



BCLA Browser: Linking the Library Landscape

Instructions to Authors

<http://bclabrowser.ca>



BCLA Browser: Linking the Library Landscape

- Register with the BCLA Browser website as an Author.
- <http://bclabrowser.ca/index.php/browser/user/register>
- Use the **MS Word Template** provided to create your submission.
- <http://bclabrowser.ca/docs/BCLA%20Browser.doc>
- **MAC users** should save the template to the **My Templates** folder and then open the template under **Project Gallery - My Templates**.
- **Save your document as a .doc file.**
- Login to the BCLA Browser and follow the steps to make your submission.



BCLA Browser: Linking the Library Landscape

- Login to the BCLA Browser.
- <http://bclabrowser.ca/index.php/browser/login>
- Start a New Submission.

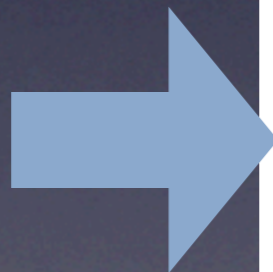
Home > User > Author > **Active Submissions**

Active Submissions

ACTIVE ARCHIVE

<u>ID</u>	<u>MM-DD</u> <u>SUBMIT</u>	<u>SEC</u>	<u>AUTHORS</u>	<u>TITLE</u>
<i>No Submissions</i>				

Start a New Submission
[CLICK HERE](#) to go to step one of the five-step submission process.





BCLA Browser: Linking the Library Landscape

- There are 5 steps to the submission process.
- Fill in the forms and follow the prompts for each step.

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > **[New Submission](#)**

Step 1. Starting the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

1. Start
2. Upload Submission
3. Enter Metadata
4. Upload Supplementary Files
5. Confirmation



BCLA Browser: Linking the Library Landscape

- **Step 1. Start**
- Select the **Journal Section** that you would like your submission to appear in.
- **Submission Checklist:** Ensure that your submission is in **.doc** format and put a check mark in the box.
- **Copyright Notice.** Read and agree to the Browser's Copyright policies and put a check mark in the box.
- Click on **Save and Continue.**

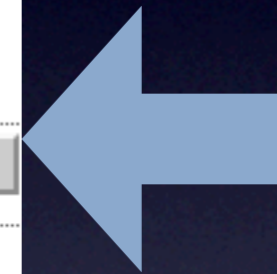


- **Step 2. Upload Submission**
- **Browse** for your .doc and select the **Upload** button.

Submission File

No submission file uploaded.

Upload submission file

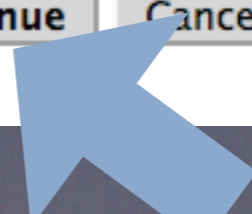


After clicking on **Upload**, the system will assign it a submission number & confirmation of file size and date uploaded. Click **Save and Continue** to move to step 3.

Submission File

File name	216-1001-1-SM.doc
Original file name	BCLA Browser Submission.doc
File size	72KB
Date uploaded	2010-10-30 04:16 PM

Replace submission file





- **Step 3: Entering the Submission's Metadata**
- Enter the **Author** name and contact information.
 - If there is more than 1 author, select the **Add author** button to obtain additional form fields.
- Enter the **Title** of your submission and **abstract (optional)**.
- Click **Save and Continue**.



- **Step 4: Upload Supplementary Files (optional)**
- If you have additional files to submit with your original submission, you can upload them here.
- If you have no additional files, click on **Save and Continue**.



- **Step 5: Confirmation**

- The BCLA Browser system will provide a summary of your submission details.
- This step is your chance to review the document(s) and files uploaded and to go back and make changes.
 - Eg, Update the metadata (change title, add authors)
 - You can replace your original submission by going back to Step 2: Upload a new submission file.
- When you are satisfied with your submission, click in **Finish Submission**.



- **Now what?**

- The principal author will receive a submission acknowledgment by email.
- Your submission will be assigned to a section editor who will review its suitability for publication and contact you with his/her decision and/or questions about edits or changes.
- After reviewing and editing, the section editor will ensure that the submission meets all the format requirements and create the final galley copies suitable for publication.
- Contact the **Editor** if you have any questions about your submission: <http://bclabrowser.ca/index.php/browser/about/editorialTeam>