login**

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Login

Username

Password

[Forgot your password?](#)

Remember my username and password

[Not a user? Register with this site](#) **Login**

In order to start the upload process, click the button 'Start a New Submission in AU Library Scholarly Publishing Services'.

Hello, nfrederiksen Help On Logout

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Dashboard

TASKS SUBMISSIONS

Start a New Submission in AU Library Scholarly Publishing Services

Tasks	Book Title
No Items	

On the first page ('1. Prepare'), a number of contractual requirements appear, which employees need to accept. Furthermore, you need to indicate whether the book is a monograph or an anthology/edited volume (here '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 or Other.

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Submit a Monograph

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

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.
- AU Library makes the platform available and maintains it technically; however, AU Library accepts no responsibility in terms of the content. It is a 100 % user-driven platform.
- In order to upload material to the platform, you must accept that there will be free, public access (Open Access) to the material.

To read the complete terms and agreements, click here!

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

Type of Book
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 Edited Volume

Series
If the book should also be considered for a series...

Select series... ▾

Submission Checklist
The following requirements for submissions to this press need to be completed and checked off before proceeding (comments to the editor can be added below).

The submission files is in a format ready for publishing.

Cover Note to Editor

Privacy Statement
The names and email addresses entered in this press site will be used exclusively for the stated purposes of this press and will not be made available for any other purpose or to any other party.

Cancel Save and continue

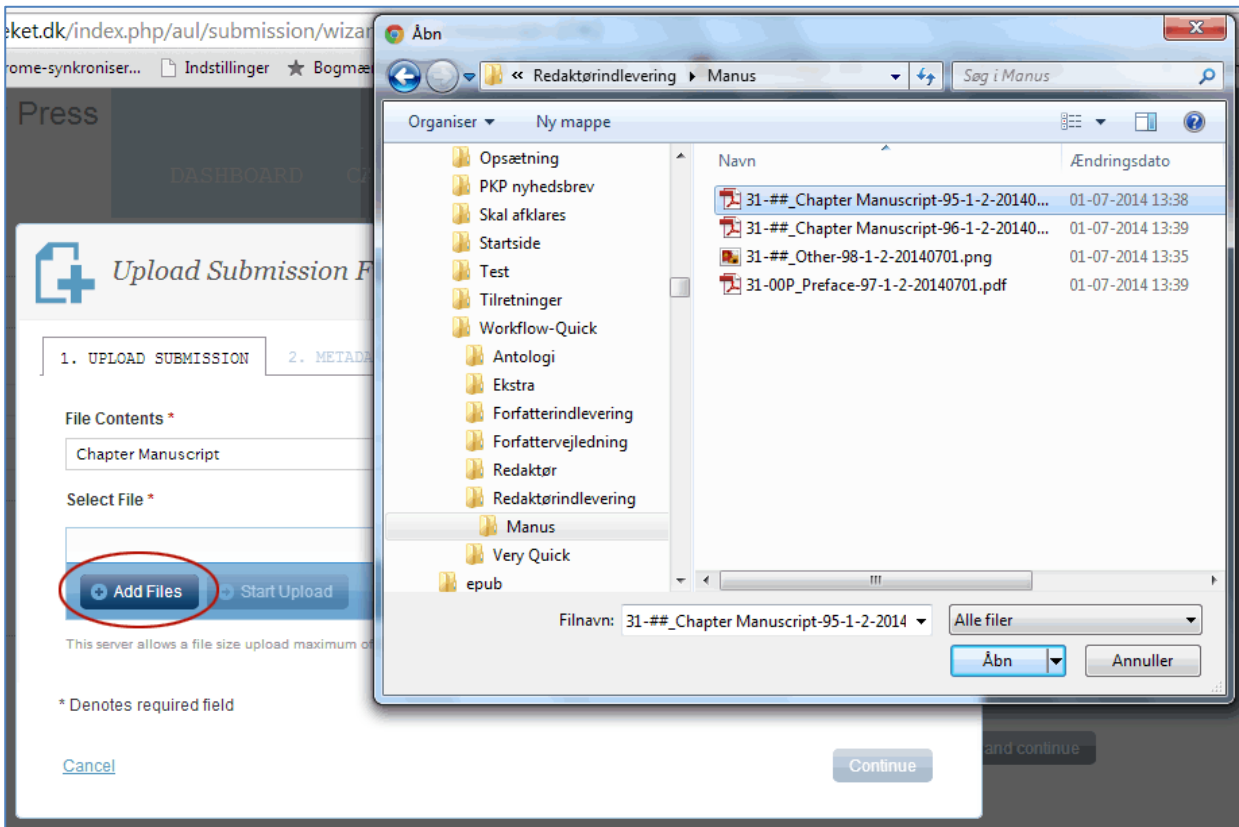
Click 'Save and continue', and the following window will appear. Here, you need to state the file's content (see the next image), then click the button 'Add Files' to fetch the file.

