

# The ASL Journals Website:

[http : //asljournals.org](http://asljournals.org)

## A Brief Guide for Authors

April 14, 2015

### 1 Logon and Password:

Your email is your logon id. **Please use only one.** If you are new to the system and so have no password, go to our home page <http://asljournals.org> and follow the instructions for registering filling out the requested information and click submit. If you have forgotten your password click on the appropriate link. You will get a new one via email and can use it to logon. Logging on takes you to your *Projects* page.

Changing Password or Screen Name: Once logged on you can click on *My Profile* and edit the entries including your password (NOTE: Do not change the email It is your identifier) and then save the changes (*Save* icon).

### 2 New Submission:

Click on this icon to initiate a new submission and follow the instructions. Choose the journal and editor or express a preference as allowed. Note that blind refereeing may be chosen for some journals. In this case your paper should be prepared so as not to identify the authors. Now enter the files to be uploaded for the submission. (The preferred format for submissions is pdf but see instructions on the page and the links to guidelines for each journal for more information.)

**Additional authors cna be added on the next screen.** So click *Next* to proceed.

Now enter information about each additional author (if any) one at a time clicking *Add* for each. When all have been entered (or there are none), click *Done*. This notifies the editor of the submission and concludes the submission process.

**NOTE:** We are now requiring abstracts for all papers published in the ASL journals. It is recommended that you include one with the submission. In any case, one will be required in the final version for accepted papers. We also recommend the use of key words and AMS classification numbers (see [http : //www.ams.org/mathscinet/msc/msc2010.html](http://www.ams.org/mathscinet/msc/msc2010.html)) as appropriate.

### 3 Projects, Actions and Details

By default this page lists papers currently in process. Finished ones can be displayed clicking *Show Closed*. The *Details* box leads to a summary of actions on the paper (*Activities* tab) and access to files. The submitted versions of your paper may be found by clicking the *Files* tab. Referees' reports will appear under *Change Requests*. *Notes* include a record of extra communications about the paper.

The *Action* box leads to a choice of actions which should be mostly self explanatory. *Upload Unsolicited Version* allows you to change the submission before receiving a report. Usually some explanatory note to the editor should be included in the space provided. The last action (*Communicate With Someone*) is one that allows you to send emails to the editor that are recorded in the system.

As consideration of the paper progresses you will receive emails from the editor or the system asking you to proceed to the next step, e.g. make revisions in response to a report or upload final versions after acceptance. We hope these are self explanatory. Note that at times you may be asked to identify the report to which you are responding by selecting the associated id number for the "change request". You can find the reports by clicking *Details* then *Change Requests* to find the files associated with each change request number.

The final notification from the editor will inform you if the paper has been accepted or not. If so, you will be asked to upload final versions of your paper in both pdf and LaTeX as the preferred formats. You will also be told that at this point you must include an abstract. Key words and AMS classification numbers are also recommended.

## 4 Problems

Problems may be reported to the editor of the paper, managing editor of the journal or to the publisher ([aslpub@math.cornell.edu](mailto:aslpub@math.cornell.edu)).