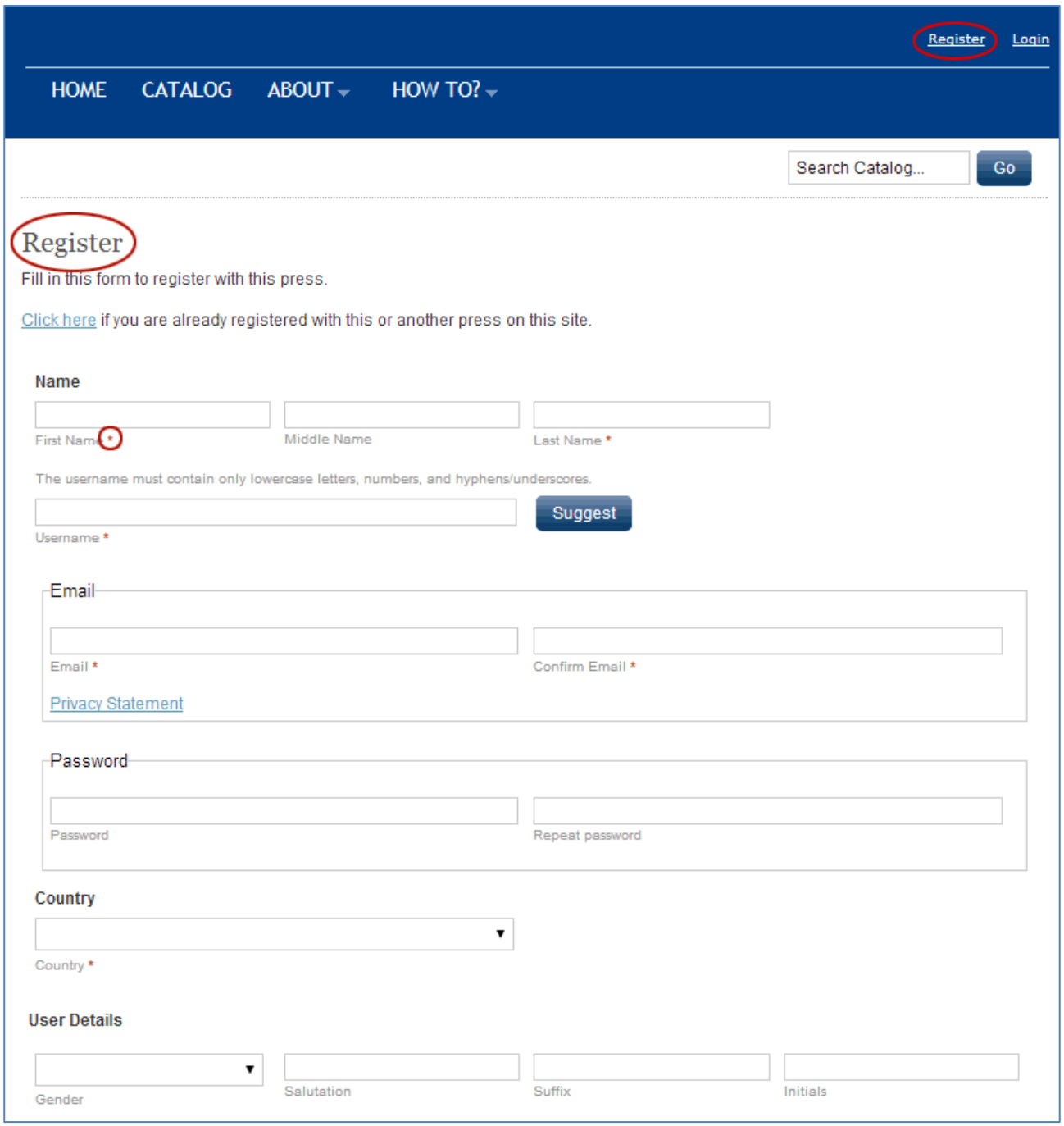
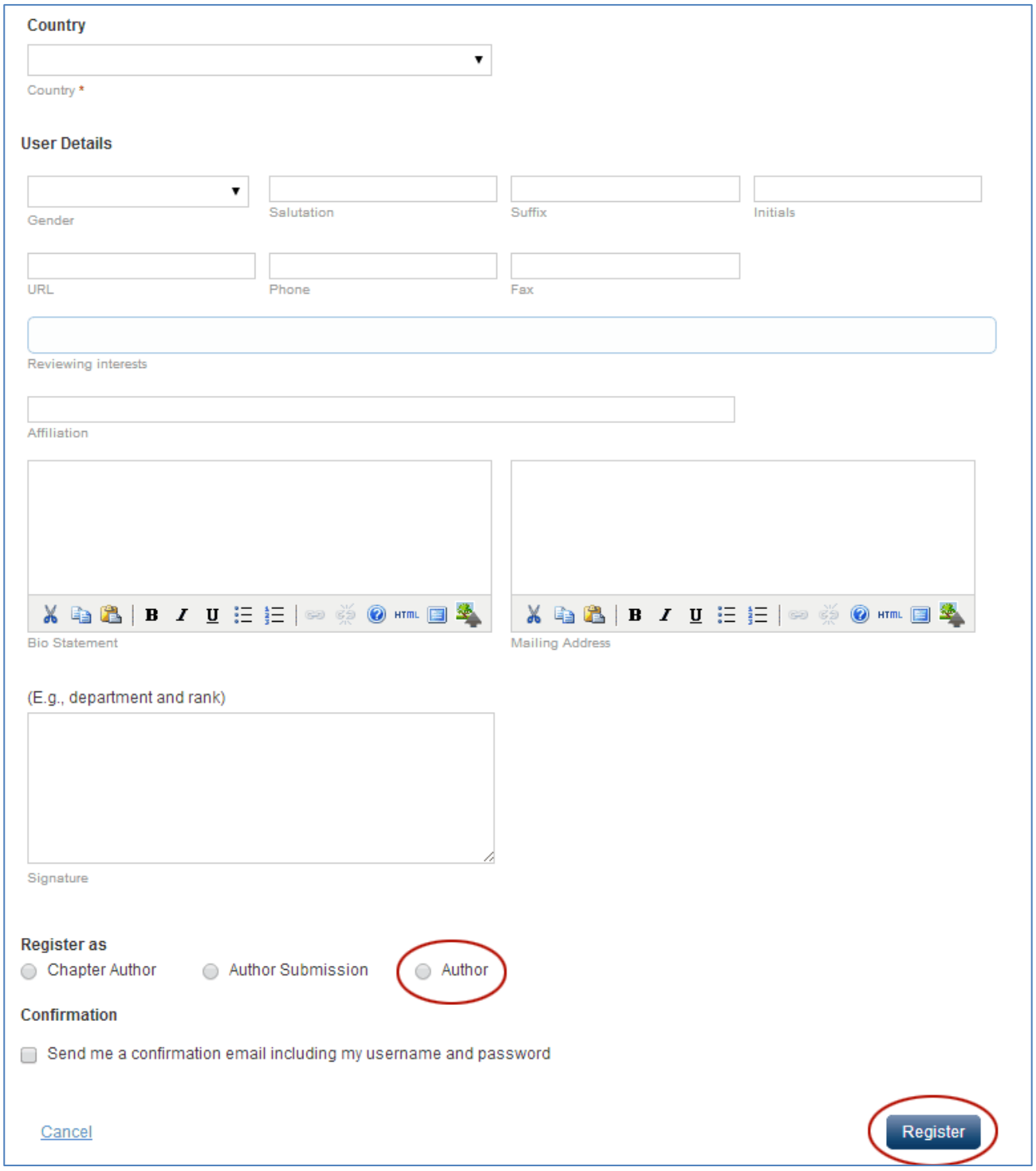
Guidelines for employees at Aarhus University who want to upload manuscripts/monographs

