

## PTLC Volume – Handout for Authors

### **The OMP (Open Monograph Press) system**

OMP offers an electronic editorial system which will serve as a universal management and organization platform of the book. All steps from the submission of the first drafts to peer reviews and the publication of the finished volume will take place in OMP.

You can reach the website here:

<https://tclc-publishing.uni-trier.de>

Information about the content and composition of the handbook and its individual chapters can be found in the *Pattern Theory in Language and Communication* section:



The screenshot shows the website of the University of Trier. The top navigation bar is blue with the university's logo and name. Below it, a menu bar contains links to 'Pattern Theory in Language and Communication', 'News', 'About', and 'Contact'. An orange arrow points to the 'Pattern Theory in Language and Communication' link. Below the navigation bar, the page features the logo for the 'Trier Center for Language and Communication' and the word 'PATTERNS'. The main content area includes a welcome message, a paragraph about the website's purpose, and a 'News' section with a link to the 'Author's conference Volume "Pattern theory in language and communication"'. The logo on the left consists of a stylized 'TCLC' inside a speech bubble shape. The text 'Trier Center for Language and Communication' is in blue, and 'PATTERNS' is in grey.

UNIVERSITÄT  
TRIER

Pattern Theory in Language and Communication ▾ News About ▾ Contact

**TCLC** Trier Center for  
Language and  
Communication  
PATTERNS

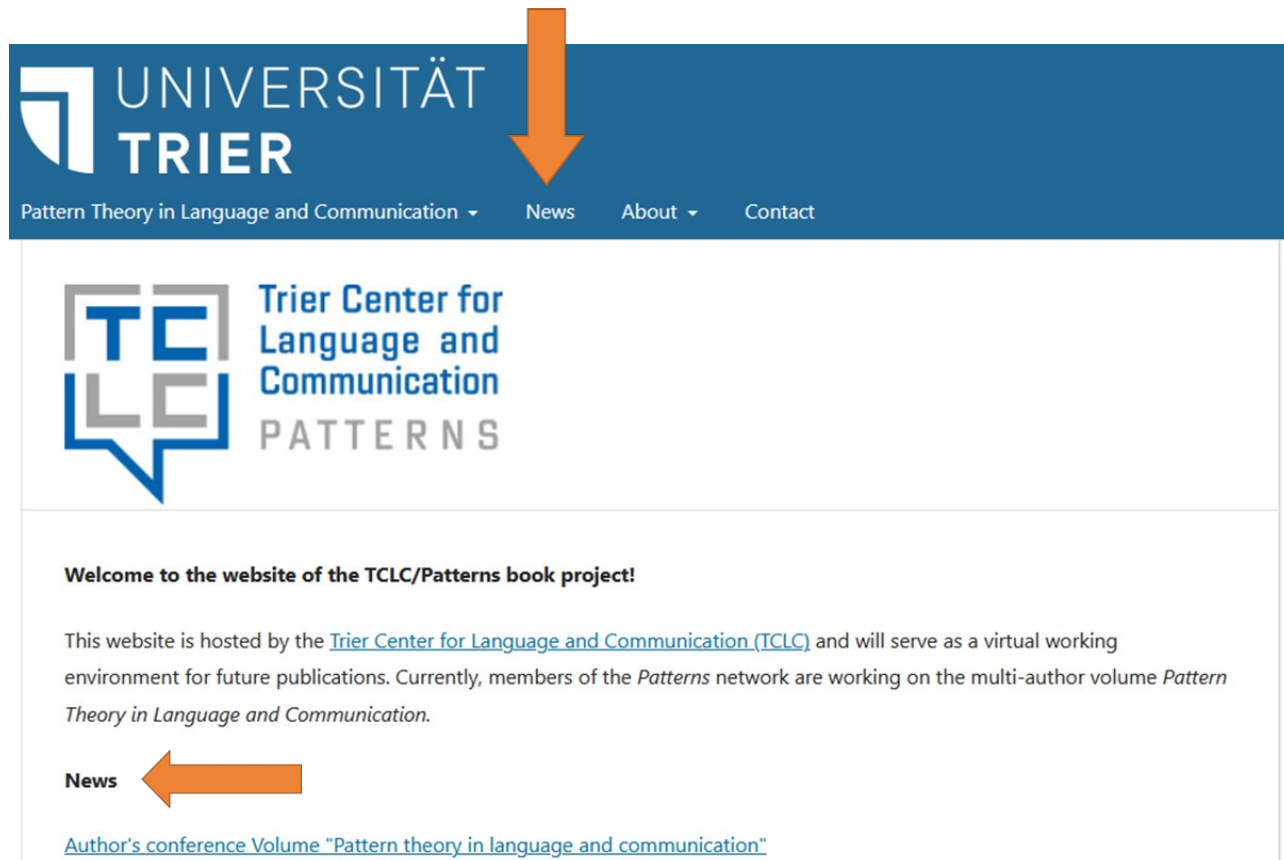
**Welcome to the website of the TCLC/Patterns book project!**

