

## A tutorial for the SLE 2021 OSF platform: how to create your page (“project”)

To create your page (called “project”) on the SLE 2021 Platform (<https://osf.io/meetings/sle2021>), which we also used for SLE 2020, please follow the instructions below.

**Step 1.** Send an email to the following address [sle2021-talk@osf.io](mailto:sle2021-talk@osf.io) from the email account you would like to use in the OSF environment.

If you have already created an account on the OSF platform (with the same email address), the email you will send (Step 1) will link your account with the SLE 2021 Platform. If you do not have an OSF account yet, it will be created automatically after you send your email.

If you are going to present two papers, please send two separate emails. If you want to link co-authors to your paper, see below Step 3.

The format of the email should be as follows. Respect **the three requirements** mentioned below, because your OSF project will be created with the information you send in your email.

1. Put the title of your paper in the **Subject**. Workshop papers should be preceded by the WS number and an abbreviated title of the workshop:
  - WS1: Adjective: Title
  - WS2: Artificial/peripheral: Title
  - WS3: Modality: Title
  - WS4: Causation: Title
  - WS5: Cognitive mechanisms: Title
  - WS6: Complex predicates: Title
  - WS7: Constructional analysis: Title
  - WS8: Discourse relations: Title
  - WS9: Dissecting morpho theory: Title
  - WS10: Evidential strategies: Title
  - WS11: Romance morphosyntax: Title
  - WS12: Iconicity: Title
  - WS13: Indexicality: Title
  - WS14: Language variation: Title
  - WS15: Language isolates: Title
  - WS16: Italian heritage: Title
  - WS17: Mountain linguistics: Title
  - WS18: Syntax of argument structures: Title
  - WS19: Language contact: Title
  - WS20: Word order and prosody: Title

For example, if you are creating a page for a general session paper, you indicate your title in the **Subject**: How do case systems evolve?

If you are creating a page for a workshop paper, you indicate your workshop and your title, in this way: WS2: Middle voice: How do case systems evolve?

2. Please copy and paste the following information (in blue) into the **Message body**, which will automatically be published in the Wiki-part of your project. Later on, when the time schedule is available, you will be asked to update this information by copying and pasting the day and hour of your interaction moment into your OSF project.

[www.osf.io/meetings/sle2021](http://www.osf.io/meetings/sle2021) (abstracts and presentations)

<http://www.sle2021.eu/programme> (schedule)

Presentation and discussion slot: to be added

Presentation tool: Zoom

Link to tool: to be found from 25 August on [www.societaslinguistica.eu/interaction](http://www.societaslinguistica.eu/interaction)

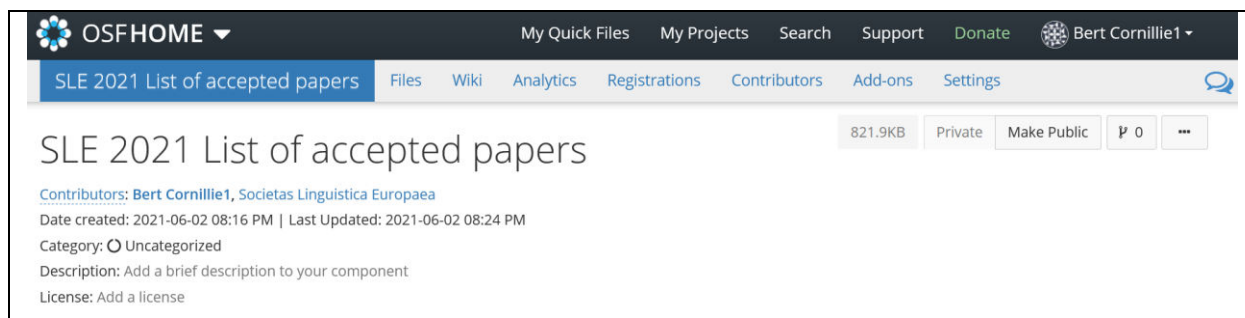
3. Add your **abstract in attachment** (Word, Pdf) (obligatory: if you don't add an attachment, no project will be created)

**Step 2.** Once the OSF receives your email, you will get a message with the permanent identifier that others can use to cite your work; you can also log in and make changes to your project, such as uploading your presentation, at the URL proposed.