The screenshot shows a window titled "Upload Submission File" with a close button in the top right. Below the title bar is a progress indicator with three steps: "1. UPLOAD SUBMISSION" (active), "2. METADATA", and "3. FINISHING UP". The main content area is divided into two sections. The first section, "File Contents *", contains a dropdown menu labeled "Select book element" with a downward arrow icon on the right, which is circled in red. The second section, "Select File *", features a blue drag-and-drop area with the text "Drag files here." and a progress bar showing "0%" and "0 kb". A blue button with a plus sign and the text "Add Files" is circled in red. Below the drag area, a note states: "This server allows a file size upload maximum of 2M. If required, please contact [Niels Erik Frederiksen](#) for assistance." At the bottom left is a "Cancel" link, and at the bottom right is a "Continue" button. A legend below the main content area indicates "* Denotes required field".

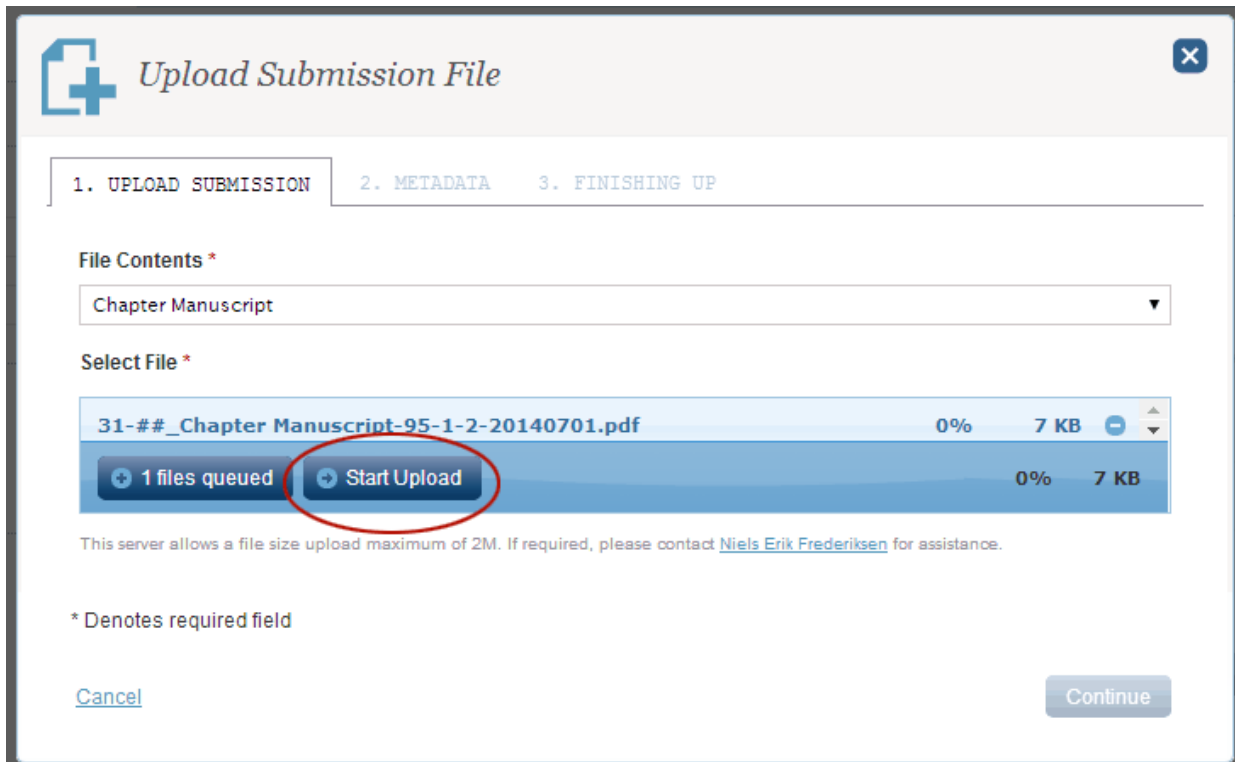
In connection with an edited volume, you will typically need to choose 'Chapter Manuscript', but a number of other designations are also available. If you need to upload a cover image at a later stage, it is recommended that you choose the designation 'Other'.

