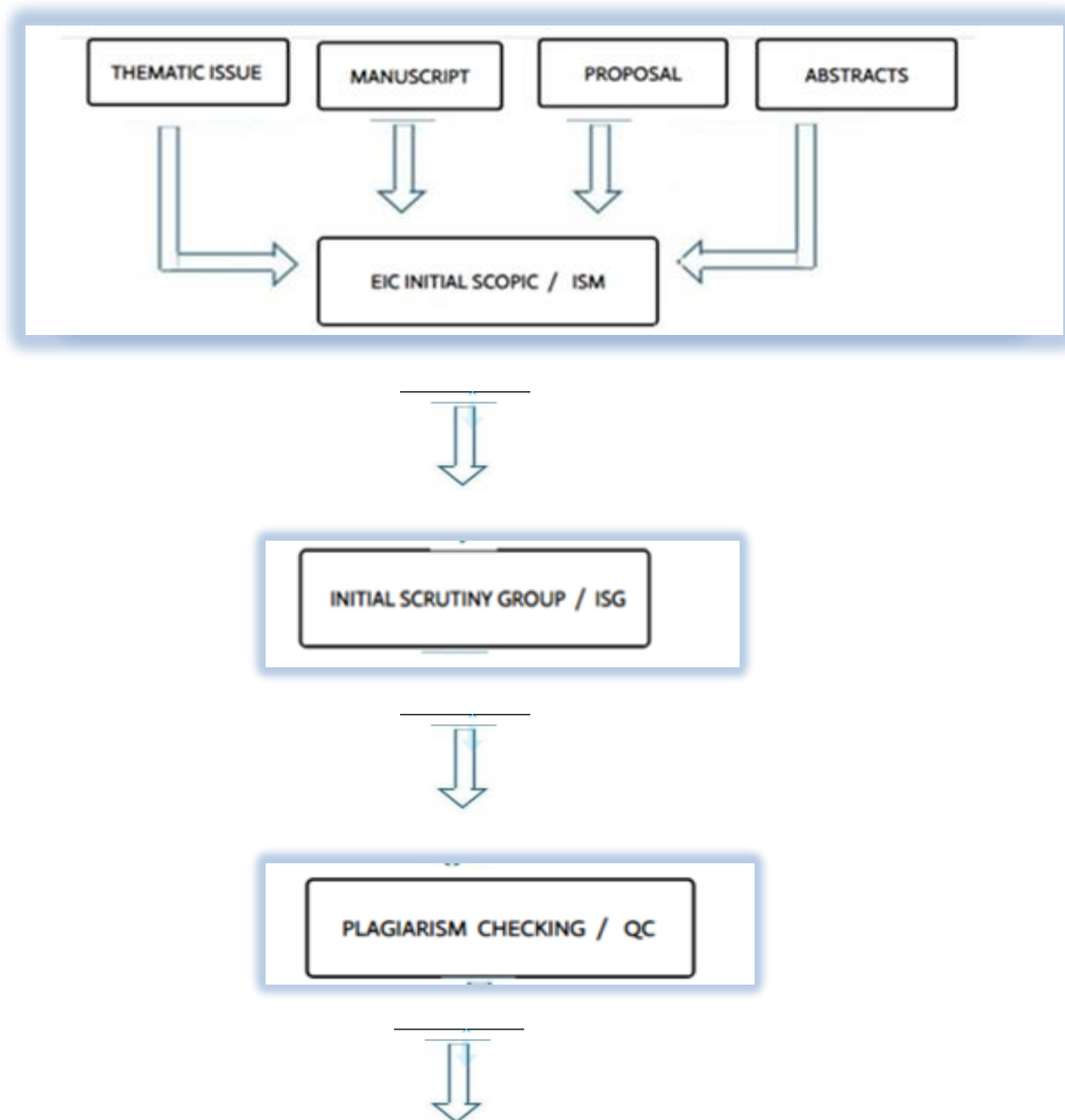


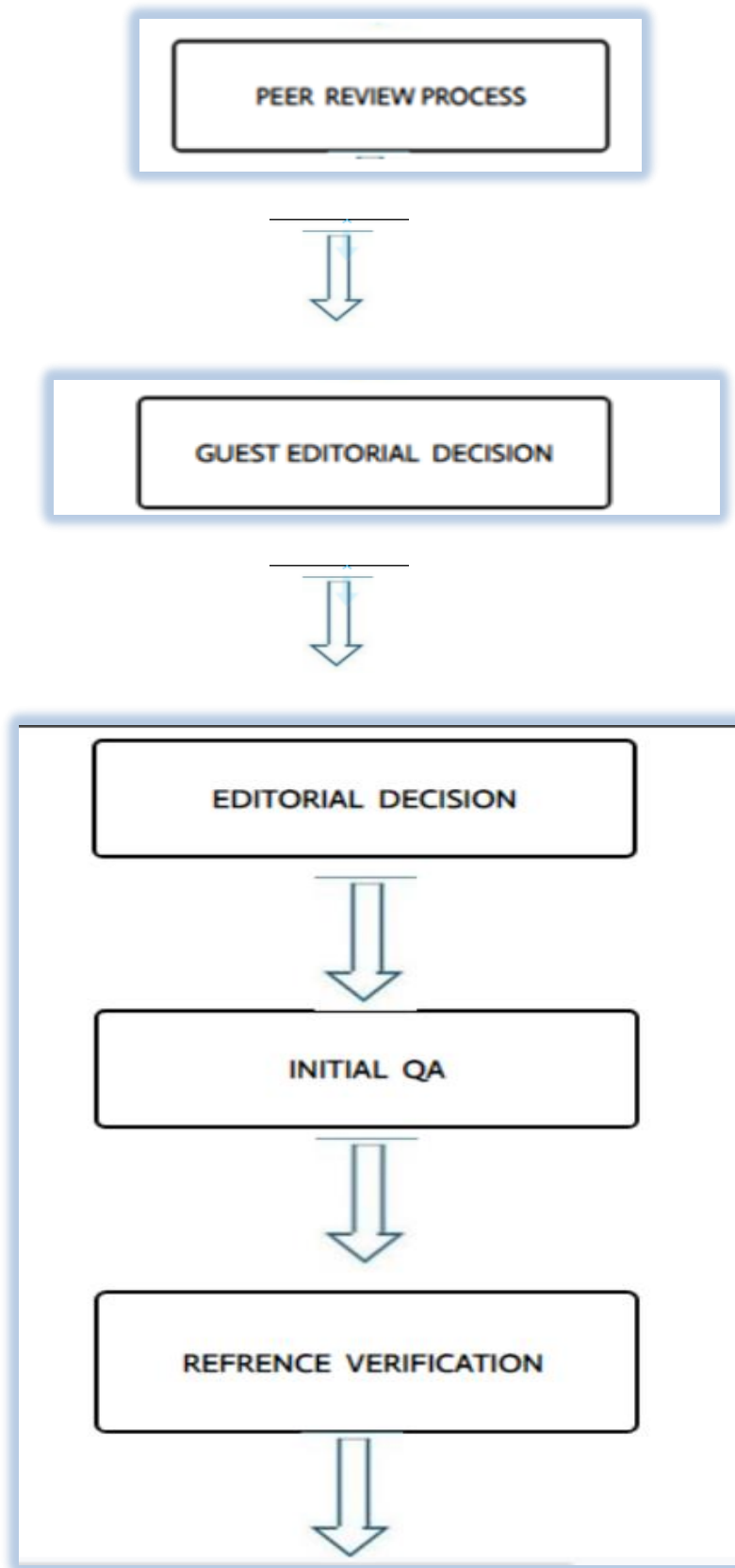
GUEST EDITOR TUTORIAL

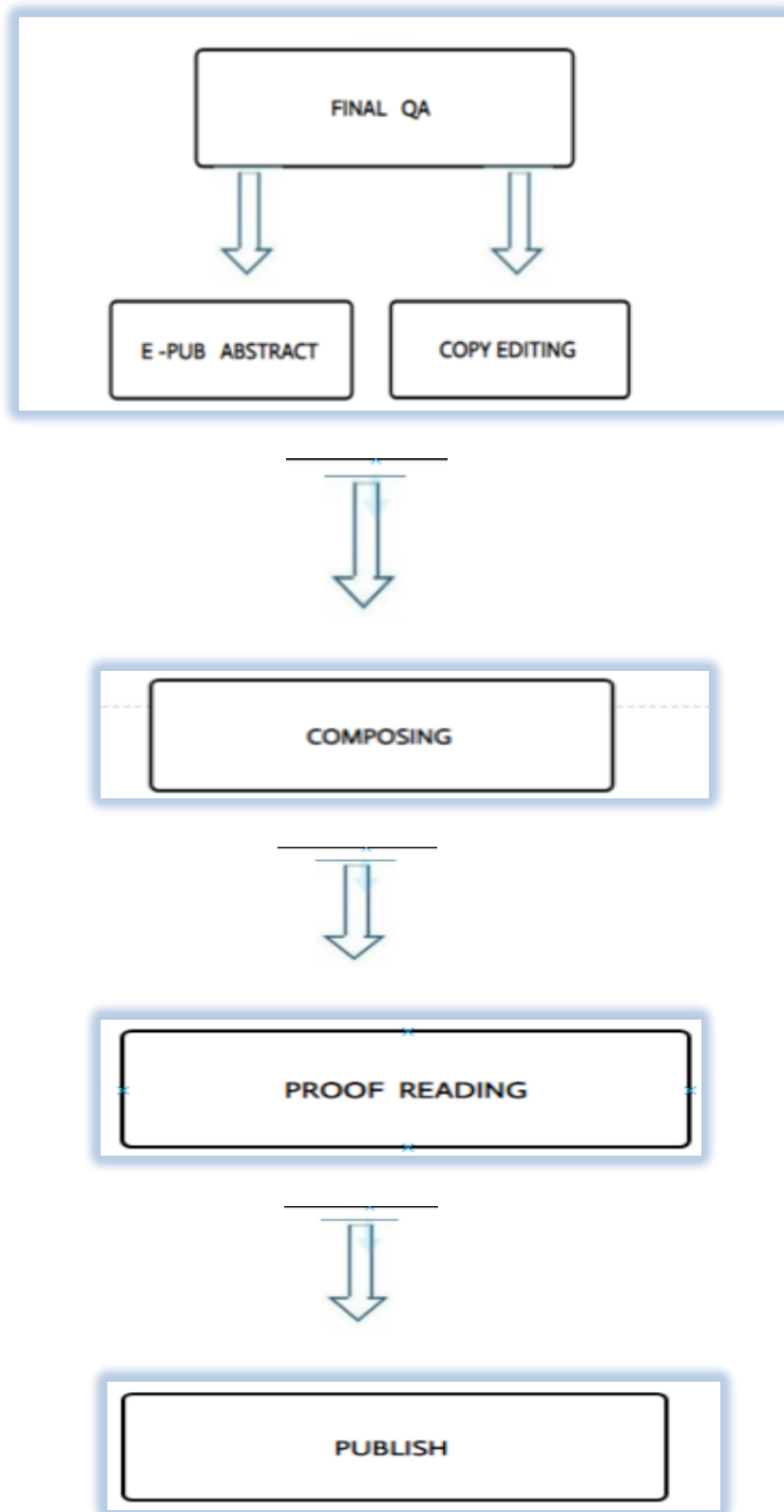
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FLOW CHART OF MANUSCRIPT SUBMISSION IN HT







