

SALT Resubmission Guidelines

This tutorial assists SALT 30 authors with the copyediting process which precedes the publication of their paper in Proceedings of SALT 30.

As part of the editorial review process, the editors will read your initial submission and contact you with their comments. After making the changes you consider appropriate, you (the author and initial submitter) will be required to re-upload the corrected version of your paper on the SALT proceedings website at <http://journals.linguisticsociety.org/proceedings/index.php/SALT>. Should you encounter hurdles navigating the website, please refer to this detailed tutorial. If we missed something or left something unclear, feel free to contact us at salt-mailbox@cornell.edu.

STEP 1: Navigate to your manuscript homepage

The URL is in the submission acknowledgement email you received when you submitted your paper. Click it or copy-paste it into your browser address bar. (Note: if you are not logged in, journals.linguisticsociety.org will send you to a login page. Your username is also included in the submission acknowledgement email.) Your manuscript homepage will look something like this:

The screenshot shows the SALT manuscript homepage. At the top is a navigation bar with links: HOME, ABOUT, USER HOME, and SEARCH. Below this is a banner with the SALT logo (L, S, A in circles) and the text "Semantics and Linguistic Theory". The breadcrumb trail reads: Home > User > Author > Submissions > #2366 > Summary. The main heading is "#2366 Summary". Below this are tabs for SUMMARY, REVIEW, and EDITING. The "Submission" section contains a table of metadata:

Authors	Mia Wiegand
Title	My Paper
Original file	2366-2341-1-SM.PDF 2014-07-17
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	Mia Wiegand
Date submitted	July 17, 2014 - 05:04 PM
Section	Proceedings Articles
Editor	None assigned

Below the submission table is a "Status" section with another table:

Status	Awaiting assignment
Initiated	2014-07-17
Last modified	2014-07-17

You can also navigate to your manuscript homepage yourself from anywhere on the SALT proceedings website. Simply click on "User Home" along the banner at the top of the page. From there, click on the "Author" role. This will take you to your Author homepage, where you can see all your submissions.

HOME ABOUT **USER HOME**

LSA Conference Proceedings

Home > User Home

User Home

My Journals

Semantics and Linguistic Theory

Journal Manager [Setup]

Editor	2 Unassigned	0 In Review	0 In Editing	[Create Issue] [Notify Users]
Author	2 Active	1 Archive		[New Submission]

My Account

- Edit My Profile
- Change My Password
- Logout

OPEN JOURNAL SYSTEMS

Journal Help

USER

You are logged in as... jrw369

- My Journals
- My Profile
- Log Out

JOURNAL CONTENT

Search

All

Search

For the purpose of this tutorial, I have created a dummy submission “My Paper.” It will show up on my Author homepage. Clicking it will bring up the manuscript homepage.

HOME ABOUT **USER HOME** SEARCH

LSA Semantics and Linguistic Theory

Home > User > Author > Active Submissions

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
2366	07-17	PROC	Wiegand	MY PAPER	Awaiting assignment

1 - 1 of 1 Items

Start a New Submission

CLICK HERE to go to step one of the five-step submission process.

STEP 2: Check the status of your manuscript

You will not be able to upload a corrected version of your manuscript until the editors have finished copy-editing, at which point you will receive an email notifying you that action is required.

The status is visible both on your Author homepage and on the Manuscript homepage, under Summary. Here it is on both pages, highlighted:

HOME ABOUT USER HOME SEARCH

LSA Semantics and Linguistic Theory

[Home](#) > [User](#) > [Author](#) > [Active Submissions](#)

Active Submissions

[ACTIVE](#) [ARCHIVE](#)

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
2366	07-17	PROC	Wiegand	MY PAPER	Awaiting assignment

1 - 1 of 1 Items

Start a New Submission

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

HOME ABOUT USER HOME SEARCH

LSA Semantics and Linguistic Theory

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > [#2366](#) > [Summary](#)

#2366 Summary

[SUMMARY](#) [REVIEW](#) [EDITING](#)