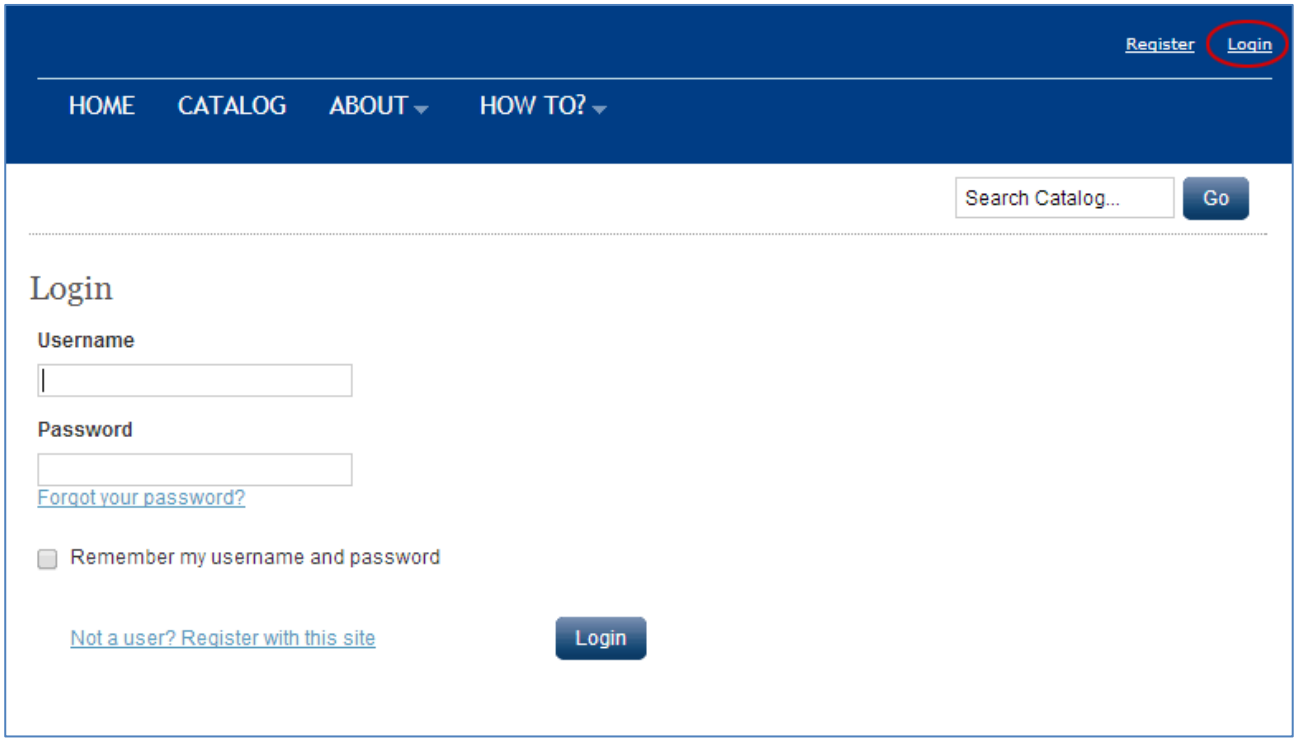
In order to be able to upload manuscripts to *AU Library Scholarly Publishing Services*, you first need to register. Do this by clicking the link 'Register' and then completing the relevant fields. Please note that the fields marked with a red asterisk **must** be completed. Please also make sure to complete the biographical field (Bio Statement). The information given here will appear next to the book presentation.



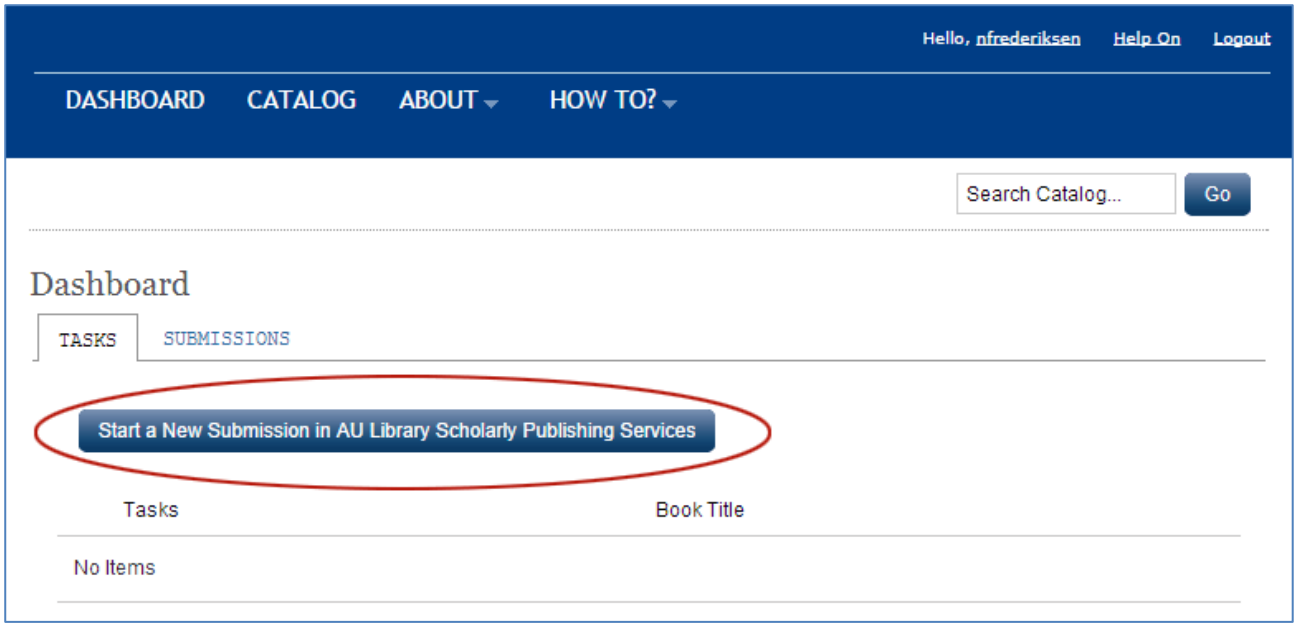
At the bottom of the registration page, please mark the role you are going to assume. Choose 'Author', and then click the button 'Register'.



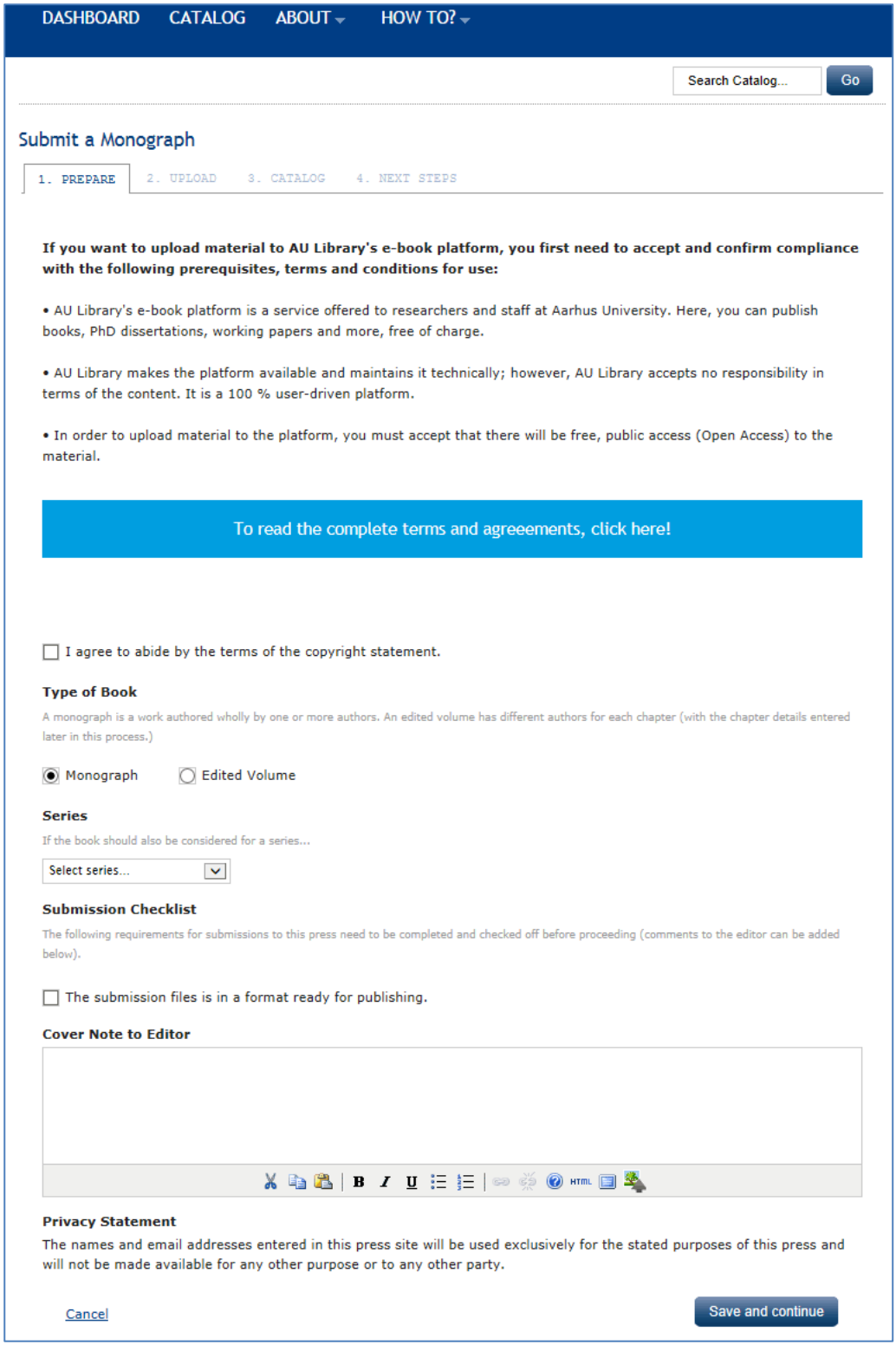
You can now log in via the Login link in the top right-hand corner.



