

DIGITAL CLASSICS ONLINE

Online Submission Instructions

Link: <http://journals.ub.uni-heidelberg.de/index.php/dco/>

The individual steps for filing, correspondence if necessary, and re-submission of a revised version via the Content Management System Open Journal Systems (OJS) are described here:

1. Submit an Article

If you have received your access data, please use these to log in. You have already been assigned author status by us, so you can use the button [new post] to upload your paper immediately.¹

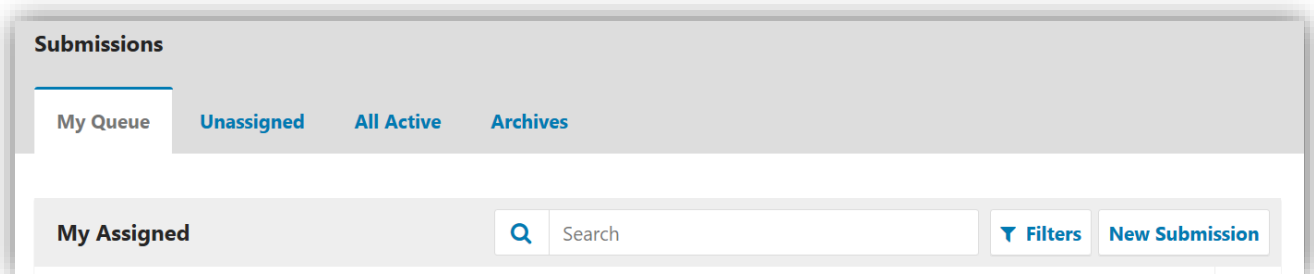
Please use our template for LibreOffice to create your contribution. If you have not yet installed LibreOffice, you can download the program free of charge. Please use the instructions for LibreOffice on our homepage under the menu item “For Authors”. Since DCO is based on the Open Access principle, we would also like to use the typesetting system accordingly. **Submissions in MS-Word can no longer be accepted.** However, you can easily transfer your Word submission to LibreOffice yourself and adapt it to the LibreOffice template. **Please make sure that your contribution meets the requirements of the style sheet and template.** Instructions for LibreOffice and template usage, template and style sheet can be found under the navigation point “For Authors”.²

The submission including uploading of your contribution is done in five steps:

1. Start,
 2. Upload Submission,
 3. Enter Metadata,
 4. Confirmation,
 5. Next Steps,
- which are further explained below.

Step 1 – Start:

For a new article submission, go to “Submissions” in the menu and then select the item “New submission”.



¹ You can also first use [Edit Profile] to customize your profile/contact if necessary, and/or create a personal password by selecting [Change Password].

² <https://journals.ub.uni-heidelberg.de/index.php/dco/autoren> (last access 01.03.2023).

Now fill in the preliminary information about the article:

- Submission Language
- Section

Section

Digital Classics Online Artikel

*Articles must be submitted to one of the journal's sections. **

- Comments for the Editor
- Consent to the storage of data

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue Cancel

Before you actually upload your article, we would like to draw your attention to a few points that are meant to facilitate the subsequent steps. First, on the homepage of DIGITAL CLASSICS ONLINE please select the language in which you have written your article. Below you will see a checklist, allowing you to check whether your submitted article meets the technical requirements, including aspects regarding copyright and technical issues. **Important: All items in the checklist must be checked before you can upload your article.**

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- Der **Artikel** ist noch nicht in einem anderen Journal erschienen und kann unter einer der **CC-BY 4.0** Lizenzen veröffentlicht werden. (Falls es sich um eine Zweitveröffentlichung handelt, wenden Sie sich bitte an die Redaktion)
- Die **Rechte an Bildern und Graphiken** sind geklärt und können unter einer der **CC-BY 4.0** Lizenzen veröffentlicht werden.
- Der Artikel liegt in einer Textdatei im Format **.doc** oder **.docx** vor.
- Alle **Graphiken** des Artikels habe ich **einzelns als Datei** vorliegen. Sie können im 4. Schritt als Zusatzmaterial hochgeladen werden.
- Die Stellen, an denen Graphiken integriert werden sollen, habe ich im Text markiert.
- Die **DCO-Einverständniserklärung** habe ich unter http://journals.ub.uni-heidelberg.de/media/dco/de/DCO_Open_Access_Agreement_German.pdf heruntergeladen und werde Sie nach der Einreichung unterschrieben an die Redaktion zurücksenden.

