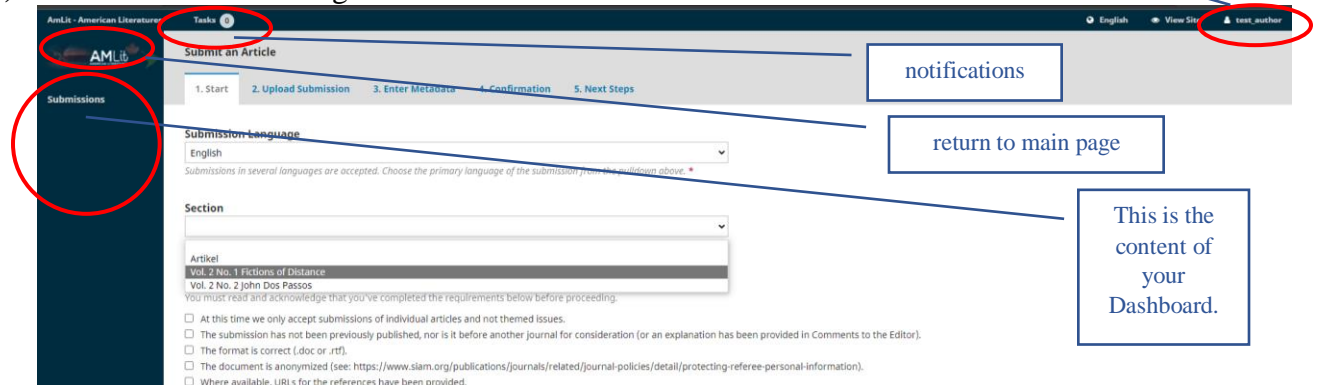


Authors

- 1) **Register:** Create a user account on <https://amlit.eu>.
- 2) **Submit an Article:** Login/Dashboard/New Submission



- a) Choose section (=issue) for your article and check all submission requirements.
- b) Upload submission file(s). Choose article component and upload file(s). Please anonymize your file(s)! To make changes, expand the blue arrow to the left of your file.
- c) Enter metadata.
- d) Finish submission. N.B. Once you complete a submission, you cannot make changes to it.

- 3) **Respond to Review:** You will be notified via email by the editor of their decision.

- a) Login/Dashboard/My Authored/Review
- b) Upload Review File
- c) If necessary, send messages via Discussion panel (preferable to emailing).

- 4) **Respond to Copyediting Request:** You will receive an email indicating that files are available see Tasks in your Dashboard

- a) Login/Dashboard/My Authored/Copyediting
- b) Send messages via Discussion panel and/or upload revised file.

- 5) **Respond to Proofreading Request:** You will receive an email indicating that files are available.

- a) Login/Dashboard/My Authored/Production
- b) Review galley and send required changes/approval via Discussion panel.

See [here](#) for further information.

SUBMISSION

REVIEW

COPYEDITING

PRODUCTION

Section Editors (=Guest Editors)

[Authors](#) are encouraged to [register](#) with the journal and [submit](#) their articles themselves.

The submissions for your issue will automatically be assigned to you or be manually assigned to you by the journal editors (primarily Stefan Brandt and Martin Holtz).

As a section editor, you manage the editing of submissions and see them through the review process, and – together with the editors – the copyediting and production process.

There are 4 stages in the publishing process:

1) Submission

Author submits article to your section (=issue), submission is automatically assigned to you and you are notified. You decide whether to a) desk-reject the submission or b) accept it and move it into the review stage.

The screenshot shows the Amlit submission management interface. Key elements are annotated with red circles and blue boxes:

- Tasks 0**: A red circle around the 'Tasks 0' notification in the top left.
- notifications**: A blue box pointing to the 'notifications' label in the top right.
- your profile + logout**: A blue box pointing to the user profile 'feggers' in the top right.
- Send to Review**: A red circle around the 'Send to Review' button, with a blue box labeled 'accept' pointing to it.
- Decline Submission**: A red circle around the 'Decline Submission' button, with a blue box labeled 'desk-reject' pointing to it.
- Add discussion**: A red circle around the 'Add discussion' button, with a blue box labeled 'Use discussion thread for communication instead of email.' pointing to it.