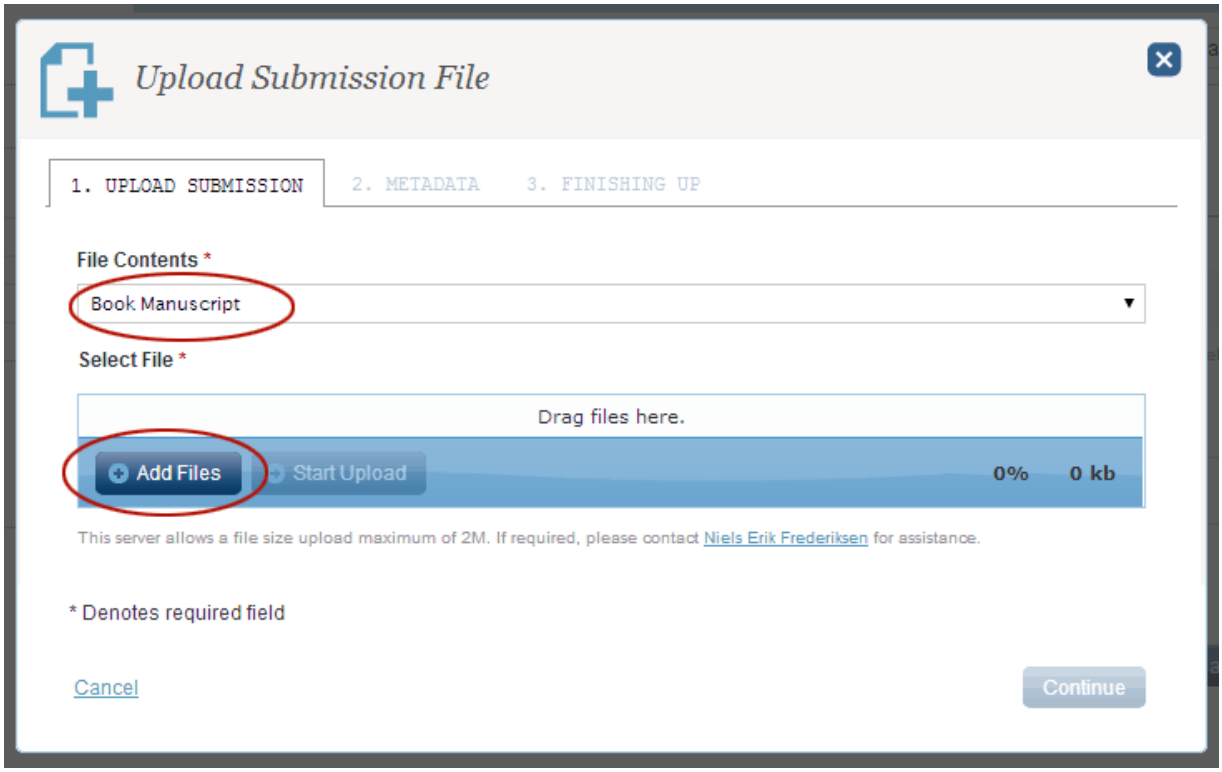
In order to start the upload process, click the button 'Start a New Submission in AU Library Scholarly Publishing Services'.



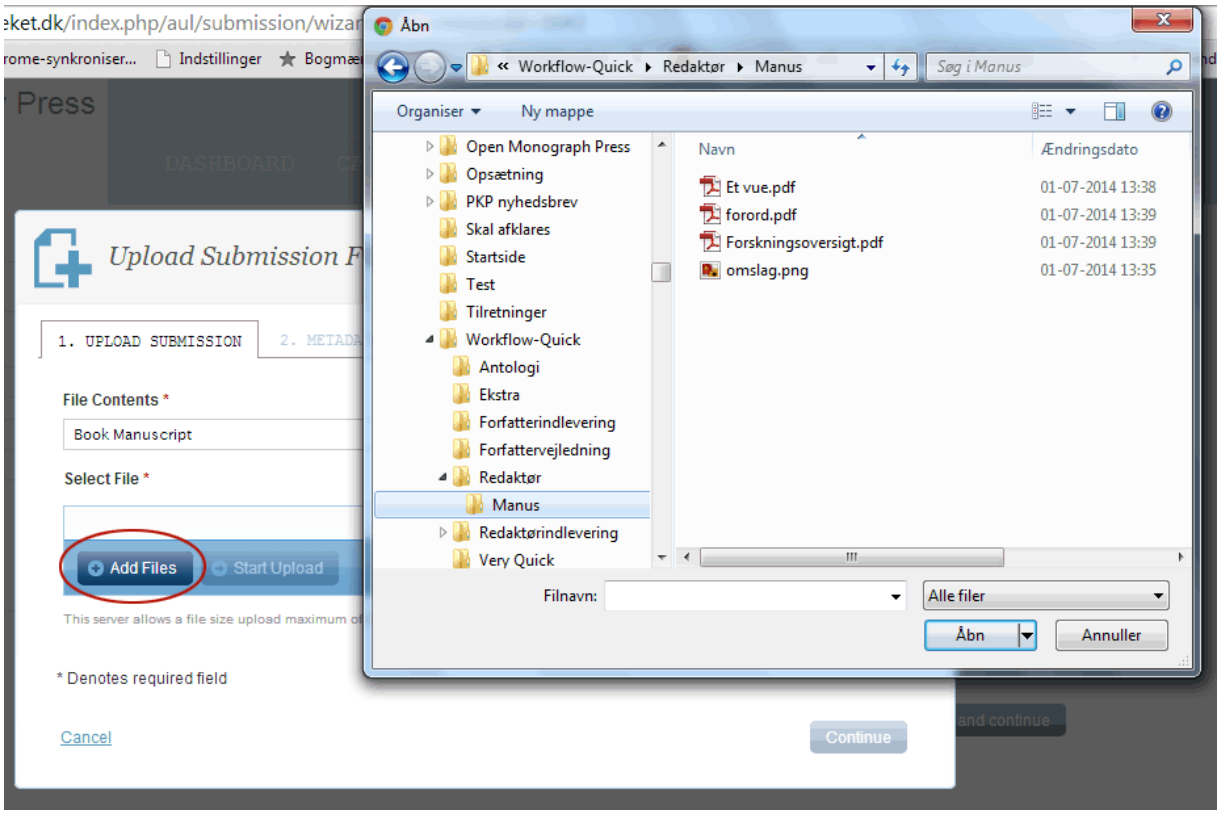
On the first page ('1. Prepare'), a number of contractual requirements appear, which employees must accept. Furthermore, you need to indicate whether the book is a monograph or an anthology/edited volume. These guidelines refer to the upload of monographs only. As regards upload of edited volumes, please 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.