1. Sign In

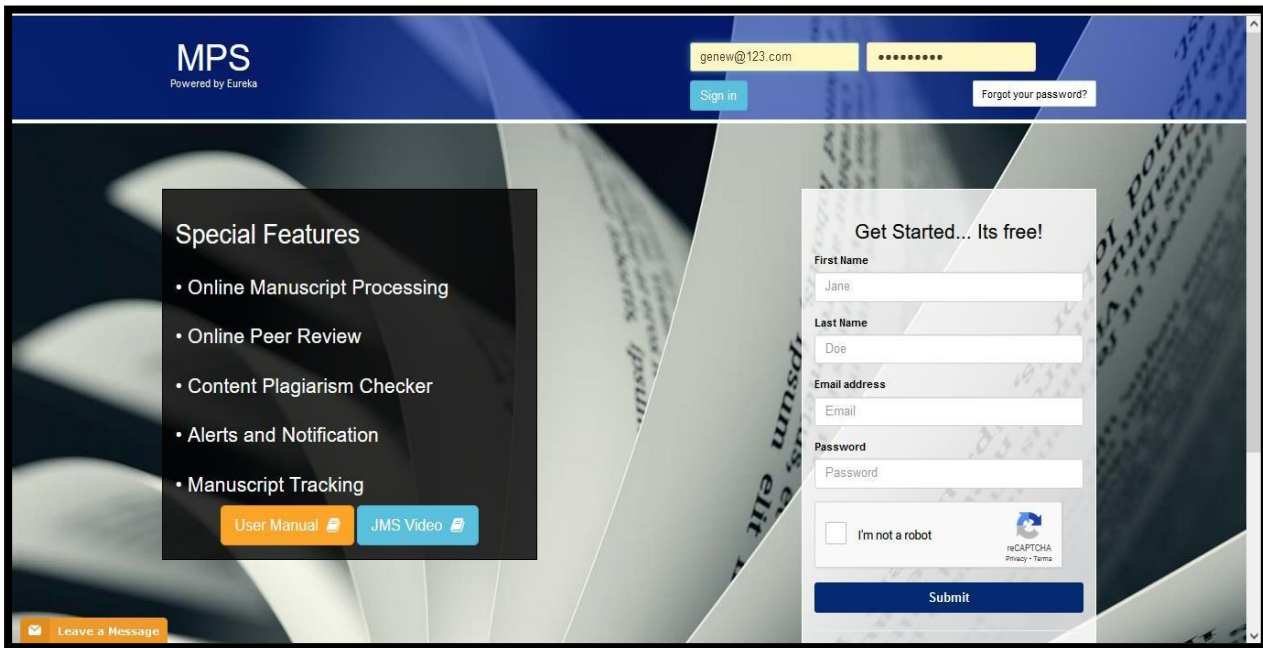
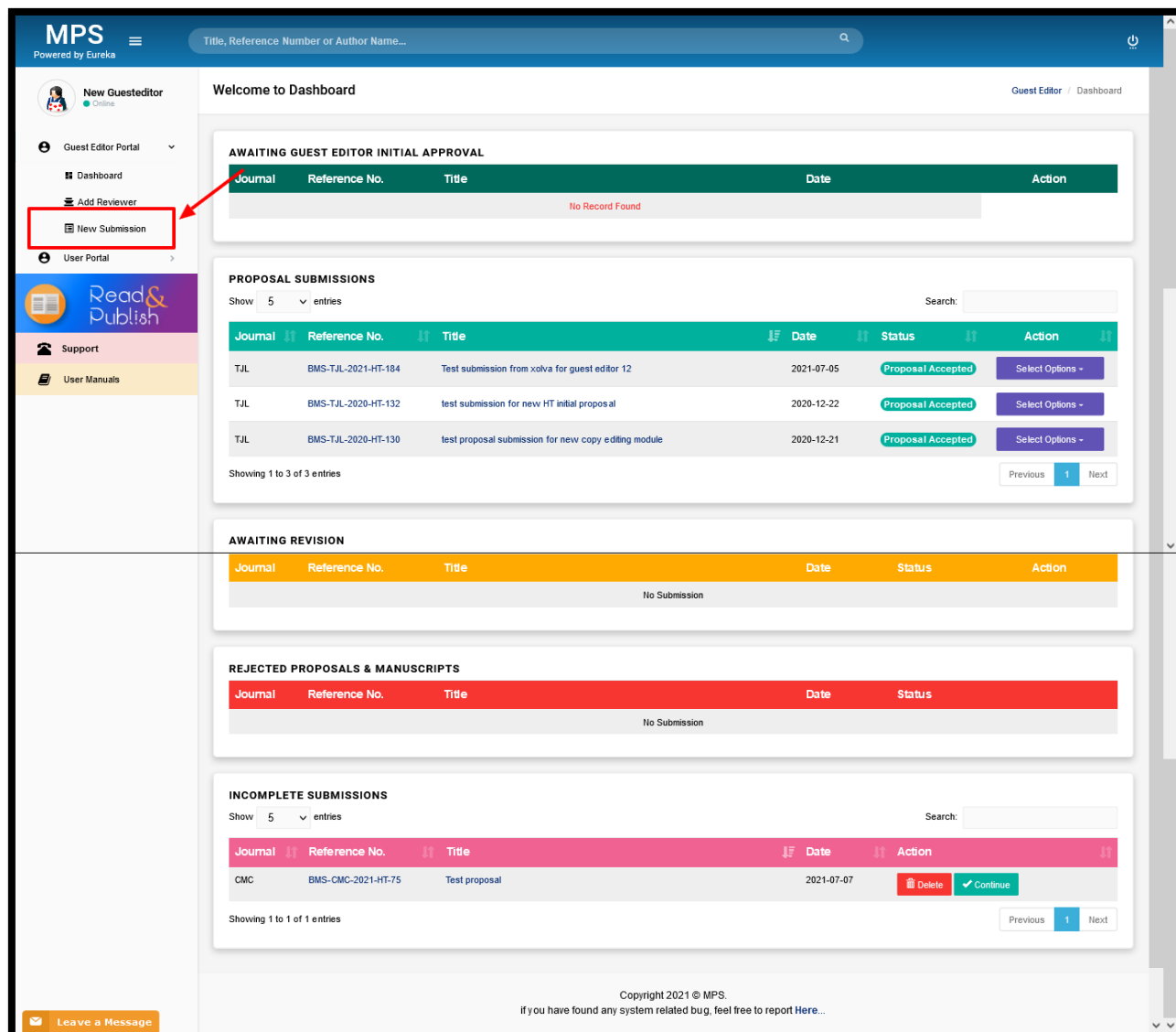


Fig (1)

- Enter the URL “**bentham.manuscriptpoint.com**”
- Login with your **Guest Editor’s** MPS account credentials by entering the valid ‘email’ and ‘password’ in appropriate fields.
- Click on ‘Sign in’ button to log in as shown in **Fig (1)**.

2. Proposal Submission Process



The screenshot displays the MPS Guest Editor Dashboard. The left sidebar contains navigation options: 'New Guesteditor', 'Guest Editor Portal', 'Dashboard', 'Add Reviewer', 'New Submission' (highlighted with a red box and arrow), and 'User Portal'. The main content area is titled 'Welcome to Dashboard' and features several sections:

- AWAITING GUEST EDITOR INITIAL APPROVAL:** A table with columns 'Journal', 'Reference No.', 'Title', 'Date', and 'Action'. It shows 'No Record Found'.
- PROPOSAL SUBMISSIONS:** A table with columns 'Journal', 'Reference No.', 'Title', 'Date', 'Status', and 'Action'. It lists three entries with 'Proposal Accepted' status.
- AWAITING REVISION:** A table with columns 'Journal', 'Reference No.', 'Title', 'Date', 'Status', and 'Action'. It shows 'No Submission'.
- REJECTED PROPOSALS & MANUSCRIPTS:** A table with columns 'Journal', 'Reference No.', 'Title', 'Date', and 'Status'. It shows 'No Submission'.
- INCOMPLETE SUBMISSIONS:** A table with columns 'Journal', 'Reference No.', 'Title', 'Date', and 'Action'. It lists one entry with 'Delete' and 'Continue' options.

At the bottom, there is a 'Leave a Message' button and a copyright notice: 'Copyright 2021 © MPS. If you have found any system related bug, feel free to report Here...'.

Fig (2)

➤ After log in, please find the **“New Submission”** option under the Guest Editor portal of your dashboard, in the left panel. Click the **“New Submission”** option to start the Proposal submission, as shown in **Fig (2)**.

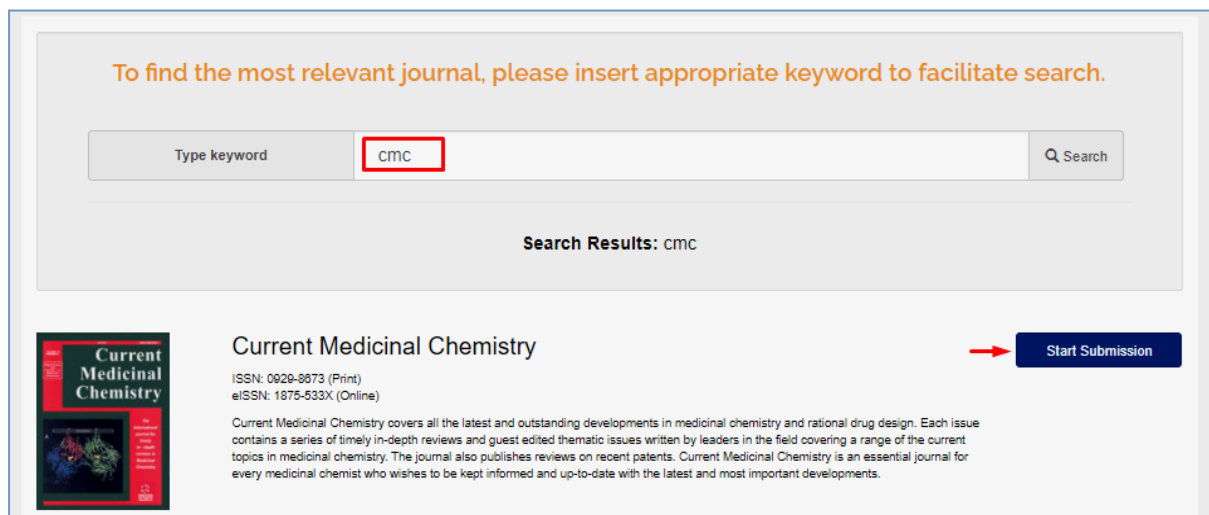


Fig (3)

➤ Relevant journals can be searched by entering appropriate keywords in the search field, as shown in **Fig (3)**.