For publication in DIGITAL CLASSICS ONLINE, you have to apply to your contribution one of the following CC licenses (<https://creativecommons.org/licenses/?lang=en>):

CC BY	Attribution alone
CC BY-SA	Attribution + ShareAlike
CC BY-NC	Attribution + NonCommercial
CC BY-NC-SA	Attribution + NonCommercial + ShareAlike
CC BY-ND	Attribution + NoDerivatives
CC BY-NC-ND	Attribution + NonCommercial+ NoDerivatives

The chosen licence has to be noted as footnote of your article as follows:

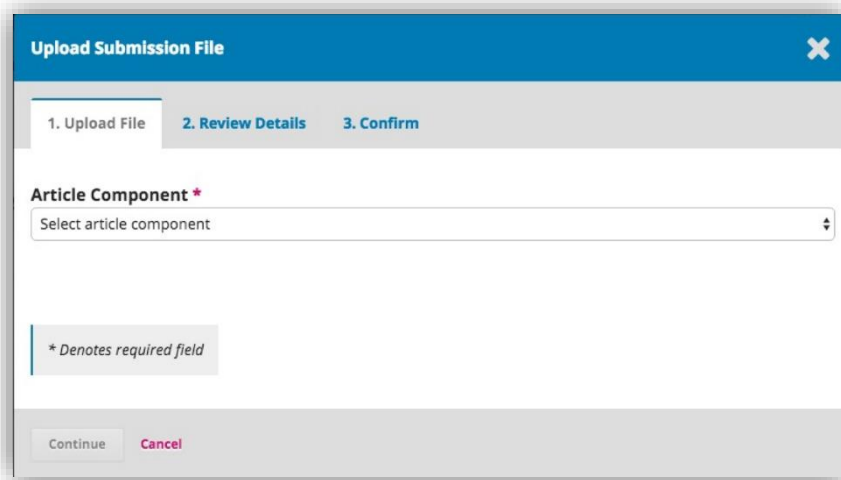
“This article is licensed under the CC BY-XX 4.0 International.”
 Otherwise the article will be licensed by CC BY 4.0 International.

For the publication the author has to fill in the DCO_Open_Access_Agreement_Terms (german version!) and send it to the assistant editor via e-mail. The document can also be found under the menu item “For Authors”.

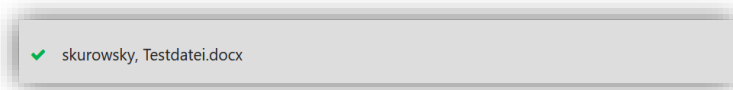
If you now click on the button  you will be forwarded to **step 2 “Upload Submission”**.

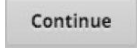
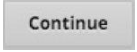
Step 2 – Upload Submission:

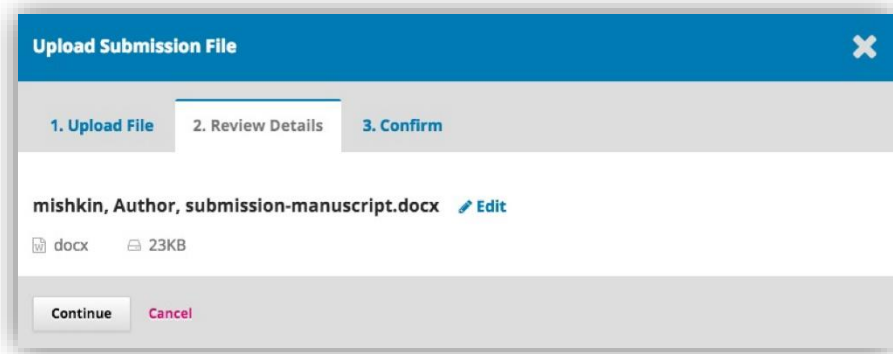
The pop-up window “Upload Submission File” will open. Now you can upload your article. When a file is dragged into the dotted-line field, then the file is being straightly uploaded.



