

Submitting to the Proceedings

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SPEAKERS

Race MoChridhe, Speaker 2, Speaker 3, Speaker 1, Leslie Engelson, Speaker 4, Derek Rieckens, Kris Veldheer

K Kris Veldheer 00:00
All right, since it is the top of the hour in my timezone, let's get things going. You have tuned in to the quit the webinar on submitting to the proceedings with Derek Rieckens, Kris Veldheer, and Race MoChridhe. Um, as you can see from my Hollywood Squares box. I'm Kris Veldheer. I am the former editor in chief. And the way this is going, the the webinar is going to go is I'm about to turn it over to Derek, who is the now the editor in chief of the annual proceedings. And he is the person who you will all work with and getting things submitted, along with Race MoChridhe from Atla, who is also the very in one of the other squares, who is very, very helpful and can answer questions as well, and will work with Derek, the two of them work together to steer the process of getting the proceedings finished and out the door. In time, as I recall, the due date for all your materials is July 15. And with anything further, I will turn it over to Derek.

D Derek Rieckens 01:13
All right, thanks, Kris. editor emerita. Um, as Kris said, The deadline is July 15. That's just a little over two weeks away now. And I know that since you're attending this meeting, I'm preaching to the choir by saying this. But we do. We do want you all the all presenters to get in by the deadline. We want full participation, since this is in the proceedings as the official record of the biggest event of the associations year, so look forward to receiving everybody's stuff. So the first question that's probably on your mind is, where do I go to

submit? And the answer is that URL on the left there `serials.atla.com slash proceedings`, maybe Race could drop that in the in the chat. You if you have submitted before, you should already have a login. If you have not submitted before, you will need to register, which is pretty straightforward. Just click on register in the upper right corner there and enter your name, your institutional affiliation and email address. And of course, a username and password. And that's how you get started. And so I'll pass it over to Race then for the mechanics of how to submit.

R

Race MoChridhe 02:40

All right, thank you, Derek. Yes, once you've gotten to the address that Derek mentioned that I've also put in the chat there, for everybody to copy, it's a fairly simple process, you're going to go through just a couple of panes here at this screen. So once you've logged in to the website with the credentials that you've that you've registered, you'll arrive at a screen that looks like this. This is called the dashboard. In the the OJS software that we use for managing the proceeding submissions. You'll be looking for this button right here that says new submission. Once you've clicked that, it's going to start your submission process, the first thing to do is going to be to select a section that your submission is going into you should already know this, it'll be pretty much however you were categorized in Sched with the to listen and learn panel poster, whatever it may be, you will select that format. And then you'll just go through a checklist for the submission requirements. These are all listed on the proceedings website. If you go to that same address out on the main site before you log into this back end, you can find the full knockdown drag out in text of all the submission requirements. We're going to be going over those today. So there shouldn't be any surprises. Here, you'll just need to check all the little boxes that indicate you understand what those are in your submission this meeting. If you have any comments for Derek particular concerns about attached images that you might have or questions about the process anything at all you want to communicate to him as the process proceeds, you can leave those in the comments for the editor section at this stage as well. And then you'll hit save and continue. Which will bring you to this next screen. This is where you're going to select your component type, you're all going to at least have a submission text. Some of you may have additional files to attach, which the screen is going to provide you an option for and then you could pull something else out of this drop down for images or charts or graphs or things like that. But at the very least everyone will be putting in one submission text. You'll click Continue. Once you do it'll give you a chance to edit the file name. If you need to make any adjustments to that you'll hit Continue again. And then you'll have the option either to complete or to add another file if you have any of those kinds of additional materials. You'll hit save and continue there. That'll bring you to a screen for metadata for your submission, the Asterix is marked the sections that are required. They're pretty straightforward. You'll enter a title

and a subtitle, if you have one, you'll have an abstract as well. And then you'll also be asked for your contributors, only one person needs to make the submission. If you had multiple people, say on a panel or in a discussion group, only one of you needs to go through the process. But the system there will give you the opportunity to add the names of all the rest of your contributors very important, of course, to make sure that everyone who participated gets credited there, the system will also ask you for subjects and keywords. These don't have to be, you know, Library of Congress subject heading, though, they certainly can be if you want, these are just any subjects or keywords that you feel would be helpful for somebody, imagine somebody running a Google search, what kinds of terms might somebody put in that you would want them to find your contribution for, because this system will expose that for searching in that way people can get to you from Google. And once you've been published in the Proceedings. So that's just a good way to think about what kinds of terms you might want somebody to be able to land on your contribution using. And then you'll hit save and continue at the end of this screen as well. Then it brings you to a confirmation screen here, there's really nothing to do but hit Finish submission. And that part of the job then is done. And I'll pause here just to ask if anybody has any questions about that workflow, for actually making the submission. We're about to talk about the requirements for up with the actual steps to get it in there. Are there any questions or comments or concerns about that?