This website is hosted by the [Trier Center for Language and Communication \(TCLC\)](#) and will serve as a virtual working environment for future publications. Currently, members of the *Patterns* network are working on the multi-author volume *Pattern Theory in Language and Communication*.

**News**


[Author's conference Volume "Pattern theory in language and communication"](#)

In the “News” section, you can find news concerning the progress of the volume, deadlines and related announcements.




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Pattern Theory in Language and Communication ▾ News About ▾ Contact

 Trier Center for Language and Communication PATTERNS

**Welcome to the website of the TCLC/Patterns book project!**

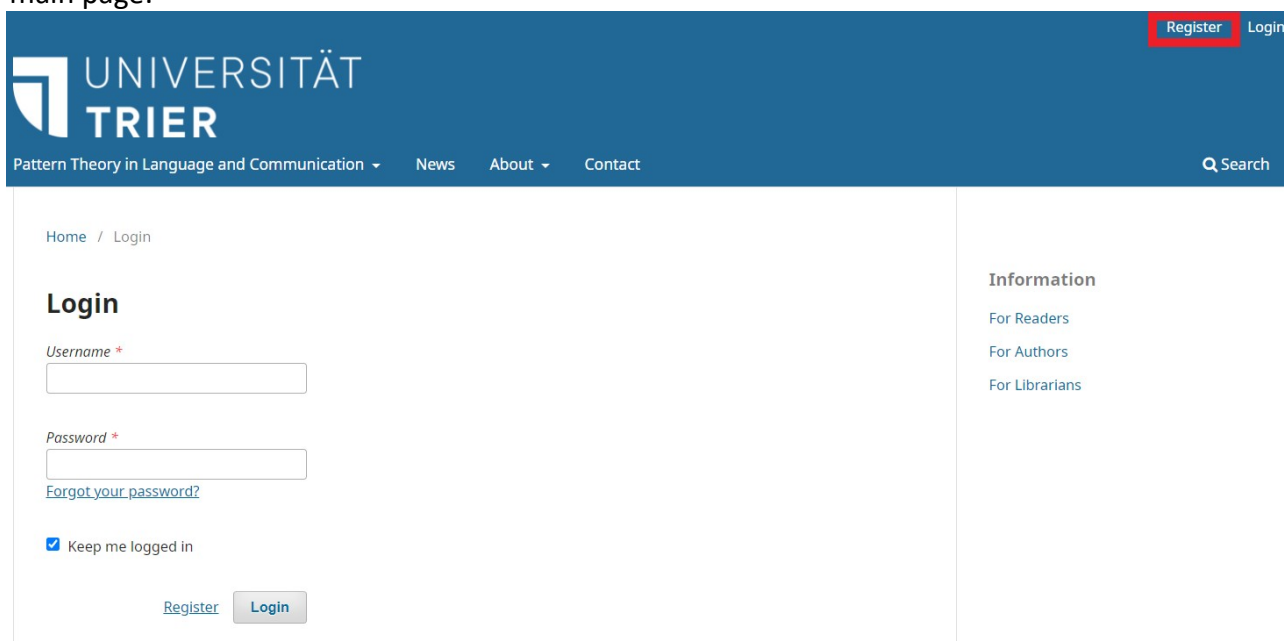
This website is hosted by the [Trier Center for Language and Communication \(TCLC\)](#) and will serve as a virtual working environment for future publications. Currently, members of the *Patterns* network are working on the multi-author volume *Pattern Theory in Language and Communication*.

