

# Guidelines for employees at Aarhus University who want to upload manuscripts/monographs

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](#)

HOME CATALOG ABOUT ▾ HOW TO? ▾

Search Catalog...

**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**

HOME CATALOG ABOUT ▾ HOW TO? ▾

Search Catalog... Go

## Login

Username  
[input field]

Password  
[input field]

[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

DASHBOARD CATALOG ABOUT ▾ HOW TO? ▾

Search Catalog... Go

## 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 must accept. Furthermore, you need to indicate whether the book is a monograph or an anthology/edited volume. These guidelines refer to the upload of monographs only. As regards upload of edited volumes, please see: [“Guidelines for employees at Aarhus University who want to upload an edited volume with contributions from several authors, e.g. proceedings or anthologies”](#).

Under the dropdown menu 'Series', choose between Anthologies, PhD theses, Proceedings, Reports and Working Papers.

DASHBOARD CATALOG ABOUT ▾ HOW TO? ▾

Search Catalog... Go

### 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.

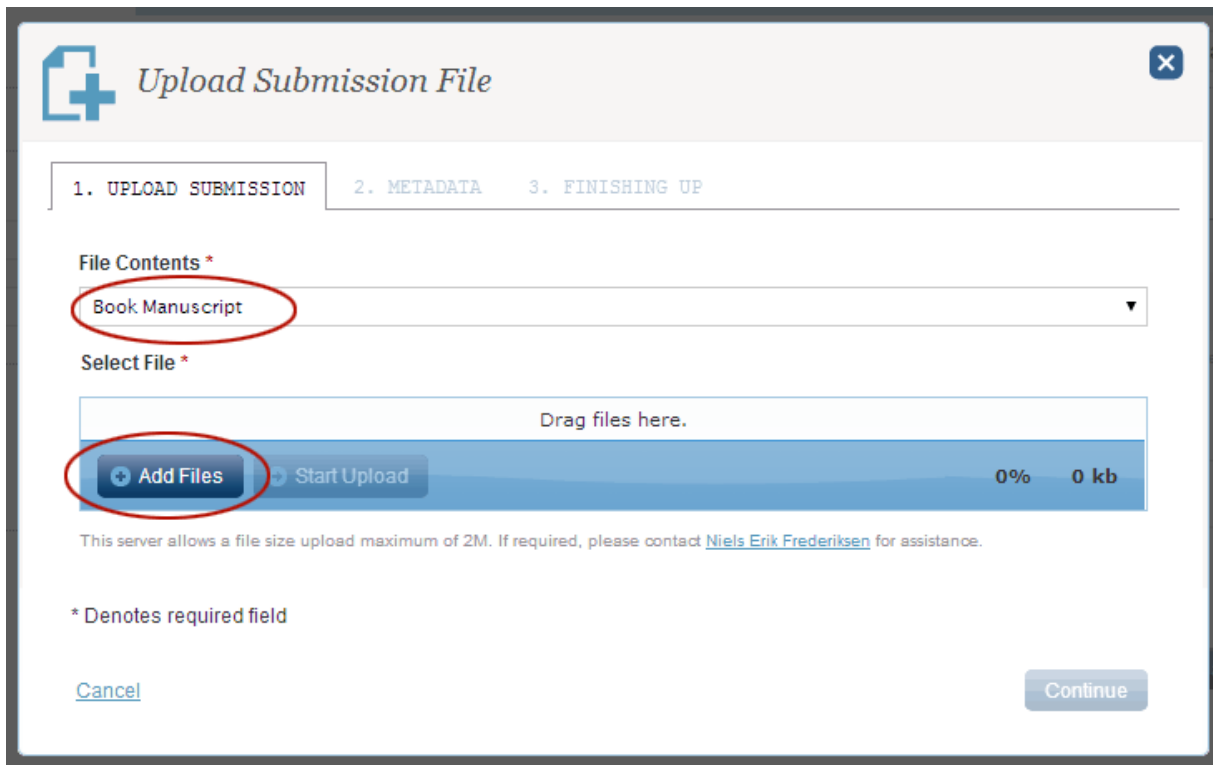
**Cover Note to Editor**

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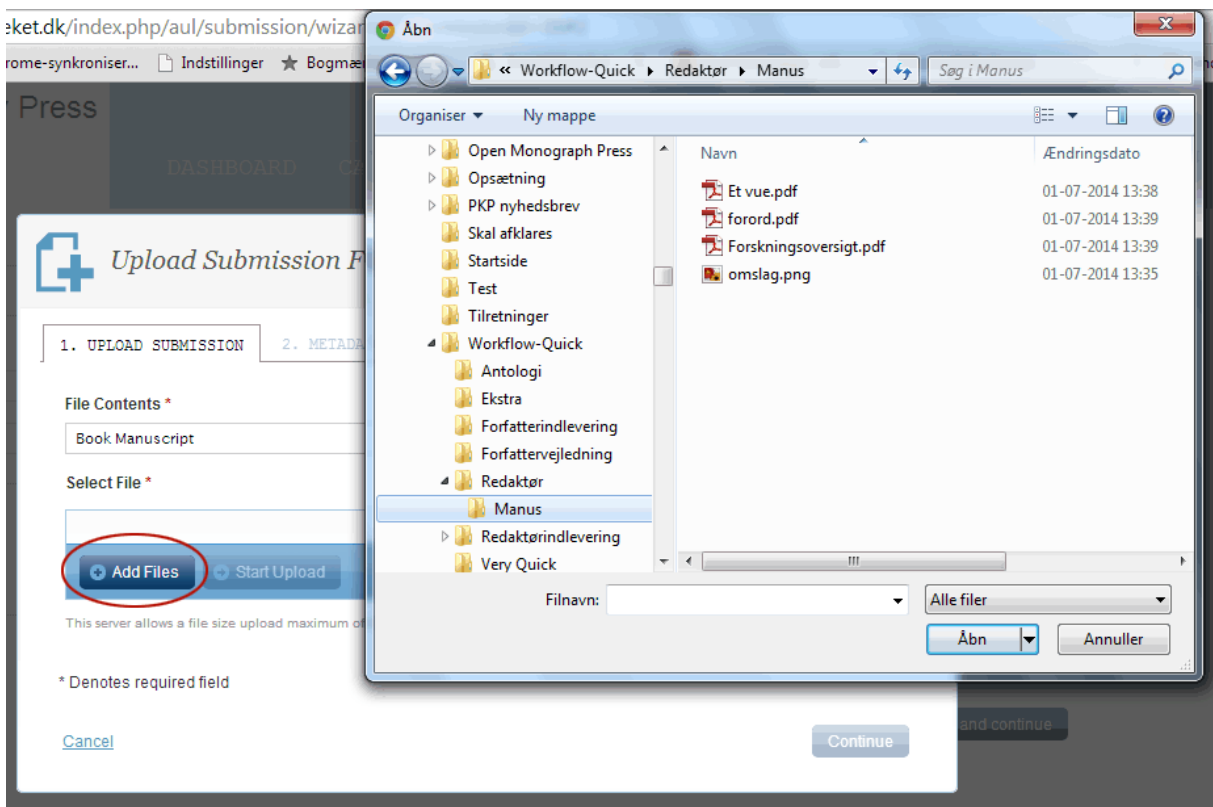
**Privacy Statement**  
The names and email addresses entered in this press site will be used exclusively for the stated purposes of this press and will not be made available for any other purpose or to any other party.