Submission

Authors	Mia Wiegand	
Title	My Paper	
Original file	2366-2341-1-SM.PDF	2014-07-17
Supp. files	None	ADD A SUPPLEMENTARY FILE
Submitter	Mia Wiegand	
Date submitted	July 17, 2014 - 05:04 PM	
Section	Proceedings Articles	
Editor	None assigned	

Status

Status	Awaiting assignment
Initiated	2014-07-17
Last modified	2014-07-17

Legend:

- *Awaiting assignment*: Your paper has not yet entered the copyediting queue.
- *In review*: An editor has been assigned.
- *In editing*: The editors have initiated the copyediting process.
- *In editing: copyedit requested*: The editors have compiled their suggestions and have contacted you. They will now wait for you to upload a corrected pdf on the website and notify them, as described in steps 3 and 4 of this tutorial.
- *Proceedings of SALT 30*: Your paper has been published.

Suppose my editor has finished reading my paper and has contacted me with comments. The status of “My Paper” will now be In Editing: Copyedit Requested. This allows me to upload a modified pdf version from the manuscript homepage, in the Editing section, as illustrated in the following step.

STEP 3: In the “Editing” section of your manuscript homepage, upload your new pdf

After making the appropriate modifications to “My Paper,” I will go to my manuscript homepage as described in Step 1 and click “Editing.” Journals.linguisticsociety.org now allows me to upload my new pdf in the “Copyedit” section, under “Author Copyedit.”

HOME ABOUT USER HOME SEARCH

LSA Semantics and Linguistic Theory

Home > User > Author > Submissions > #2366 > Editing

#2366 Editing

SUMMARY REVIEW **EDITING**

Submission

Authors Mia Wiegand
 Title My Paper
 Section Proceedings Articles
 Editor Mia Wiegand

Copyediting

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit File: None	—	—	2014-07-17
2. Author Copyedit File: None Choose File No file chosen Upload	—	—	
3. Final Copyedit File: None	—	—	

Copyedit Comments No Comments COPYEDIT INSTRUCTIONS

After uploading, a timestamp will appear in the “Underway” Column. It is important that authors do not click in the “Complete” column until the final revision. After clicking “Complete,” the LSA system does not allow authors to upload any new revisions.

Now move on to Step 4 below.

STEP 4: Notify editors

After you’ve uploaded the file, click on the little icon by “Copyedit Comments” and write a note to the editors to alert them that they can resume the copyediting process. This will help both editors and authors keep track of the status of the paper.

HOME

LSA Semantics and Pragmatics

Home > User > Author > Submissions > #2366 > Editing

#2366 Editing

SUMMARY REVIEW EDITING

Submission

Authors Mia Wiegand
 Title My Paper
 Section Proceedings Articles
 Editor Mia Wiegand

The new pdf has been uploaded

Copyediting

REVIEW METADATA

Step	Initial Copyedit	Author Copyedit	Final Copyedit
1.	Initial Copyedit File: None		
2.		Author Copyedit File: 2366-2344-1-CE.PDF 2014-07-17 Choose File No file chosen Upload	
3.			Final Copyedit File: None

Copyedit Comments No Comments COPYEDIT INSTRUCTIONS

Click here to notify editors!

Copyedit Comments

No Comments

Subject My Paper

Comments *

Save Save and email Close

* Denotes required field

Write your note in the newly opened window & click "Save and email"

STEP 5: Iterate from Step 3

The editors will revise your changes and let you know if they have any more suggestions for your paper. The final edit will be adding page numbers to the first page header. Any modified version of the paper should be uploaded in the same fashion as above. Note: every time you upload a new version, the old one will be replaced.

LAST STEP: Your paper is ready for publishing

The editors will notify you that the pdf has been added to the Proceedings of SALT 30 Table of Contents. You will still be able to access your submission from the Author homepage, under "Archive."

Thank you for your contribution to Proceedings of SALT 30! Please do not hesitate to contact us with questions and comments at salt-mailbox@cornell.edu.