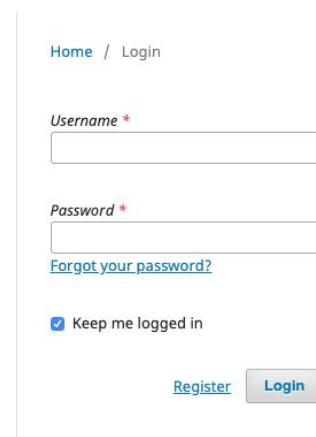
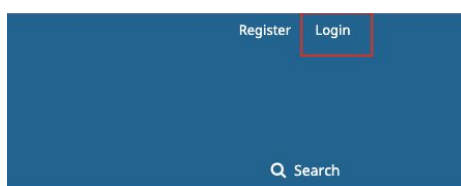


OMP TUTORIALS

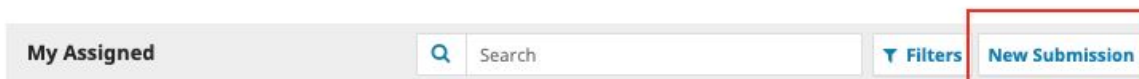
Submitting a book

In order to submit an edited book (with a compiler or editor and with one or several associated authors to each chapter) follow these steps:

1. Click on 'Login' on the the upper right side of the screen and use your login name and password. If you haven't registered on the platform, select 'register' and fill the form.

A screenshot of a login form. At the top left, it says 'Home / Login'. Below that are two input fields: 'Username *' and 'Password *'. Under the password field is a link that says 'Forgot your password?'. There is a checked checkbox labeled 'Keep me logged in'. At the bottom right, there are two buttons: 'Register' and 'Login'.

2. Once you access the dashboard, select “New Submission”.

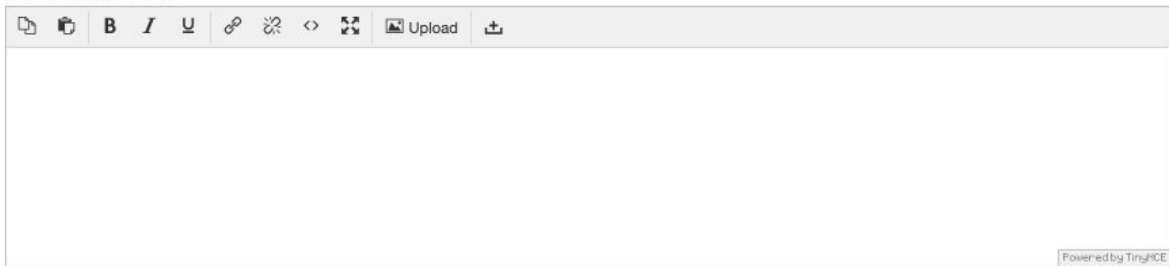


3. On the first step, select the submission type ‘Edited volume’ if the book has different authors by chapter. Then, read and approve all the items on the ‘Submission requirements’ checklist. If you so wish it you can send a note to the editor about the manuscript you’re sending. Read the Policy statement and save to continue with the next step

A screenshot of a web form titled "Submit a Monograph". At the top, there are five tabs: "1. Prepare", "2. Upload Submission", "3. Catalog", "4. Confirmation", and "5. Next Steps". The "2. Upload Submission" tab is active. Below the tabs, there are several sections:

- Submission Type**: A text box explains that a monograph is authored wholly by one or more authors, while an edited volume has different authors for each chapter. Below this are two radio button options: "Monograph: Authors are associated with the book as a whole." (which is selected) and "Edited Volume: Authors are associated with their own chapter." This section is highlighted with a red box.
- Submission Language**: A dropdown menu currently shows "English". Below it is a note: "Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. *"
- Series**: A dropdown menu showing "Select series (optional)".
- Submission Requirements**: A heading followed by the instruction "You must read and acknowledge that you've completed the requirements below before proceeding." Below this is a checklist of five items, each with an unchecked checkbox. The first item is "The submission has not been previously published, nor is it before another press for consideration (or an explanation has been provided in Comments to the Editor)." This section is also highlighted with a red box.

Cover Note to Editor



The image shows a rich text editor interface for writing a cover note. The toolbar includes icons for undo, redo, bold, italic, underline, link, unlink, code, fullscreen, and an upload button. The main editing area is empty. A small text in the bottom right corner reads "Powered by TinyMCE".