[Cancel](#) [Save and continue](#)

Click 'Save and continue', and the following window will appear.



You then need to indicate what the file contains. Is it a book, a chapter, an image or something completely different? Then upload the file via the button 'Add Files'.



Choose the relevant file, click 'Start Upload',

**Upload Submission File**

1. UPLOAD SUBMISSION 2. METADATA 3. FINISHING UP

**File Contents \***  
Book Manuscript

**Select File \***

Forskningsoversigt.pdf	0%	7 KB	
+ 1 files queued			
Start Upload	0%	7 KB	

This server allows a file size upload maximum of 2M. If required, please contact [Niels Erik Frederiksen](#) for assistance.

\* Denotes required field

[Cancel](#) [Continue](#)

and then click 'Continue'.

**Upload Submission File**

1. UPLOAD SUBMISSION 2. METADATA 3. FINISHING UP

**File Contents \***  
Book Manuscript

**Select File \***

Forskningsoversigt.pdf	100%	7 KB	✓
+ Add Files			
Start Upload	100%	7 KB	

This server allows a file size upload maximum of 2M. If required, please contact [Niels Erik Frederiksen](#) for assistance.

\* Denotes required field

[Cancel](#) [Continue](#)

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

**Upload Submission File**

1. UPLOAD SUBMISSION | 2. METADATA | 3. FINISHING UP

Name the file (e.g., Smith Submission, Smith Table 1) \*

Manuskript

Note to accompany file

File Information

<b>File Name</b>	<b>File Type</b>
36-99Z_Book Manuscript-129-1-2-20140702.pdf	PDF
<b>File Size</b>	
7KB	

\* Denotes required field

[Cancel](#) **Continue**

After that, click 'Complete'.