If the upload has been successful, your username and contribution³ will be preceded by a green check mark, as in the following example:



If you now click the button , you can change the file name of the uploaded file (Edit). A further click on the button  completes the upload of your file and you can upload further files, e.g. as additional article components.



Afterwards, i.e. after completion, you will reach **step 3 “Enter Metadata”**.

³ The file name will change during the editorially supervised review process. A sequence of numbers up to the first hyphen remains unchanged and is permanently assigned to your document. Example: 17683-42674-1-SM.odt.

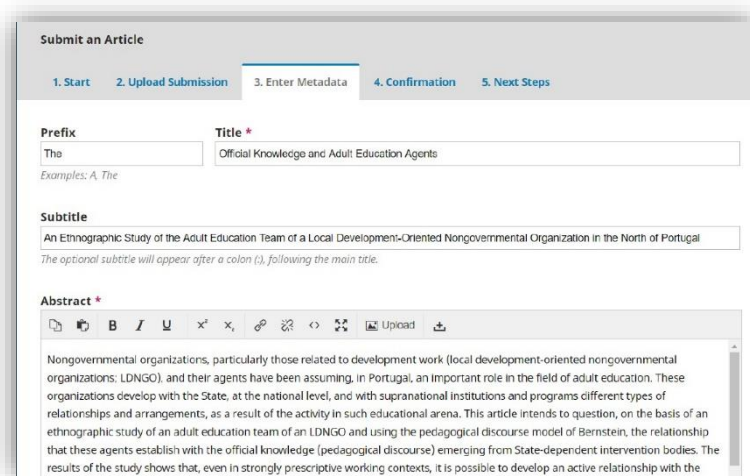
Step 3 – Enter Metadata:

In this step, you have the opportunity to revise your data again and, if necessary, to adapt your institution, homepage or CV.⁴

Click on “Edit” to do this.

This is information on you as the author that you make available to your future readers. You will then be asked to give the title of your contribution and to write an abstract in English. Below you will also have the opportunity to indicate persons and institutions that have contributed to it or supported you.

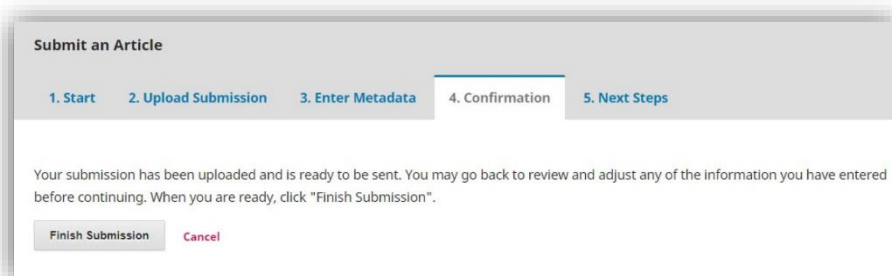
Please indicate the language(s) and the keywords of your contribution. In addition, you can enter your references here at the end, but you can also leave them in your document.



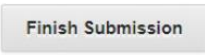

The screenshot shows the 'Submit an Article' interface at step 3, 'Enter Metadata'. The progress bar at the top indicates the current step. The form includes fields for 'Prefix' (with 'The' entered and examples 'A. The'), 'Title *' (with 'Official Knowledge and Adult Education Agents' entered), and 'Subtitle' (with 'An Ethnographic Study of the Adult Education Team of a Local Development-Oriented Nongovernmental Organization in the North of Portugal' entered). Below these is a rich text editor for the 'Abstract *', containing a paragraph of text about nongovernmental organizations and their agents in Portugal.