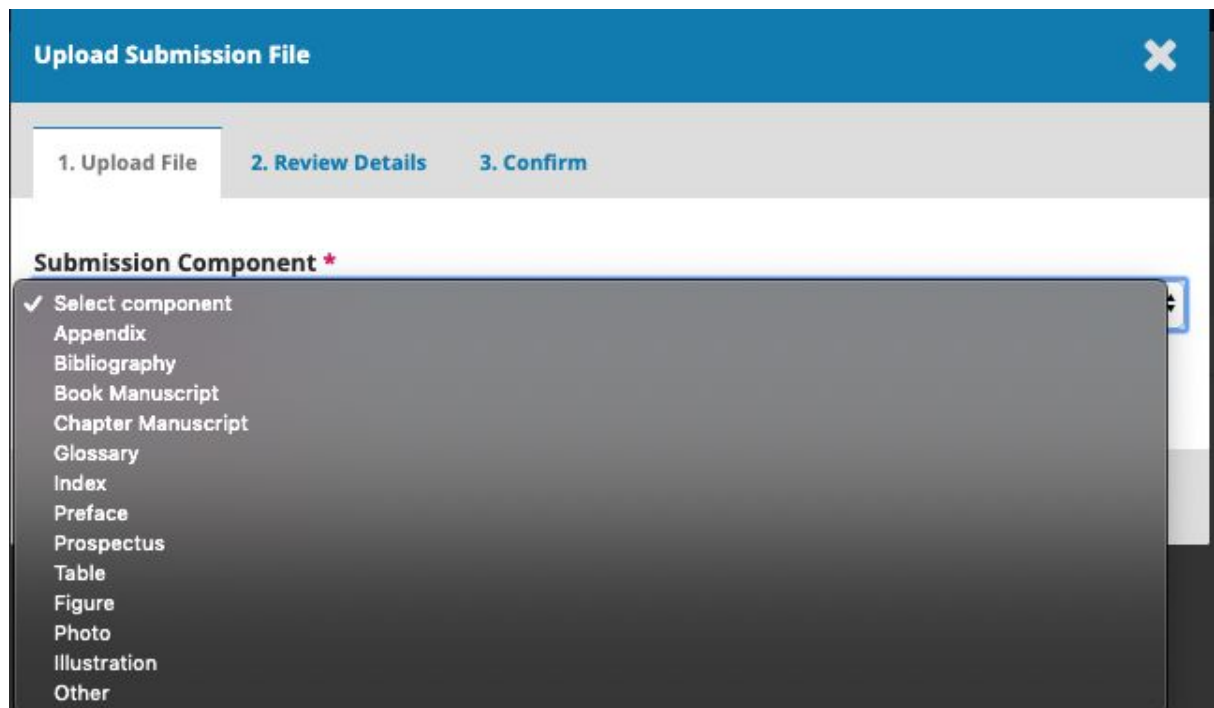
Yes, I agree to have my data collected and stored according to the [Policy Statement](#).

Save and continue Cancel

* Denotes required field

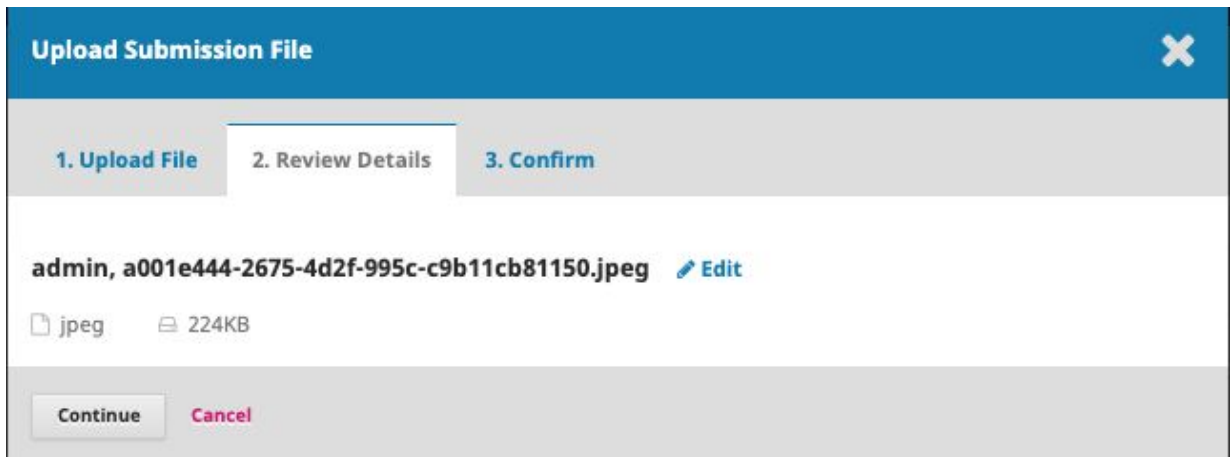
4. Then a pop-up window will appear with three steps to upload the file.

- On 'Submission component' select the type of information contained on the file and then upload it.

