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:

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

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:

Or use this link: https://tclc-publishing.uni-trier.de/index.php/tclcpub/user/register.
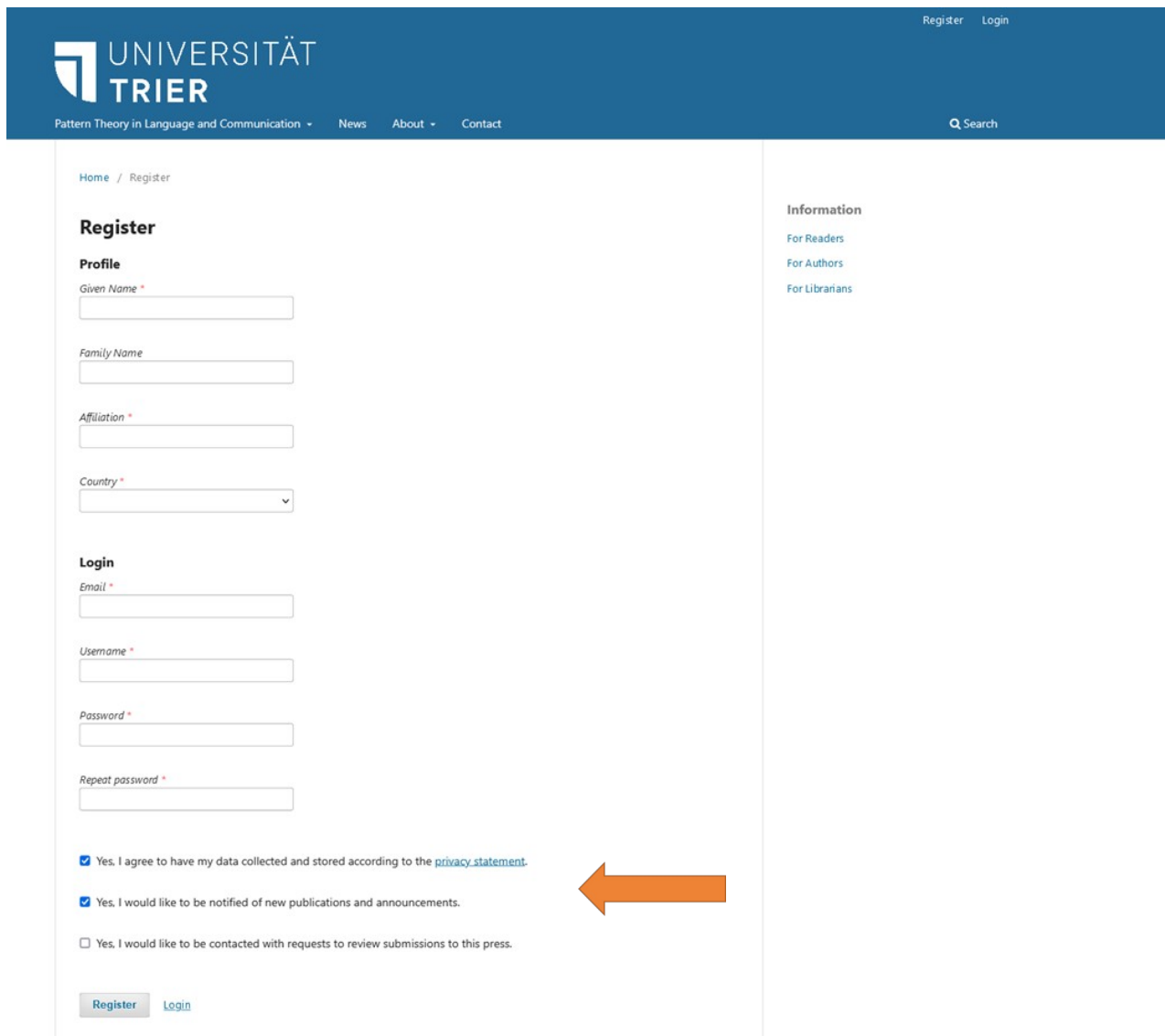
On the registration page, please make sure you tick the two checkboxes for the privacy statement and email notifications:

