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Open Monograph press Installation Manual

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Open Monograph Press
Installation Manual

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ABSTRACT
Open Monograph press is an open source Platform for managing editorial work flow of monographs, manuscripts, e books and other scholarly works. This book describes how this software could be installed and put into effective use.

Balasubramanian Thiagarajan
Installation manual for Novice
About the Author

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Preface

The much felt need for a software that could support robust work flow management, publishing scholarly works in multiple format have been satisfied by Open Monograph press software from the Stables of “Public Knowledge Project”. The best thing about this software is that it is free, supports open source, and is OAI compliant. This software can be installed in a dedicated server, virtual private server, or shared hosting server. It is highly flexible in this aspect. One can easily tailor this software to their needs.

Why this manual?

The author firmly believes self-help is the best help. The end user of the software should be able to install and customize it. With this intention in mind this manual has been prepared. The author has been using this software since the time of its first beta version and is fairly enthusiastic about its ability to handle scholarly work flow. In an effort to train even novice in the installation of this software this manual has been prepared.

Who are the target audience?

This manual can be used by anyone who has the passion for scholarly publishing with some time and patience to do the same. While compiling this manual extreme care has been taken not to assume the basic knowledge skill set of the reader. This book can be easily understood by anyone with basic computing skill (one who knows how to operate a system, browse internet etc.).

Knowledge of software programming is not mandatory for using this manual or the contents there of.

Since the author himself is not a computer software professional, he has taken extreme care to make the installation process rather simple even for a novice.

The author can be contacted at: E mail.
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2. System Requirements
3. Uploading files to the webserver
4. Database creation
5. Installation Procedure
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Introduction

Scholarly work has found an effective platform at last i.e. “online portal”. It has increased not only the visibility of the work but also effectively showcases the material in a cost effective manner. All one needs is to find an effective tool to showcase the scholarly material. Open Monograph Press does just that.

Advantages of open monograph press:

1. It is robust
2. Software is free
3. OAI compliant ¹ (Will facilitate better metadata harvesting by academic search engines like google scholar)
4. Simple work flow
5. Multi operating system compatibility

Open monograph press can effortlessly ²:

- Handle edited volumes, with different authors for each chapter;
- Involve editors, authors, reviewers, designers, indexers, and others in book production;
- See submission through multiple rounds of both internal and external reviews;
- Utilize industry standard ONIX for bookseller metadata requirements (e.g., Amazon)
- Create document libraries for submissions, recording contracts, permissions, etc.;
- Handle thumbnail covers in Catalogue, as well as Spotlight features;
- Enable Series Editors to see books through review to publication.

This software is capable of assisting Universities / societies to run their own online e book publishing facilities which can be maintained in any webserver. Author submission process is also fairly simple. All one has to do is to register to the site and follow the onscreen instructions to upload documents.

This software also gives the option of downloading the manuscripts free of cost or for a price.
This software makes liberal use of the available Web 2 technologies and HTML 5 technologies. Use of HTML 5 facilitates drag and drop feature in file uploads. This feature involves lot less java script making the software rather compact and memory frugal.
Figure showing download screen if the manuscript is classified by the author as open source
System requirements for OMP install

System requirements for OMP install is as follows:

A server (Shared / Dedicated / VPS) with

- PHP >= 5.0
- MySQL >= 3.23.23 (including MySQL 4.x) or PostgreSQL >= 7.1 (including PostgreSQL 8.x)
- Apache >= 1.3.2x or >= 2.0.4x or Microsoft IIS 6
- Operating system: Any OS that supports the above software, including Linux, BSD, Solaris, Mac OS X, Windows

Shared hosting:

It is possible to install Open Monograph Press in shared hosting also. This is not suitable for production level large sites because the resources in shared hosting are shared with different websites residing in the same server. In shared hosting each site sits on its own partition/place in a server. This separates one website from the other even though all of them are hosted within the same server. Hosting companies allocate about 8% of their resources for each site. This limits the performance of large sites.