If you didn't already have an OSF account, one will be created automatically and a link to set your password will be emailed to you. If you do have an account, OSF will simply create a new project in your existing account. By creating an account you agree to the OSF [Terms](#) and acknowledge that you have read the OSF [Privacy Policy](#), including information on [Cookie Use](#).

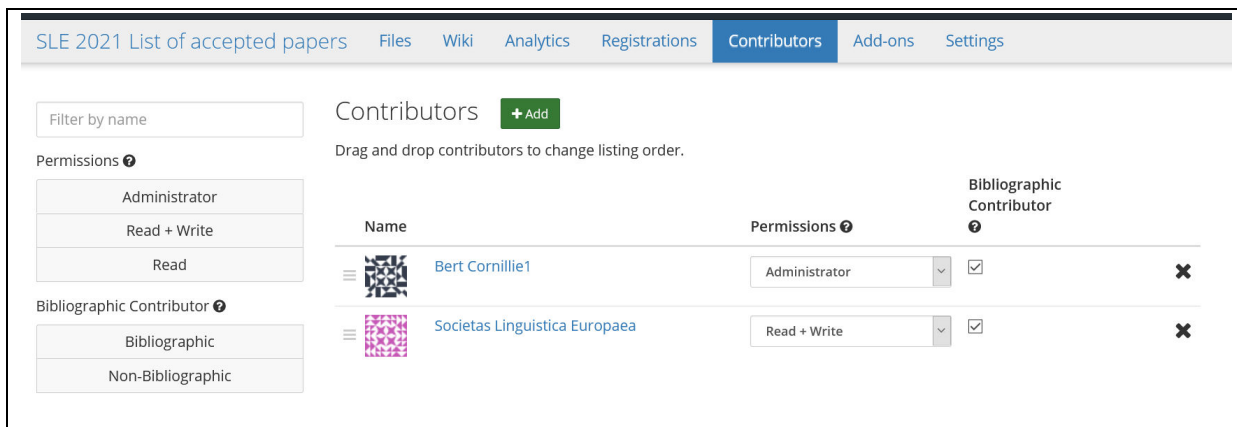
If your project does not show up in the list of talks, it may have been flagged as SPAM. In that case, you have to contact the OSF helpdesk ([support@osf.io](mailto:support@osf.io)) and tell them that this is in error. Please mention the URL of the project page and attach a screenshot. The collaborators of the helpdesk strive to respond to requests within 48 to 72 hours, though there may be delays.

**Step 3.** If you want to make changes to your OSF project, such as adding co-author(s) or tags (for adding material such as a video or PowerPoint, see below step 4), please log in and go to your project.