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.
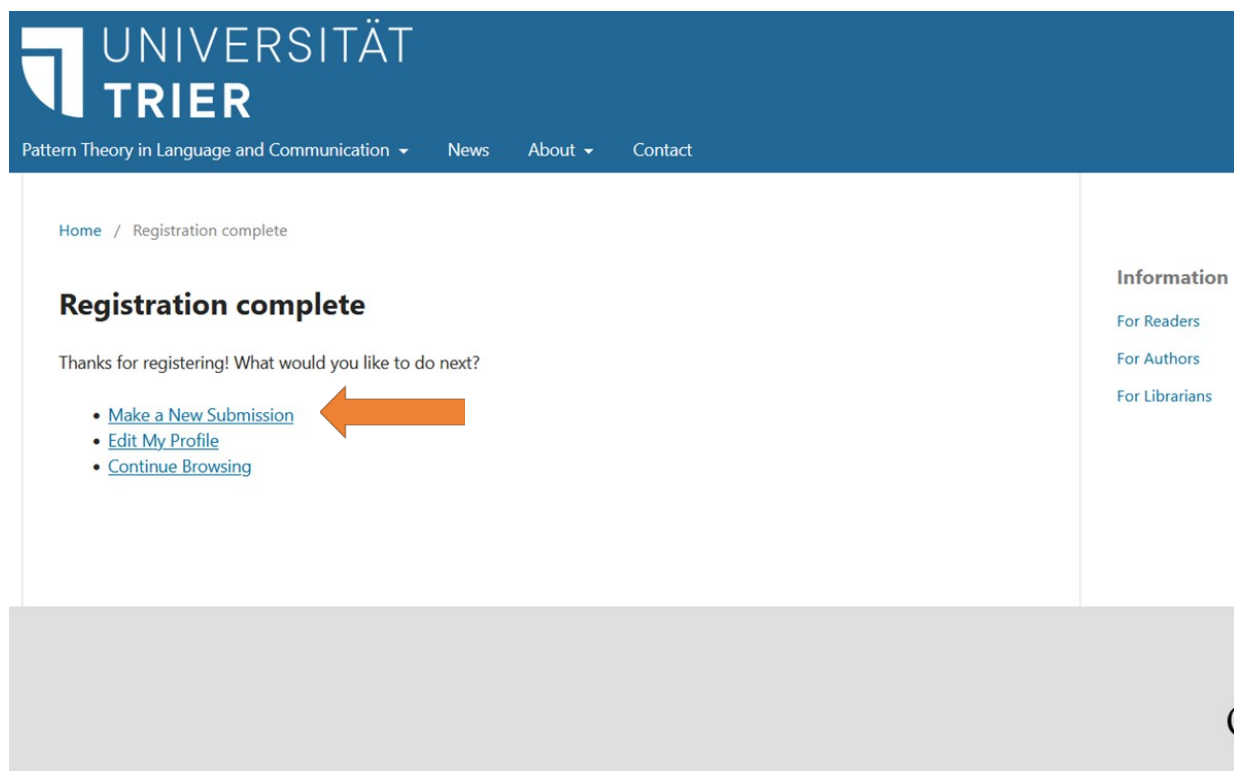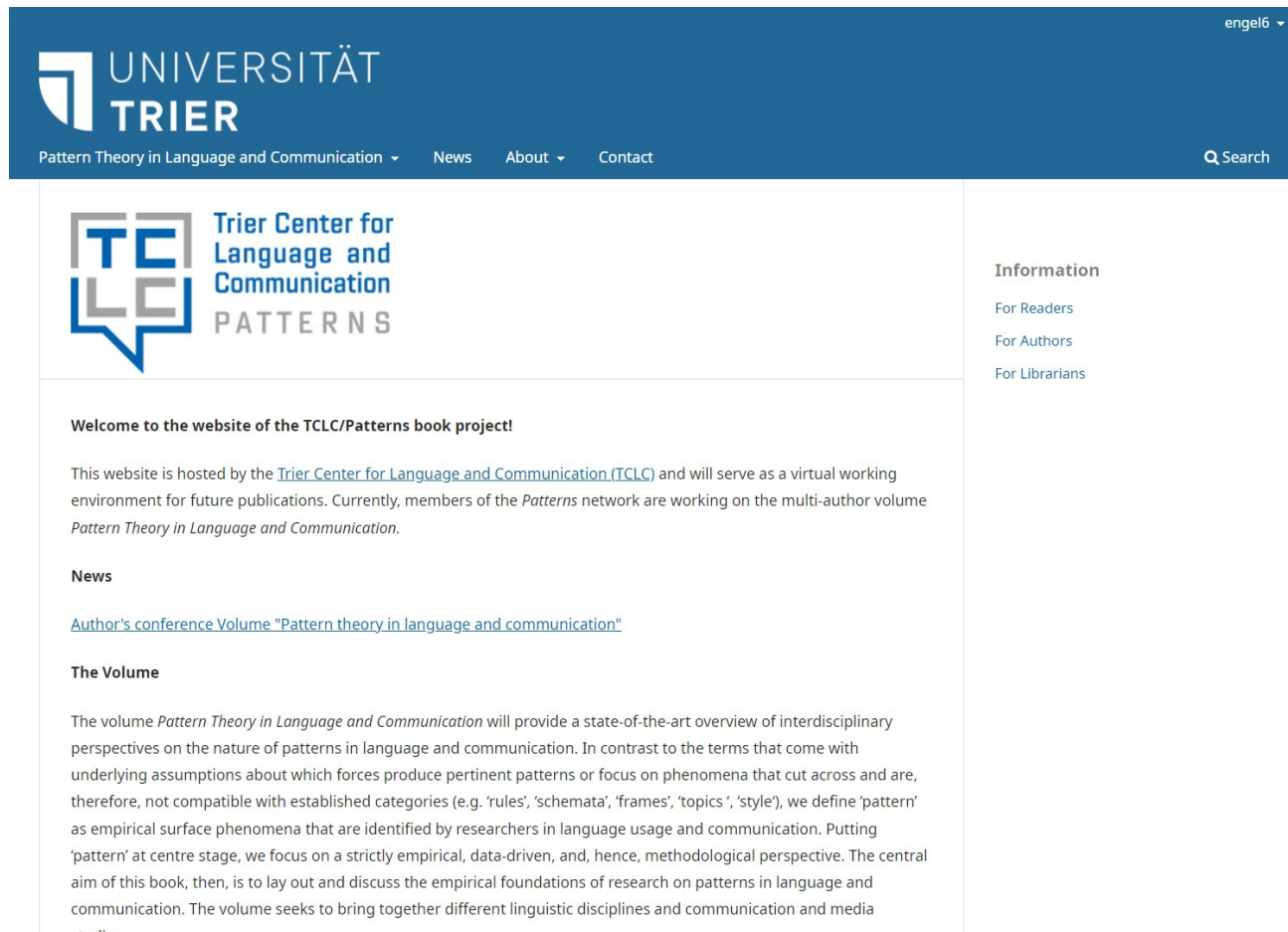
Option 2 (after login):
If you would like to make a submission later, you can do this as follows. After