S Speaker 1 06:36

So I had a presentation that was combined with someone else's into one session where we each submit our own for that. You were combined by Atla combined us. So we didn't know each other or work together at all, we just showed up at the same time. And I presented first.

R Race MoChridhe 06:55

Okay, so yeah, you were just part of the same the same block, then. Yeah. So yes, you can make that that submission separately. And then I guess it'll get put together, put together on the backend. Any other questions about this part of the process?

L Leslie Engelson 07:13

race, you mentioned, the component type, that we're all gonna do text, some can be images. Can the images and the text be all on the same file?

R Race MoChridhe 07:28

Part of the part of the submission component guidelines that we're about to go through, is that we do ask for images to be included as separate files. Just because sometimes when you have like images embedded into the Word document, you lose resolution in various ways, and then they don't reproduce this nicely on the back end. For prints, the text and images be separate?

L

Leslie Engelson 07:50

How do we indicate where those images go?

R

Race MoChridhe 07:56

We'll be we'll be discussing that in the submission components. But in brief, really any anything that serves to effectively highlight the place where you want it to go, like, say a comment in brackets that just says insert your image to here. And then when that goes goes to layout, we know where to where to place the image to just as long as the file names match up. Thanks. Good questions. Any others at this stage? No. All right, then I'll move into these guidelines. I do want to say this is intended to be very open and informal and participatory. So if you have questions, as we're going along, feel free to break in and stop me and ask those at any time. So that we make sure that that we get those covered. So components of your submission, like I said, at a bare minimum, everybody is going to have some text. The the guidelines for this are pretty straightforward. We're looking for docx, ODT, or RTF files, we're looking for a minimum of 250 words in each submission. For most people, that's not going to be a problem. If you have a poster or something like that, you might have had less text than that on your poster, it will need to be fleshed out a little bit. And we will be talking a little bit more about converting things like posters, or other more visual formats for that purpose as we go along. But well, one, at least 250 words for any submission to run in the proceedings. Our standard style citation style is author date, Chicago, according to the 17th edition of the Chicago Manual of Style. If you're not familiar with using author date, we do have resources for that on the Atla web LibGuide for the press, and I'll put the link for that into the chat here. So if you go to our LibGuide there's lots of great information in there. But one of the main tabs is for citation guidelines. And it contains examples of usage for all kinds of different materials you may be citing etc. So if that's a new style using author date, rather Have the notes and Bibliography for you, that's a really good place to go to get those questions answered, we do ask that your file name for the document be some kind of shortened version of the main title so that it's easy for us to compare the file lists against what we have in sketch and match those up to each of the individual presentations. As I mentioned, a note on posters, posters can be a very visual medium, sometimes all your poster had was a set of bullet points that you were going to discuss with people when they're present, we do ask you, if you have a poster like

that, to recall that you won't be there when somebody reads that in the proceedings. So it's important to flesh out those points to add to that text, whatever information you might have contributed in discussion with people at the poster session, so that the reader can get the full experience of that information, even without the benefit of being able to have that interaction that was available at a conference. This is a summation of the guidelines. There are further details on one or two points. And those can be found, as I mentioned before, at the proceedings website at that link down there below, we have the full listing. But these are really the key takeaways for formatting your text. Questions there? No. All right, that brings us then to your images. We've actually recently revised the guidelines for images. So if you've contributed in previous years, be aware that they have changed a little bit since then, we're looking ideally for TIFF, or raw image formats. When you submit your images, and a minimum resolution of 2700 by 1800 pixels. We recognize that, especially if you had saved images that came from archival sources, or things like that, there could be situations in which you cannot get either that format or that resolution, in which case we just asked for communication with us beforehand. That's something you can put in those comments to the editor. When you're making your submission, say there was no way to get this in that format or at that resolution. And then we can know that we have to pay some special attention to that to make sure that we can still use that effectively both for the digital and for the print edition. And that's going to reproduce well on printing. But ideally, you have a TIFF or a raw version of the image at 2700 by 1800 pixels, or greater to make sure that that comes out crisp and clear and beautiful, both on paper and on the screen. And of course, for any images, it's necessary to have proper permissions or ability to use those under for use provisions etc. So if there are copyright permissions involved in the use of your image, you might want to mention those as well. During that submission process in the comments to the editor, this image is copyrighted, I have permission from the copyright holder to use that, etc. For posters and for presentations generally, but especially tends to be an issue for posters, please make sure to send your images individually, that means both not included in say the word document with your text, but also not sending, for example, just a whole screen of your poster as one image. Or if you had a slide deck slides as one image, those are all going to be going to decompose and reconfigured when we lay out the proceedings for publication because of its print and electronic nature. And so we really need each of those images separate so that it can be laid out with the text. Again, for the details on the website, but these are the important takeaways. Any questions on images? No, all right. Abstracts. Pretty simple 100 to 150 words is what we're generally looking for, for the abstract for proceedings, just make sure that that you're coming in somewhere within that range. Subject Terms keywords, we touched on this before, they are not required, but they are highly recommended, because they do increase the visibility of your work tremendously. And this is where I can put in a good plug because a lot of what I do at Atla is with our open press operations. I work extensively with our journal theological