➤ Enter the journal code you want to submit your proposal in.

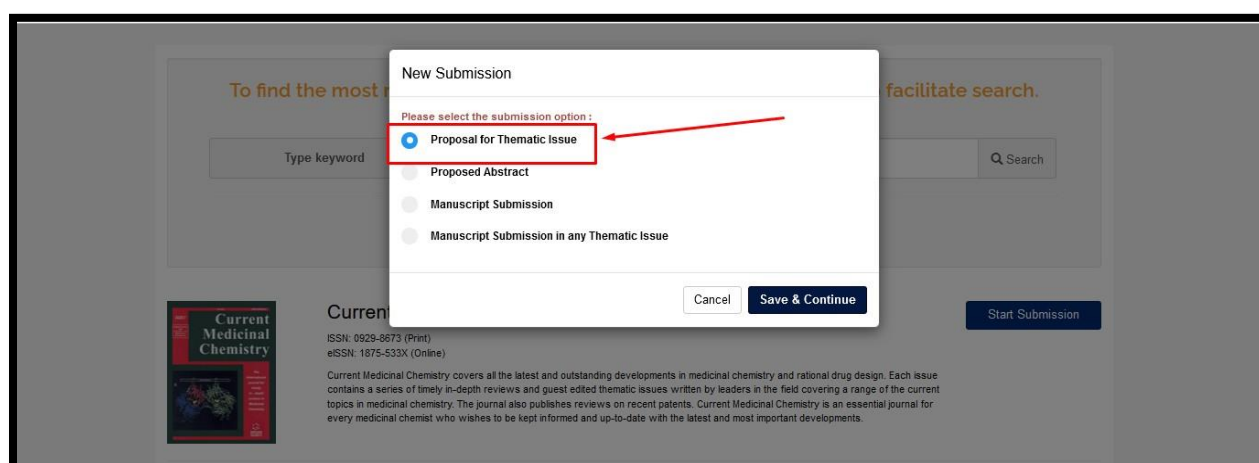


Fig (4)

- Upon selecting the relevant journal, a window will appear asking to select any one option, as shown in **Fig (4)**.
- Please select the first option **“Proposal for Thematic Issue”** and click on **“Save & continue”** button to proceed to the next step.
- The submission form will appear as shown in **Fig (5)**. Fill all the relevant details carefully. Click on **Save** button.

The screenshot shows the 'New Submission Details' page for the journal 'Current Medicinal Chemistry'. The page is titled 'New Submission Details' and includes a search bar at the top with the placeholder text 'Title, Reference Number or Author Name...'. The left sidebar contains navigation options: 'New Guesteditor', 'Guest Editor Portal', 'User Portal', 'Dashboard', 'New Submission', 'Read & Publish', 'Support', and 'User Manuals'. The main content area features a 'Submission Title' field highlighted with a red box, 'Contributors', and 'File Uploading' sections. Below these is a section for the journal 'Current Medicinal Chemistry', which includes its cover image, ISSN information, and a link to 'Instructions for Authors'. The form contains three main input areas: 'Enter Title:' with the text 'Test Proposal Submission', 'Enter Abstract/Summary:' with the text 'Test Abstract', and 'Enter keywords:' with a list of tags: 'test', 'submission', 'testing', and 'tutorial'. A 'Save' button is located at the bottom right of the form. The footer contains copyright information: 'Copyright 2021 © MPS. If you have found any system related bug, feel free to report Here...'. A 'Leave a Message' button is visible in the bottom left corner.

Fig (5)

- A contributor list will appear as shown in **Fig (6)**. Provide all the relevant details of the contributors that are going to contribute in this thematic issue after acceptance of the proposal.
- Click on **“Add Author”** button then save.

Contributors List

Order	Article Title	Contributor Name	Email Address	H-Index	ORCID	Affiliation	Action
↓	Stacks and Queues	Test Cont-1	areeba.manzar.39@gmail.com	10		view	Delete
↑	Arrays and linked lists	Test Cont-2	areeba.manzar.1510@gmail.com	20		view	Delete

Add Submission Title

SubmissionTitle *

Add Principal Author Details

First Name *	<input style="width: 80%;" type="text" value="Test"/>	Last Name *	<input style="width: 80%;" type="text" value="Cont-3"/>
Email Address *	<input style="width: 80%;" type="text" value="anumnaz@gmail.com"/>	Affiliation *	<input style="width: 80%;" type="text" value="cs"/>
H-Index *	<input style="width: 80%;" type="text" value="11"/>	ORCID ⓘ	<input style="width: 80%;" type="text" value="eg : 0000-0001-9227-8488"/>
Country *	<input style="width: 80%;" type="text" value="Bahrain"/>	<small>Note:If you don't have ORCID then Click Here to get Register yourself.</small>	

[Add Author](#) ←

[Save & Continue →](#)

Fig (6)

- Click on **“Save & continue”** button to proceed to the **“File uploading”** tab as shown in **Fig (7)**.

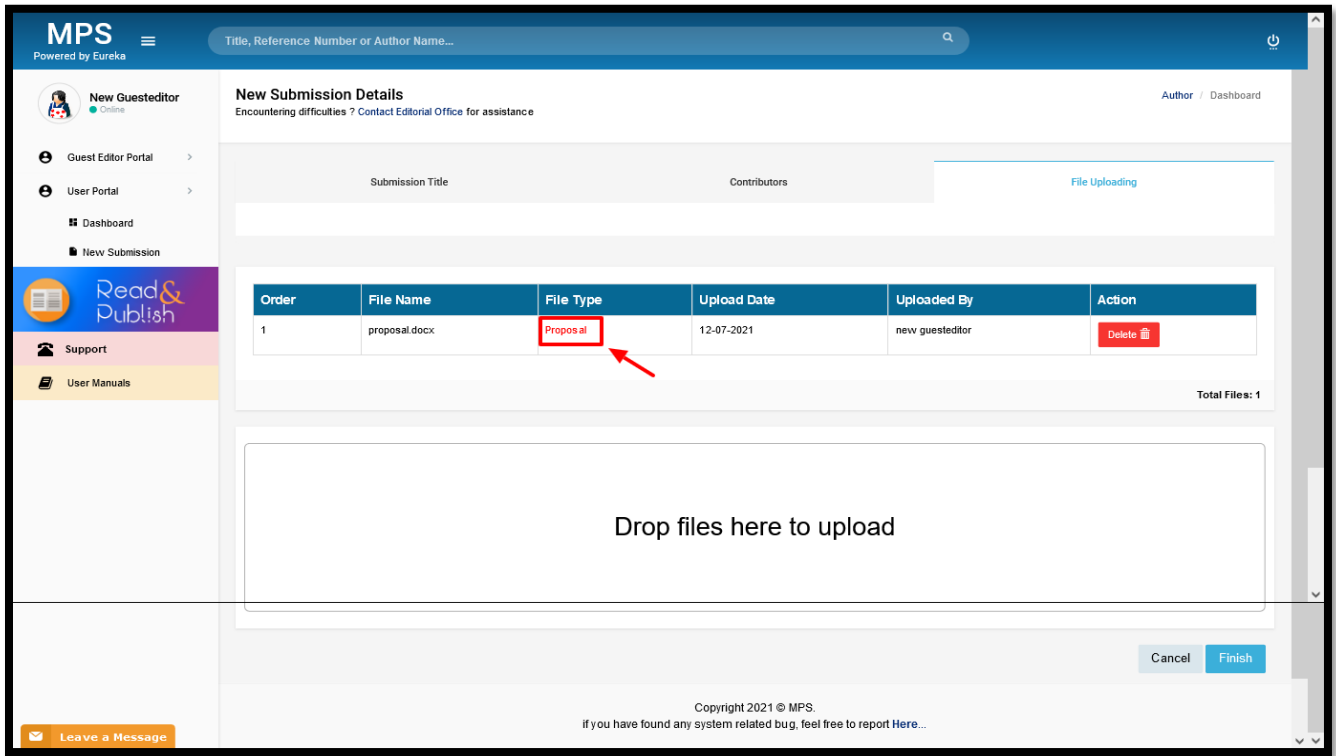


Fig (7)

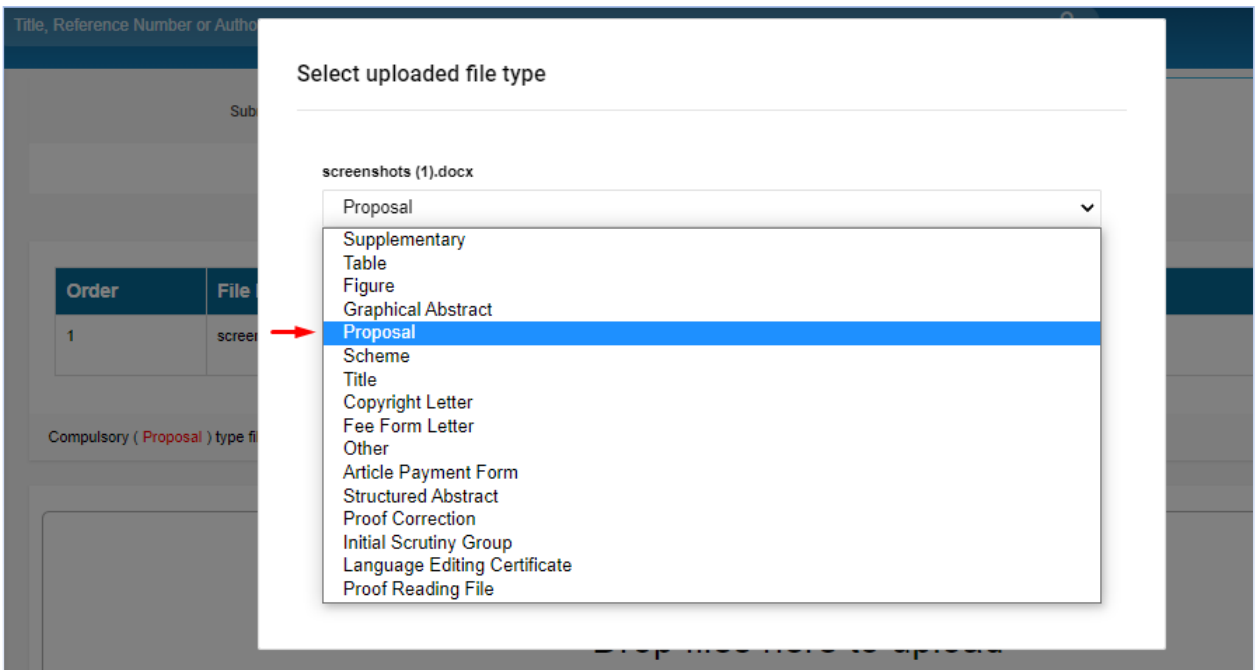


Fig (8)

- Upload the doc file and select the file type as **‘Proposal’** as shown in **Fig (7)** and **Fig (8)**. Click on **‘Finish’** button to complete the submission.