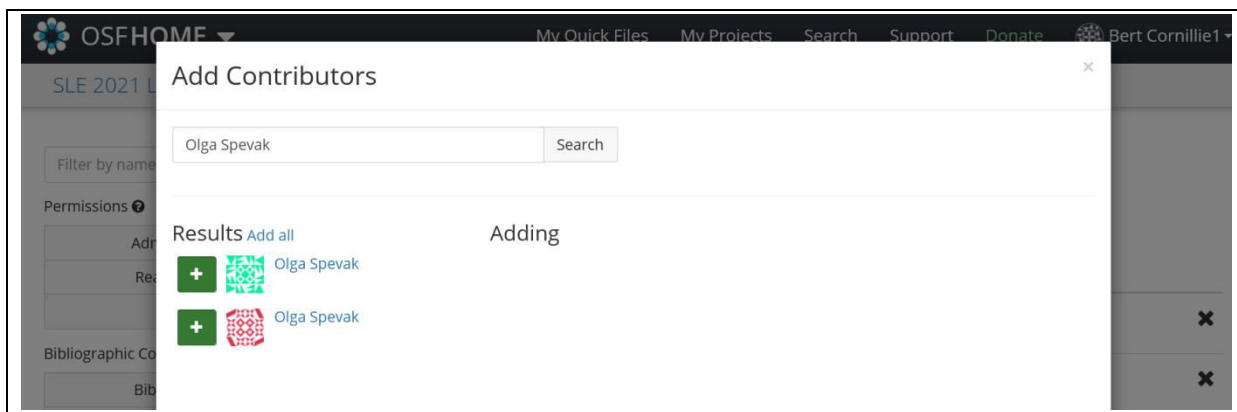


The screenshot shows the OSFHOME interface. At the top, there is a navigation bar with 'OSFHOME' and a dropdown arrow. To the right, there are links for 'My Quick Files', 'My Projects', 'Search', 'Support', 'Donate', and a user profile for 'Bert Cornillie1'. Below this is a secondary navigation bar with 'SLE 2021 List of accepted papers' (highlighted), 'Files', 'Wiki', 'Analytics', 'Registrations', 'Contributors', 'Add-ons', and 'Settings'. The main content area displays the title 'SLE 2021 List of accepted papers' with a file size of '821.9KB', a status of 'Private', and a 'Make Public' button. Below the title, there is a 'Contributors' section listing 'Bert Cornillie1' and 'Societas Linguistica Europaea'. It also shows the 'Date created' and 'Last Updated' as '2021-06-02 08:16 PM' and '2021-06-02 08:24 PM' respectively. The 'Category' is 'Uncategorized' and the 'Description' is 'Add a brief description to your component'. There is also a 'License' section with the text 'Add a license'.

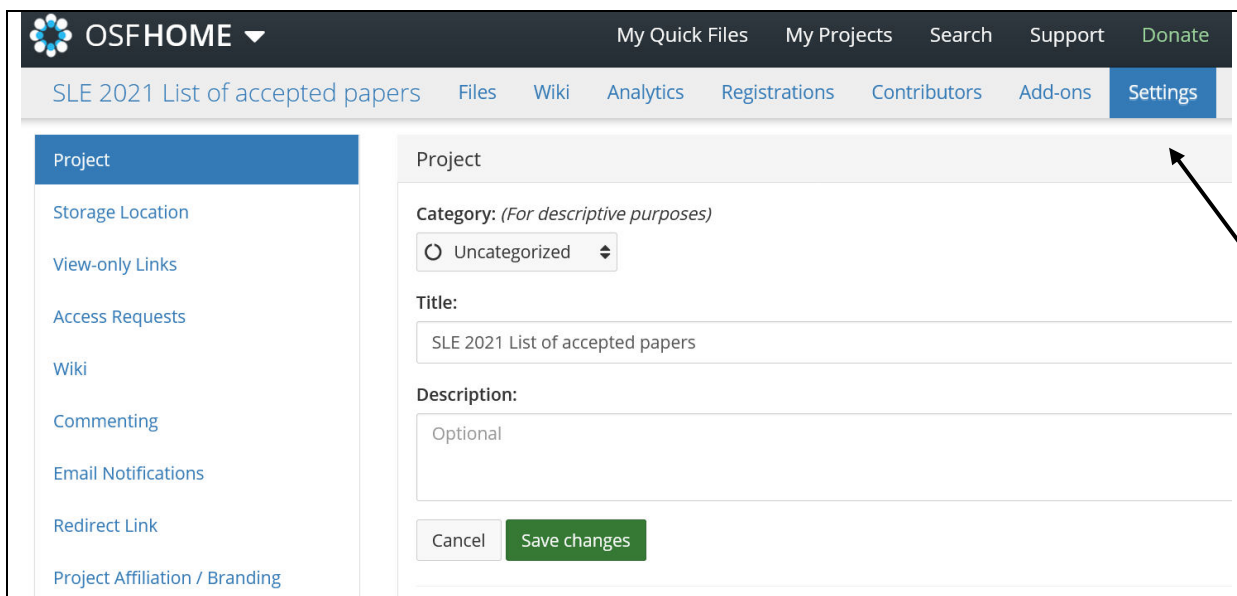
**ADDING CO-AUTHORS.** If you have co-authors, please add them by clicking on Contributors.



