EIC Registration:

To register a new account on MPS:

1) Editor-in-Chief (EIC) first goes to the following URL:
   → https://bentham.manuscriptpoint.com/Login/show_login

2) Then click on Sign up for a new account:
   • Insert required user details (Name, Email address etc.)
   • Click on Register Now

3) Then Sign-in. After logging in Dashboard Window will open:

EIC’s Portal:

1) If EIC’s role is assigned to a user, then EIC’s Dashboard will open after signing in.

2) The Editor-in-Chief can view/access the manuscripts by clicking on the drop-down arrow in front of the EIC Portal in the left panel. Here 2 options will appear.

• Dashboard
• Add Reviewer
i. EIC’s Dashboard:

- Click the “Dashboard” option:
- The Dashboard page opens and says: “Welcome to MPS Dashboard.”
- EIC can now view 3 main sections, which are as follows:

a. Urgent Action Required – *This is located at the top half of the page*

  - The top-priority manuscripts/abstracts on which urgent decision is required appear in this section.

b. Manuscripts (General Topic) – *This is located at the bottom left section of the page and highlighted in blue:*

  - EIC can access all the new abstracts and ‘General Topic’ articles in this section.

c. Manuscripts (Thematic Issue) – *This is located at the bottom center section in blue:*

  - EIC can access all ‘Hot Topic’ proposals and manuscripts in this section.
  - This Section has a total of 5 sub-sections. Following are the 2 sections in which EIC has to make decision:
    - EIC Initial Approval
    - Awaiting EIC Decision
Relevant Sections For Abstracts and General Topic Articles:

1. EIC Initial Approval:

Upon clicking on this sub-section in the bottom left box, a new window will open, which has the following 3 pools:

A) MANUSCRIPTS AWAITING FOR EIC APPROVAL

- Manuscripts/Abstracts awaiting EIC approval. This section shows the status of different manuscripts and abstracts (new submission)
- Arrow next to the heading can be clicked to change the order of articles (latest to oldest).
- By clicking any manuscript, a new page opens, giving a detailed status of manuscripts. This page is headed as “Performa for editor evaluation.”

- On the right-hand side, we can see 3 buttons:
  1. “Authors” which gives details about the Authors (name, Institute, city etc.)
  2. “Files” giving all materials submitted by the author (manuscript, figures and graphical abstracts)
  3. “Upload” This allows EIC to upload revised files provided by the author

- On the top left manuscript, details are given (Submission type, Title, Abstract, Submission date)

- In the lower section, entitled “upload Eic Comments.”
  - EIC may upload any file relevant to the EIC's decision in the section marked “attachment” at the bottom of the page.
  - The EIC can take any of the following decisions:
**Green Button**: Approve—(If you click Approve, then the article will proceed to the next stage i.e., **Bentham Author support services (BASS) / ISG group**).

**Red Button**: Reject - (This manuscript will proceed to the QA department for final review. QA decides whether to permanently decline or revert the rejected manuscript in EIC’s pool).

**Blue Button**: Revision required (If you click revision required, a new page opens containing an editable draft message to the author).

### B) MANUSCRIPTS IN REVISION REQUIRED:

- This pool reflects all those codes on which EIC has taken the ‘**Revision Required**’ decision previously.
- Upon clicking on any code, a new page opens, which is headed “Performa for editor evaluation.”

- The EIC can also upload the revised manuscript file on the author’s behalf by clicking on the ‘**upload**’ button in purple on the right side.

- The EIC can make the final decision by writing comments on the “**Upload EIC comment**” section on the “**PERFORMA FOR EDITOR EVALUATION**” page.

- The EIC can take any of the following decisions:

  **Green Button**: Approve – (If you click Approve, then the article will proceed to the next stage i.e., **Bentham Author support services (BASS) / ISG group**).

  **Red Button**: Reject - (This manuscript will proceed to the QA department for final review. QA decides whether to permanently decline or revert the rejected manuscript in EIC’s pool).
**Blue Button:** Revision required (If you click revision required, a new page opens containing an editable draft message to the author).

2. **Manuscripts in Review:**

- The manuscripts which are currently in the review stage appear in this section. EIC can also view the status of that article, whether its review has been started yet or not.
  - If an EIC clicks on any article code, another page will open, headed as ‘Manuscript Details’.

**Manuscript Details Page:**

- There are total 6 tabs on this page that EIC can access, which are as follows:
  i. Current Status
  ii. Handling Editor Assignment
  iii. Peer Review Process
  iv. History

- **Handling-editor Assignment:**
  
  - If a manuscript is in the review stage, then the EIC has the option to assign a ‘Handling Editor’ to that article. The Handling Editor can conduct the peer-review process on that article.
  - After clicking on the ‘Handling Editor Assignment’ tab, ‘Add Editor’ button will appear. Upon clicking that button, a list of Handling editors of that particular journal will appear.
  - EIC can view the details of each Handling Editor.
  - If an EIC clicks on ‘Assign’ button, a draft will open, which will be sent to the respective Handling Editor.

- **Peer-review Process Page:**
• On ‘Manuscript details’ page, the EIC can assign reviewer to an article by clicking on th 3rd tab i.e “Peer Review Process’ tab.

Peer-Review Process:

• **Available Reviewer:** By clicking on this, EIC can view all active reviewers available for assigning.
• **Editorial Board Member Available for Review:** A list of all active EBMs appears upon clicking this tab.

Add and Assign new reviewers by clicking on the “Add Reviewer” button.

EIC can assign the already existing reviewers from the ‘Active Reviewers’ Panel.

• EIC can also add a new reviewer from his dashboard, by clicking on the ‘Add Reviewer’ button as shown in the below screenshot.

• After adding a new reviewer, that reviewer's details will be sent automatically to the ‘Reviewer Verification Department’.

• The reviewer will be automatically assigned to that manuscript once it gets verified by the ‘Reviewer Verification Manager’.
- A confirmation email for ‘Assign Request’ will also be sent to that reviewer automatically.

The EIC can check the reviewer’s policy by clicking on the “Reviewer policy” button.
After clicking on Save and continue buttons, the message will appear in the pop-up window.

As soon as the verification department approves the reviewer, the system will send ID and password to the reviewer, and their name then begins to appear in the peer review section of the
After receiving the reviewer's comments. The "Send for revision" button allows EIC to mark the review as completed and send the manuscript to the Manuscript Evaluation Group.
Dear Concerned Manager,

Please proceed article BMS-TJL-2022-542 for Revision.

Attachment Review Responses (PDF)

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<th>Uploaded By</th>
<th>Download</th>
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<td>Kevin Smith</td>
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[Mark Review Completed & Send For Revision] [Back]
Relevant Sections For Proposal and Hot Topic Articles:

- This Section has a total of 5 sub-sections. Following are the 2 sections in which EIC has to make decision:
  - EIC Initial Approval
  - Awaiting EIC Decision
Awaiting EIC Decision:

EIC can take any of the following decision in this pool.

- **Accept:** Once the EIC takes the Accept decision from the drop-down list, the manuscript proceeds to the Quality Assurance department for internal audit.

- **Revision Required:** When the EIC takes the Revision required a decision from the dropdown list, the manuscript proceeds for the author’s revision.

- **Resubmit for Review:** When the EIC takes the Resubmit for review decision from the dropdown list, the manuscript goes back to the Review process.

- **Decline:** When the EIC takes a Decline decision, the manuscript send to the archive manager.