This screenshot shows the same "Upload Submission File" window, but the "File Contents *" dropdown menu is expanded. The list of options includes: "Select book element", "Appendix", "Bibliography", "Book Manuscript", "Chapter Manuscript" (highlighted in blue and circled in red), "Glossary", "Index", "Preface", "Prospectus", "Table", "Figure", "Photo", "Illustration", and "Other". The "Continue" button at the bottom right is visible.

The manuscript file can now be uploaded.



Remember to activate the button 'Start Upload',



and then click 'Continue'.

The screenshot shows a dialog box titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar, there are three tabs: "1. UPLOAD SUBMISSION" (active), "2. METADATA", and "3. FINISHING UP".

Under the "File Contents" section, there is a dropdown menu with "Chapter Manuscript" selected. Below that, the "Select File" section shows a file named "31-##_Chapter Manuscript-95-1-2-20140701.pdf" with a progress bar at 100% and a size of 7 KB. There are "Add Files" and "Start Upload" buttons. Below the file list, a note states: "This server allows a file size upload maximum of 2M. If required, please contact [Niels Erik Frederiksen](#) for assistance."

A legend indicates "* Denotes required field". At the bottom left is a "Cancel" link, and at the bottom right is a "Continue" button, which is circled in red.

In the next window, you need to name the file. This is not to be confused with the book's/chapter's title. It refers to the file name only. Then click 'Continue'.

The screenshot shows the same dialog box, now on the "2. METADATA" tab. The "Name the file (e.g., Smith Submission, Smith Table 1)" field is highlighted with a red circle and contains the text "Kapilet 1". Below this is a "Note to accompany file" text area.

The "File Information" section displays the following details:

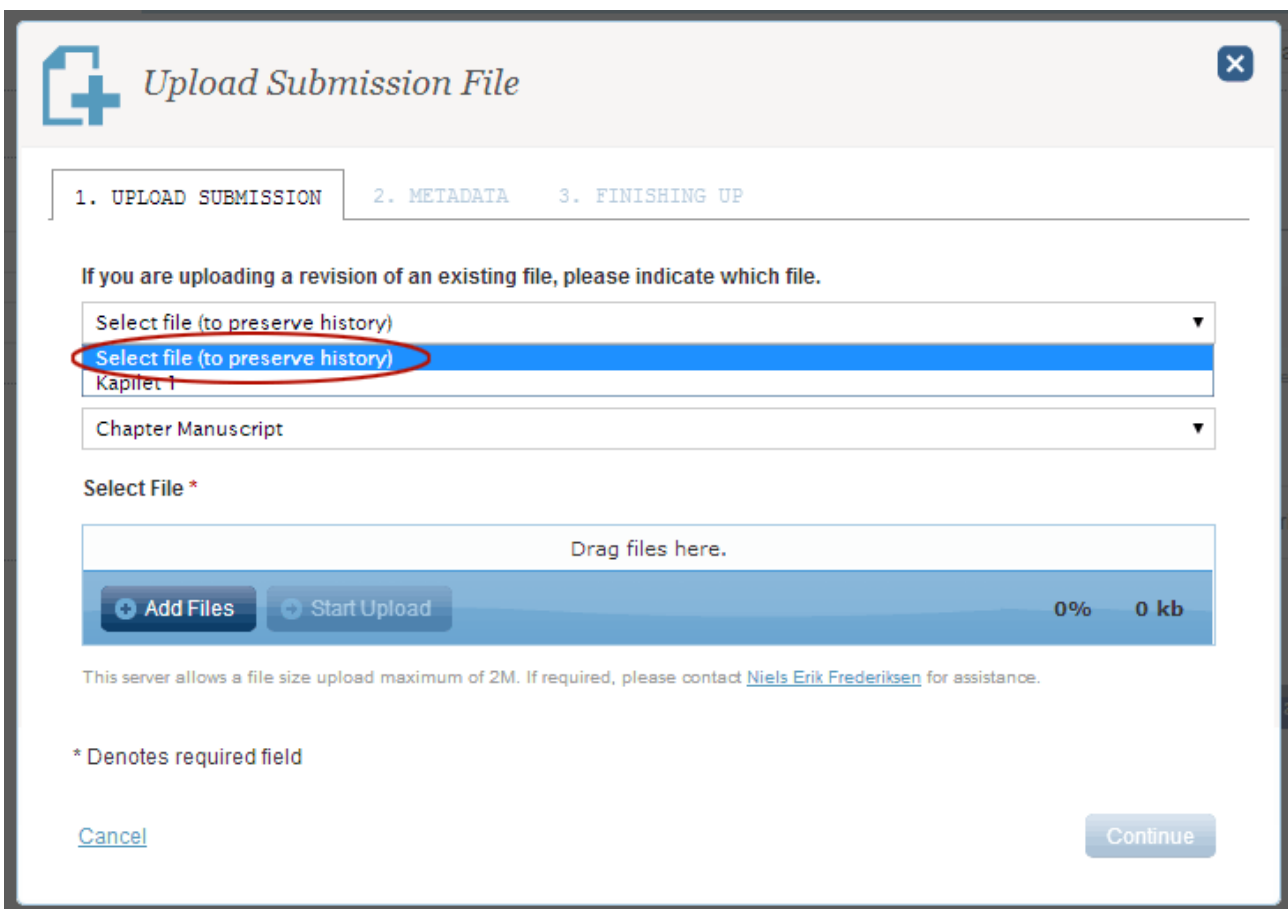
File Name	File Type
37-##_Chapter Manuscript-131-1-2-20140703.pdf	PDF
File Size	7KB

A legend indicates "* Denotes required field". At the bottom left is a "Cancel" link, and at the bottom right is a "Continue" button, which is circled in red.

Repeat the above workflow for each file you wish to upload (click 'Submit a New File').

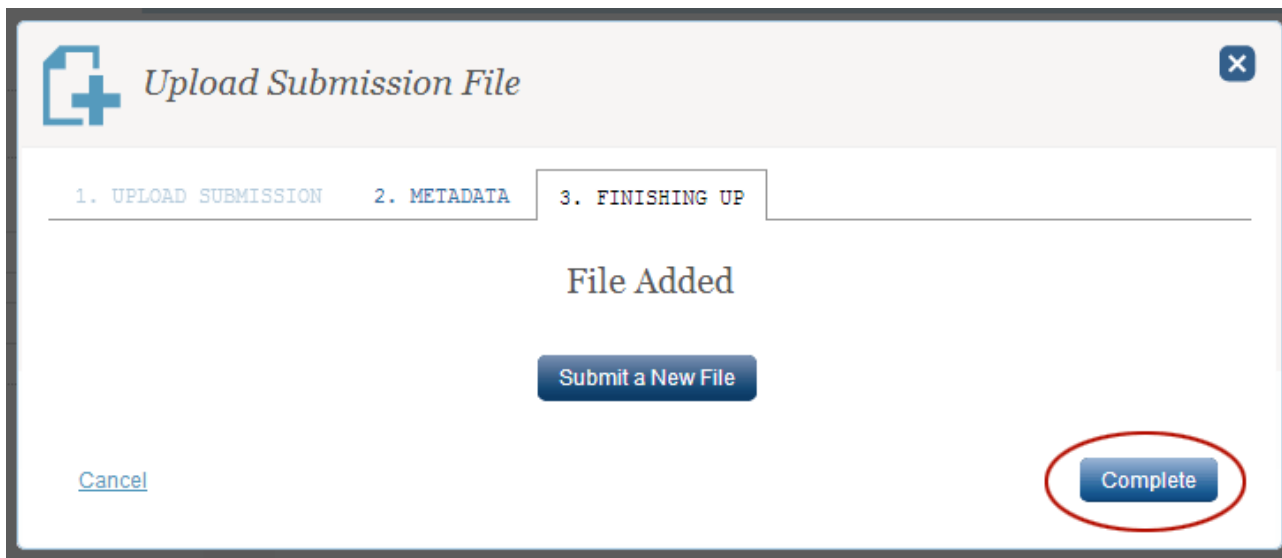


A new dropdown menu will appear for the subsequent file additions. Here, the names of previously uploaded file names are shown, and in order to avoid overwriting them, you need to choose 'Select file (to preserve history)'. Apart from this, the workflow is as described above.