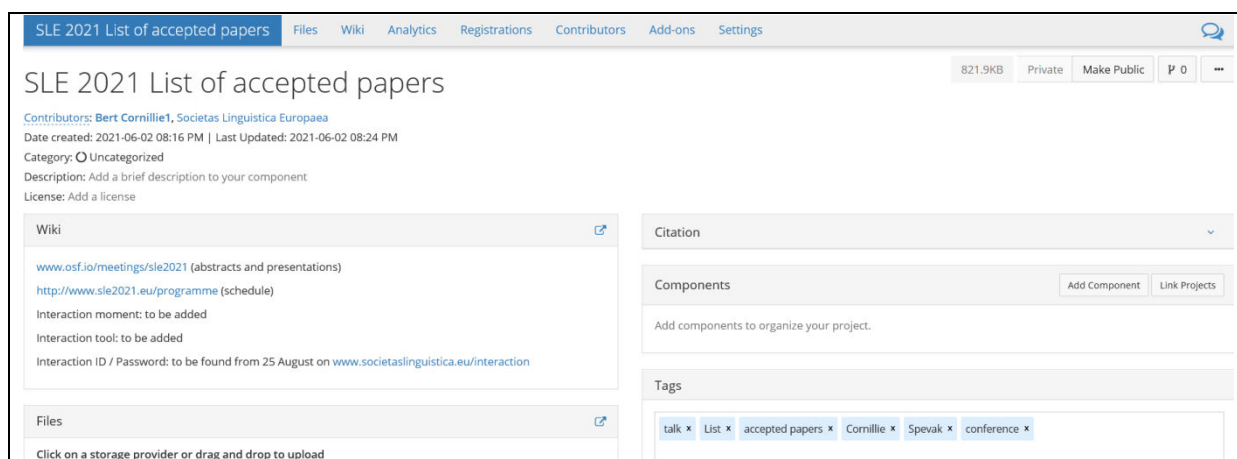
If your co-authors have an OSF account, you can find them by searching for their name(s). If they don't have an account, you can add them as unregistered contributors.



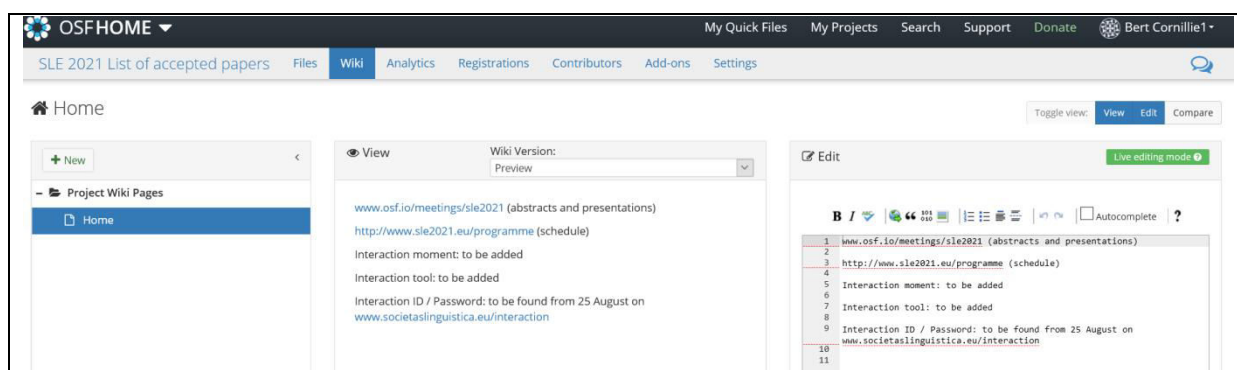
**ADDING TO YOUR TITLE.** If you are part of a workshop session and have forgotten to mention the WS number and/or shortened title in the subject of your email, go to Settings and make changes.



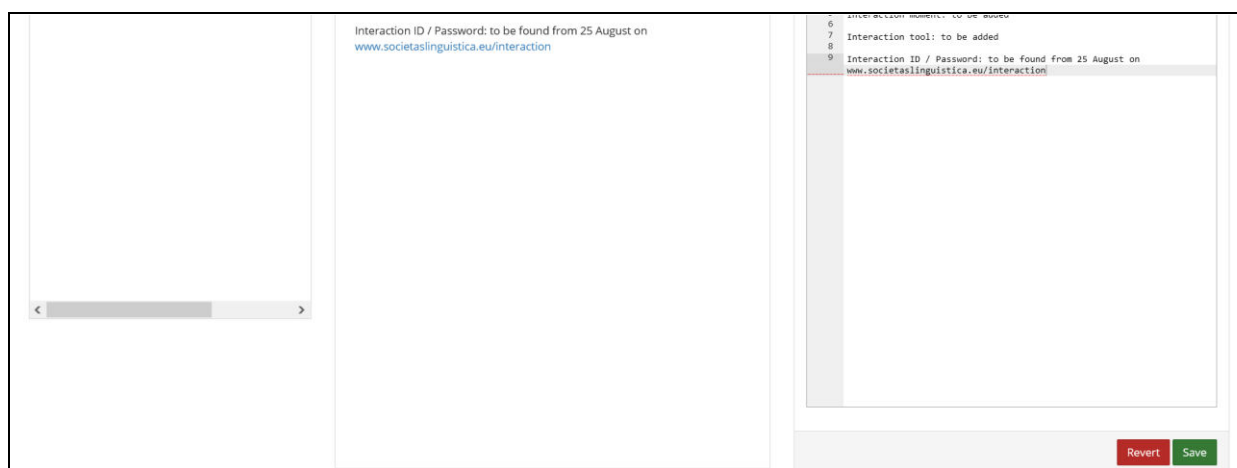
**TAGS – KEYWORDS.** If you want to improve the ‘searchability’ of your project, add Tags (keywords) to your project page. Since second or third authors cannot currently be searched, please add their surname(s) to the Tag section. We will ask authors to provide tags for the date of the presentation/interaction moment and for the workshop number and code, if this applies.



