

LangSci user guide for editors

Using Open Monograph Press with Language Science Press

Content

Start a Submission.....	2
Handle a Submission	3
Review.....	3
Conversion	3
Catalog.....	4
Editorial.....	4
Production	5

Start a Submission

The screenshot shows the Language Science Press dashboard. At the top, there is a navigation bar with the logo and the text 'language science press'. To the right of the logo are links for 'Hello', 'Help On', and 'Logout'. Below the logo is a menu with items: BOOKS, SERIES, INFORMATION, ABOUT, BLOG, MANAGE, and PANEL. The main content area is titled 'Dashboard' and has three tabs: TASKS, SUBMISSIONS, and ARCHIVES. The 'TASKS' tab is active. Below the tabs is a button that says 'Start a New Submission in Language Science Press'. Underneath the button is a table with two columns: 'Tasks' and 'Book Title'. The table currently contains one row with the text 'No Items'.

Click *start a new submission in Language Science Press* to hand in your manuscript.
In the next five steps you can upload your file and give some additional information:

1. **Prepare** – check terms and checklist, give some general information about the document
2. **Upload** – hand in your file/s
3. **Catalog** – add metadata, like title and abstract
4. **Next Steps** – finish the submission

Attention! When uploading check the type of the document in *File Contents*. Be sure to add a title at the second step. Click complete at the third step or the upload will be aborted.

The screenshot shows a dialog box titled 'Upload Submission File'. At the top left is a plus sign icon, and at the top right is a close button (X). Below the title bar is a progress indicator with three steps: '1. UPLOAD SUBMISSION', '2. METADATA', and '3. FINISHING UP'. The first step is active. Below the progress indicator is a section titled 'File Contents' with a dropdown menu showing 'Book Manuscript'. Below that is a section titled 'Select File' with a large text area that says 'Drag files here.'. At the bottom of the dialog are two buttons: 'Add Files' and 'Start Upload'. On the right side of the bottom bar, it shows '0%' and '0 kb'.

Handle a Submission

New submissions appear in your panel as open tasks. Click the task to start. Now you can see the file and download it:



Submission Files  [Upload File](#)

Name	Element
  My new wonderful book 	Book Manuscript

[Download All Files](#)

[Send to External Review](#) [Accept Submission](#) [Decline Submission](#)

To start the review send choose *Send to External Review*. To skip the review and go directly to the editorial choose *Accept Submission*.

External Review

Start the review by adding reviewers. You can select an existing reviewer, create a new one or select an existing user and give him the reviewer role.

Reviewers  [Add Reviewer](#)

Once the reviews are in, inform the author, send him the reviews and ask him to do the revision. Upload the revision to *Files with incorporated revisions*.

Files with incorporated revisions  [Upload File](#)

To complete the review choose your decision: *Accept Submission* or *Decline Submission*.

Conversion

External from OMP: convert the document to LaTeX. Use the script provided at the author section of the webpage under langsci-press.org/information/forAuthors (username and password: doc2tex).

Catalog

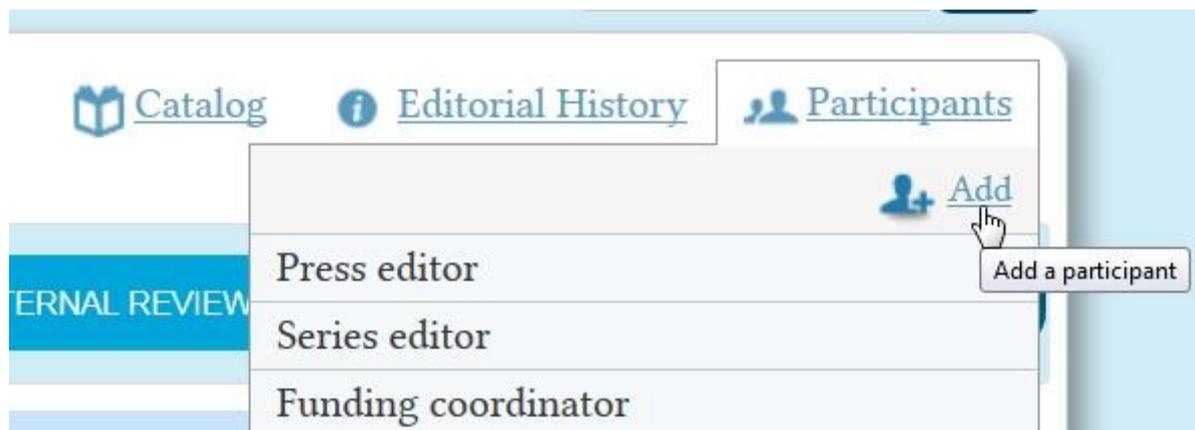


Open the Catalog and add the metadata of the book. Write “forthcoming” at prefix. Add all available data.

Attention! When checking the checkbox at the top of the page (*Create a catalog entry for this book based on the metadata below.*) the book will appear in the catalog as forthcoming with the description you added, but without any files.

Editorial

The Editorial starts with the proofreading of the document. Add a proofreader under *Participants* > *add* (choose the user group *proofreader*).



Upload the proofread document to *Proofread Files*.

Proofread Files

 [Upload/Select Files](#)

Inform the author about the suggestions by the proofreader; ask him to do the revision. Upload the revised file to *Proofread Files*.

The next step in the editorial is the typesetting. Assign a typesetter (choose the user group *typesetter*) and upload files to *Typeset Files*. Inform the author to check the document.

Typeset Files

 [Upload File](#)

Finish the editorial by clicking *Sent to Production*.

Production

There are two publication formats: PDF and BibTeX. Upload the book as pdf and its bibliography as a bibtex file.

Publication Formats		+ Add publication format
Name		
	PDF (Digital)	
	BibTeX (Digital)	

PDF **BIBTEX**

Final Files		Upload File
These are the files that are downloadable from the catalog - if they are approved and metadata for the publication format is included in the catalog entry for this book.		
File	Approved	
  bibliography 	<input type="checkbox"/>	

By checking the approved checkbox, the file appears in the catalog.

Now you can complete the catalog entry (if you haven't done it yet), remove the forthcoming and your book is published. Hurray!