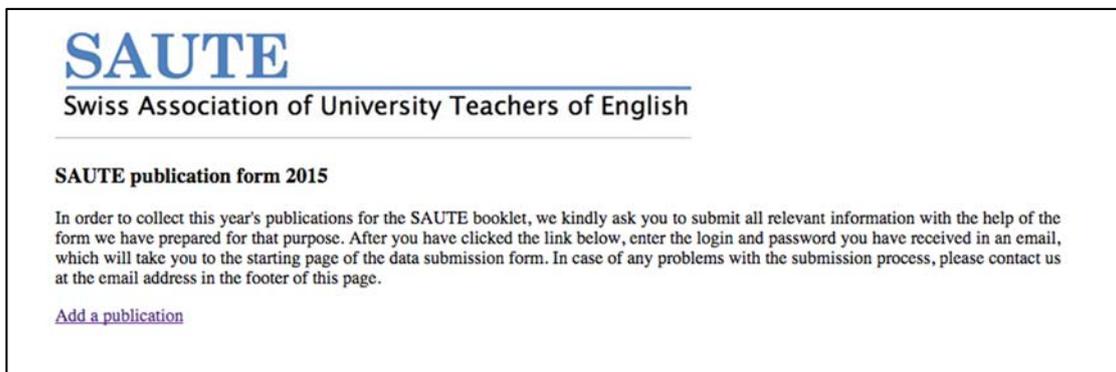


Quick guide to the SAUTE publications database

I. Adding a publication

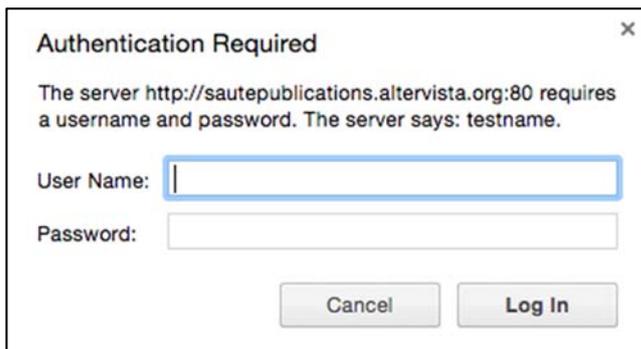
1) Go to saute.ch and the [Publications of members section](#) or click directly on the [link for the database](#).

2) Click 'add a publication'



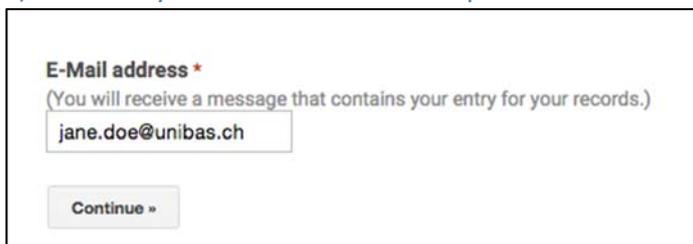
The screenshot shows the SAUTE website header with the logo and name. Below it, there is a section titled 'SAUTE publication form 2015'. The text in this section reads: 'In order to collect this year's publications for the SAUTE booklet, we kindly ask you to submit all relevant information with the help of the form we have prepared for that purpose. After you have clicked the link below, enter the login and password you have received in an email, which will take you to the starting page of the data submission form. In case of any problems with the submission process, please contact us at the email address in the footer of this page.' At the bottom of this section, there is a link that says 'Add a publication'.

3) Type in the user name and password that you were provided by SAUTE, and press 'Log In'. If you can no longer recall this information, please write to Miriam.Locher@unibas.ch



The screenshot shows a dialog box titled 'Authentication Required'. The text inside says: 'The server http://sautepublications.altervista.org:80 requires a username and password. The server says: testname.' There are two input fields: 'User Name:' and 'Password:'. Below the input fields are two buttons: 'Cancel' and 'Log In'.