Dedicated server hosting is very expensive because the entire server infrastructure is used by a single site. The best compromise could be Virtual Private Server (VPS). Virtual Private server also resides in a server which hosts multiple websites. But each VPS acts as an individual machine with exclusive resources previously agreed upon between the hosting company and the website owner.

Almost all popular web hosting services offer VPS services. With large players like Amazon and Google getting into the fray, the cost has come down drastically.

This installation manual has been prepared using Ubuntu Linux operating system.
Downloading installation files

Installation files of open monograph press can be downloaded in .tar.gz format from:

http://pkp.sfu.ca/omp/download/omp-1.0.0.tar.gz

The file size is about 6 MB.

Uploading installation files to the webserver

The downloaded installation files will have to be uploaded to the www/public html folder of your website. Provided you are planning to host your site using shared hosting. If you plan to use Ubuntu VPS then the file will have to be uploaded to var/www folder.

Caution: Website hosting folder could vary according to the server distribution you have.

Files can be uploaded using FTP client or the file manager available with the C panel provided by the hosting services.

FTP is the acronym for File Transfer Protocol. This network protocol is used to transfer files from one host to another using TCP-based network like the internet.

These are some of the free FTP clients that can be used to upload files to the webserver.

1. Filezilla
2. gFTP
3. BareFTP
4. FreeFTP
Unzipping uploaded file

Uploaded OMP installation files is in compressed format and hence needs to be unzipped. File managers of Cpanel can unzip these files. Select the compressed file and unzip it. Usually these files get unzipped into a folder named omp. Select all the files from this folder and move them to the webserver folder i.e. (www / public html).

Creating database

Database should be created for use by open monograph press. This can be done through the Cpanel using PhpMyadmin. This is the commonly used GUI for creating Mysql databases and users for the same.

Screen shot of PhpMyadmin page after logging in
Screenshot showing unzipped OMP installation files
Users overview page in PhpMyadmin interface

Click on the “users” link on top of the page.

Users overview page opens up.

Click on the Add user link.
Add user page:

User name: “User name of your choice”
Host: Leave host name empty
Password: Type your desired password
Retype password: Retype the password

Note down the user name and password of the data base.

Check the box “create database with same user name and grant all privileges.

Click Go.
Database with the desired name with user is created now.

Installation

Fire up the browser of your choice.
In the address bar key in the domain name.
OMP installation page will open.

Screenshot showing OMP installation welcome page
Preinstallation steps should be noted.

One should find yes against all the steps.

Username should be filled up.

Password should be filled up twice.

Email should be filled up in the space provided.

After the installation check is complete now is the time to create upload folder named “Files” in a folder preferably other than the www / public html. This can be done through the file manager of the control panel. This folder should be granted write permissions.
As shown in the figure above one needs to fill up the path of upload folder created with write permissions.

Database settings should be entered in the space provided.

Name of the database

User name

Password

Since the database has already been created create new database radio box need not be checked.
Now click on the install open monograph press button.

After installation OMP admin page will open up.

You need to log in with admin user name and password that was filled during the installation process.
In the admin page that opens one should start adding presses.

Click on the add press button to create a new press.

After creating the press it can be customized as per your requirements.
While adding new press:

A name needs to be given for the press.
A brief description of the press is to be given in the space provided.

Path of the press should be provided in the space given.
Don’t forget to check the Enable press to appear publicly on the site. By checking this box one can ensure the press becomes immediately visible when the domain is keyed into the browser address bar.

Customization

The press can be customized using the customization screen.
This can be performed by going through the settings wizard.
Here one has the choice of using a text / image as the page header. If image is preferred as the header then it should be uploaded using this screen.

If desired a page footer can also be added here.
Settings wizard can be used to customize the press under 6 headings:

1. Masthead: Here you add in the members with various responsibilities to the Editorial Board
2. Contact: Under this section contact details of the administrator and Editor of the press can be provided
3. Submission: Manuscript submission guidelines can be provided under this section
4. **Indexing**: Details of the press, custom key words for search engine indexing can be provided here.