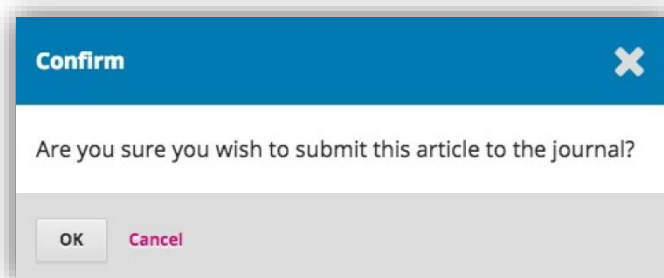
If you now click on the button  you will be forwarded to **step 4 “Confirmation”**.

Step 4 – Confirmation:



The screenshot shows the 'Submit an Article' interface at step 4, 'Confirmation'. The progress bar is updated. The main text reads: 'Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission"'. At the bottom, there are two buttons: 'Finish Submission' and 'Cancel'.

Here you have once again the possibility to check your uploaded files, i.e. both the contribution and the additional files. If everything is in order, please click on the button . Then you have to confirm again with .



The screenshot shows a 'Confirm' dialog box with a blue header and a close button (X). The text inside asks: 'Are you sure you wish to submit this article to the journal?'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

With this step your contribution becomes visible to the editors, who now have the possibility to assign your contribution to a reviewer. You will then be taken to **step 5 “Next Steps”**.

⁴ Please note that the data you enter here will be visible to all readers of this journal.

Step 5 – Next Steps:

Your submission is now complete and you can

- Review the submission,
- create a new submission, or
- return to the dashboard.

2. Style-Sheet and Template Check

Before your article is assigned to a reviewer by the assistant editor, the assistant editor checks whether your article meets the requirements of the style sheet and template. These documents can also be found under the menu item “For Authors”. When all requirements have been met, your contribution will be sent for review. If this is not the case, the assistant editor will contact you by e-mail and ask you to edit your contribution accordingly. Then, you must upload your document again. Afterwards, the assistant editor will review it again. This means that your contribution will only be submitted for review if your contribution meets the formal criteria for DCO.

3. Content Editing Phase

Judgement of the reviewer

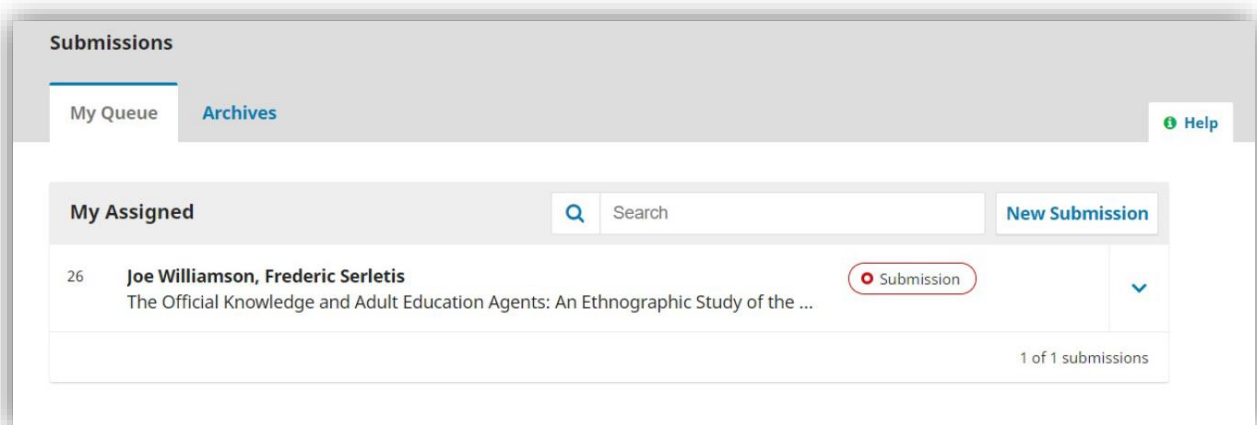
The reviewer has several possibilities to evaluate your contribution:

- **accept** (your paper is passed on for proofreading without revision)
- **revision required** (the reviewer suggests a slight revision by the author before further processing)
- **submit elsewhere** (good paper, but not suitable for the journal DIGITAL CLASSICS ONLINE)
- **re-submit for review** (the reviewer wishes to see the revised paper)
- **reject** (the paper is rejected)
- **see comment** (the reviewer has written a substantial commentary)

On the basis of the review, editors will inform you of their decision and if necessary of the reviewer’s commentary.

