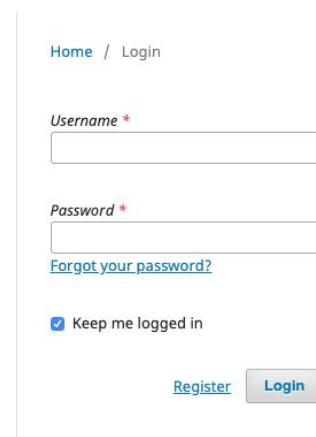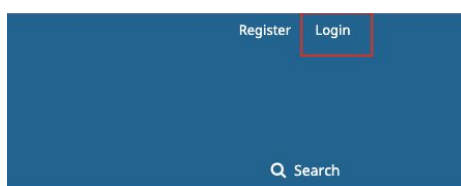# OMP TUTORIALS

## Submitting a book

In order to submit an edited book (with a compiler or editor and with one or several asociated 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.

2. Once you access the dashboard, select "New Submission".
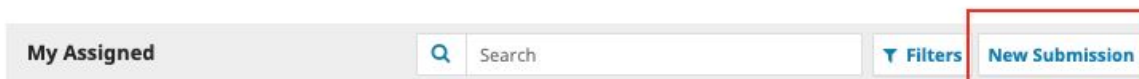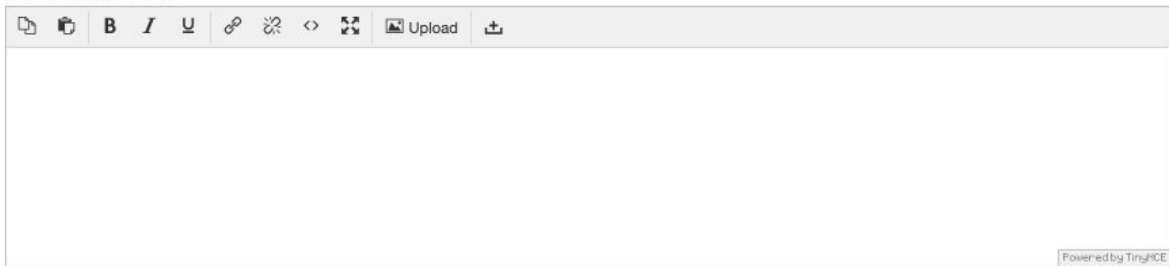

3. On the first step, select the submission type 'Edited volume' if the book has different authors by chapter. Then, read and approve all the items on the 'Submission requirements' checklist. If you so wish it you can send a note to the editor about the manuscript you're sending. Read the Policy statement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

Cover Note to Editor

☐ 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.

Upload Submission File   ✕

| 1. Upload File | 2. Review Details | 3. Confirm |

Submission Component *

✓ Select component
Appendix
Bibliography
Book Manuscript
Chapter Manuscript
Glossary
Index
Preface
Prospectus
Table
Figure
Photo
Illustration
Other