librarianship with theology cataloging bulletin with our books program. And I can tell you that the number of times I see our proceedings cited, and everything that comes through the press is really, really encouraging. Because it tells me that people really do go back to the proceedings and make use of this really wonderful library of information that we've accrued there over the years. So there's an excellent chance that something in the proceedings really is going to be leveraged and used by future scholars. So we want to make that the task of finding that for them as easy as we can and that doesn't really for submission components, you know, now hopefully where to go, what we're looking for you to submit, and how that should be formatted in order to come into us. At this point, if we have any, any questions at all about the process, we're also happy to talk through is why we bring everything in all the editors to talk through if you have concerns about how to adapt particular material you have that might be a little bit unusual in format, or further questions about how to develop, you know, say, a poster into a filler text treatment or anything of that nature. We're happy to talk through the particularities for your submission, as well as answering general questions.

S

Speaker 2 15:42

I was wondering how closely it needs to match what we did in the presentation. I had worked on an article before. And it covered the same content, but had maybe a few additional ideas or points in it. Would that be okay? Do I need to rework it more? There's also a question at the end that I like wanted to include more content in there in response to that question. So things like that, if I could add more content to it.

R

Race MoChridhe 16:11

Derek, do you want to speak to that from the from the editorial chair there?

D

Derek Rieckens 16:18

I would say please go ahead and include it all, especially if there were additional thoughts that you had hoped to lay out in response to a question and simply didn't have time for by all means, flesh it out. Okay. Does that cover it? Yeah. Thanks.

S

Speaker 3 16:43

Um, I have a question about images. Um, because my images, most of them are the graphics or a chart. You know, charts generates why Excel spreadsheet? And my question is, I'm not quite sure whether we're solutions lets us expectation. So what should I do? You means that each because I've got a few of them. Um, so I already submit to my paper, I

can take it out and put it back. So do you mean that I have to separate the path as well as image?

R

Race MoChridhe 17:30

Yes, I should make a distinction here between graphs and tables. Just as a general point tables can come in as formatted text. But yes, if you have a chart or a graph proper, then that's eventually going to be printed as an image. So we'll want it as a separate image. Usually, once you've generated that in Excel, you can right click and like save image as to pull that separately, I definitely recommend using that process rather than like screenshotting it from the Excel document, because you get better resolution saving it as an image itself.

S

Speaker 3 18:07

Because my favorite basically, use a lot image when you incorporate cut and paste in the doc Word document. It works better. For me, I have to work out if I have questions. Thank you.

L

Leslie Engelson 18:22

I'm sorry, Race. I was just confused. I thought you said that tables can be in the document as text. But then you said if it was XML to save it as an image? So um, Oh,

R

Race MoChridhe 18:36

yes. If it's just table structured text data, then by all means it can be included as a table right in the text. I'm talking there about like charts or graphs that you generate out of that data, like in Excel, and it does the visual rendering, then you need to save that out as an image. Okay, so like a pie chart? Yeah. Got it. I chart, bar graph, anything like that? These are great questions. Anything else on anybody's mind?

S

Speaker 4 19:11

Still on in the news, I had a quick question. What if some of our images are supposed to be screenshots of an Excel document to give an example, to give an example of showing what our Excel document we are working from looks like?

R

Race MoChridhe 19:30

Yeah, well, then there, Derek, feel free to chime in here from the technical back end? Like I'm inclined to say that's that's not an issue for that case, where like, the image of the spreadsheet is the visual aid itself, as opposed to just like needing to reproduce the data that's in the spreadsheet? Right. Definitely not a problem technically. Derek, do you have any? Do you have any thoughts on it?

D

Derek Rieckens 19:56

No, I think that that makes perfect sense. I mean, if the point is to show what the applet window looks like then it would make sense to screenshot that. Okay. Thank you.

R

Race MoChridhe 20:18

Fabulous. Any other worries we can put your minds at ease about? Alright, it seems like we've got a confident group here which is wonderful looking. I'm really looking forward to seeing all your all your submissions come in between now and the 15th. Derek, is there anything you wanted to add in closing as we as we wrap up and give folks some time back in their day here then?

D

Derek Rieckens 20:52

I think that about covers it. Happy submitting!