**News** 

[Author's conference Volume "Pattern theory in language and communication"](#)

### Submitting chapter manuscripts

In order to make submissions to the system, you need to register on this page with your name and email address. To start the registration process, click on “Register” in the upper right corner on the main page:



UNIVERSITÄT TRIER

Pattern Theory in Language and Communication ▾ News About ▾ Contact [Register](#) [Login](#)

Home / Login

**Login**

Username \*

Password \*

[Forgot your password?](#)

☒ Keep me logged in

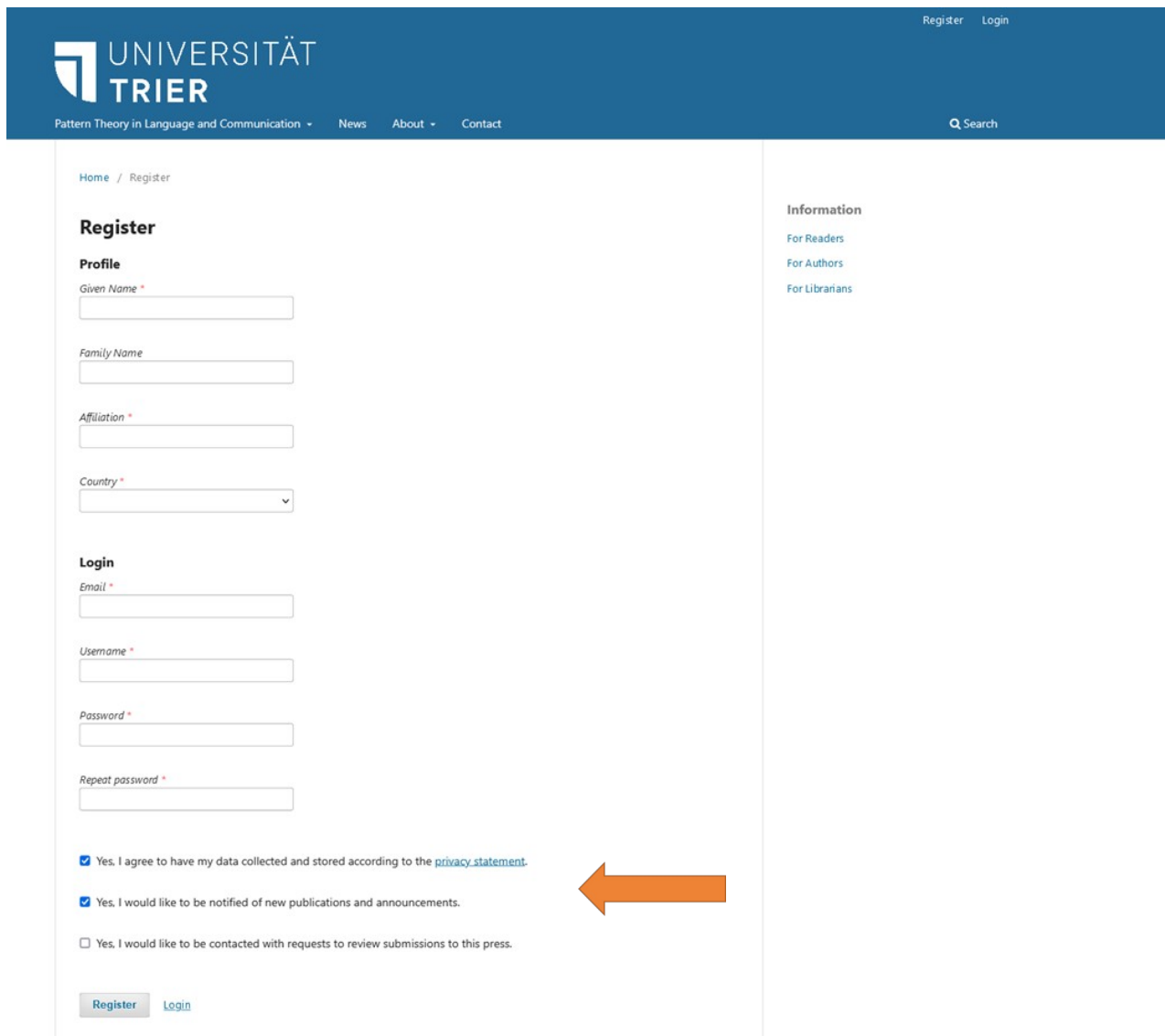
[Register](#) [Login](#)

**Information**

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

Or use this link: <https://tcl-publishing.uni-trier.de/index.php/tclcpub/user/register>.

On the registration page, please make sure you tick the two checkboxes for the privacy statement and email notifications:



UNIVERSITÄT TRIER

Pattern Theory in Language and Communication - News About - Contact

Register Login

Search

Home / Register

### Register

#### Profile

Given Name \*

Family Name

Affiliation \*

Country \*

#### Login

Email \*

Username \*

Password \*

Repeat password \*

☒ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

☒ Yes, I would like to be notified of new publications and announcements.