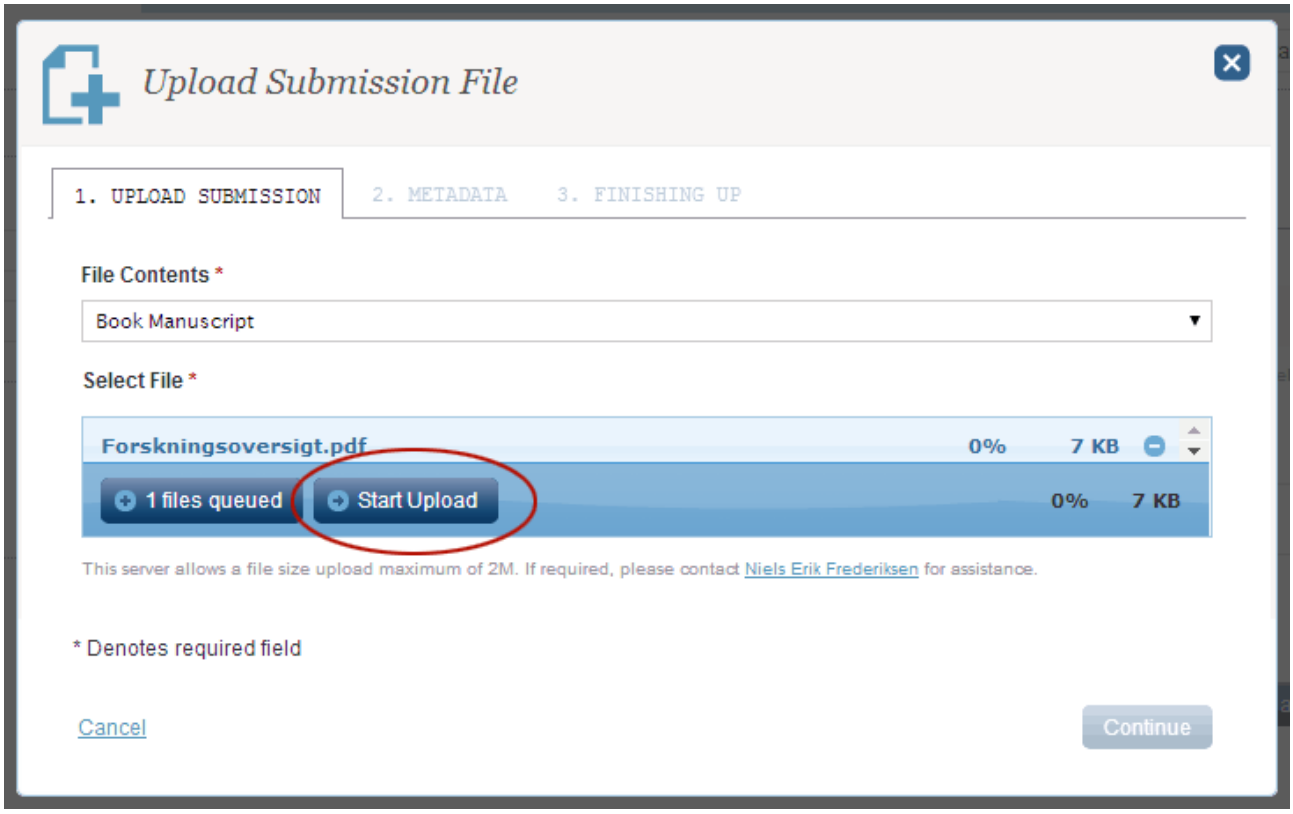
Click 'Save and continue', and the following window will appear.



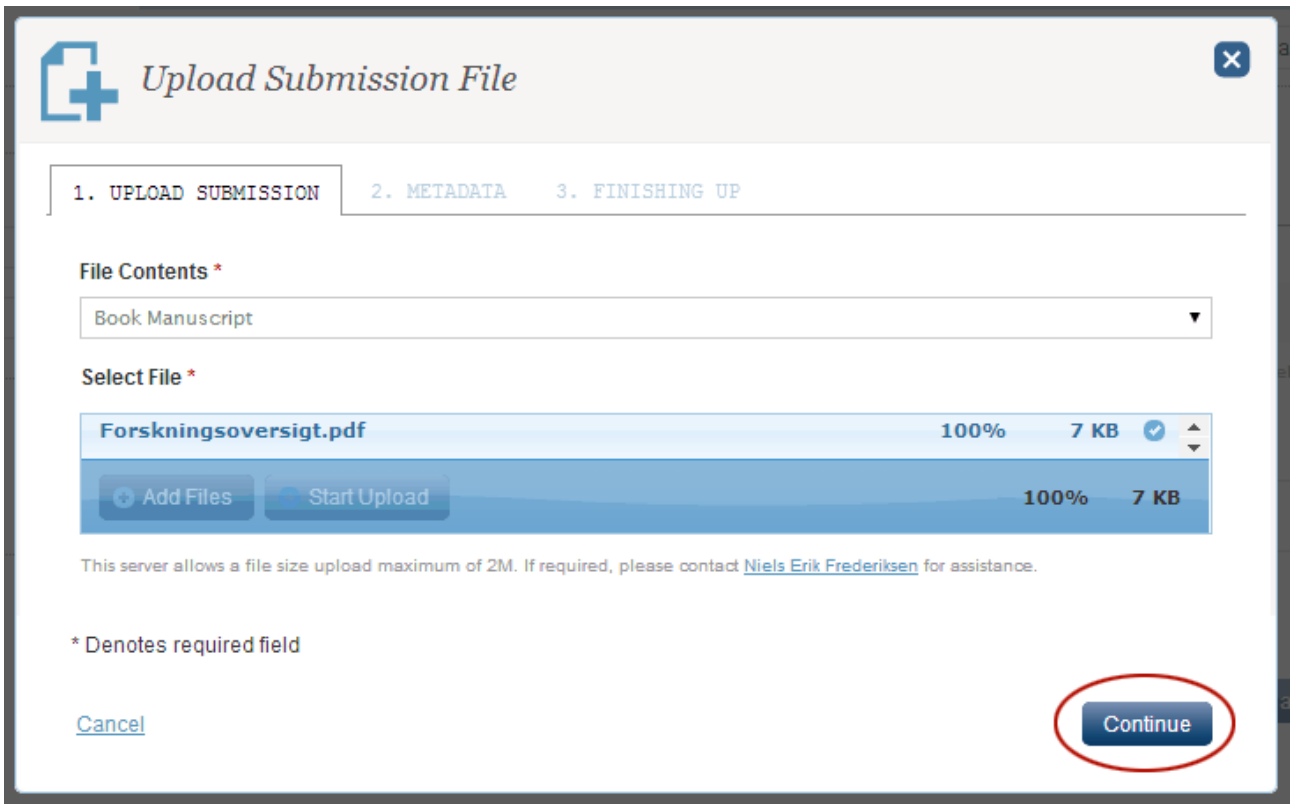
You then need to indicate what the file contains. Is it a book, a chapter, an image or something completely different? Then upload the file via the button 'Add Files'.