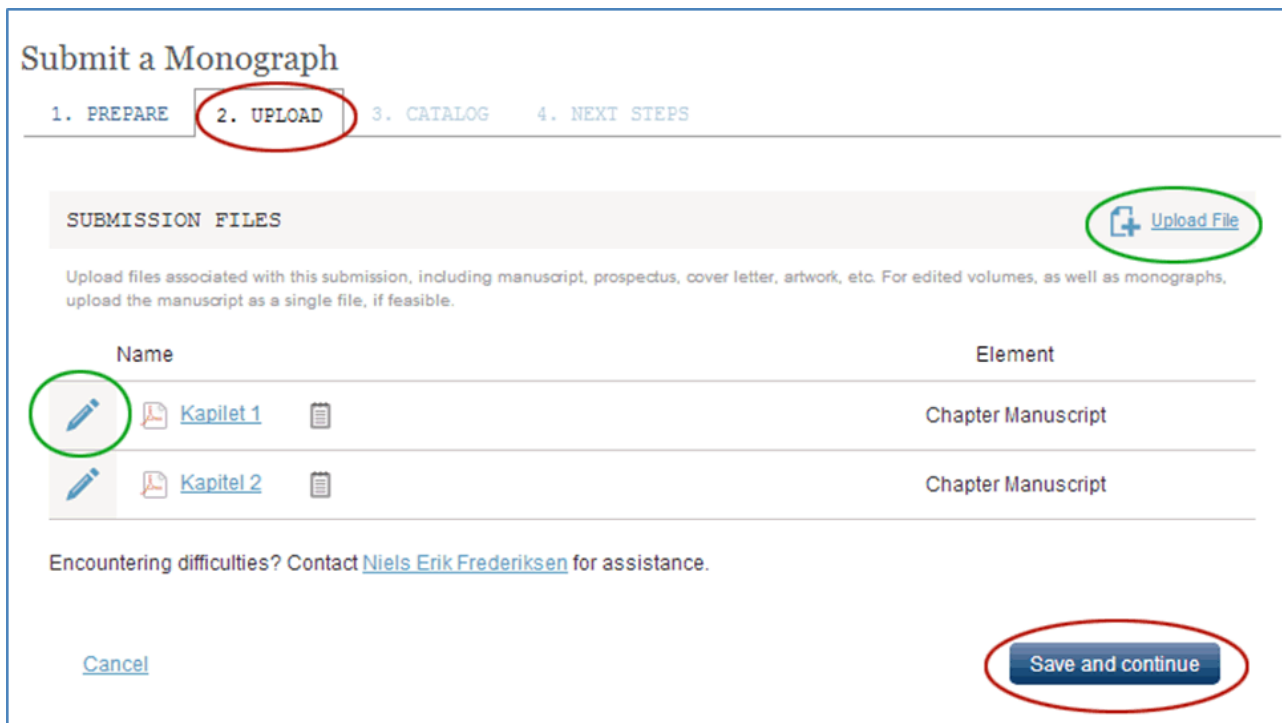
Finally, remember to upload the cover image.

Once all files have been uploaded, click 'Complete'.



All files are now accessible on the page '2. Upload'. Click 'Save and continue'.

If you want to delete one of the files, use the pencil icon next to the file name. And if you want to upload a new file, do this by using the link 'Upload File'.



We have now reached the page where the so-called metadata are to be entered, e.g. title, abstract, co-authors etc. It is very important to do this work thoroughly. All information will be registered in various search engines, so the more accurate and well-described the page's content is, the more visible the book will be on the Internet. A good abstract, in particular, helps increase visibility. It is recommended that the abstract be limited to between 500 and 1,000 characters.