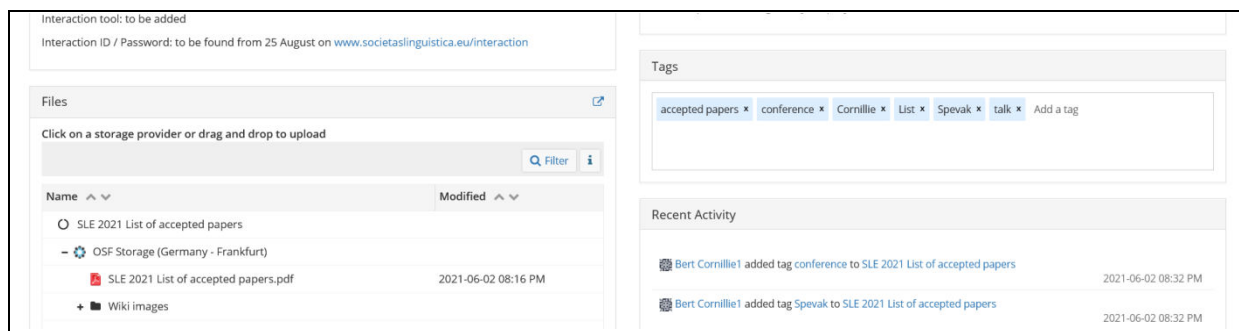
**UPDATING YOUR WIKI.** To add the details of your Interaction moment and tool (most probably in July), or if you want to add your email address or website, a short abstract or acknowledgements, go to your Wiki and click on Edit.



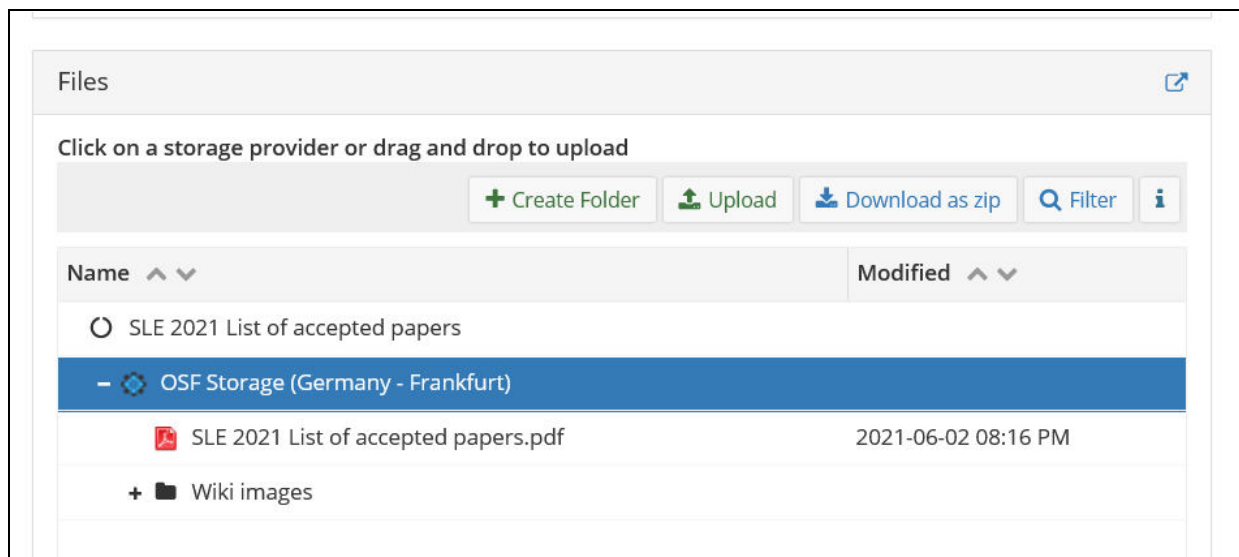
Never forget to save your changes by clicking on Save (green button).