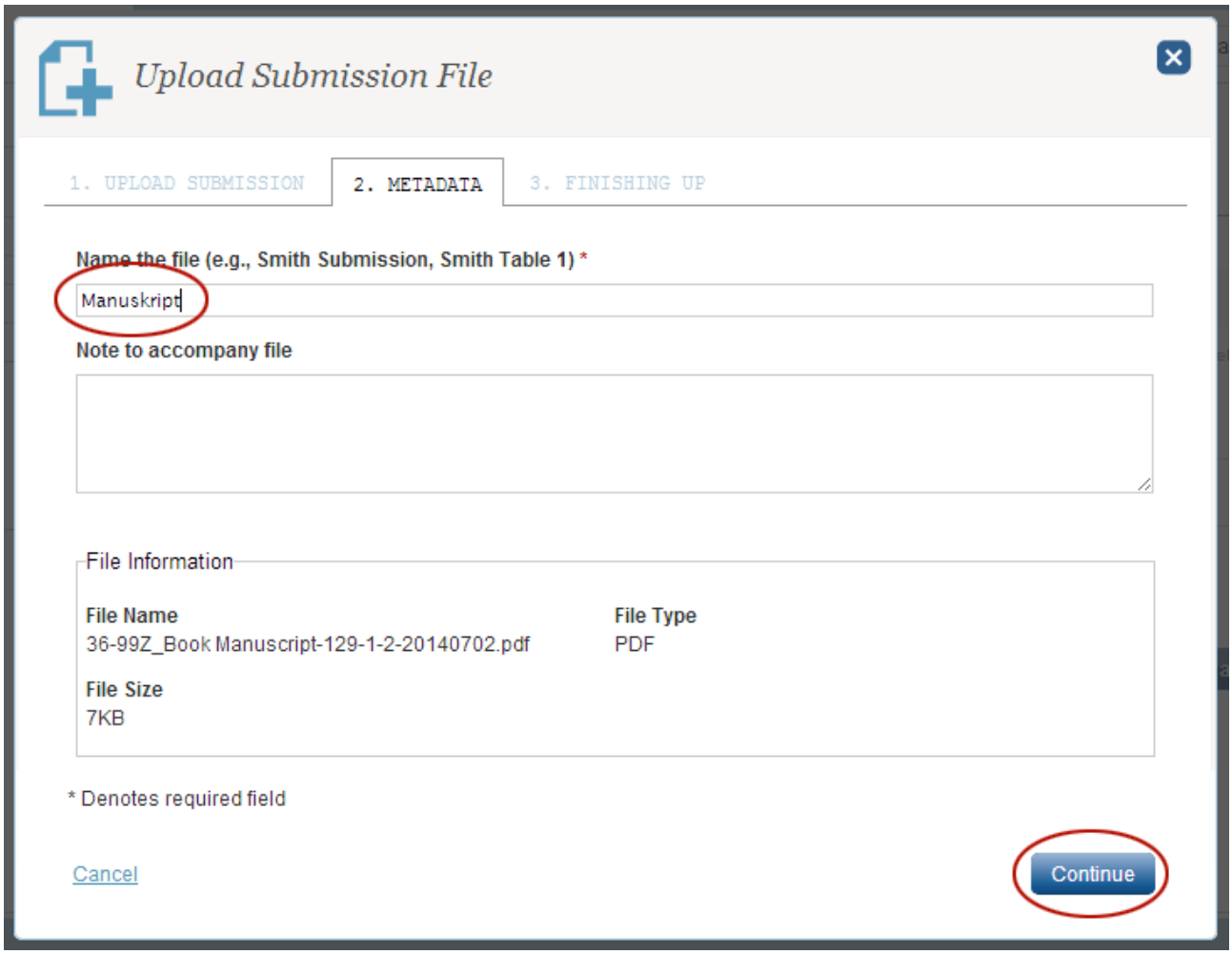
Choose the relevant file, click 'Start Upload',



and then click 'Continue'.

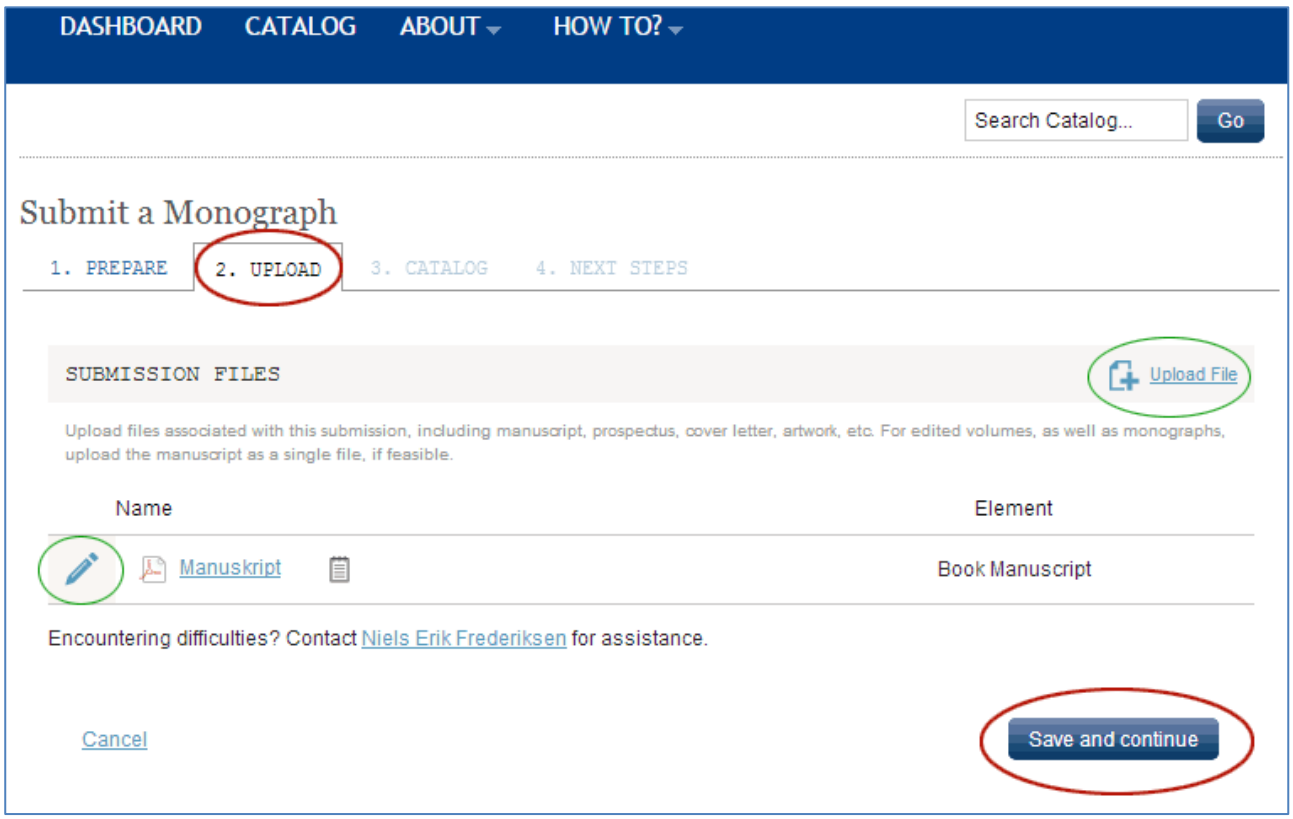


In the next window, you need to name the file. This is not to be confused with the book's title. It refers to the file name only. Then click 'Continue'.