Submit a Monograph

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

Title and Summary

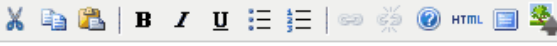
Prefix **Title ***

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 *



LIST OF CONTRIBUTORS [Order](#) [Add Contributor](#)

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.

Under 'List of Contributors', add the authors who have supplied chapters for the volume using the link 'Add Contributor'. The following window will appear (see below):

Add Contributor

Name

First Name * Middle Name Last Name *

Contact

Email *

Country

Country *

User Details

Suffix

URL

Affiliation

Bio Statement

(E.g., department and rank)

Contributor's role

Volume editor Chapter Author Translator Author Submission Author

Principal contact for editorial correspondence.

[Cancel](#)



* Denotes required field

This is an example of an expanded 'List of Contributors'.

LIST OF CONTRIBUTORS

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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.

Name	E-mail	Role	Primary Contact
 Inger M. Frederiksen	[REDACTED]	Author Submission	✓
 Niels Erik Frederiksen	nef@statsbiblioteket.dk	Chapter Author	

CHAPTERS

[Order](#) [Add Chapter](#)

You may list the chapters here, and assign contributors from the list of contributors, above. These contributors will be able to access the chapter during various stages of the publication process.

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'.

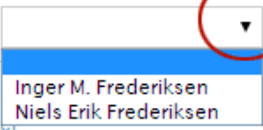
Here, you enter the title of the chapter and the relevant author. The author is added via the link 'Add Item', which gives access to the registered co-authors via the dropdown menu. Finally, click 'Save'.

Add Chapter

Title *
Kapilet 1 - Oversigt

Subtitle

ADD CONTRIBUTOR [Order](#) [Add Item](#)


Inger M. Frederiksen
Niels Erik Frederiksen

[Save](#)




* Denotes required field

The chapters have now been registered.

LIST OF CONTRIBUTORS

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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.

Name	E-mail	Role	Primary Contact
 Inger M. Frederiksen	ingermfrederiksen@gmail.com	Chapter Author	
 Niels Erik Frederiksen	nef@statsbiblioteket.dk	Chapter Author	

CHAPTERS

[Order](#) [Add Chapter](#)

You may list the chapters here, and assign contributors from the list of contributors, above. These contributors will be able to access the chapter during various stages of the publication process.

Name	E-mail	Role
 FORORD		
Inger M. Frederiksen		Chapter Author
 HØST		
Inger M. Frederiksen		Chapter Author
 TILBEREDNING		
Niels Erik Frederiksen	nef@statsbiblioteket.dk	Chapter Author

CATEGORIES

[Add Item](#)

Select one of the press's categories for which this work should be considered.

Further down the same page, you need to register which unit you are associated with at Aarhus University. Do this by selecting the link 'Add Item' and finding your department in the dropdown menu under 'Categories'.

The screenshot shows a web form titled 'CATEGORIES' with a '+ Add Item' button. Below the title is the instruction: 'Select one of the press's categories for which this work should be considered.' A dropdown menu is open, displaying a list of departments. The first item, 'Arts', is highlighted in blue. The list includes departments such as 'Culture and Society, Department of', 'Aesthetics and Communication, Department of', 'Education, Department of', 'Health', 'Biomedicine, Department of', 'Clinical Medicine, Department of', 'Dentistry, Department of', 'Forensic Medicine, Department of', 'Public Health, Department of', 'School of Business and Social Sciences AU Herning', 'Business Administration, Department of', 'Business Communication, Department of', 'Economics and Business, Department of', 'Law, Department of', 'Political Science and Government, Department of', 'Psychology and Behavioural Sciences, Department of', and 'Science and Technology'. To the left of the dropdown, there are labels for 'Covera', 'Chrono', 'Geo-sp', and 'Sample', each with a corresponding input field. To the right, there is a text box with the instruction: 'Coverage may include chronological periods (1920-1940, 17th century), you may use the sample coverage field to include a relevant example'.

At the bottom of the page, you can add additional metadata such as language and keywords. Remember: The more specific and detailed the metadata, the better the searchability of the book on the Internet. Once the relevant fields have been completed, click 'Finish Submission'.

Source
Is this submission derived from another resource? If so, you may enter a URL or description of that resource.

Rights
If you wish, you may enter a brief statement about the access rights held in or over this submission.