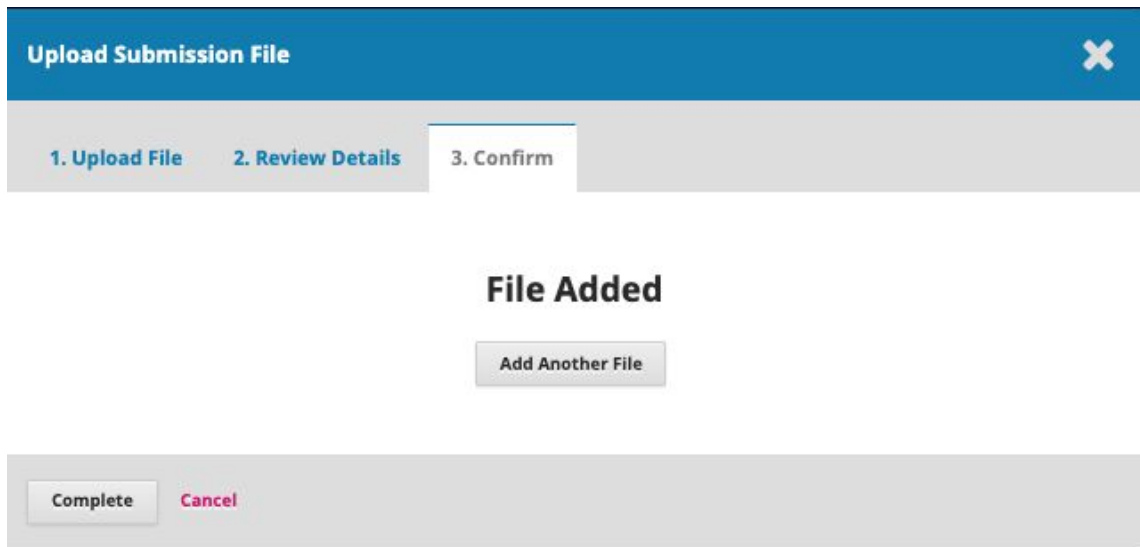


The image shows a pop-up window titled "Upload Submission File" with a close button (X) in the top right corner. The window has a progress bar with three steps: "1. Upload File" (active), "2. Review Details", and "3. Confirm". Below the progress bar, there is a section titled "Submission Component *" with a dropdown menu. The dropdown menu is open, showing a list of options: "Select component" (with a checkmark), "Appendix", "Bibliography", "Book Manuscript", "Chapter Manuscript", "Glossary", "Index", "Preface", "Prospectus", "Table", "Figure", "Photo", "Illustration", and "Other".

- On 'review details' you can edit the submissions name. Click on continue.



- Select 'Add another file' to upload the book's chapters and repeat the previous set of three steps. When you have added all of the chapters click on 'complete'.





- Check that all the relevant files have been uploaded (full book file and chapter files). If that is not the case you can add the missing ones clicking on ‘upload file’. click on ‘save and continue’.

Submit a Monograph

1. Prepare 2. Upload Submission 3. Catalog 4. Confirmation 5. Next Steps

Submission Files Q Search Upload File

▶	 14-1	admin, a001e444-2675-4d2f-995c-c9b11cb81150.jpeg	Book Manuscript
▶	 15-1	admin, Feathertop.pdf	Appendix

Save and continue **Cancel**

5. Then you must fill the information about the book that will be included on the catalogue.

Submit a Monograph

1. Prepare 2. Upload Submission 3. Catalog 4. Confirmation 5. Next Steps


Prefix **Title ***

Examples: A, The

Subtitle

The optional subtitle will appear after a colon (:), following the main title.

Abstract *



Powered by TinyMCE

- Select 'Add contributor' to enter the author's and compiler's information.

List of Contributors				
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ admin admin	editorial@biteca.com	Press manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add Contributor
✕

Name

First Name *

Middle Name

Last Name *

Contact

Email *

Country

▾

Country *

User Details

Suffix

URL

ORCID id

📎

Affiliation

📄 🗑️ **B** *I* U ☰ ☷ ×² ×₂ 🔗 🔗 <> 🔄 📎 Upload 📁
🌐

Bio Statement (e.g., department and rank)
Powered by TinyMCE

- Fill the pop-up form with the collaborator's information

Contributor's role *

- Author
- Volume editor
- Chapter Author
- Translator

Principal contact for editorial correspondence.

Include this contributor in browse lists?

* Denotes required field

- Select 'Add chapter' to create every chapter needed

Chapters			<input type="button" value="Add Chapter"/>
Name	E-mail	Role	
▶ Cap 1			
No Items			

- Enter the information for each chapter on the pop-up form (in order to add the contributors and the files, these must have been uploaded on the previous steps). Click on save when you are done filling the form.

Add Chapter
✕

Title *

Subtitle

Add Contributor
[Add Item](#)

No Items

Files
[Add Item](#)

No Items

Cancel

** Denotes required field*

- Make sure the list of chapters is complete and organized. otherwise, add the missing chapters by clicking ‘Add chapter’ and organize it through the ‘Order option

Chapters	Order	Add Chapter
Name	E-mail	Role
▶ Cap 1		
<i>No Items</i>		
▶ Cap 2		
<i>No Items</i>		

- Type in the rest of the metadata and select ‘Save and continue’

Submission Metadata

These specifications are based on the Dublin Core metadata set, an international standard used to describe press content.

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>

Additional Refinements

Keywords

Español (España)

Save and continue Cancel

6. Make sure all the information from previous steps is complete and, on the fourth step click on ‘Finish submission’.

Submit a Monograph

1. Prepare 2. Upload Submission 3. Catalog 4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission Cancel

7. Once you accept the submission you will be able to: access the files and, make a new submission or bo back to the dashboard

Submit a Monograph

1. Prepare 2. Upload Submission 3. Catalog 4. Confirmation 5. Next Steps

Submission complete

Thank you for your interest in publishing with Editorial Neogranadina.

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](#)