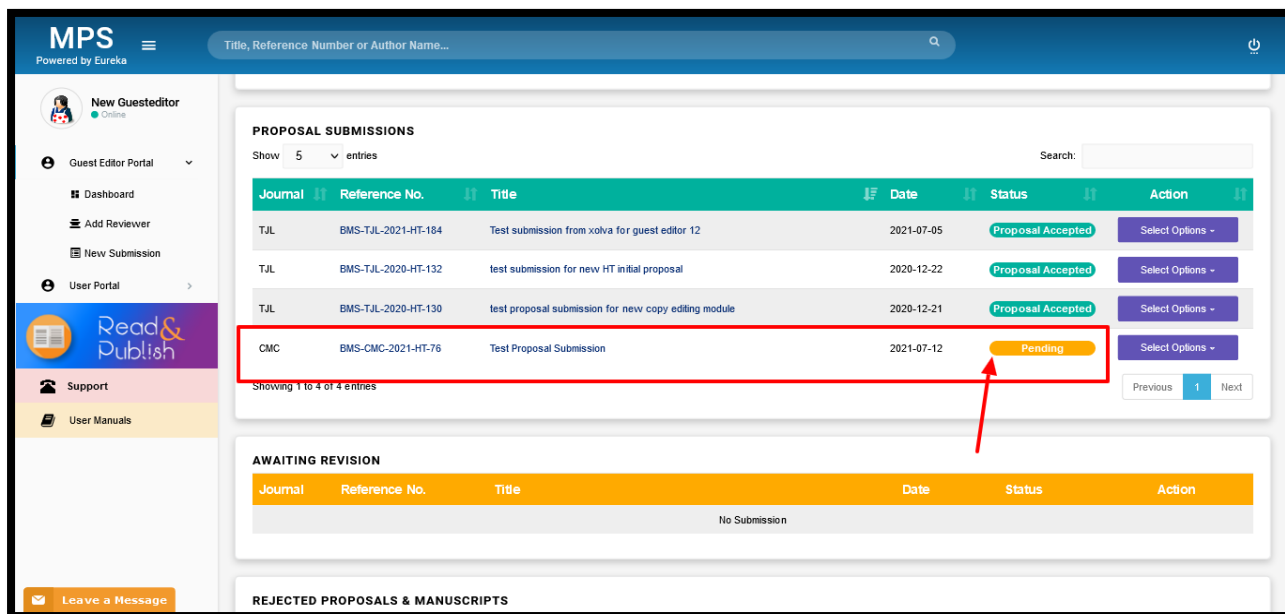


Fig (9)

- Once you complete the submission process, your proposal will be shown in the **“Proposal Submissions”** section as shown in **Fig (9)**. **“Pending”** status shows that the proposal is submitted but not approved by the EIC yet.
- The Guest Editor can only view and add more contributors at this stage but can’t submit manuscript since it is not accepted by the EIC yet.
- Also note that the current status of contributors is appearing as **‘pending’** since they are not yet approved by the EIC. Refer **Fig. (10)**.
- Click on **“Add Contributors”** button if you want to add more contributors at this stage, i.e. before sending it to EIC for approval. Refer **Fig. (11)**.

- Guest Editor can also send email to the EIC for approval. A draft letter will appear. Click on **“Send Email & Save”**. Refer **Fig. (12)**.

TPBMS-TJL-2021-HT-222

Submission Type: Proposal

Title: Test proposal by Guest editor -1

Proposal Summary: [Summary](#)

Submitted Date: Oct 21, 2021

Contributors List

Order	Article Title	Contributor Name	Email Address	H-Index	Affiliation	Status
1	Stacks and Queues	Test Cont-1	areeba.manzar.39@gmail.com	10	view	Pending
2	Arrays and linked lists	Test Cont-2	areeba.manzar.1510@gmail.com	20	view	Pending
3	Binary trees	Test Cont-3	anumnaz@gmail.com	11	view	Pending

[Add Contributors](#) [Send Email to EIC](#)

Fig (10)

Contributors List

Order	Article Title	Contributor Name	Email Address	H-Index	Affiliation	Status
1	Stacks and Queues	Test Cont-1	areeba.manzar.39@gmail.com	10	view	Pending
2	Arrays and linked lists	Test Cont-2	areeba.manzar.1510@gmail.com	20	view	Pending
3	Binary trees	Test Cont-3	anumnaz@gmail.com	11	view	Pending

[Add Contributors](#) [Send Email to EIC](#)

Fig (11a)

Add Contributors

Add Submission Title

SubmissionTitle *

Add Principal Author Details


First Name *

Last Name *

Email Address *

Affiliation *

H-Index *

ORCID 

Country *

Note: If you don't have ORCID then [Click Here](#) to get Register yourself.

Fig (11b)

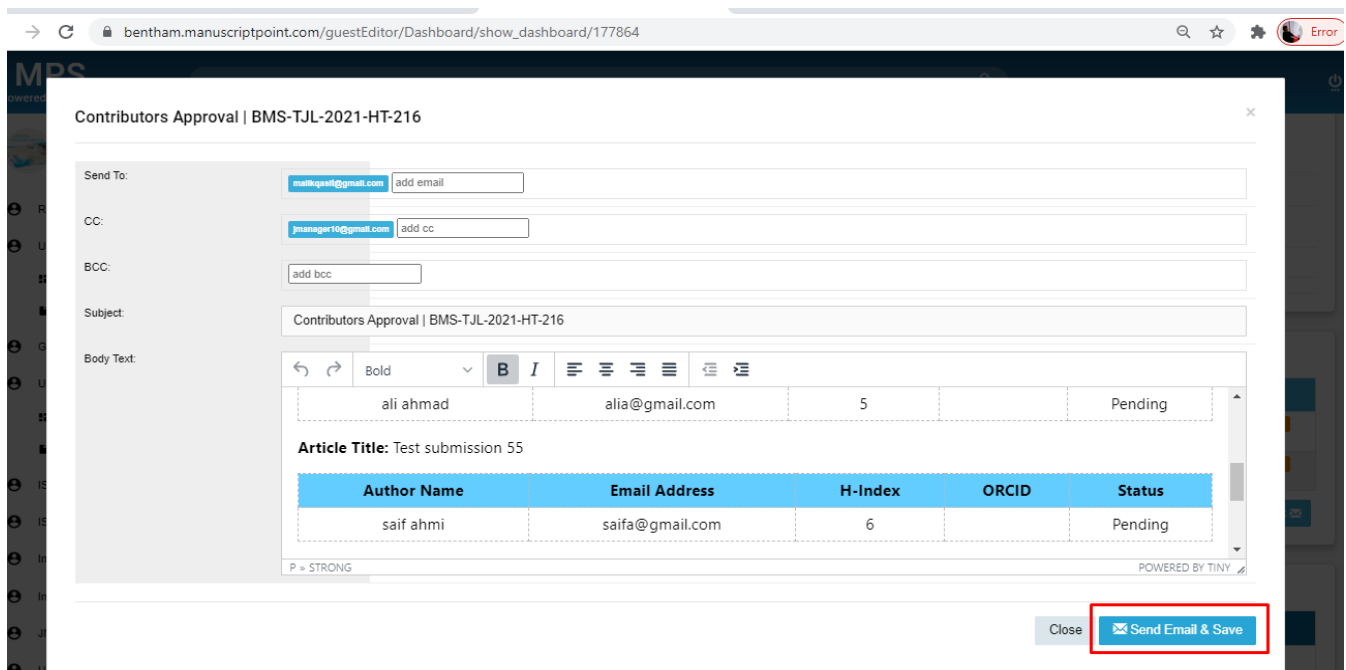


Fig (12)

- Now the proposal will be sent to EIC for approval, EIC has the right to either accept or reject the contributors as well.
- The proposal status can be seen as **‘Proposal accepted’** in the Guest Editor’s dashboard after approval of EIC. Refer to **Fig (13)**.
- Guest Editor can now start the manuscript submission in thematic issue by clicking on **“Start Submission”**.