Revision

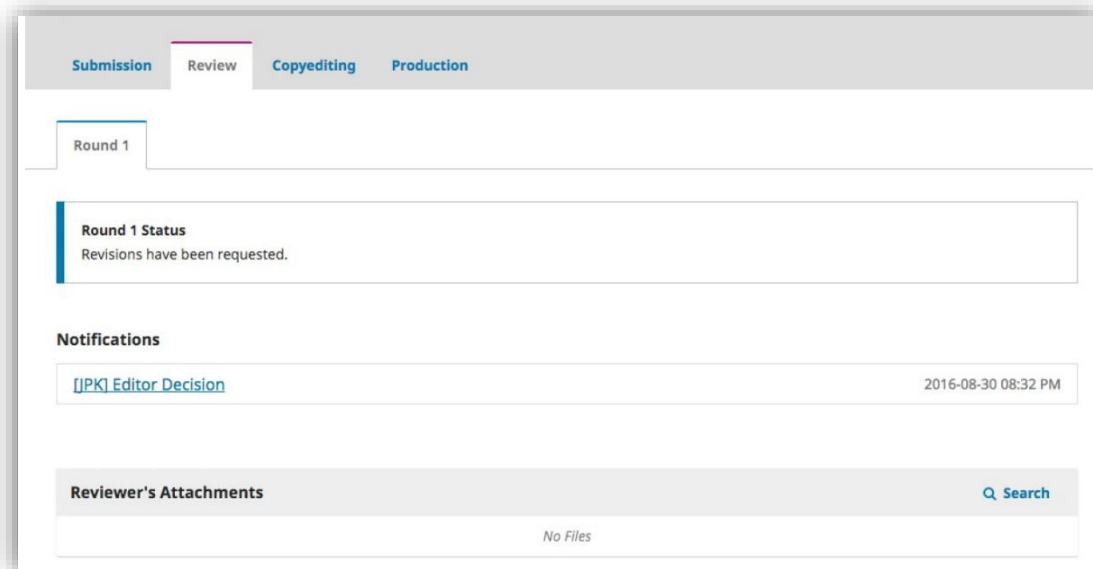
On the Submissions page you can monitor the status of your contribution throughout the reviewing and editing process.



To view details of your post, click on its title. On the following page you will find all information about your uploaded contribution and can change the file name again (by clicking on the small blue triangle in front of the post) or add a discussion.

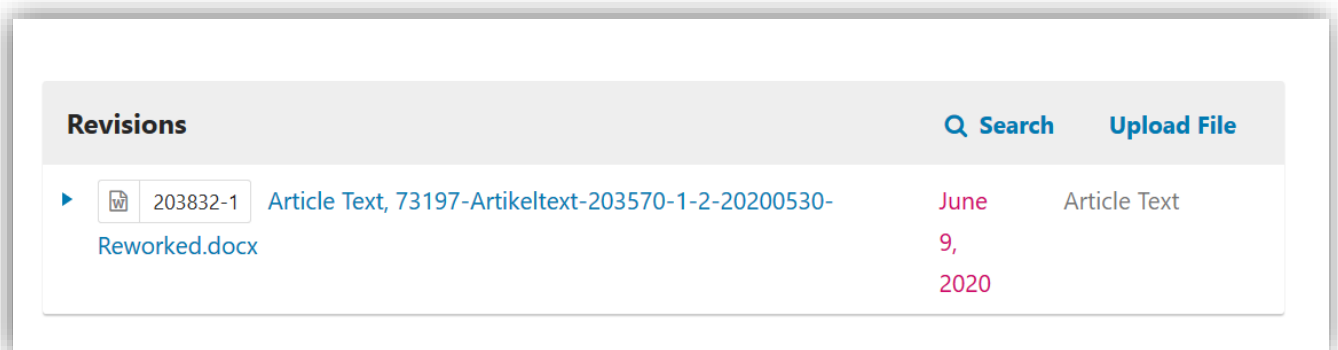
If your contribution is in review, copyediting and finally in production (in layout or typesetting), its status on the Submissions page changes accordingly. Details can be seen in the tab of the same name after clicking on the title of the contribution.