**Upload Submission File**

1. UPLOAD SUBMISSION | 2. METADATA | 3. FINISHING UP

File Added

**Submit a New File**

[Cancel](#) **Complete**

The file is now accessible on the page '2. Upload'. If you want to delete the file, 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'. Then click 'Save and continue'.

DASHBOARD CATALOG ABOUT ▾ HOW TO? ▾




Search Catalog... Go

## Submit a Monograph

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

SUBMISSION FILES [Upload File](#)

Upload files associated with this submission, including manuscript, prospectus, cover letter, artwork, etc. For edited volumes, as well as monographs, upload the manuscript as a single file, if feasible.

Name	Element
  <a href="#">Manuskript</a> 	Book Manuscript

Encountering difficulties? Contact [Niels Erik Frederiksen](#) for assistance.

[Cancel](#) [Save and continue](#)



We have now reached the page where the so-called metadata are to be entered, e.g. title, abstract, any 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.

If several authors have contributed to the manuscript, add them via the link 'Add Contributor'.

Hello, nfrederiksen [Help On](#) [Logout](#)

DASHBOARD
CATALOG
ABOUT ▾
HOW TO? ▾

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## 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 \*

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**B** *I* U ☰ ☷
🔗 🌐 📄 HTML 🖨

### 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.

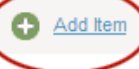
Name	E-mail	Role	Primary Contact
<span style="font-size: 0.8em; margin-right: 5px;">✎</span> <span>Inger M. Frederiksen</span>		Author	✓

### CATEGORIES

+ [Add Item](#)

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'.

Name	E-mail	Role	Primary Contact
 Inger M. Frederiksen	ingermfrederiksen@gmail.com	Author	

**CATEGORIES** 

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

- 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
- Science and Technology

**Coverage**  
The folk and geo from you

**Chrono**

**Geo-sp**

**Sample**

**Type**  
The submission type is usually one of 'image', 'text', or other multimedia types including 'software' or 'interactive'. Please choose the one most relevant for your submission. Examples may be found at <http://dublincore.org/documents/2001/04/12/usageguide/generic.shtml#type>

**Type**

**Submission Subject**  
Please describe your submission using a few key phrases. You may refine the subject with specific keywords in a latter part of the form.

**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.

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](#) **Finish Submission**

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.

The screenshot shows a web interface for submitting a monograph. At the top, there is a dark blue navigation bar with the text "Hello, nfrederiksen", "Help On", and "Logout". Below this is a secondary navigation bar with "DASHBOARD", "CATALOG", "ABOUT", and "HOW TO?". A search bar with "Search Catalog..." and a "Go" button is located on the right. The main content area is titled "Submit a Monograph" and features a progress bar with four steps: "1. PREPARE", "2. UPLOAD", "3. CATALOG", and "4. NEXT STEPS". The "4. NEXT STEPS" step is highlighted with a red oval. Below the progress bar, the text "Submission complete" is displayed, followed by a thank you message: "Thank you for your interest in publishing with AU Library Scholarly Publication Services." A section titled "What Happens Next?" explains that the press has been notified and a confirmation email has been sent. It also lists actions the user can take: "Review this submission", "Create a new submission", and "Return to your dashboard".

Hello, nfrederiksen Help On Logout

DASHBOARD CATALOG ABOUT HOW TO?