PROPOSAL SUBMISSIONS

Show 5 entries Search:

Journal	Reference No.	Title	Date	Status	Action
TJL	BMS-TJL-2021-HT-240	Test submission proposal 19-10-21	2021-10-19	Proposal Accepted	Select Options
TJL	BMS-TJL-2021-HT-216	Test submissio 555555	2021-08-30	Proposal Accepted	Select Options
TJL	BMS-TJL-2021-HT-241	Test proposal submission 12345666	2021-10-19	Pending	Select Options
TJL	BMS-TJL-2021-HT-214	Test proposal 3456666	2021-08-30	Proposal Accepted	Select Options
TJL	BMS-TJL-2021-HT-230	test 34 sep	2021-09-24	Proposal Accepted	Select Options

Showing 1 to 5 of 32 entries Previous 1 2 3 4 5 6 7 Next

Fig (13a)

PROPOSAL SUBMISSIONS

Show 5 entries Search:

Journal	Reference No.	Title	Date	Status	Action
TJL	BMS-TJL-2021-HT-235	Proposal submission In HT	2021-10-08	Proposal Accepted	Select Options
TJL	BMS-TJL-2021-HT-229	Proposal submission for HT 678 20-09-21	2021-09-20	Proposal Accepted	Select Options
TJL	BMS-TJL-2021-HT-232	Proposal submission for HT 30-09-21	2021-09-30	Proposal Accepted	View Submission
TJL	BMS-TJL-2021-HT-228	Proposal submission for HT 17-09-21	2021-09-17	Proposal Accepted	Start Submission
TJL	BMS-TJL-2021-HT-227	Proposal submission for HT 1234	2021-09-15	Proposal Accepted	Invite To Author
					Copy Submission Link

Showing 11 to 15 of 32 entries Previous 1 2 3 4 5 6 7 Next

Fig (13b)

BMS-TJL-2021-HT-232

Submission Type:	Proposal
Title:	Proposal submission for HT 30-09-21
Proposal Summary	Summary
Submitted Date:	Sep 30,2021
	Start Submission Copy Submission Link

Contributors List

Order	Article Title	Contributor Name	Email Address	H-Index	Affiliation	Status
1	Test stats for closing 1	Anum Naz	anumnaz@xolva.com	34	view	Accepted
2	Test stats for closing 2	Areeba Manzar	areeba@xolva.com	45	view	Accepted

[Add Contributors](#)
[Send Email to EIC](#)

Files Details

Order	File Name	File Type	Upload Date	Status
1	verification (1) (1)_original (1) (1) (1) (3) (1) (1).docx	Proposal	30-09-2021	current version

Fig (13c)

3. The Guest Editor Dashboard

➤ In Fig (14), different pools of the Guest Editor's portal can be seen.

- **Awaiting Guest Editor Initial Approval**

Awaiting Guest Editor Initial Approval displays the total number of HT manuscripts submitted and awaiting initial Guest Editor's approval. Guest Editor can approve and reject the manuscript in this section.

- **Proposal Submission**

Guest Editor can track all the submitted proposals here in this section.

Moreover, he can do the other activities as mentioned below:

- ✓ Clicking on the “**View Submission**” button, the guest editor, sees the submitted manuscript in **Thematic Issue**
- ✓ Clicking on the “**Start Submission**” button, the **Guest Editor** can directly submit the manuscript in the **Thematic issue**
- ✓ Clicking on the “**Invite to Author**” button, the **Guest Editor** can invite the authors to contribute to **Thematic Issue** through Email
- ✓ Clicking on the “**Copy Submission Link**”, the **Guest Editor** can copy the thematic issue submission link and share it with the colleagues via e-mail or chat for submission in the thematic issue.

- **Awaiting Revision**

Through this section, The Guest Editor can submit the revised manuscript by clicking on the “Continue” button.

- **Rejected Proposals and Manuscripts**

Through this option, the **Guest Editor** can view proposals and manuscripts declined by the **EIC**.

- **Incomplete Submissions**

The Guest Editor can delete his/her incomplete submission by clicking on the “Delete” button and view his/her incomplete submissions and continue with proposal submission by clicking on the “Continue” button.

- In the Guest Editor’s dashboard, under the proposal submissions section, upon clicking the view submission option, the status of the contributors can be seen which are **accepted** or **rejected** by the EIC, as shown in **Fig (15)**.
- The guest editor can add more contributors at a later stage and send it to the EIC by clicking on **“Add Contributor”** button and click on the **“Send Email to EIC”** button for approval.

MPS Powered by Eureka

Guest Editor / Dashboard

Welcome to Dashboard

AWAITING GUEST EDITOR INITIAL APPROVAL ①

Journal	Reference No.	Title	Date	Action
No Record Found				

PROPOSAL SUBMISSIONS ②

Show 5 entries

Journal	Reference No.	Title	Date	Status	Action
TJL	BMS-TJL-2021-HT-184	Test submission from xolva for guest editor 12	2021-07-05	Proposal Accepted	Select Options -
TJL	BMS-TJL-2020-HT-132	test submission for new HT initial proposal	2020-12-22	Proposal Accepted	View Submission
TJL	BMS-TJL-2020-HT-130	test proposal submission for new copy editing module	2020-12-21	Proposal Accepted	Start Submission
					Invite To Author
					Copy Submission Link

Showing 1 to 3 of 3 entries

AWAITING REVISION ③

Journal	Reference No.	Title	Date	Status	Action
No Submission					

REJECTED PROPOSALS & MANUSCRIPTS ④

Journal	Reference No.	Title	Date	Status
No Submission				

INCOMPLETE SUBMISSIONS ⑤

Show 5 entries

Journal	Reference No.	Title	Date	Action
CMC	BMS-CMC-2021-HT-76	Test Proposal Submission	2021-07-07	Delete Continue
CMC	BMS-CMC-2021-HT-75	Test proposal	2021-07-07	Delete Continue

Showing 1 to 2 of 2 entries

Previous 1 Next

Copyright 2021 © MPS
if you have found any system related bug, feel free to report Here...

Leave a Message

Fig (14)

BMS-IJL-2021-HI-216

Submission Type: Proposal

Title: Test submissio 555555

Proposal Summary: [Summary](#)

Submitted Date: Aug 30, 2021

[Start Submission](#) [Copy Submission Link](#)

Contributors List

Order	Article Title	Contributor Name	Email Address	H-Index	Affiliation	Status
1	Test submission 4453	ali ahmad	alia@gmail.com	5	view	Accepted
2	Test submission 55	saif ahmi	saifa@gmail.com	6	view	Rejected

[Add Contributors](#) [Send Email to EIC](#)

Fig (15)



4. Manuscript Submission in Thematic Issue

- It can be seen in **Fig (16)** that while submitting the manuscript in that thematic issue proposal, only those contributor names appear that were previously approved by the EIC.

Note: If the contributor is not in the approved list, you may choose **“None”**.

- Select the contributor from the list; also fill all the mandatory fields such as **Article Type, Article Title, Abstract, and keywords**. Click on **“Save & Continue”** button to proceed to the next step which is filling Authors details.
- The information of the author and Co-author can be added here. To find an already registered author, enter his email address in the **“search”** field as shown **Fig (18)** and then press the search button. The system will automatically fill the information fields. To add a new author, fill in the information fields and click on **“Add Author,”** as shown in **Fig (18)**.

Reference Number: BMS-TJL-2021-HT-216
Guest Editor: Journal manager

Contributors: 


Article Type:

Enter Title:
Not more than 250 characters.

Enter Abstract:
Not more than 550 words .

Enter keywords:
add multiple keywords with , separated. (minimum 6 keywords allowed)

Open Access Discount:

Open Review: Yes No

Fig (16)

Open Review: Yes No

SEARCH FUNDER NAME ▾

add multiple awards with , separated.

WELLCOME TRUST POLICY

Dear researcher please note that The Wellcome Trust Policy encourages authors who have used them as a funding source to make their research available as Open Access on PMC as soon as it is accepted/ published. The Article Processing Charges(APC) for this journal is US \$ 5. Please let us know if you want to have this article Open Accessed after paying this fee. Making your article Open Access will help you get more citations for this article by making it accessible to everyone.

I agree to pay the applicable APC of US \$ 5 in accordance with the terms below to make my article Open Access:

Yes No

Fig (17)

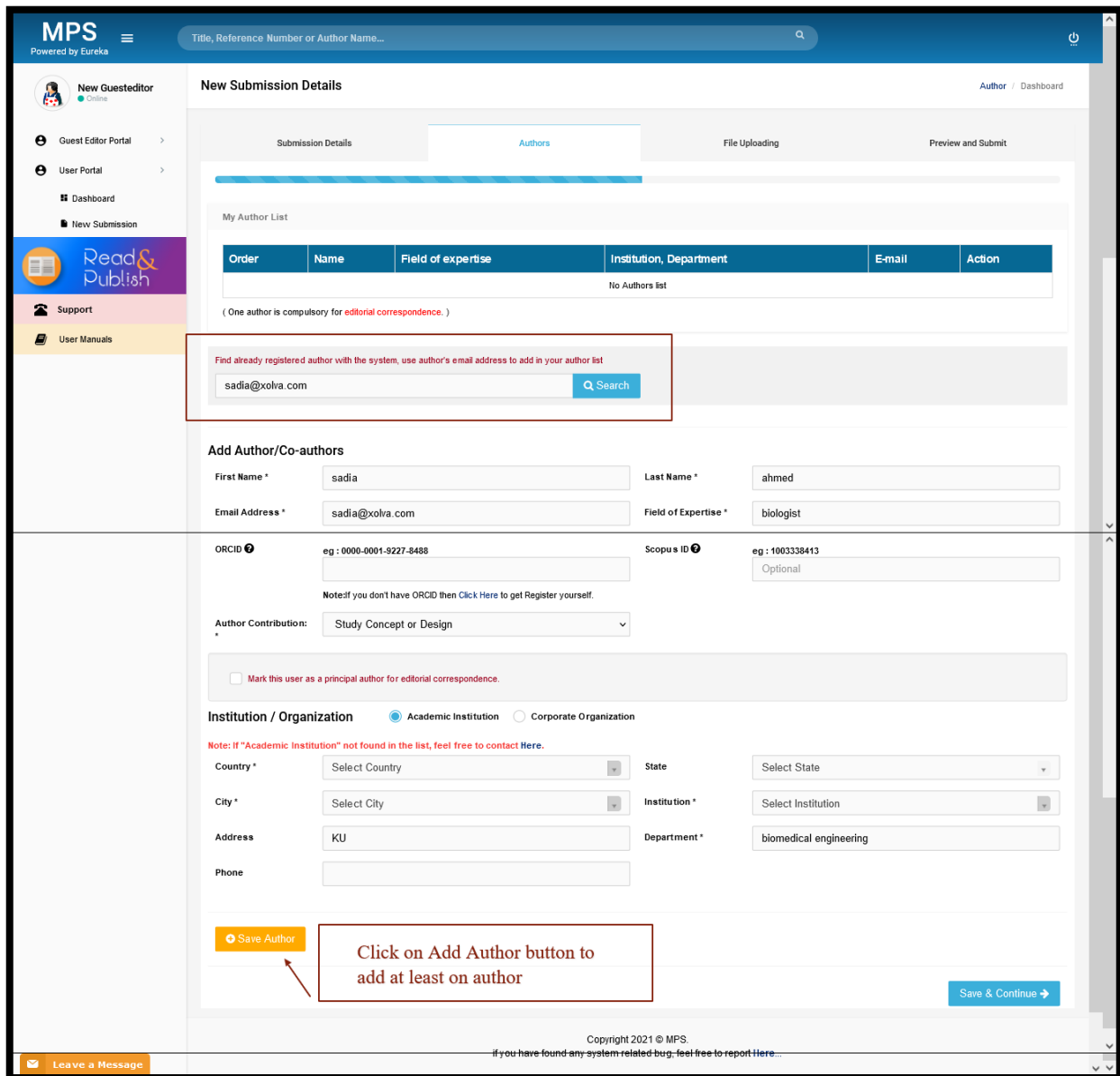


Fig (18)

***Note:** It is necessary to make one author as the Principal Author to proceed further. To do so, please tick the check box as shown in **Fig (19)**. Otherwise the system will restrict you from proceeding further.