You will be informed by e-mail as soon as the editors request a revision of the article. **Please note that after your revision we will check whether you have sufficiently incorporated the comments from the review. Therefore, if you decide not to incorporate certain notes, please give reasons accordingly.**

You now have the opportunity to upload a revised version (Submissions→ [contribution title]→ Revisions: Upload File).



If the editorial team has accepted your revised contribution, it will be sent to the copyediting department. You will also be informed about this by e-mail.

Copyediting

At this stage, copyediting starts, which is divided into three stages (copyediting, proofreading, layout). First, an editor will read your paper, and then both send you an e-mail and provide an annotated version online. Please revise this version according to the recommendations of the editor. For this purpose, you need to log in again and proceed as in the revision step of the revision phase [1 News]. Subsequently, however, you do not choose the button appraisal, but have the button [Editorial]. You will be forwarded directly to the editing phase. You now have the file from the first phase, which usually ends with XXXXX-XXXXX-1 CE.docx; please download this file and integrate the notes of the editor into your paper.

When you have completed this step, you can now upload the revised file and click on [Author Copyedit] and [File Select] and then [Upload].

IMPORTANT: You have to click on the little envelope icon at the end of your editorial line (you can see the icon in the screenshot above). Only then can the lecturer see that you have revised your article! Only then will the process be fully completed.

The editor checks your paper again and clears it for the final layout phase.

4. Proofreading and Layout

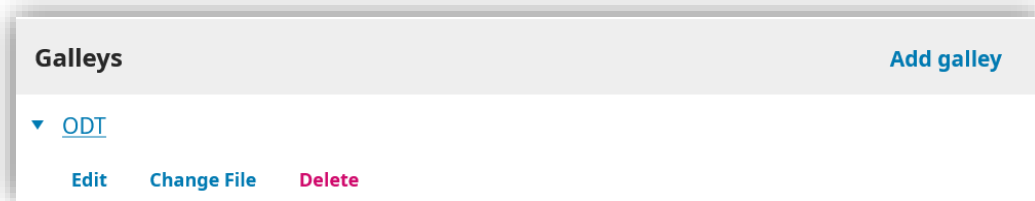
Layout phase

At this stage, no action is required on the part of the author. This phase is performed by the editors alone and serves to create a proof. I.e. the document you created with LibreOffice will be checked, adjusted if necessary.

Proofreading

In this phase, you will have another opportunity to check the proofread version of your paper. You download the ODT file for this purpose. If you want to see how your contribution looks like as a PDF, please convert this file to the appropriate file format yourself. If you want to make changes, do it directly in the ODT file.

ATTENTION: Any changes must be marked in color or done in change tracking mode so that it can be tracked by us. Then, you can upload the possibly revised ODT document (Submissions → [Title] → Galleys → Click on ① Click on triangle → ② Change File).



This is the last chance for you to change something in your article! Finally, after a review, the article is converted into the final PDF galley proof and sent to all editors for final review. If there are any major problems, you will be contacted again separately.

5. Publication

Once the layout of the final version is complete, your paper will be placed online and you will be notified immediately by the editors.

If you have further questions or concerns, contact us at:
digitalclassiconline@uni-leipzig.de

or

Redaktion Digital Classics Online
Lehrstuhl für Alte Geschichte
Historisches Seminar
Universität Leipzig
Ritterstr. 12, R 302
04109 Leipzig⁵

⁵ Contact with the editorial assistant is currently only possible by e-mail.