login, you can view your submission list, which is empty if you have not made any submissions. To submit a file, click on the "New Submission" button.
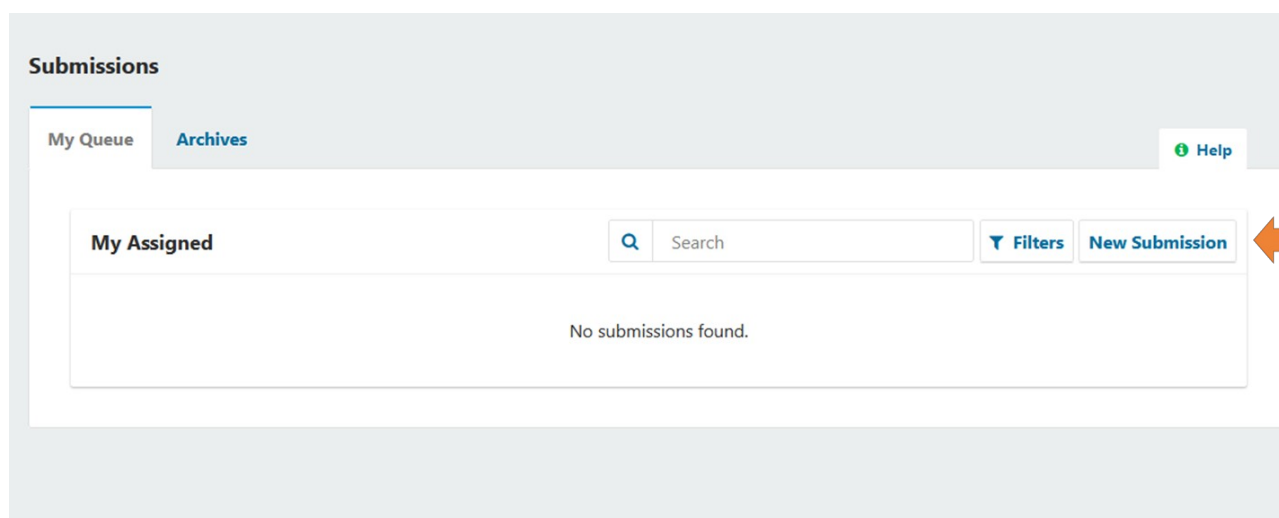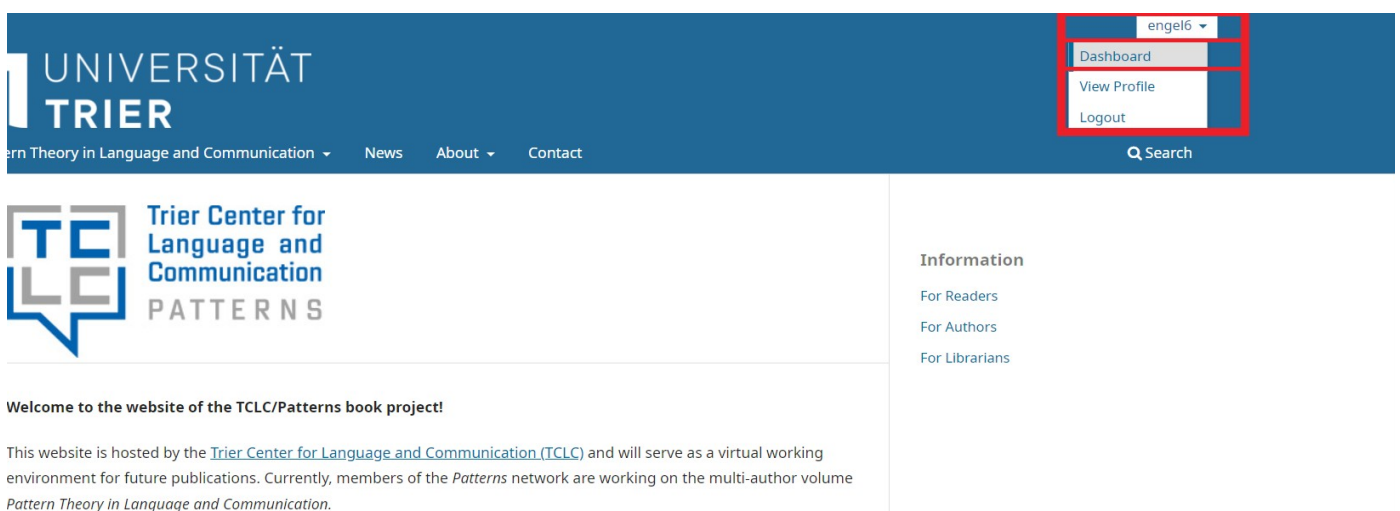
Note: In some cases, the OMP user interface might be displayed incorrectly as long as no submissions have been made. In those cases, finding the submission menu is not very intuitive. Follow these steps to access the submission menu:

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

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 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

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Corresponding Contact *

☑ 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.

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:

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.

To proceed, click *Save and continue*.
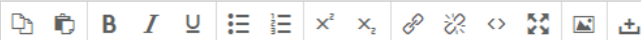
Step 4) **Confirmation**

In this final step, simply confirm that you want to make the submission by clicking *Finish Submission…*
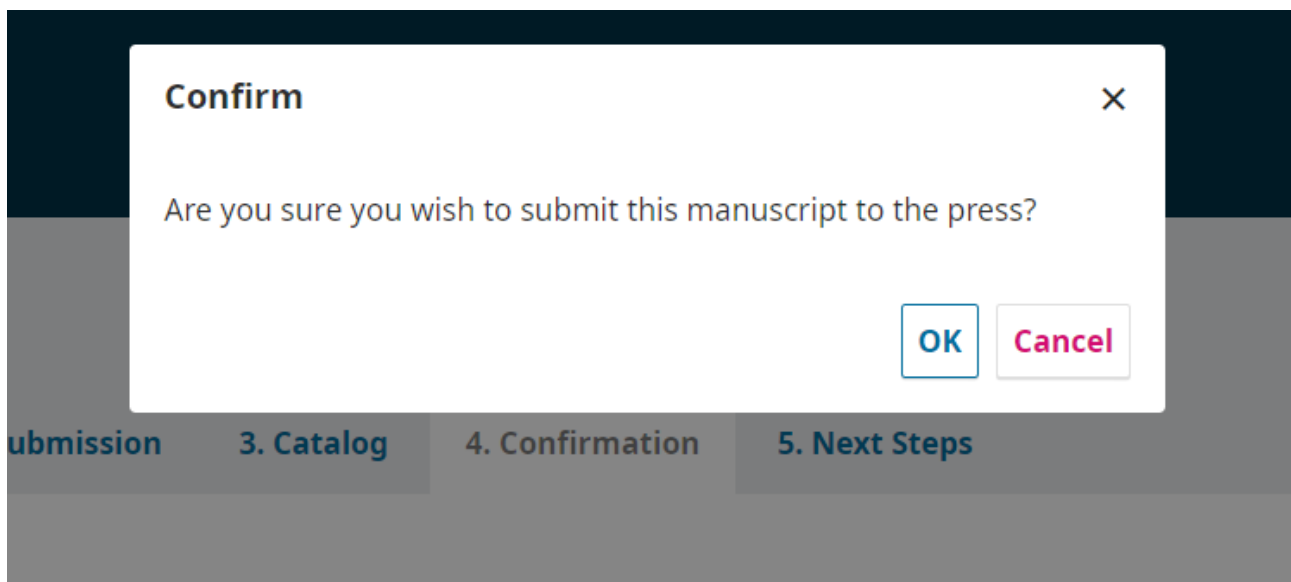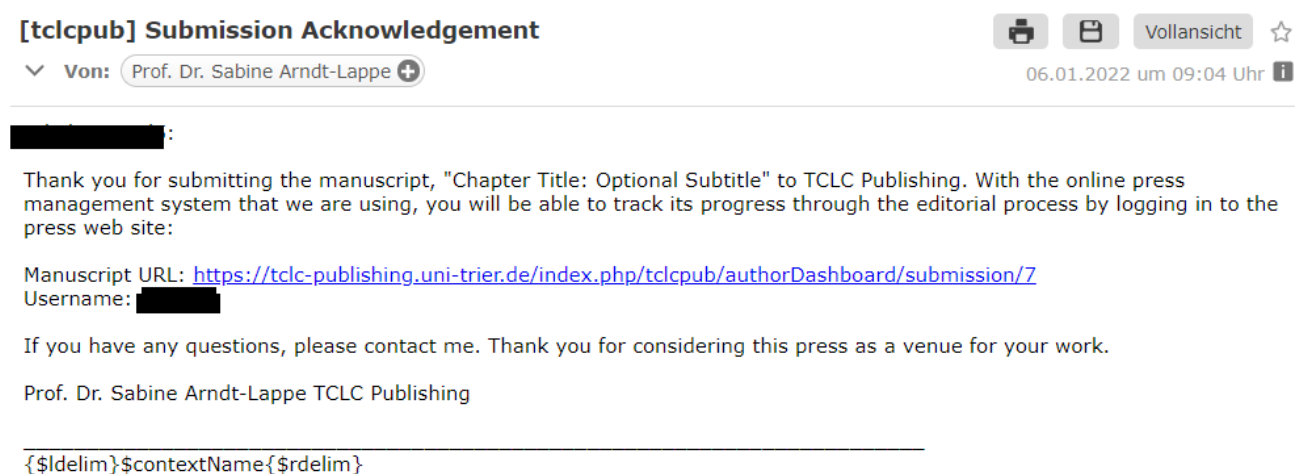
… and, following this, confirming your submission once more in the pop-up window. The submission process is now finished.

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:

7 / **Engel5** / Chapter Title

Library

Workflow Publication

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Submission Files

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Name   From   Last Reply   Replies   Closed

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