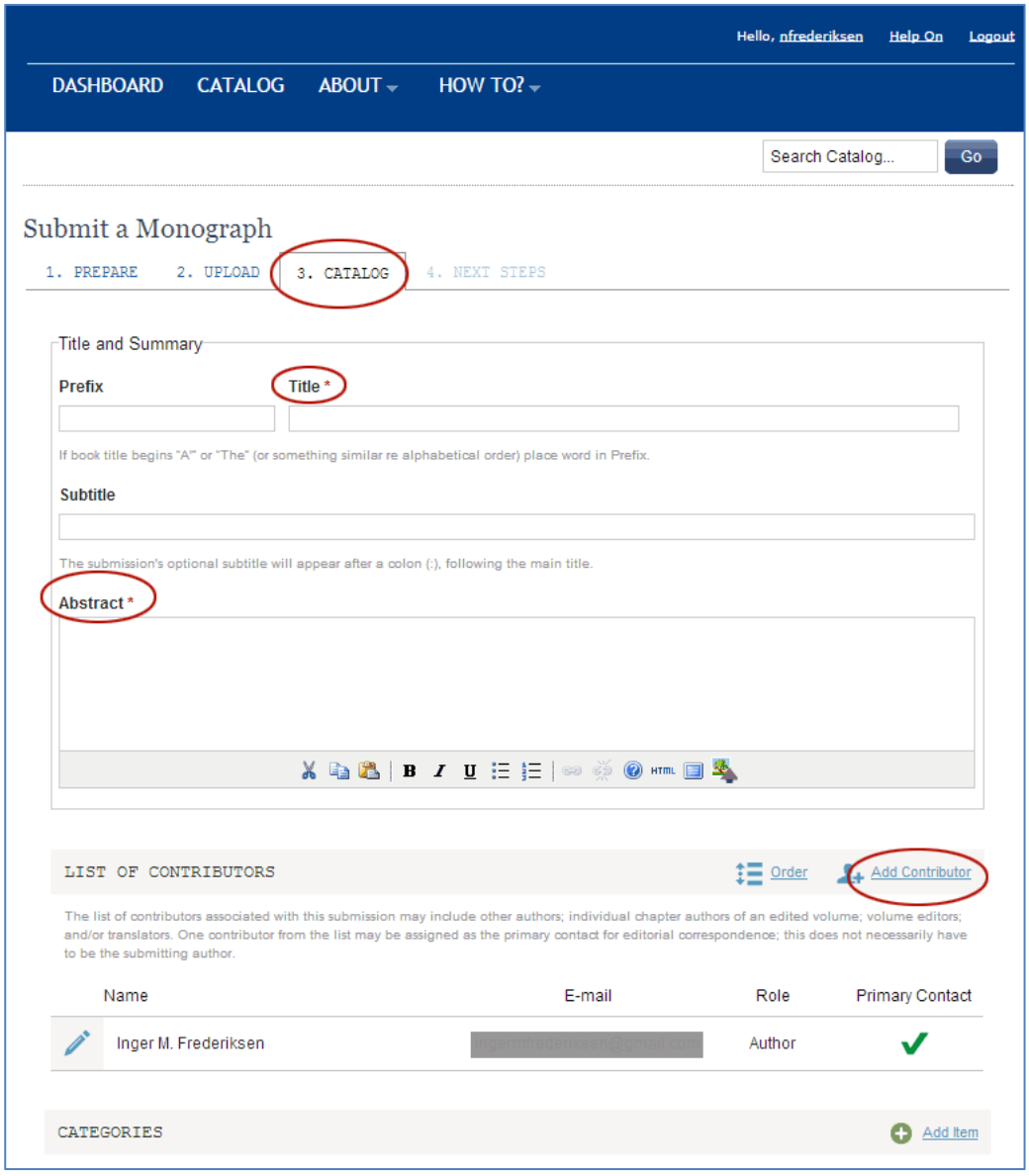


After that, click 'Complete'.

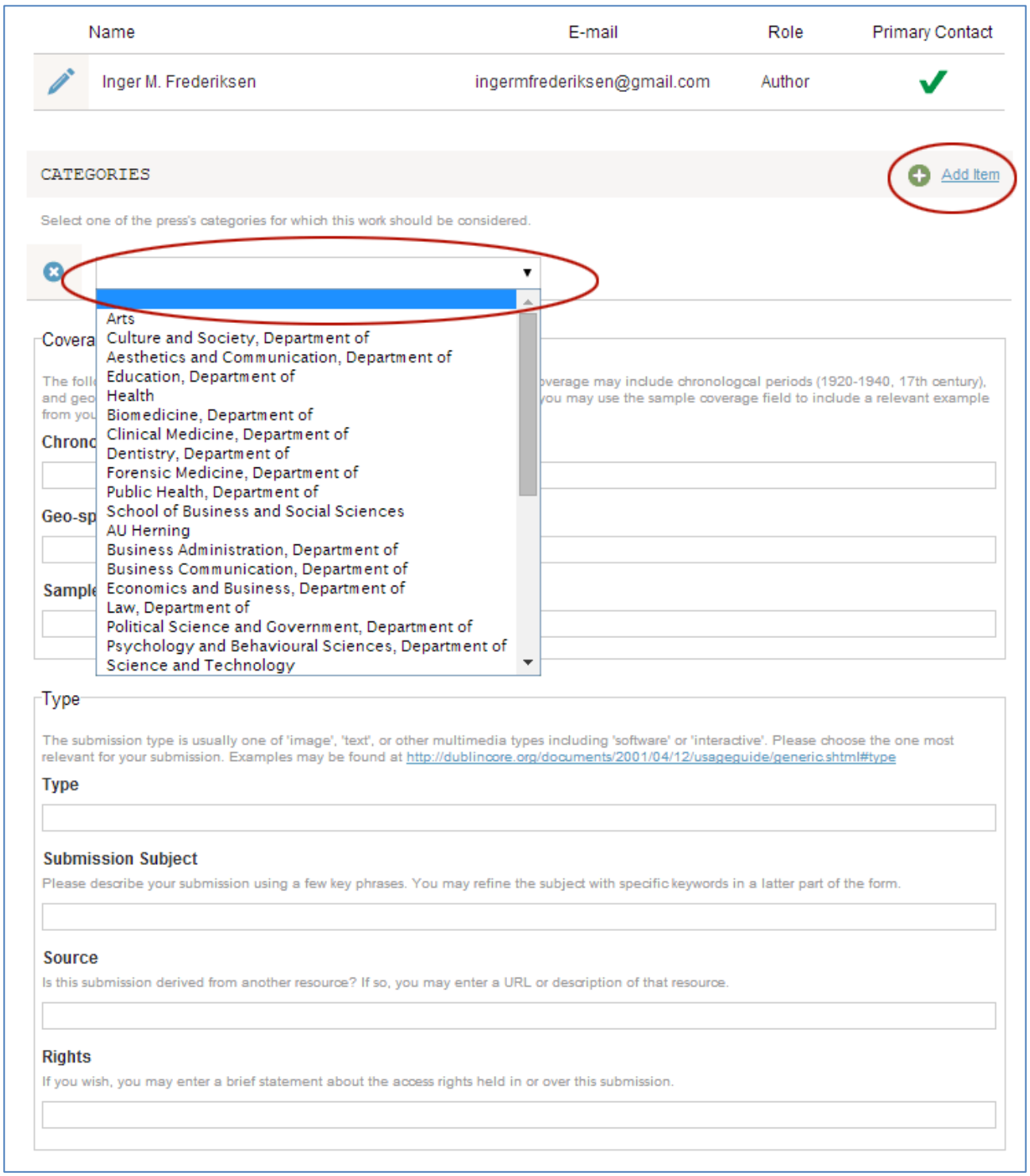
The file is now accessible on the page '2. Upload'. If you want to delete the file, use the pencil icon next to the file name. And if you want to upload a new file, do this by using the link 'Upload File'. Then click 'Save and continue'.



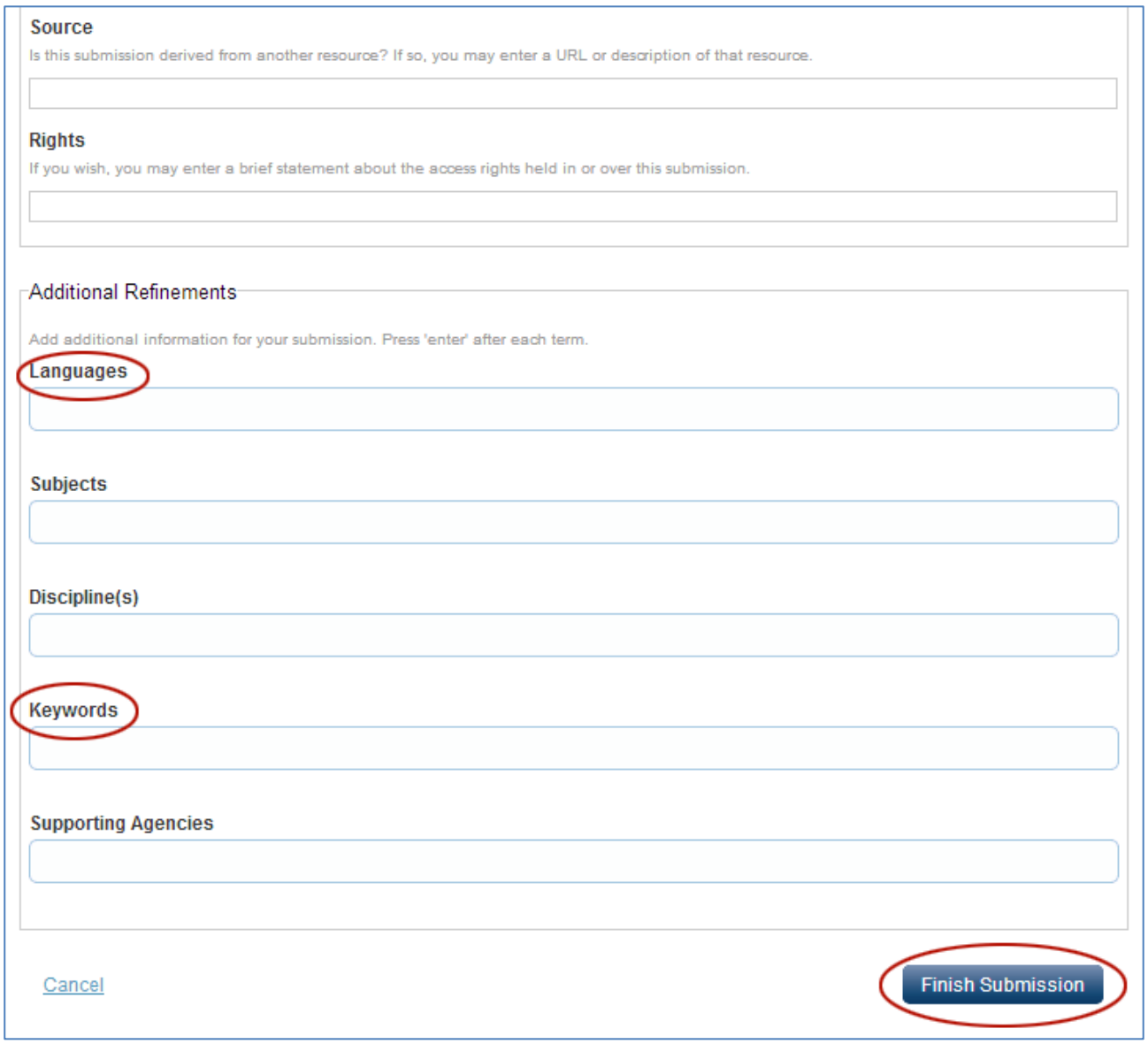
We have now reached the page where the so-called metadata are to be entered, e.g. title, abstract, any co-authors etc. It is very important to do this work thoroughly. All information will be registered in various search engines, so the more accurate and well-described the page's content is, the more 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'.



