Author Tutorial
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7. Initial Scrutiny (Bentham Author Services Solutions)

Bentham Science has a specified group named as “Bentham Author Services Solutions (BASS) which performs initial check subsequently after submission by authors. The core aim of this group is to ensure the complete, correct and concise details incorporated in the manuscript at initial stage in order to sustain the smooth processing of the article.

This section gives details of all the articles requiring revision as suggested by the “Bentham Author Services Solutions” or Editor-in-Chief. Each article will be evaluated in following measures.

- Language Editing
- Figure quality checking/enhancement
- Reference duplicate checking/formatting
- Language Editing
- Plagiarism Checking
- Ethical protocols/Text organizations

Pre-revision: At the time of initial submission, the EIC either accepts the manuscript or suggests revision before the manuscript is proceeded for reviewing. By clicking the “Continue” button, the author uploads the revised manuscript which is then forward for reviewing.

If the article is accepted by EIC without changes then it appears on the dashboard as Newly submitted Article in the as **Awaiting for initial checking** as shown in Figure.

1) Once you receive the comments from Bentham Author Services Solutions. Your article will appear as **Incomplete submission**.
2) The author makes suggested changes in the article and add missing information. Submits the revised file by clicking on the “Continue” button as shown in Figure.

3) Clicking the “Continue” button in the ‘Awaiting Revision’ section on Figure a summary page appears as shown in Figure.

① By clicking on Submission Details, the author can view initial details like Article type, Article title, Abstract, Keywords and Funding Details.

② The author can also view Instructions for Authors by clicking on the “View” button so that he can read all the required Instructions.
③ The author’s affiliation details can be viewed by clicking on the “Authors” button.

④ The revised file and other files can be uploaded by clicking on the “File Uploading” button.

⑤ By dropping the revised manuscript file in “Drop File Here to Upload” section, a window appears as shown in Fig. Here, it is compulsory to select the file type as ‘manuscript’ from the drop-down list and click on the “Save” button as shown in Fig.

⑥ It is mandatory to drop the revised manuscript file.

After uploading the revised file, “Save & Continue” button appears as shown in Figure click on the “Save & Continue” button to confirm the uploading of the revised submission.

*It is compulsory to select the file type as “Manuscript”.

On the “Preview and Submit” tab,
① All the information that has been filled previously can be viewed on this page.

② You can also fill the copyright form on the same page. You can proceed further by clicking on “Save and Continue” button.

③ After filling the copyright form it is mandatory to click on “I Agree” button in order to proceed further. You can also edit the copyright form by clicking on “I Disagree” button.

④ The Quick track option in this section offers the option of fast publication. The payment info and the payment form details can be viewed from the “View Quick Track Info”.

⑤ Click on the link to download the fee form.

⑥ Finally, click on the “Finish” button to complete the submission.