4) Provide your email address and press 'Continue'



The screenshot shows a form with the label 'E-Mail address *'. Below the label is a note: '(You will receive a message that contains your entry for your records.)'. There is an input field containing the email address 'jane.doe@unibas.ch'. Below the input field is a button labeled 'Continue »'.

- 5) Select the type of publication you would like to submit and press 'Continue'
e.g. select 'Journal article'

Publication type

Publication type *

Book section

Conference proceedings (if not listed as edited book)

Edited book

Edited special issue of a journal

Journal article

Monograph

Newspaper article

Review published in an edited book

Review published in journal

Thesis (Dissertation and Habilitation, in progress and completed)

Other (for publications that do not fit any of the other categories; e.g. translations)

- 6) Provide all the required details and pay attention to the required format for each field.
- a. Author(s): Last Name, First Name; use **semicolon** to separate multiple authors; use **listing order of the publication**

Journal Article

Contributions to books, journals, CDs and databases (including electronic publications)

Author(s)
Last Name, Full First Name (for all authors). The first letter is to be capitalised (do not use upper case throughout). If there is more than one author, separate them with a semi-colon. Use the listing order of the publication. E.g. Pérez-Guerra, Javier; Martínez-Insua, Ana E.

Pérez-Guerra, Javier; Martínez-Insua, Ana E.

- b. Title: Use **title case** (capital letters for first letters of each content word); do **NOT** use upper case throughout, or quotation marks

Title
Use title case (capital letters for the first letter of each content word, except for function words, such as articles, prepositions etc. Always capitalise the first letter of the first word of the title or subtitle.) Do not use upper case throughout, or quotation marks. E.g. Do Some Genres or Text Types Become more Complex than Others?

Do Some Genres or Text Types Become more Complex than Others?

- c. Journal: Use **title case**; do **NOT** use upper case throughout, or quotation marks; do **NOT** use abbreviations

Journal
Use title case (capital letters for the first letter of each content word, except for function words, such as articles, prepositions etc. Always capitalise the first letter of the first word of the title or subtitle.) Do not use upper case throughout, or quotation marks. Do not use abbreviations. E.g. Modern Language Notes (not MLN)

- d. Volume, Issue, Year, Pages, DOI, URL: Add the relevant information and pay attention to the **required format** for **Pages** and **DOI**.

Volume

Issue

Year

Pages
Format: number DASH full number without empty spaces. E.g. 123-127

DOI
e.g. doi:10.1515/jplr.2005.1.1.9

URL

Reprint
 Reprint

- e. Reprint: Check the box if your publication is a reprint.
- f. Press '**Continue**' to get to the final page.

7) Submitting your entry: By pressing 'Submit' you will send us your publication.

Comments
Please use this box to let us know whether this entry is an updated/corrected version of a previously entered one. You may also use the box for further comments.

Never submit passwords through Google Forms.

II. Editing your last entry

NB: You can only edit an entry within the same browser session. Once you close the browser window, you will have to re-submit the publication instead of editing it.

1) Click 'Edit your response'

SAUTE publications 2015

We have received your response.

[Edit your response](#)
[Submit another response](#)

Go through steps 4 and 5 of 'I. Adding a Publication' **again** and provide the same email address and publication type again. **Once you have done this, your previous entry will show up and you can check it.**

2) Change the fields you wish to amend as illustrated in I.6

3) Submit your entry as specified in I.7

III. Submitting a new entry

Click 'Submit another response' or simply follow the steps for 'I. Adding a Publication' again.

SAUTE publications 2015

We have received your response.

[Edit your response](#)

[Submit another response](#)

IV. Editing and older entry/No access to previous entry

In case you can no longer access the entry you wish to edit, do the following:

- 1) Follow steps 1 to 6 in 'I. Adding a Publication'
- 2) When you get to step 7, 'Submitting your entry', use the comment field to specify that this is the entry you would like us to use. We will then delete the older, duplicate entry.

Comments

Please use this box to let us know whether this entry is an updated/corrected version of a previously entered one. You may also use the box for further comments.

Specify here that this is a correction of a publication you have already added

« BackSubmit

Never submit passwords through Google Forms.