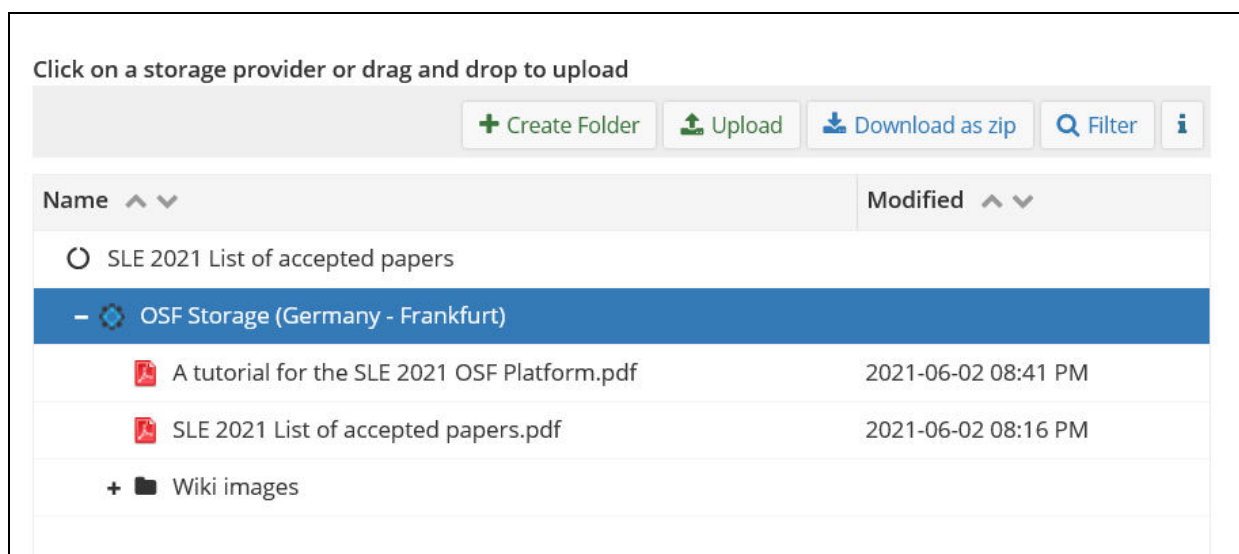
**Step 4.** To upload the video of your presentation (duration: 20 minutes), your poster or any other type of presentation, please click on Files. (deadline 20 August)



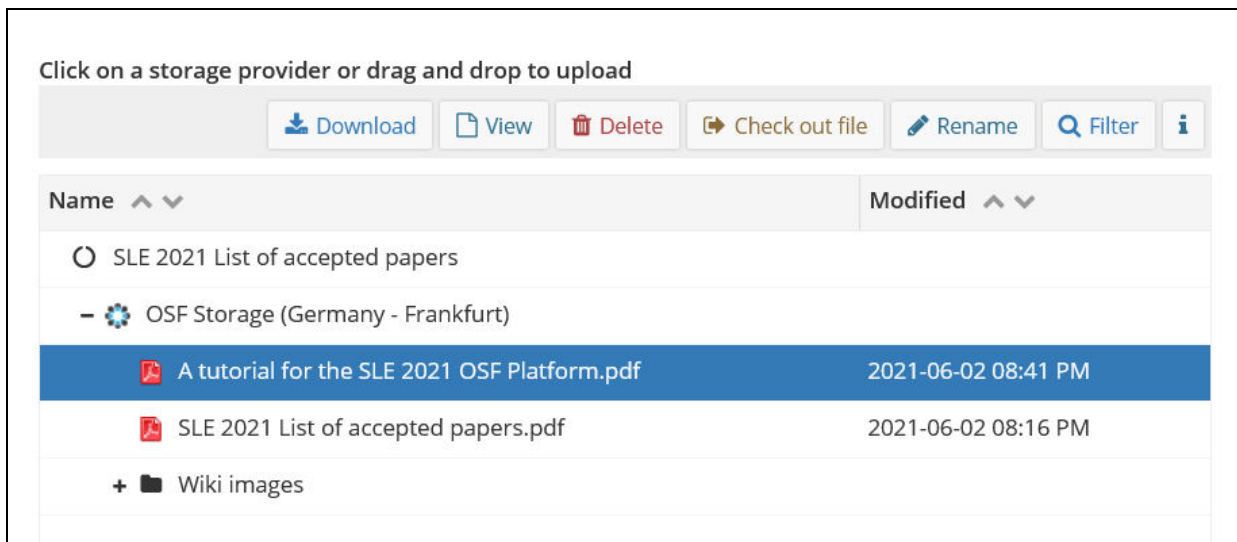
Then click on OSF storage provider.