☐ Yes, I would like to be contacted with requests to review submissions to this press.

[Register](#) [Login](#)

#### Information

[For Readers](#)

[For Authors](#)

[For Librarians](#)

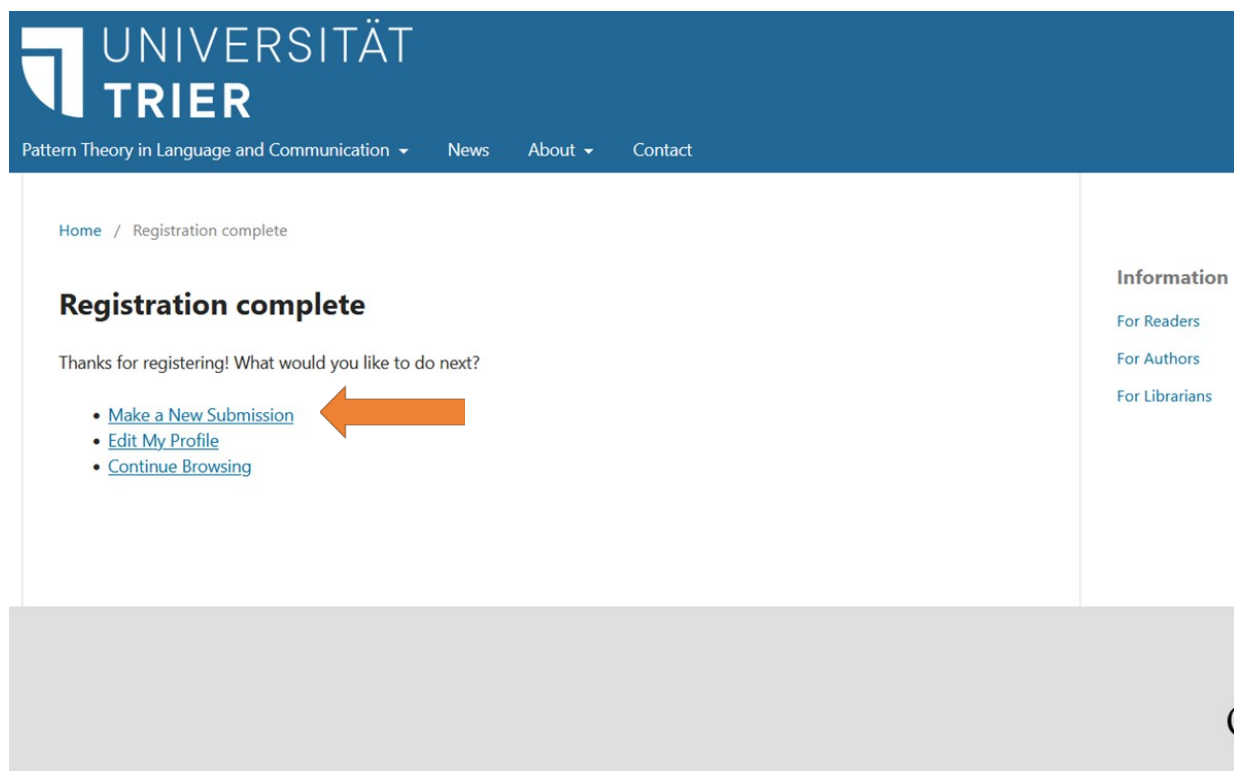
Email notifications will be sent automatically to inform you of the status of your submission, and to give you notice when your submission enters the next stage of the publication process.

## **Making a submission**

There are two ways you can make submissions after you are registered.