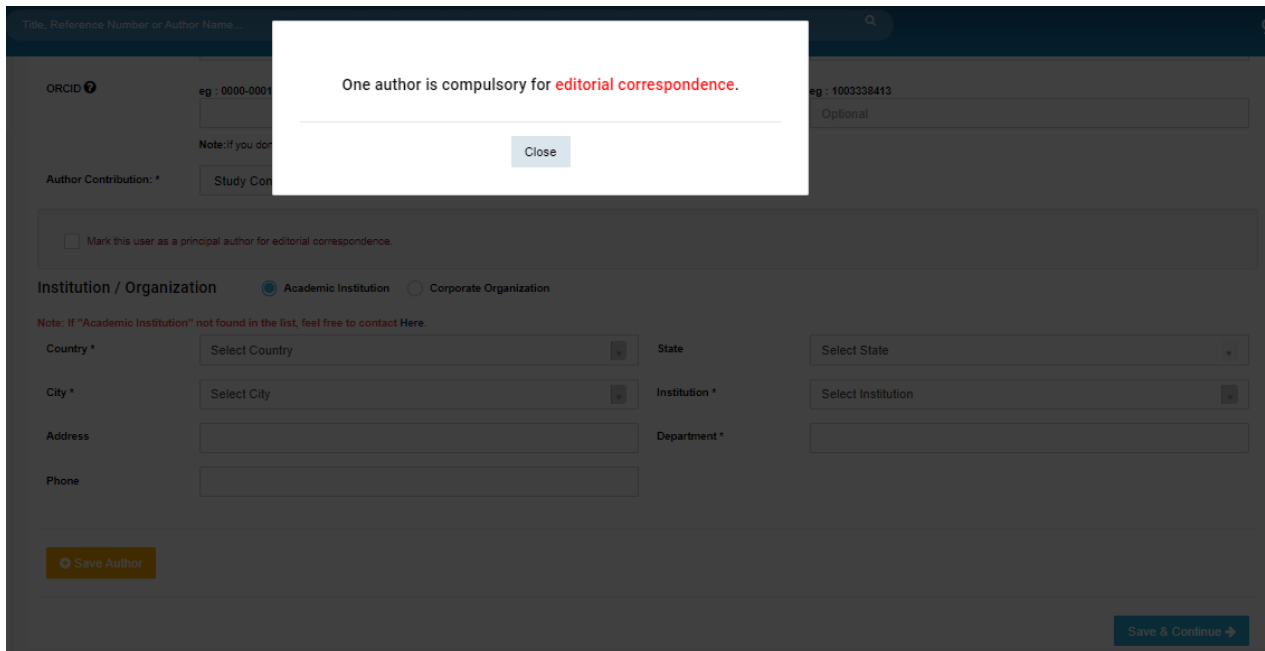


Fig (19)

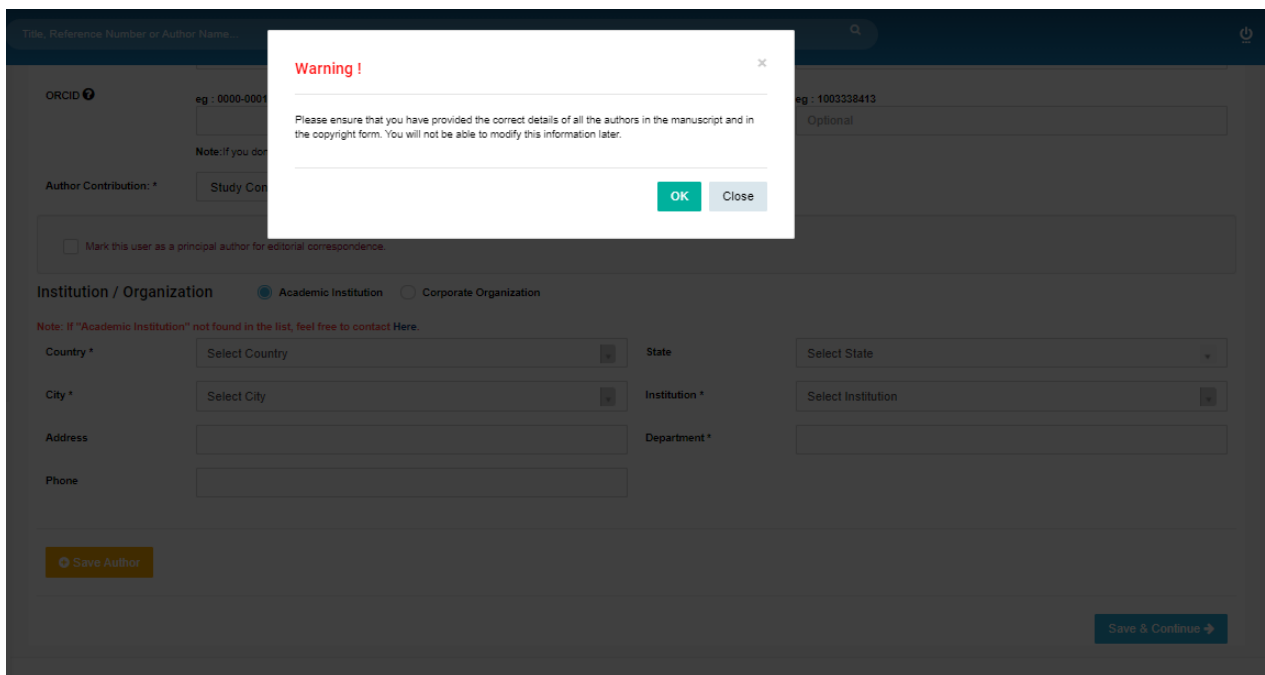


Fig (20)

- Please note that you have added the correct details of all authors otherwise you won't be able to edit their information at later stage by yourself.

- To upload the manuscript, drag and drop the file on the “**Drop file here to upload**” option or select the files by clicking on the same option. A window appears, select the file type as “**Manuscript,**” and then click the “**Save**” button as shown in **Fig (22)**.

***Note:** Please note that the manuscript file you’re uploading should be a doc file not pdf (with extension .docx).

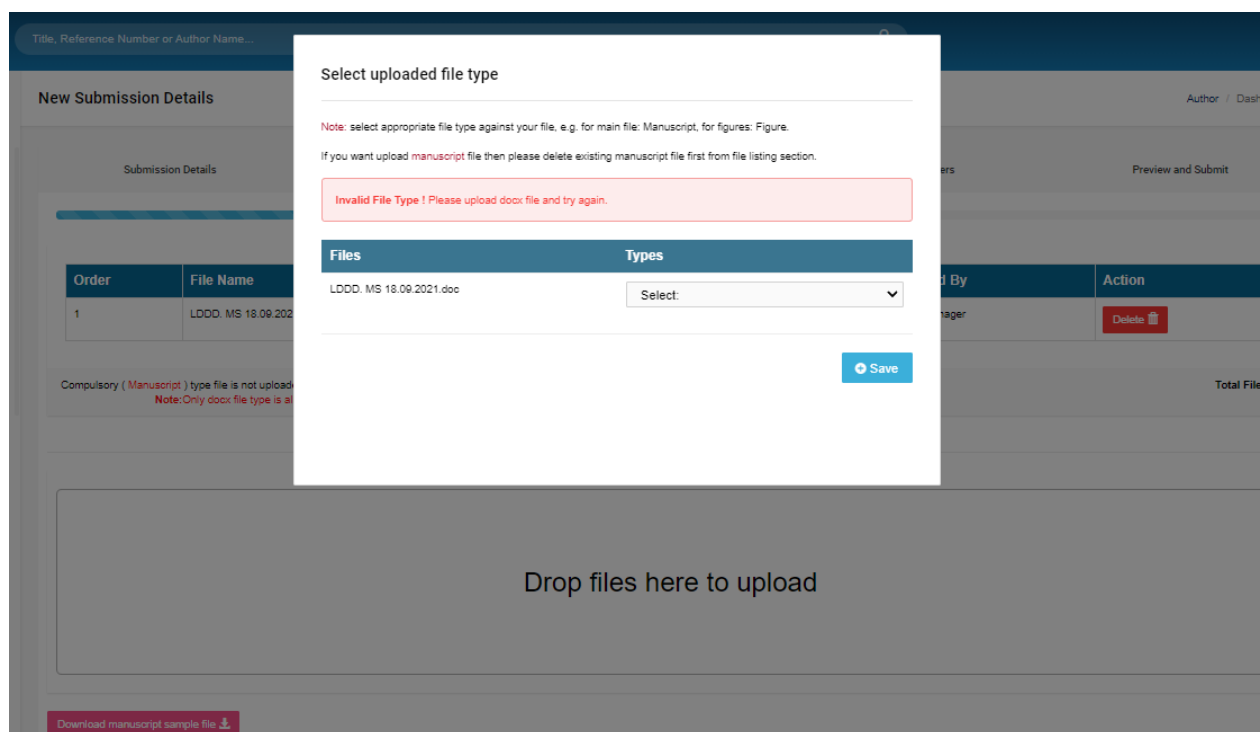


Fig (21)

