Open SI: Quick Guide for Authors

Welcome to Open SI, the new online publishing portal of the Smithsonian Institution Scholarly Press. Open SI will streamline your publishing process and ultimately increase the discoverability of your research by broadening the reach of SISP's publications.

For a visual step-by-step guide to the publishing process in Open SI, check out our video tutorial.

Recommended browsers: Firefox, Google Chrome. If you are using Internet Explorer, you must turn off compatibility mode for Open SI to display properly.

Get Started: Enroll in Open SI

All Open SI users are assigned "roles" in the system. Before you can submit your manuscript to Open SI, you must be enrolled as an author or volume editor.

Step 1. Email SISP (scholarlypress@si.edu) to request enrollment in Open SI. Let us know in your request whether you are an author or an editor on your project.

Step 2. Watch out for a notification email containing your new username and a randomly generated password. (If you already have a username when you email SISP, you will not receive this email.)

Stage One: Submit a Manuscript

What You Will Need to Submit

- SISP New Submission Form (see the Author Resources page of our website). The New Submission Form is **NOT** required for submissions to Atoll Research Bulletin.
- For monographs:
  o All your text, including references, in a single MS Word document, double-spaced with one-inch margins.
  o Each figure and its caption inserted into the Word document as soon as possible after its call-out.
  o Each table in an individual Word document.
- For edited collections:
  o Individual papers, including their captions and references, in individual Word documents, double-spaced with one-inch margins. Front matter should be treated as a separate paper.
  o Each figure and its caption inserted into the appropriate paper as soon as possible after its call-out.
  o Each table in an individual Word document.
- Art can also be submitted as a single PDF contact sheet containing all figures in order of appearance in the manuscript.
- If you are a former fellow or adjunct scientist, a letter of endorsement from the academic appointment supervisor.
- Copies of any previous peer reviews, if applicable.

Step 1. Log in to Open SI using the username and password provided in the enrollment notification email you received.

- You will be required to change your password if this is your first time logging in.

- After logging in, you will be taken to your "Dashboard," or your user home screen. You can always access your active submissions from the Dashboard.

Step 2. On your Dashboard, click on the large blue button called "Start a new Submission with Smithsonian Institution Scholarly Press."

- A new page called "Start a New Submission" will load. Notice the four "tabs": 1. Prepare, 2. Upload, 3. Catalog, 4. Next Steps.

Step 3. Tab 1: Prepare. Fill in the information on the "Prepare" tab.

- Required information is marked with an asterisk. You can choose whether to complete non-required fields.

- Click "Save and Continue" to move on to the next tab.

Step 4. Tab 2: Upload. Upload your manuscript and accompanying art on the "Upload" tab.

- Refer to the "What You Will Need to Submit" section above and the How to Submit page of our website for instructions on preparing and formatting your initial submission.

- Click the pale blue "Upload file" icon: This opens a pop-up window through which you can upload your file.

General Notes for Uploading Files to Open SI

- Files at all stages are uploaded through the upload pop-up window. There are three tabs in the upload pop-up window: 1. Upload, 2. Metadata, and 3. Finishing Up. You'll complete all three tabs for every file you upload.

- When you have finished uploading your file(s), you must click the "Complete" button on the third tab of the upload pop-up window to complete the upload and save your files.

- If you upload multiple files with similar names, Open SI may ask if you are intending to replace a previously uploaded file. *Unless you wish to overwrite a previously uploaded file*, the drop-down menu entitled "If you are uploading a revision of an existing file, please indicate which file" should be set to "Select file (to preserve history)."

- Back on Tab 2, click "Save and Continue" to move on to the next tab.

Step 5. Tab 3: Catalog. Provide metadata for the book on the "Catalog" tab.

- If you are submitting an edited collection, be sure to add each chapter/paper author to the list of contributors (click the pale blue "Add Contributor" icon).

- Click "Finish Submission" to submit your manuscript. You cannot make changes to your files after submitting.

Step 6. Begin collecting signed permission forms for any third-party-owned images that you intend to use in your publication. Visit the Author Resources page of our website for permissions guidance, including a decision tree to help you determine when permission is necessary, and permission request templates you can send to image owners.

Stage Two: Peer Review and Revisions

After the peer reviews have been completed, unless revisions are not needed or your manuscript is declined, you will be asked to make revisions to your manuscript based on the peer reviewer's recommendations. You will receive a notification email from Open SI when a peer reviewer's comments and markup have been made available for use.

Step 1. Look at the reviewer's comments and revise your manuscript accordingly.

- Follow the link in your notification email to be taken directly to the files containing the peer reviewer's comments and markup.

- Click on the name of a file to download it. Open SI will assign it a lengthy filename of numbers and abbreviations, but feel free to change this to something more convenient for your work.

Step 2. After making your revisions, upload your revised manuscript and your Author Response to the peer review.

- Follow the link in your earlier notification email or log in to Open SI and access your manuscript through your dashboard.

- In the "Revisions" section, click the pale blue "Upload file" icon to open the file-upload pop-up window and upload your files. Remember to complete all three tabs in the upload window for every file you upload.

Step 3. Upload all permissions documentation for your third-party materials to the "Submission Documents" section.

- The "Submission Documents" section is at the very bottom of the list of publishing stages on your project's page.

- Click on the pale blue "Add a file" icon **Add a file** to upload your permissions documents to the "Permissions" section. Remember to complete all three tabs in the upload window for every file you upload.

Step 4. Submit all your final figure files **via SISP's FTP site**.

- Be sure your figure files meet the specs in SISP's Digital Art Prep Guide (found on the [Author Resources](#) page of our website).

Stage Three: Copyediting

After your manuscript has been copyedited, you will be asked to audit (i.e., review) the copyeditor's changes and answer queries. You will receive a notification email from Open SI when copyediting has been made available for you to audit.

Step 1. Review the copyediting and answer any queries.

- Follow the link in your notification email to be taken directly to the copyedited files.

- Click on the name of a copyedited file to download it.

Step 2. Upload your manuscript with your responses to the copyediting.

- Click the pale blue "Upload a response" icon **Upload a Response** to open the file-upload pop-up window and upload your file(s). Remember to complete all three tabs in the upload window for every file you upload.

Stage Four: Typesetting

After your manuscript has been typeset, you will be asked to audit (i.e., review) the proof pages and provide corrections to any typos or factual errors. You will receive a notification email from Open SI when proofs have been made available for you to audit.

Step 1. Review the proofs and mark any changes on the pages.

- Follow the link in your notification email to be taken directly to the proof files.

- Click on the name of a proof file to download it.

- You can mark your changes by hand on the pages, digitally with Adobe markup tools, or simply by keeping a running list of required changes.

Step 2. Submit your corrections to the proofs.

- If you wish to submit your marked-up pages as an electronic document (either as a scanned copy of hand-marked pages or as a PDF with digitally marked pages), click the pale blue "Upload a response" icon to open the file-upload pop-up window and upload your file(s). Remember to complete all three tabs in the upload window for every file you upload.

- If you wish to submit your changes as a list of page numbers and corresponding changes, click the pale blue "Upload a response" icon, and instead of uploading a file, list your requested changes in the "Compose Note" box.

- If you wish to submit the original hand-marked pages, send them via interoffice mail to MRC 957.