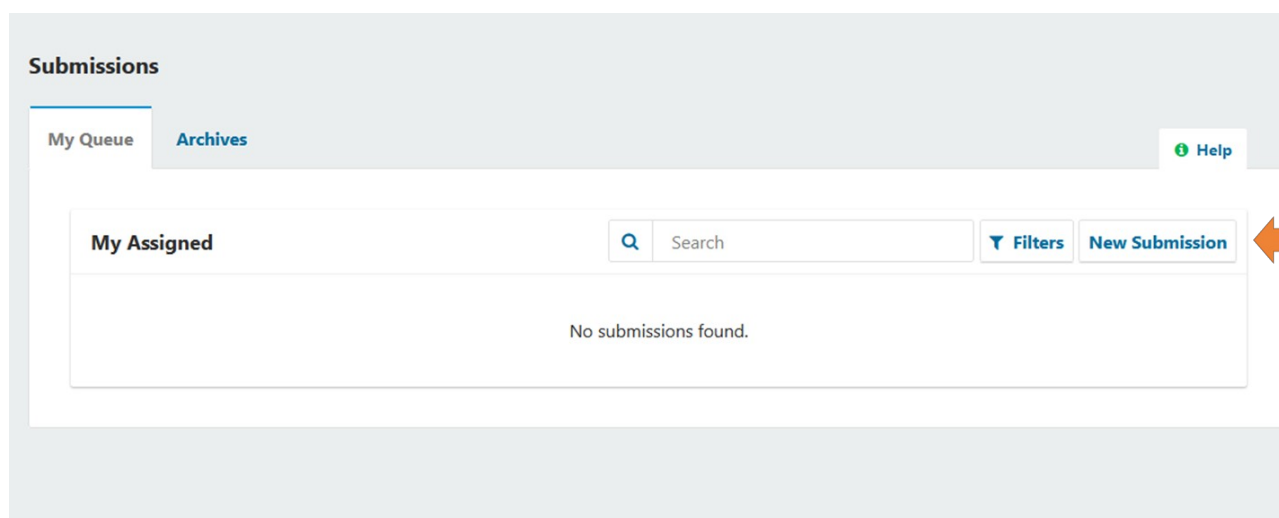
### **Option 1** (immediately after registration process):

Once you complete the registration, you will be prompted with a screen asking you what you would like to do next. You can either make a submission immediately via the link “Make a New Submission”, or you can submit your work at a later stage.



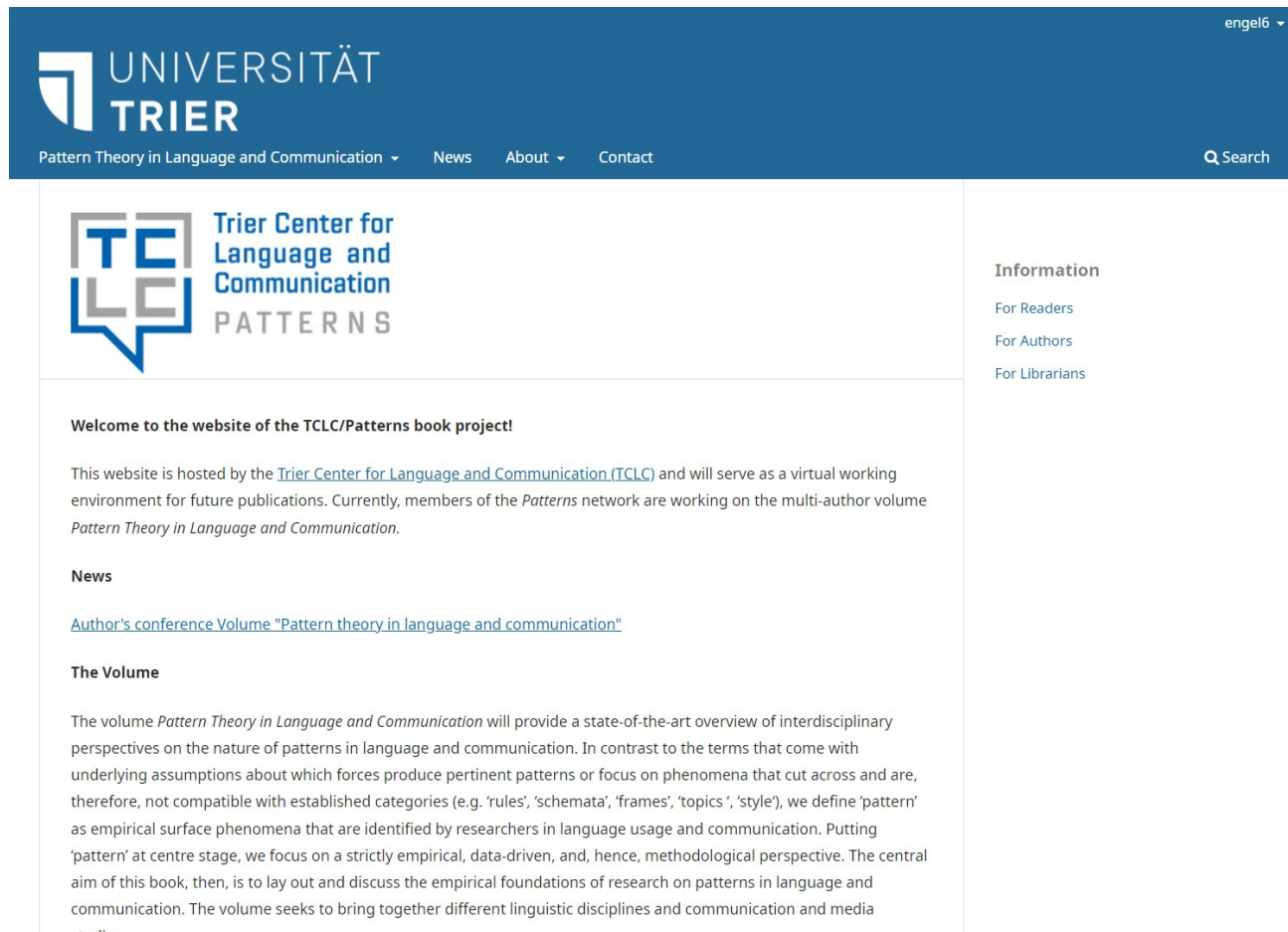
### **Option 2** (after login):

