

Open SI: Quick Guide for Copyeditors

Welcome to Open SI, the online publishing portal of the Smithsonian Institution Scholarly Press. We thank you for your services and your participation in our streamlined electronic publishing process.

Open SI is fairly simple and intuitive, and this guide can help you through the basics of completing copyediting in the system. Be sure to check out our video tutorials (on our website, [here](#)) for a visual step-by-step guide to copyediting through Open SI. And of course, you can always contact us directly if you have questions.

Get Started: Enroll in Open SI

All Open SI users are assigned “roles” in the system. Before you can copyedit a manuscript, you will be enrolled in Open SI as a copyeditor and assigned to the project.

Step 1. Watch out for a notification email containing your new username and a randomly generated password.

- If you are not currently copyediting a manuscript for us, but would like to be considered for future projects, you can email us at our general email, scholarlypress@si.edu, to request enrollment as a copyeditor.

Conducting the Copyedit

When the manuscript is ready for copyediting, you will receive a notification email from Open SI. Click the link in the notification to be taken directly to the copyediting page.

Step 1. Download the files and conduct the copyedit.

- Click on the name of a file to download it. You will always download the files from the “Final Draft Files” section.
- **Note:** When you download a file it will have a lengthy filename composed of numbers and abbreviations. This filename is assigned automatically by Open SI, however you should feel free to change its name to something more convenient for your work.
- Conduct copyediting using the tracking feature in MS Word. Sample files should be sent to the Publications Specialist via normal email.

Step 2. When your copyedit is complete, upload the copyedited file to the “Copyediting” section.

- Click the pale blue “Upload file” icon. This opens a pop-up window through which you can upload your file.
- In the “File Contents” drop-down box, choose the appropriate book element of the file you are uploading (e.g., book manuscript, chapter/paper manuscript, etc.).
- When you are asked to give your file a helpful name, be sure to add the suffix “.CE” to indicate that the file has been copyedited.
- Also upload your style sheet for the copyedit. If you prefer, you can send your style sheet directly to the Publications Specialist as part of the next step.

Step 3. Notify the Publications Specialist that you have completed the copyedit.

- You can notify the PS via regular email.