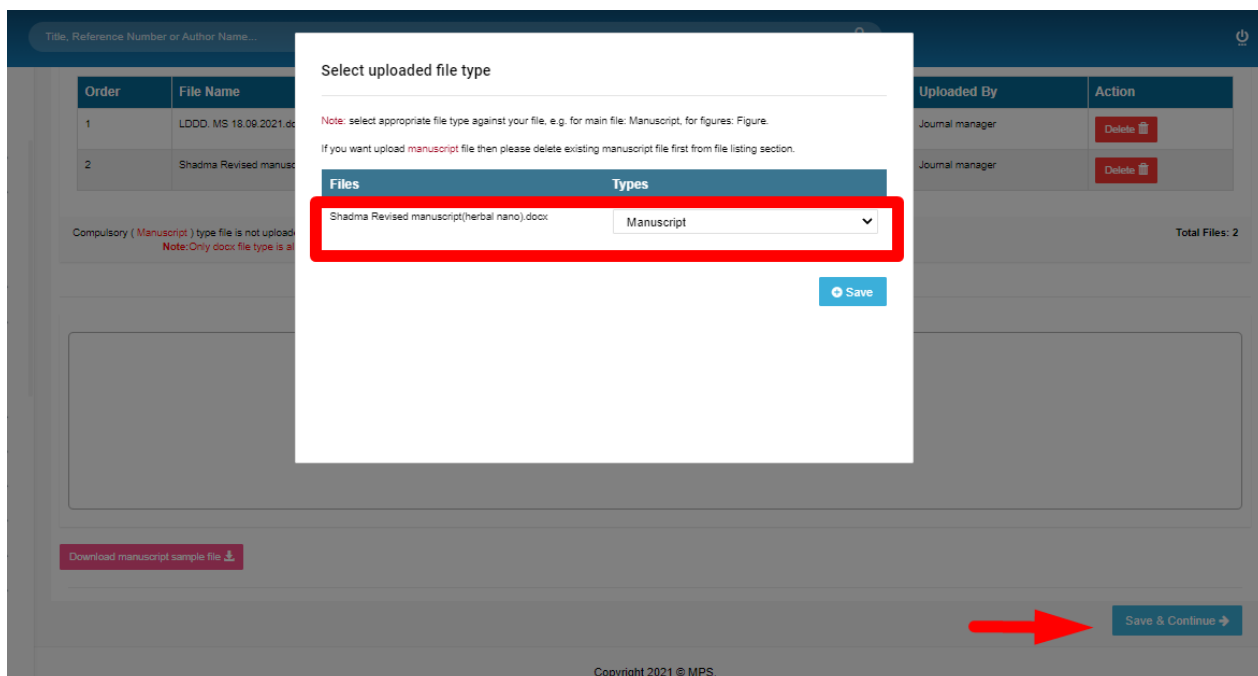


Fig (22)

- After uploading manuscript file, a window will appear asking the author for recommending potential reviewers.
- Please make sure to add the correct details of reviewer such as valid email id, otherwise the reviewer with invalid details would not be considered.
- The reviewers recommended will be then sent to the review dept for approval depending on certain criteria.
- Click on **“save and continue”** button. A window will pop up, asking you to proceed with the English language check at initial stage to avoid grammatical mistakes. Click on proceed button.

New Submission Details Author / Dashboard

Submission Details Authors File Uploading **Reviewers** Preview and Submit

Recommended Reviewer

Asfa Shaikh asifa123@gmail.com 11 Orcid id Australia biomed
Enter skills separated by comma.

Amna Haq amnaabcom H - Index Orcid id Select Country Field of expertise
Enter skills separated by comma.

! Please include an '@' in the email address. 'amnaabcom' is missing an '@'.

Full Name Email H - Index Orcid id Select Country Field of expertise
Enter skills separated by comma.

Full Name Email H - Index Orcid id Select Country Field of expertise
Enter skills separated by comma.

Please add the valid email id of reviewer Skip H Save & Continue →

Copyright 2021 © MPS

Fig (23)

Title, Reference Number or Author Name... te

New Submission Details Author / Dashboard
Encountering difficulties? Contact Editorial Office for assistance

Submission Details Authors File Uploading Reviewers **Preview and Submit**

Submission Type

Mini-review

Title

Data science and art intelligence

Abstract

sfdsgdfghfjgjhk

Keyword

hkhgk,hjxjh,kqikj,skllo,piop,uipuipuo,piop,piop

Structured Abstract

Sequence	Field Name	Description	Action
----------	------------	-------------	--------

Bentham does an initial quick language check for your benefit!

Please proceed to get a quick English language editing report (with correction suggestions) on your manuscript.

[Proceed](#)

Fig (24)

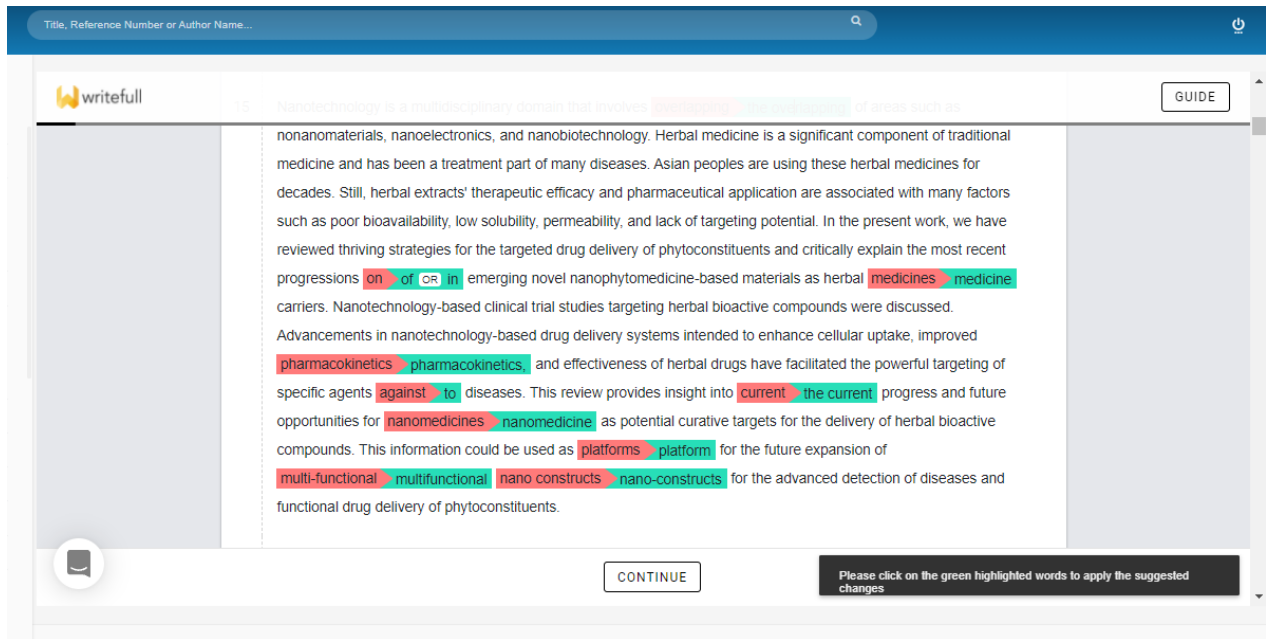


Fig (25)

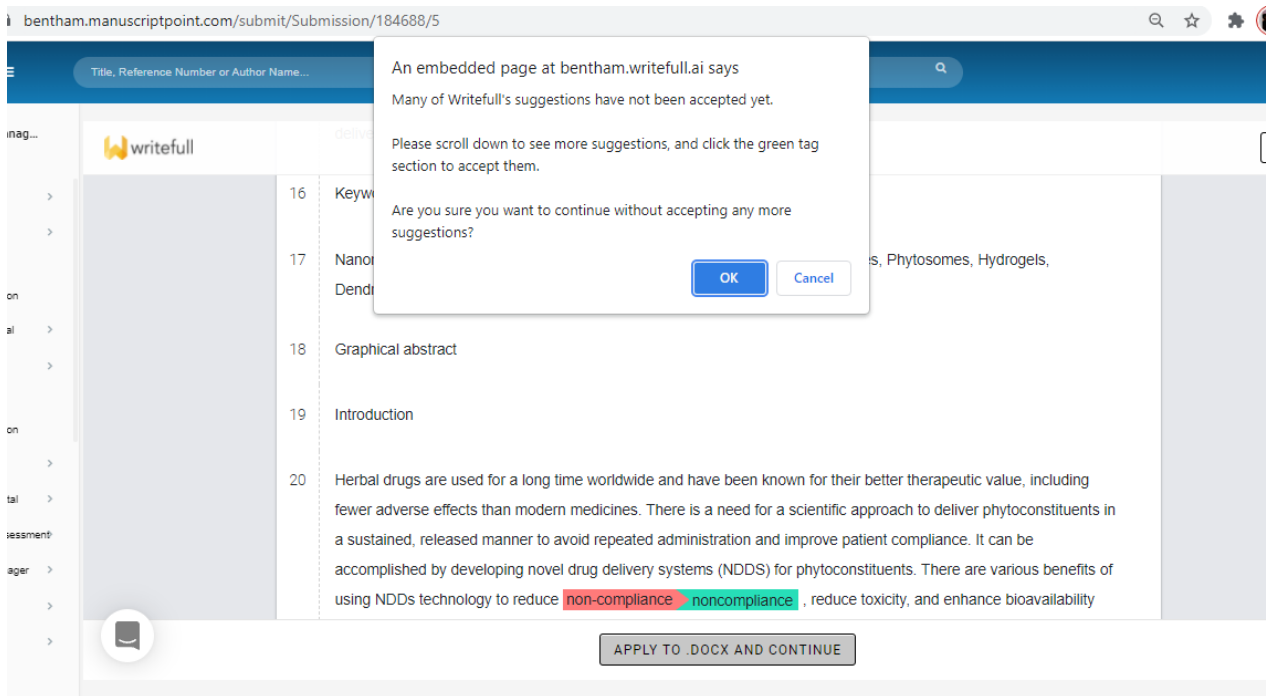


Fig (26)

➤ Apply the changes as per suggested by this **English language checking** feature.