If you would like to make a submission later, you can do this as follows. After login, you can view your submission list, which is empty if you have not made any submissions. To submit a file, click on the “New Submission” button.



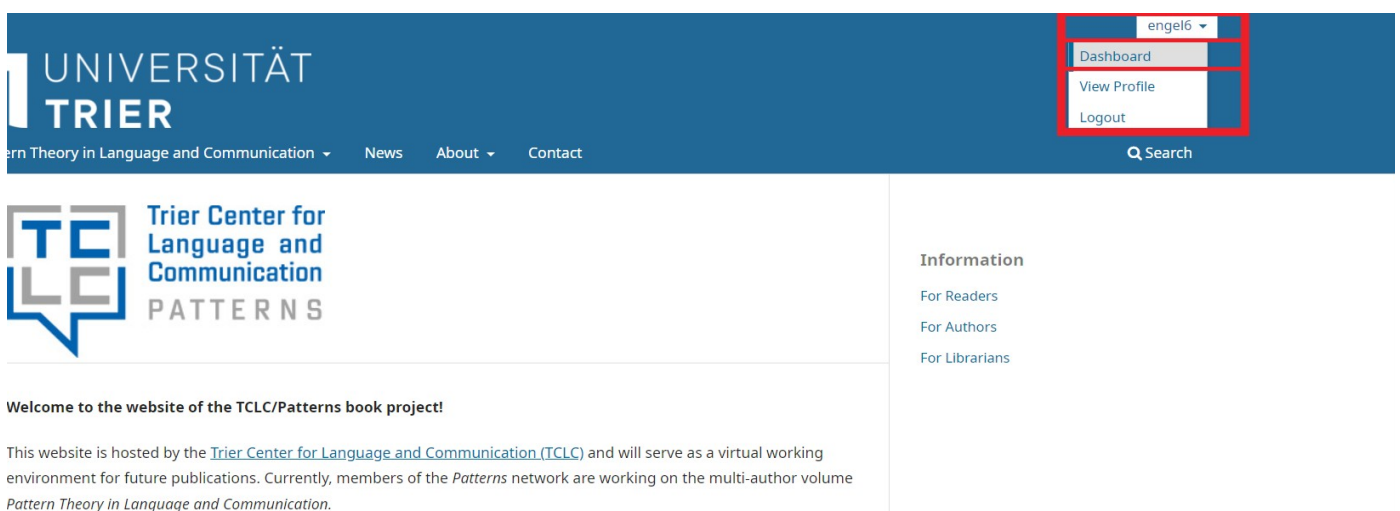
**Note:** In some cases, the OMP user interface might be displayed incorrectly as long as no submissions have been made. In those cases, finding the submission menu is not very intuitive. Follow these steps to access the submission menu:

1 - If you log off and come back to the website later, you might be faced with the press information screen after login:



The screenshot shows the OMP user interface. At the top, there is a blue header with the University of Trier logo and name. Below the header, there is a navigation bar with links for "Pattern Theory in Language and Communication", "News", "About", and "Contact". On the right side of the header, the username "engel6" is displayed with a dropdown arrow. Below the header, the main content area is divided into two columns. The left column contains the Trier Center for Language and Communication (TCLC) logo and the word "PATTERNS". Below this, there is a welcome message and a paragraph about the website. The right column contains a sidebar with the heading "Information" and links for "For Readers", "For Authors", and "For Librarians".