- On 'review details' you can edit the submissions name. Click on continue.
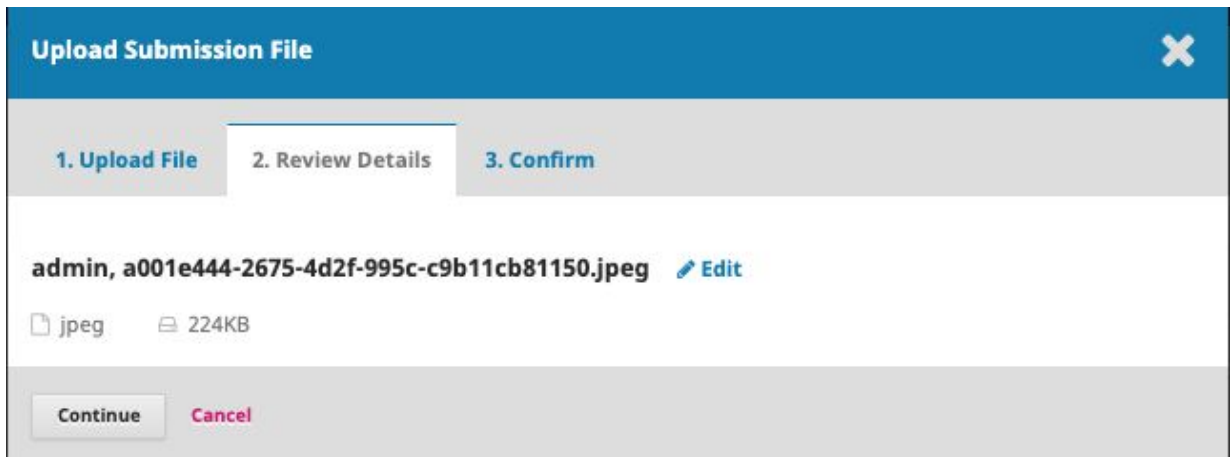
- Select 'Add another file' to upload the book's chapters and repeat the previous set of three steps. When you have added all of the chapters click on 'complete'.
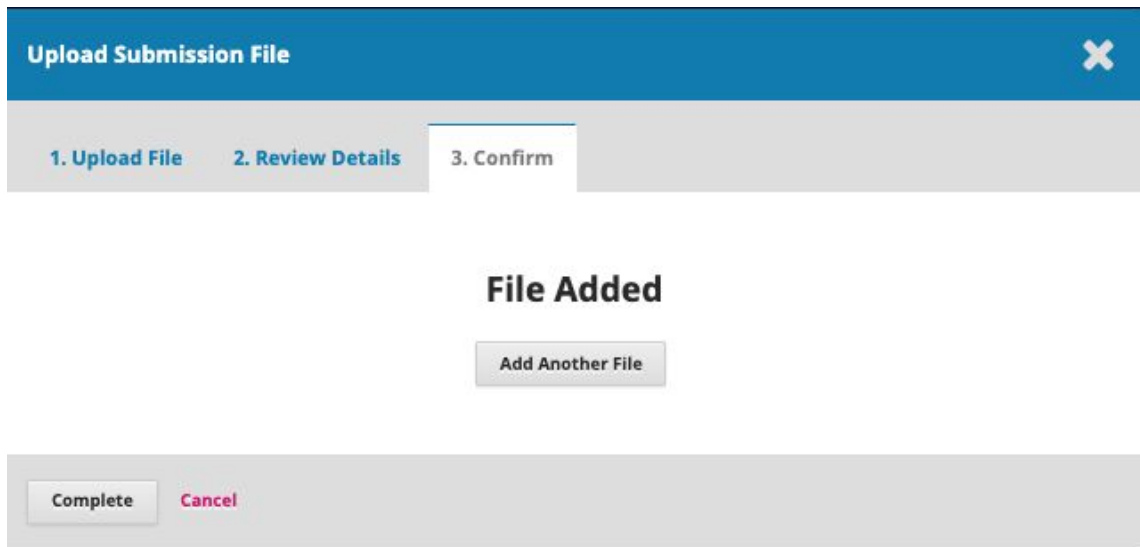
- Check that all the relevant files have been uploaded (full book file and chapter files). If that is not the case you can add the missing ones clicking on 'upload file'. click on 'save and continue'.

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 *

🗐 🗐 B I U ☰ ☰ x² x₂ 🔗 ⌒ <> ⤢ 🖼 Upload ⤒

Powered by TinyMCE

⬙ BITECA

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

List of Contributors

Add Contributor

Name

First Name * Middle Name Last Name *

Contact

Email *

Country

Country *

User Details

Suffix

URL ORCID iD

Affiliation

Bio Statement (e.g., department and rank)

- FIll the pop-up form with the colaborator'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

Save   Cancel

- Select 'Add chapter' to create every chapter needed

Chapters   **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

Save **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

No Items

▸ Cap 2

No Items

- Type in the rest of the metadata and select 'Save and continue'

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

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