Search Catalog... Go

## 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?

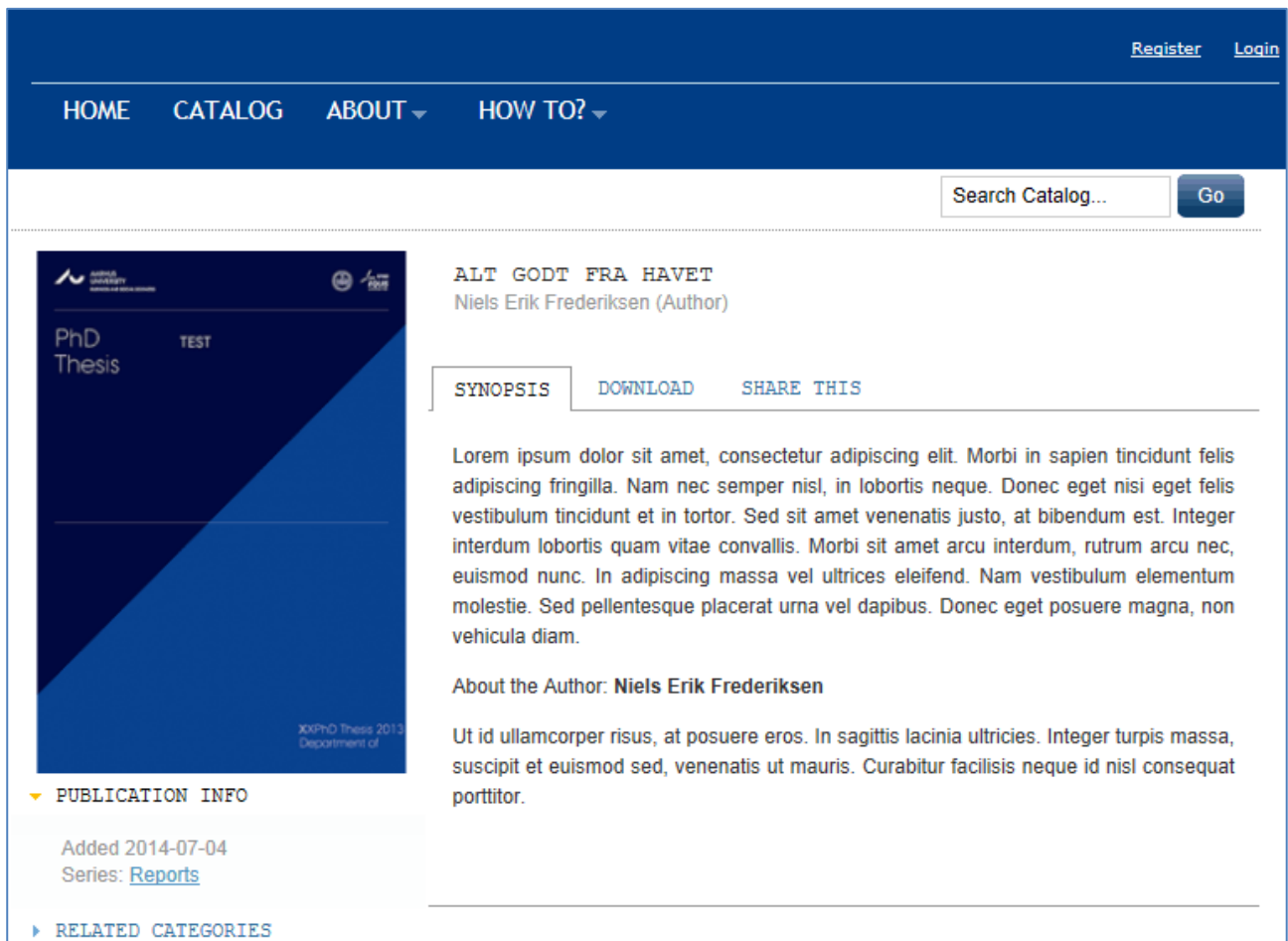
The press has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

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 three ways:

Synopsis:



The screenshot shows a library catalog interface. At the top right, 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 upper right. The main content area features a book cover on the left and a synopsis 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 synopsis is titled 'ALT GODT FRA HAVET' by 'Niels Erik Frederiksen (Author)'. Below the title are tabs for 'SYNOPSIS', 'DOWNLOAD', and 'SHARE THIS'. The synopsis text is a placeholder: '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.' Below the synopsis is an 'About the Author' section for 'Niels Erik Frederiksen' with another placeholder text: '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.' On the left side, there is a 'PUBLICATION INFO' section with the text 'Added 2014-07-04' and 'Series: Reports'. At the bottom left, there is a 'RELATED CATEGORIES' section.

Register Login

HOME CATALOG ABOUT HOW TO?

Search Catalog... Go

PhD Thesis TEST

XXPHD Thesis 2013  
Department of

ALT GODT FRA HAVET  
Niels Erik Frederiksen (Author)

SYNOPSIS DOWNLOAD SHARE THIS

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.

About the Author: **Niels Erik 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.

PUBLICATION INFO

Added 2014-07-04  
Series: [Reports](#)

RELATED CATEGORIES


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Search Catalog... [Go](#)


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**ALT GODT FRA HAVET**  
Niels Erik Frederiksen (Author)

[SYNOPSIS](#) [DOWNLOAD](#) [SHARE THIS](#)

Please note: In order to purchase items, you will need to log in first. Selecting an item to purchase will direct you to the login page. Any item marked with an Open Access icon may be downloaded free of charge, without logging in.

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**ALT GODT FRA HAVET**  
Niels Erik Frederiksen (Author)

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