On the left side of the page, there are vertical labels for the stages: SUBMISSION, REVIEW, COPYEDITING, and PRODUCTION.

2) Review

You assign two reviewers to each article for a double-blind peer review. Please double-check whether the author's files are all anonymized. Reviewers have to register with amlit.eu so they can be assigned an essay and requested to review. They can view the submission and have the option to decline or accept review.

You assign the peer-reviewed articles, along with revision requests, back to the author for revision. In case of a reject, you reject the submission.

3) Copyediting

You assign the revised and accepted articles to the journal managers, who assign them to the journal's proofreaders and copyeditors.

4) Production

After final proofreading, the journal's copyeditors create the final galley (=typeset PDF file), which is assigned back to the author for final proofing and approval.

Once final approval has been obtained from the author, they assign the article back to the section editors, who assign it to the journal managers for publication.

See [here](#) for further information.

Reviewers

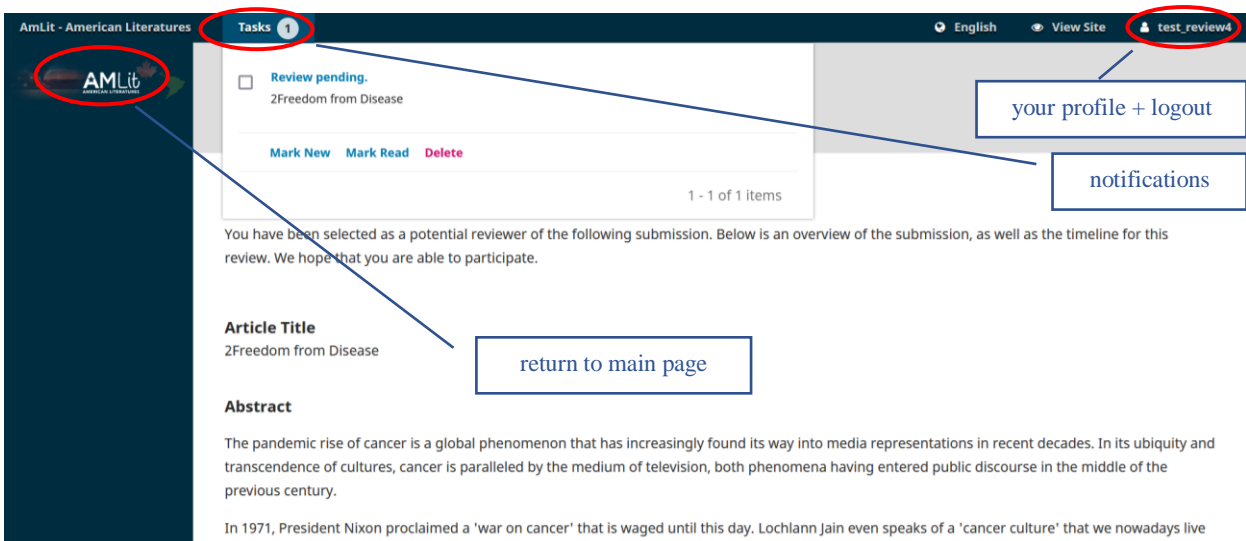
1) **Registering:** Create a user account on <https://amlit.eu>. Please check

Yes, request the Reviewer role.

2) **Review Request:** You will be notified of a review request via email. Please click on the “submission URL”, which will take you to your Dashboard.

3) **Review Process:** The review process consists of 4 steps:

a. Request: You will be able to access the submission text (abstract + full article) and decide whether you would like to review the essay.



b. Guidelines: If you accept the review request, you are taken to the editors’ review guidelines.

c. Download & Review: Fill in the reader’s report and feel free to add the file with your comments as ‘track changes’ under Reviewer Files.

d. Completion: By clicking on “submit review”, your review will be submitted to the author and editors.

See [here](#) for further information.

Thank you for acting as a reviewer for *AmLit – American Literatures!*

(Technical) Problems

In case of technical difficulties, please consult <https://docs.pkp.sfu.ca/faq/en/errors-troubleshooting#why-do-i-get-an-error-message-when-i-try-to-upload-a-file>.

If you cannot connect your ORCID on OJS, please de-activate your pop-up blockers and/or try a different browser.

If you still encounter difficulties, contact amlit-journal@uni-graz.at and, if applicable, include the error message.