2 - In order to navigate to the submission menu from here, click on your username in the upper right corner, then click on "Dashboard".



This screenshot shows the same OMP user interface as the previous one, but with the user menu open. The user menu is located in the top right corner, below the username "engel6". It contains three options: "Dashboard", "View Profile", and "Logout". The "Dashboard" option is highlighted with a red box. The rest of the page content remains the same as in the previous screenshot.

This will redirect you to your user profile:

3 - On your profile page, you can see the *Back to ##author.submit##* link in the upper left corner. This link will take you to the submission form.

After your submission has been uploaded, the user interface should be displayed correctly.

### **The submission menu**

Now let us turn to the actual submission process. Contributions are submitted in four easy steps.

#### **Step 1) Prepare**

Please select *Edited Volume* as *Submission Type*.

You signal your consent to all of the checkboxes listed under *Submission Requirements* by ticking them.

*Please note that the submission requirements shown in the example below were taken from a work-in-progress version of the OMP system and do not represent the final requirements. Some further requirements regarding text formatting will be added at a later stage.*

Please submit only files that match the stated requirements.

In Addition, ticking the “Corresponding Contact” checkboxes is mandatory with each submission:

### Submit a Monograph

1. Prepare

2. Upload Submission

3. Catalog

4. Confirmation

5. Next Steps

#### Submission Type

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: Authors are associated with the book as a whole.

☒ Edited Volume: Authors are associated with their own chapter.

#### Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

☒ 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).

☒ The submission file is in the Microsoft Word, RTF, or OpenDocument file format.

☒ Where available, URLs for the references have been provided.

#### Cover Note to Editor

**B** *I* U

☒ Yes, I would like to be contacted about this submission.

☒ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue

Cancel

Once you have ticked all checkboxes, click “Save and continue”.

## Step 2) Upload Submission

### Submit a Monograph

1. Prepare

2. Upload Submission

3. Catalog

4. Confirmation

5. Next Steps

Files

Add File

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

Save and continue

Cancel

Next, the upload menu opens. Do not worry about the heading saying *Submit a Monograph* – You are doing everything correctly. To upload a file, click on *Add File* or *Upload File* and upload your chapter manuscript from your computer's hard drive.

**Submit a Monograph**

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

Files Add File

NAME TCLC Chapter Manuscript.docx Edit Remove

⚠ What kind of file is this? [Book Manuscript](#) **Chapter Manuscript** [Other](#)

Save and continue Cancel

All files that have been uploaded are displayed in the upload window with their file name and document type. Before you continue, please confirm that your file is classified as chapter manuscript by clicking on *Chapter Manuscript*.

The class *Chapter Manuscript* now displayed to the right of the file name in the submission window:

**Submit a Monograph**

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

Files Add File

NAME TCLC Chapter Manuscript.docx **Chapter Manuscript** Edit Remove

Save and continue Cancel

To finish uploading, click *Save and continue*.

### Step 3) **Catalog**

In this step, catalog information is added to the submitted file. Name your submission by entering the chapter title into the *Title* text box.

Prefix

Examples: A, The

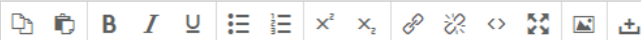
Title \*

Chapter Title

Subtitle

Optional Subtitle

Abstract \*



Handing in an abstract together with your chapter manuscript is mandatory.

To proceed, click *Save and continue*.

## Step 4) Confirmation

In this final step, simply confirm that you want to make the submission by clicking *Finish Submission...*