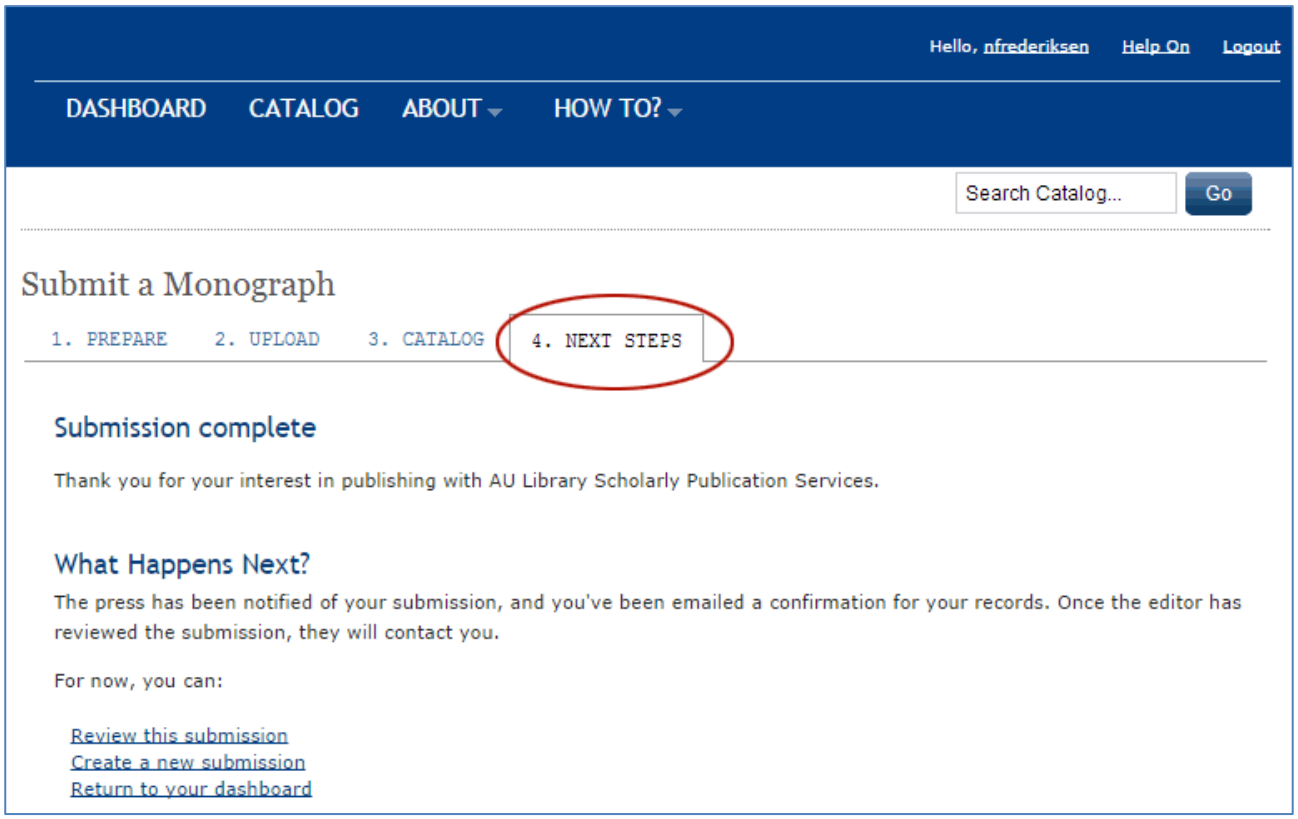
Further down the same page, you need to register which unit you are associated with at Aarhus University. Do this by selecting the link 'Add Item' and finding your department in the dropdown menu under 'Categories'.



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'.

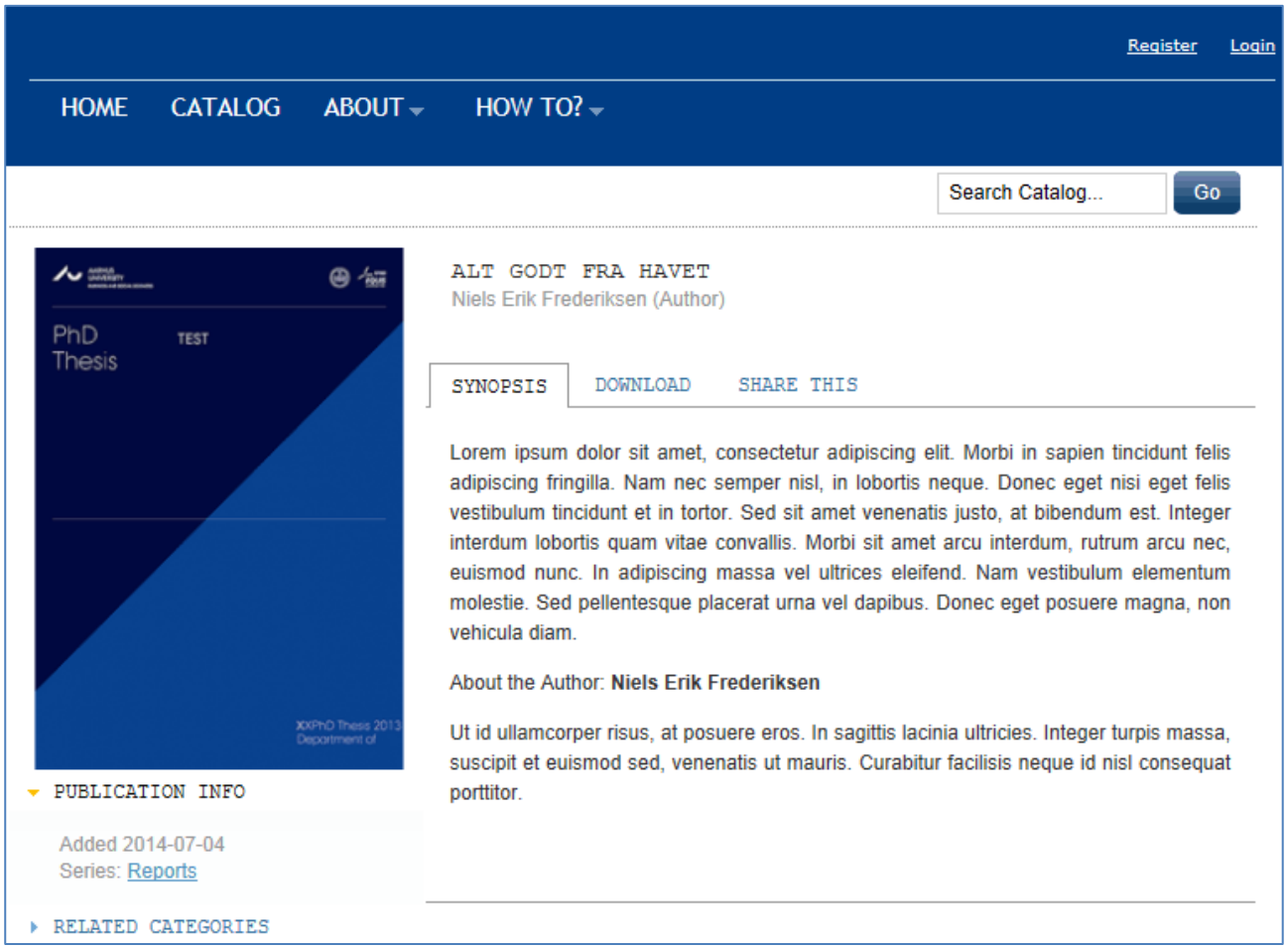


This concludes the upload process, and the AU Library editors will take over from here. As soon as the book is accessible, the employee will be informed by email.