And click on the Upload button to add any file from your computer.

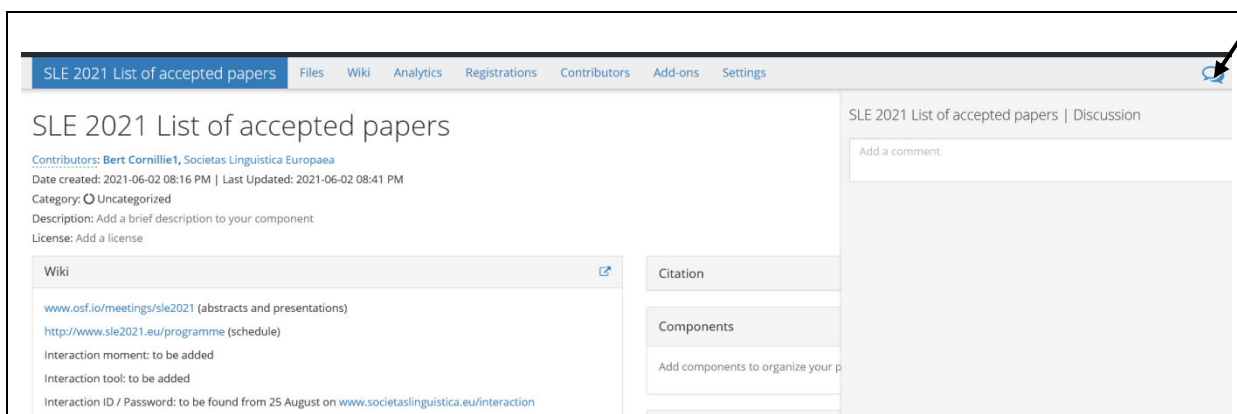
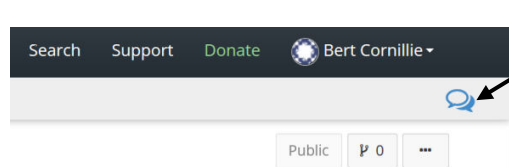


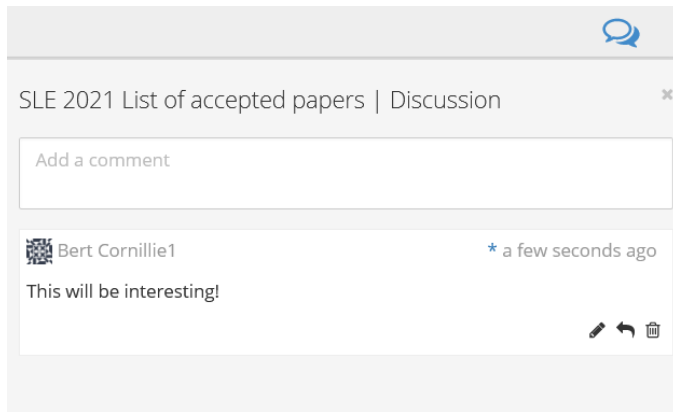
By clicking on the file you can delete or rename.



**Step 5.** Explore the possibilities of the Platform. Comments can be left after clicking the comment icon on the upper righthand side of your screen. Note that only OSF registered people will be able to leave a comment, which is a sound protective measure against non-scholarly comments.

Every subsection of a project page that can be viewed separately comes with its own comment section, indicated in its name. This is most prominent when viewing the project materials. While this functionality has its uses, we ask you to keep this in mind when engaging with the projects and to mainly use the general comment sections. The Recent Activity section logs all interventions and gives an overview.





**Finally**, since the OSF Platform is a repository (archive), it offers the option of a final registration of the project, which you then cannot change any more. Registration of the project is not obligatory for full participation in the SLE 2021 Platform. In fact, we do not recommend that you do so before the end of the conference. After SLE 2021 you can also delete the project without any problem.

Please note that a change of storage location can only be saved if you make a registration of your project.

