Guest Editor
# Table of Contents

1. Signing In.................................................................................................................................................. 4
2. Proposal Submission Process.................................................................................................................... 5
3. The Guest Editor Dashboard..................................................................................................................... 10
4. Manuscript Submission in Thematic Issue.............................................................................................. 13
1. Signing In.

![Fig (1)](image)

Please Enter the URL “bentham.manuscriptpoint.com”. Enter “E-mail” and “Password” in appropriate fields and click on the “Sign in” button to log in, as shown in Fig (1).
2. Proposal Submission Process

In the Dashboard, on the Guest Editor’s portal, in the left panel, there is an option “New Submission.” Click on the “New Submission” to start the Proposal submission, as shown in Fig (2)
Relevant journals can be searched by entering appropriate keywords in the search field, as shown in **Fig (3)**
A window appears, as shown in Fig (4), which gives information about the submission options. Select the “Proposal for Thematic Issue” option and click on the “Save and Continue” button to proceed to the page, as shown in Fig (5)

![Fig (5)](image)

On the “New Submission Details” page, as shown in Fig (5), provide the Title, Abstract, and Keywords as shown. Once it is done, please click on the “Save and Continue” button to proceed, as shown in Fig (6)
Provide all the information related to the contributors on this page and click on the “Save and continue” button to proceed to the “File Uploading” tab, as shown in Fig (7)
Fig (7)

Upload the proposal file here in this section and click on the “Finish” button.

Fig (8)
Once you complete the submission process, your proposal will be shown in the “Proposal Submission” panel as shown in Fig (8). “Pending” status shows that the proposal is submitted but not approved by the EIC as yet.

After the acceptance of the proposal, the Guest Editor can start the manuscript submission in thematic issue by clicking on the “Start Submission” button, as shown in Fig (9).

3. The Guest Editor Dashboard
① 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.

② Proposal Submission.

Guest Editor can track all the submitted proposals here in this section. Moreover, he can do the other activities as mentioned below:

2.1 Clicking on the “View Submission” button, the guest editor, sees the submitted manuscript in Thematic Issue

2.2 Clicking on the “Start Submission” button, the Guest Editor can directly submit the manuscript in the Thematic Issue

2.3 Clicking on the “Invite to Author” button, the Guest Editor can invite the authors to contribute to Thematic Issue through Email

2.4 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.

③ Awaiting Revision:

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

④ Rejected Proposals and Manuscripts: Through this option, the Guest Editor can view proposals and manuscripts declined by the EIC.

⑤ Incomplete sub:
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.

Fig (10)

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.
4. Manuscript Submission in Thematic Issue

Fig (11)
Step 1: On the “New Submission Details” page, please select contributors from the approved contributor list who are supposed to submit the manuscript, Article Type, Article Title, Abstract, and keywords, as shown in Fig (12). These all fields are mandatory. Once it is done, please click on the “Save and continue” button.

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

Fig (12)
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 (13) 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 (13).

*Note: It is necessary to make one author the Principal Author to proceed further. To do so, please check the mark as completed check box while adding the author.
Step 2: 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 (14).
Fig (15)
Step 3:

- All the information that you have been filled in previously. Moreover, the copyright letter can be filled here.
- Click on the **Finish** button to complete the submission process in the **Thematic Issue** as shown in Fig (15).

![Fig (16)](image)

The manuscript is shown in the proposal’s **Thematic Issue** panel in the **Manuscript** panel in Fig (16).
Fig (17)

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 (17).