![Screenshot showing submission section of settings wizard](image-url)
### Masthead Section

**Press Name** *
- **Test**

**Press Initials** *
- **test**

**Press Description**
A general description of the press should be included here. This description will be available on the press homepage.

```
xxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxx
```

- **Enable this press to appear publicly on the site**

#### Masthead

The Masthead should contain a list of editors, managing directors, and other individuals associated with the press. Information entered here will appear in About the Press.

- **Editor**
- **Associate Editor**

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**Screenshot showing Masthead customization feature in settings wizard**
Screenshot showing Indexing customization in settings wizard.
Screenshot showing Contact details customization screen under settings wizard
Screenshot showing Users section of settings wizard where the press administrator can add users and assign various roles and responsibilities to them.
Manuscripts submitted to the press can be listed under different categories. This can be done by clicking the categories management submenu under management menu.

New categories can be added in Manage categories menu page.
Manuscript submission

Manuscripts can be submitted by registered users only. The user should be registered as author. On logging in with user name and password the author will be taken to their exclusive dashboard. Dashboard is where the author can start the submission process.

By clicking the start new submission button the process starts.
### Start New Book Submission

1. **PREPARE**  
2. **UPLOAD**  
3. **CATALOG**  
4. **NEXT STEPS**

#### Type of Book

- [ ] Monograph  
- [ ] Edited Volume

#### Submission Checklist

The following requirements for submissions to this press need to be completed and checked off before proceeding (comments to the editor can be added below):

1. The submission has not been previously published, nor is it before another press for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in the Microsoft Word, RTF, OpenDocument, or WordPerfect file format.
3. Where available, URLs for the references have been provided.
4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Press.

#### Cover Note to Editor

- [ ]

#### Privacy Statement

The names and email addresses entered in this press site will be used exclusively for the stated purposes of this press and will not be made available for any other purpose or to any other party.
The manuscript can be uploaded by clicking the upload file link as shown above.
Upload Submission File

1. UPLOAD SUBMISSION   2. METADATA   3. FINISHING UP

File Contents *

Select book element

This field is required.

Select File to Upload *

Drag files here.

This server allows a file size upload maximum of 2M. If required, please contact for assistance.

Continue

Cancel
Screenshot showing Metadata submission screen after manuscript upload is complete
Screenshot showing where catalogue particulars of the uploaded manuscript is entered
After a manuscript is submitted the workflow is started. As a first step an Editor needs to be assigned to the manuscript for the process to begin.
When the press manager logs into the press the above screen will be displayed. On addition of Editor the whole process of press workflow begins.

Click on the add participant to add the editor.
The assigned editor on logging into the dashboard will be able to review the document submitted. It is the duty of the editor to accept / reject the manuscript submitted.
If the Editor decides to accept the manuscript then it can be recorded by clicking the Accept publication button. The next screen offers the option of emailing the author regarding the Editor’s decision.

The next step is to send the document for production:

This can be done by clicking the Send to Production button.
Send To Production

Author(s)

root

Email to be sent to author

root root:
The editing of your manuscript, "xxxxx," is complete. We are now sending it to production.
Manuscript URL: http://localhost/index.php/test/authorDashboard/submission/1
Username: root
root root

☑ Do not send author email

COPYEDITING

Select approved copy editing files to be sent to Production.

<table>
<thead>
<tr>
<th>Select Name</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Files</td>
<td></td>
</tr>
</tbody>
</table>

[Record Editorial Decision] [Cancel]
The production editor now uploads the production ready files in this screen.

After uploading production ready file publication format should be added as shown above.
Proof reader now comes into play. On logging in the proof reader will be able to view the manuscript. After corrections are made the proof reader uploads the revised manuscript to the press. It should be approved by checking the box provided for this purpose.
After proof is approved catalogue entry should be made.

Making relevant catalogue entries will complete manuscript publishing.

References:

2. [http://pkp.sfu.ca/omp](http://pkp.sfu.ca/omp)