Additional Refinements
Add additional information for your submission. Press 'enter' after each term.

Languages

Subjects

Discipline(s)

Keywords

Supporting Agencies

[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.

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Submit a Monograph

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

Submission complete

Thank you for your interest in publishing with AU Library Scholarly Publication 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](#)

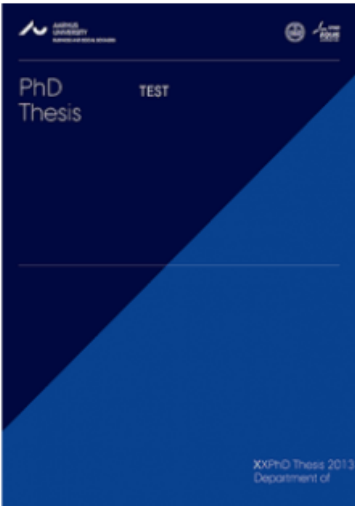
When the book is published, it will broadly appear in the following four ways:

Synopsis:

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PhD Thesis TEST

XXPHD Thesis 2013
Department of

Det grønne bord

Inger M. Frederiksen; Niels Erik Frederiksen

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Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi in sapien tincidunt felis adipiscing fringilla. Nam nec semper nisl, in lobortis neque. Donec eget nisi eget felis vestibulum tincidunt et in tortor. Sed sit amet venenatis justo, at bibendum est. Integer interdum lobortis quam vitae convallis. Morbi sit amet arcu interdum, rutrum arcu nec, euismod nunc. In adipiscing massa vel ultrices eleifend. Nam vestibulum elementum molestie. Sed pellentesque placerat urna vel dapibus. Donec eget posuere magna, non vehicula diam.

Ut id ullamcorper risus, at posuere eros. In sagittis lacinia ultricies. Integer turpis massa, suscipit et euismod sed, venenatis ut mauris. Curabitur facilisis neque id nisl consequat porttitor. Praesent eu nunc a risus vulputate semper eu eget nibh. Aenean pellentesque elementum mauris, et tincidunt nunc adipiscing vel. Cras vel hendrerit libero. Aliquam tristique vel magna nec sagittis.

About the Author: **Inger M. Frederiksen**

Ut id ullamcorper risus, at posuere eros. In sagittis lacinia ultricies. Integer turpis massa, suscipit et euismod sed, venenatis ut mauris. Curabitur facilisis neque id nisl consequat porttitor.

About the Author: **Niels Erik Frederiksen**

Praesent eu nunc a risus vulputate semper eu eget nibh. Aenean pellentesque elementum mauris, et tincidunt nunc adipiscing vel. Cras vel hendrerit libero. Aliquam tristique vel magna nec sagittis.


▼ **Publication Info**

Added 2014-07-04
Date of first publication: 2014
Series: [Anthologies](#)

▶ **Related categories**

Contents:

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Inger M. Frederiksen; Niels Erik Frederiksen

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Inger M. Frederiksen

Høst
Inger M. Frederiksen

Tilberedning
Niels Erik Frederiksen

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| Tilberedning | Download  |

▼ Publication Info

Added 2014-07-04
Date of first publication: 2014
Series: [Anthologies](#)

▶ Related categories

Share this:

The screenshot shows a digital library interface with a dark blue header. In the top right corner, there are links for "Register" and "Login". The main navigation bar includes "HOME", "CATALOG", "ABOUT", and "HOW TO?". A search bar with the text "Search Catalog..." and a "Go" button is located in the top right. The main content area features a book cover on the left and a detailed record on the right. The book cover is dark blue with a diagonal split and contains the text "PhD Thesis TEST" and "XXPHD Thesis 2013 Department of". The book record on the right has the title "Det grønne bord" by "Inger M. Frederiksen; Niels Erik Frederiksen". Below the title are tabs for "SYNOPSIS", "CONTENTS", "DOWNLOAD", and "SHARE THIS". A social sharing bar includes icons for Facebook, Twitter, Email, Print, and a plus sign, followed by a counter showing "0". Below the record, there is a section for "Publication Info" with the following details: "Added 2014-07-04", "Date of first publication: 2014", and "Series: [Anthologies](#)". A "Related categories" section is also visible.

Niels Erik Frederiksen 2014