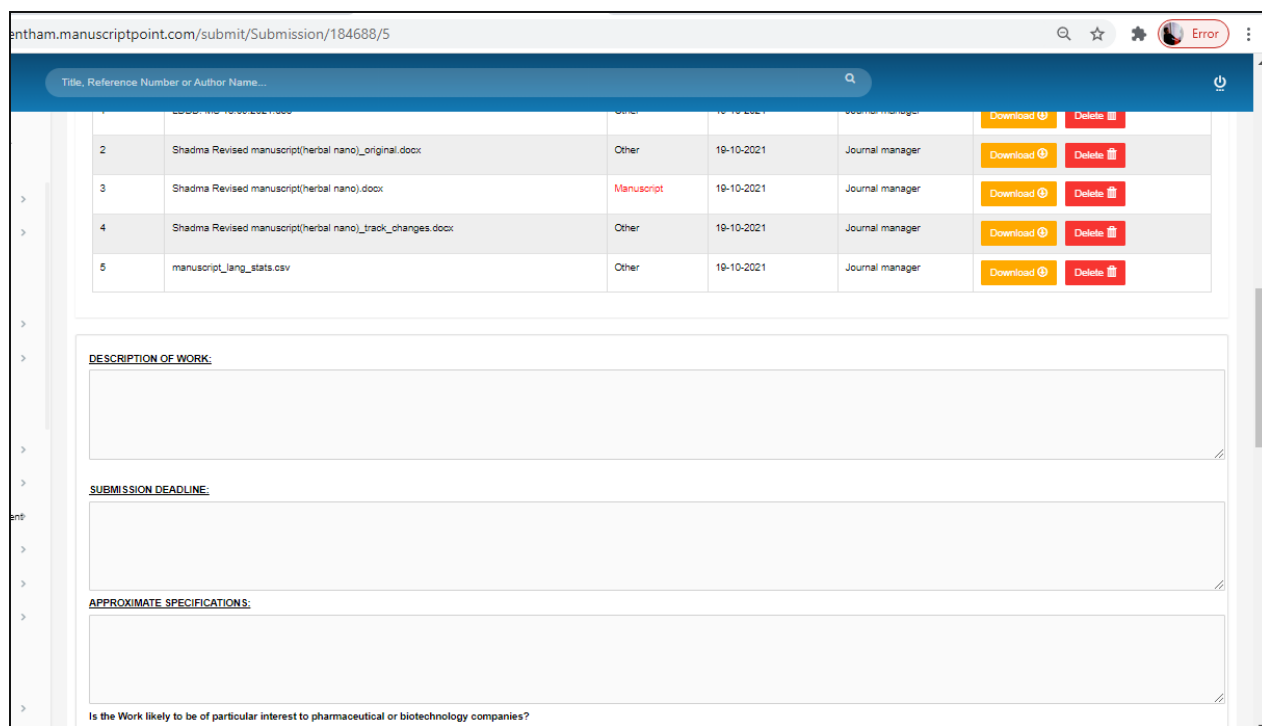


Fig (27)

- Fill in all the necessary details regarding your manuscript and then click on **“save and continue”** button.
- All the relevant details you have filled would be incorporated in the copyright which will be auto-generated by the system in the next step.
- You can view the copyright letter as well. Click on **“I Agree”** button and then **“Finish”** button to complete the submission. Refer to **Fig (29)**.

DECLARATION OF COMPLIANCE WITH APPLICABLE STANDARDS:

1. Does the Work report experiments involving human subjects?
 YES NO

2. Does the Work report experiments involving animals?
 YES NO

CONFLICTS OF INTEREST
 Conflicts of interest arise when authors, reviewers, or editors have interests (such as financial or personal interests) that are not made clear and that may influence their judgment on the content of their work. Authors and editors who submit work for publication with Bentham Science are required to disclose and acknowledge all forms of financial support relating to the work to be published, all commercial or financial involvement that might present an appearance of a conflict of interest in respect of the work, and all agreements relating to sponsorship of any research upon which the work is based.
 Are there any actual, or potential, conflicts of interest?
 YES NO

LANGUAGE EDITING:
 Does Author require assistance in having the English grammar and style of the Work checked and improved by Bentham Science?
 YES NO
 If Yes, Bentham Science will provide a quote for this.

IS GOVERNMENT EMPLOYEE / CONTRACTOR?
 1. Was any Author a US government employee when the Work was created?
 YES NO
 If Yes, the relevant Author's must each execute and submit to Bentham Science, using Bentham Science's form letter, the supplemental terms applicable to the Author.
 2. Was Author an independent contractor to the US government when the work was created?
 YES NO
 If Yes, the relevant Author's must each execute and submit to Bentham Science, using Bentham Science's form letter, the supplemental terms applicable to the Author.

SCHEDULE 3 PUBLICATION

TITLE OF SUBSCRIPTION JOURNAL(S)	Open Access Fee / Option
	<p>If the Author also wishes to have the Work made available on an open access basis, the Work shall be made available on an open access basis to Bentham Science, under the terms of the Creative Commons Attribution 4.0 International Public License CC-BY 4.0, subject to the payment of a one-off Fee of [\$ USD].</p> <p>Does the Author also require each "open access" publication, and agree to pay the applicable Fee in accordance with the terms below? <input type="radio"/> YES <input type="radio"/> NO</p>

ANIMATED VIDEO:	Animated Abstract Option:
	<p>The Animated Abstract Fee, payable in respect of the publication to Bentham Science of the Work in the above stated journal is in accordance with the terms below.</p> <p>The Author may elect (subject to the payment of a one-off fee of \$150,000 and provided that Bentham Science shall remain a royalty entitled to split the Work on a commercial basis on Bentham Science terms), acting in the sole discretion to require Bentham Science to make the Work available on an "open access" basis via a journal publication for all to view and download in accordance with the terms of Creative Commons License CC-BY-NC-ND 4.0 - Attribution-NonCommercial-NoDerivatives 4.0 International.</p> <p>Author hereby requests each "open access" publication of the Animated abstract and agrees to pay the applicable Fee in accordance with the terms below.</p> <p><input type="radio"/> YES <input type="radio"/> NO</p> <p>The Fee shall be paid initially with a \$150,000 advance payment on giving the Publisher the instruction to start work on the Animated Abstract, and \$150,000 (English language edition) or \$150,000 (foreign language edition) on completion of the Animated Abstract.</p>

[Back and Continue](#)

Fig (28)

Files

Order	File Name	File Type	Upload Date	Uploaded By	Action
1	LDDD_MS_18.09.2021.doc	Other	19-10-2021	Journal manager	Download Delete
2	Shadma Revised manuscript(herbal nano)_original.docx	Other	19-10-2021	Journal manager	Download Delete
3	Shadma Revised manuscript(herbal nano).docx	Manuscript	19-10-2021	Journal manager	Download Delete
4	Shadma Revised manuscript(herbal nano)_track_changes.docx	Other	19-10-2021	Journal manager	Download Delete
5	manuscript_lang_stats.csv	Other	19-10-2021	Journal manager	Download Delete

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Fig (29)

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Hot Topic

BMS-TJL-2021-HT-240

Submission Type: Proposal

Title: Test submission proposal 19-10-21

Proposal Summary: Summary

Submitted Date: Oct 19, 2021

Start Submission Copy Submission Link

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Fig (30)

- The newly submitted manuscript in the Hot Topic (thematic issue) will appear in the Guest editor’s dashboard under the **“Awaiting Guest Editor Initial Approval”** section as seen in **Fig (30, 31)**.
- Guest Editor can either **Approve** or **Reject** the manuscript and can upload comments as well as shown in **Fig (32)**.

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TJL	BMS-TJL-2021-HT228-3649-1	Manuscript submission for HT 17-09-21	2021-09-17	Continue
TJL	BMS-TJL-2021-HT228-3649-2	HT submission for feeform	2021-09-17	Continue
TJL	BMS-TJL-2021-HT232-3681-1	Manuscript submission in HT for test	2021-09-30	Continue
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Fig (31)

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Fig (32)

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TJL	BMS-TJL-2021-HT211-3579-2	Manuscript submission for Ica in proposal	2021-08-28	Manuscript Revert
TJL	BMS-TJL-2021-HT226-3616-4	Manuscript submission for HT for ICA	2021-09-09	Archived
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TJL	BMS-TJL-2021-HT209-3572-1	Manuscript submission -1 24-08-21	2021-08-24	Archived

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Fig (33)

- The rejected manuscript will then appear under rejected manuscripts pool as can be seen in **Fig (33)**.

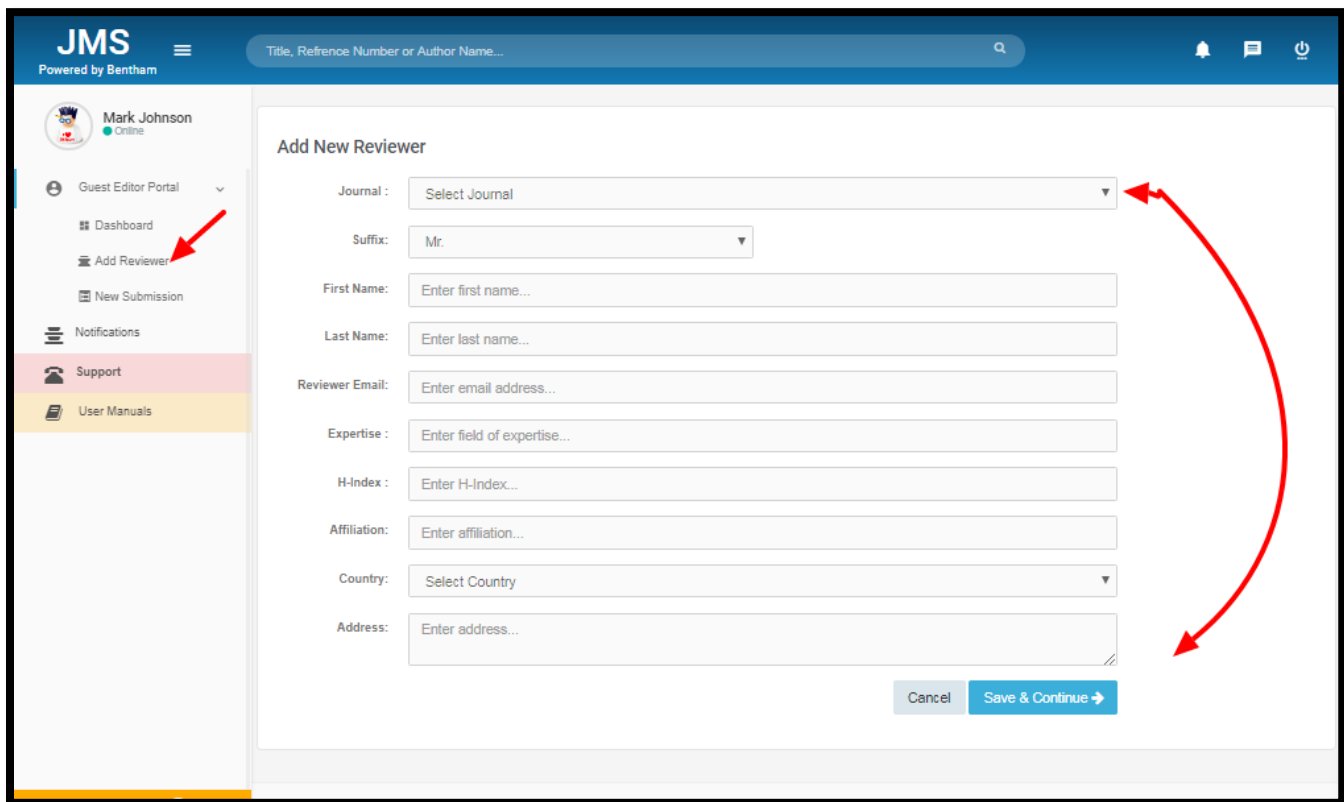


Fig (34)

- Clicking on the **"Add Reviewer"** tab, a new reviewer can be added. All the required information is filled in the boxes and saved with the **"Save & Continue"** button, as shown in **Fig (34)**.