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

Synopsis:



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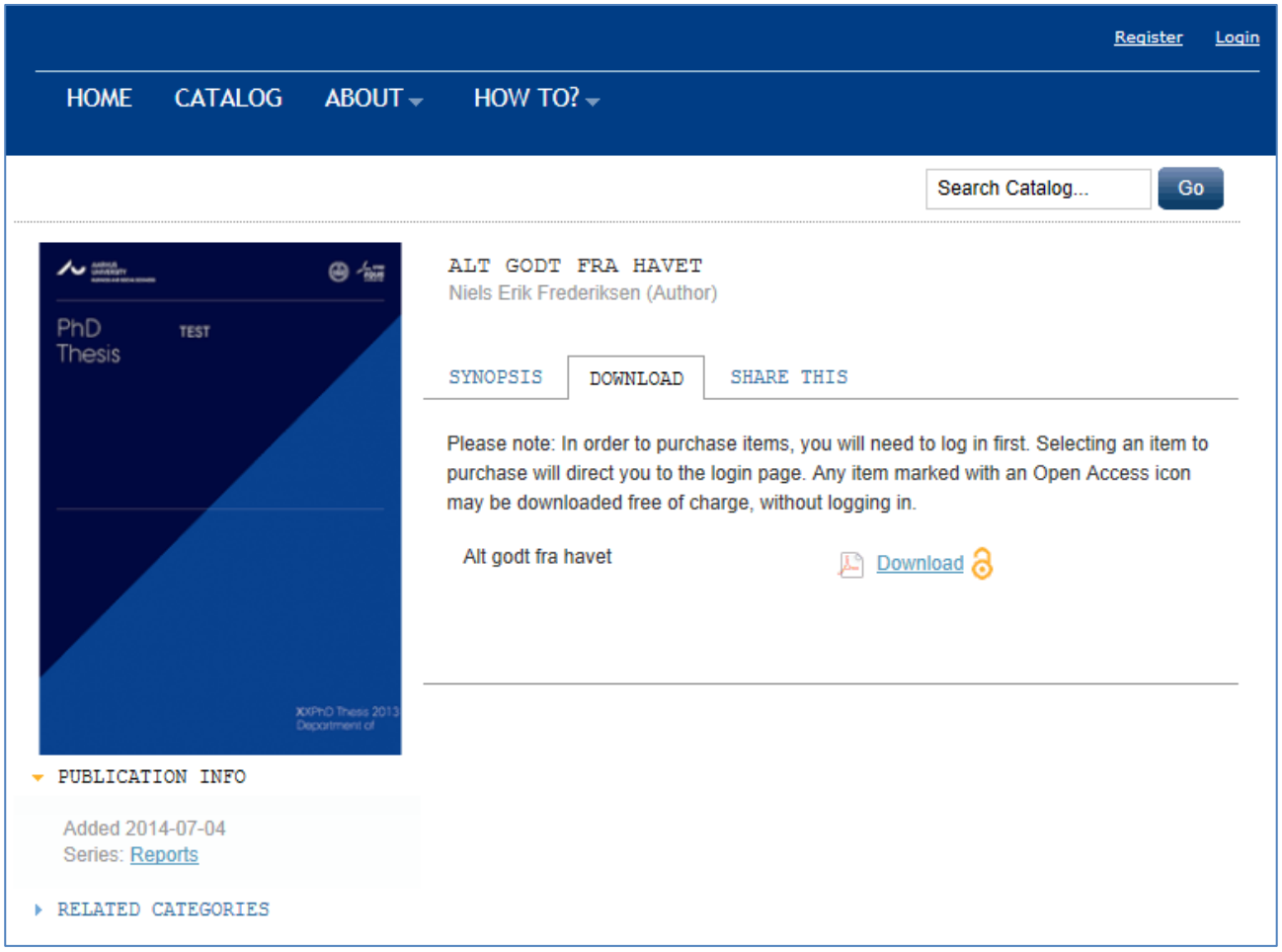
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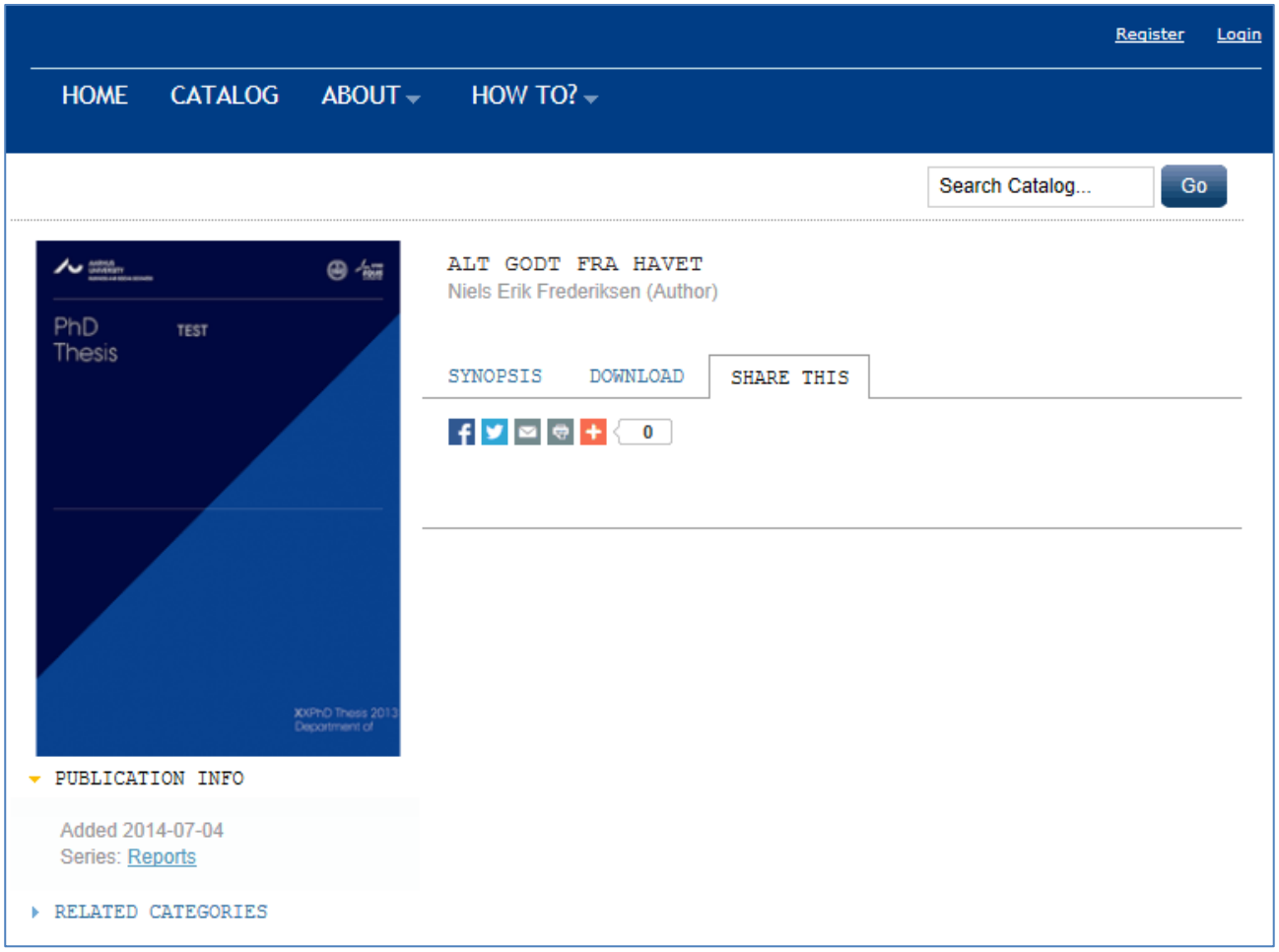

Niels Erik Frederiksen 2014