### Submit a Monograph

1. Prepare

2. Upload Submission

3. Catalog

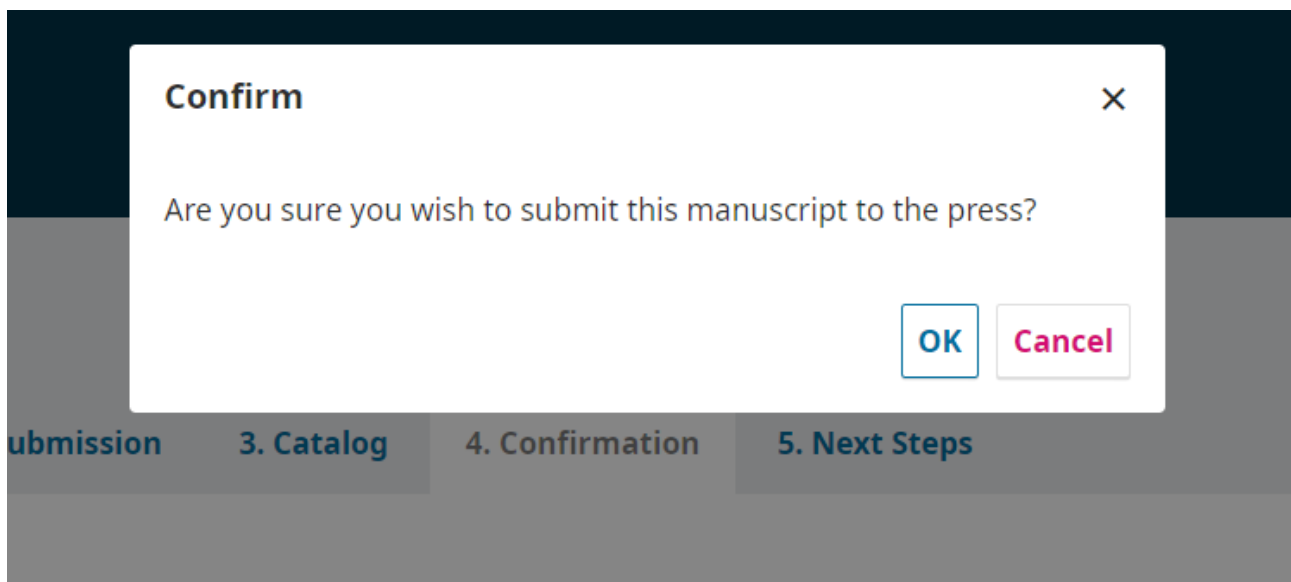
4. Confirmation

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

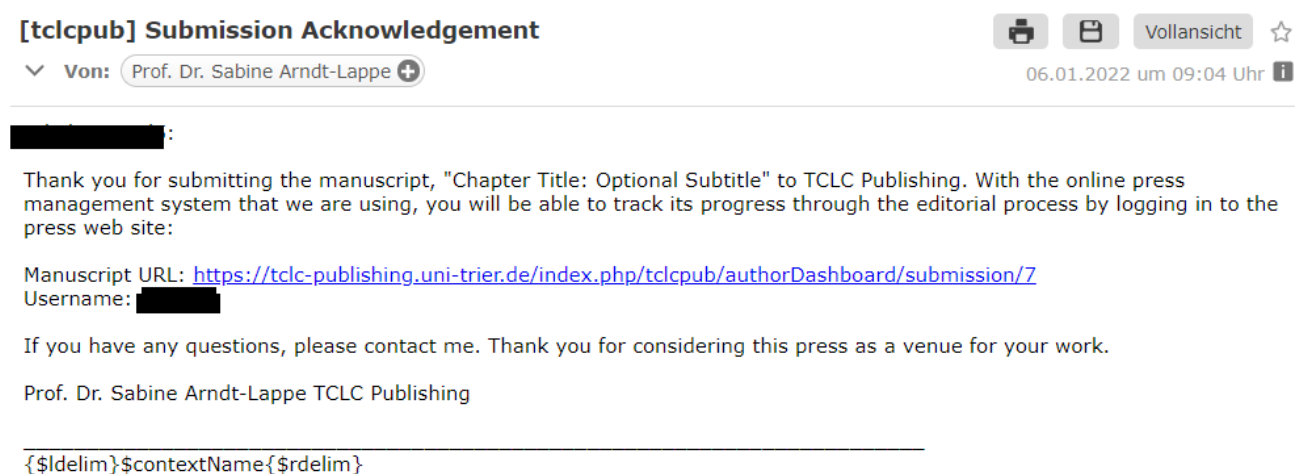
Cancel



... and, following this, confirming your submission once more in the pop-up window. The submission process is now finished.

### **Email Confirmation of Submissions**

Shortly after making a submission, you will receive a confirmation email from the press:



### **Viewing your submissions**


On your user profile, you can now view all your submissions, along with their status, under *Submissions*. You can also start discussions which can be viewed by your peer reviewers:

Workflow **Publication**

[Submission](#) [Internal Review](#) [External Review](#) [Copyediting](#) [Production](#)

Submission Files

[Q Search](#)

 9 NAME TCLC Chapter Manuscript.docx January 6, 2022 Chapter Manuscript

[Download All Files](#)

Pre-Review Discussions

[Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				