GUEST EDITOR TUTORIAL

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FLOW CHART OF MANUSCRIPT SUBMISSION IN HT

THEMATIC ISSUE	MANUSCRIPT	PROPOSAL	ABSTRACTS

EIC INITIAL SCOPIC / ISM

⬇

INITIAL SCRUTINY GROUP / ISG

⬇

PLAGIARISM CHECKING / QC

⬇

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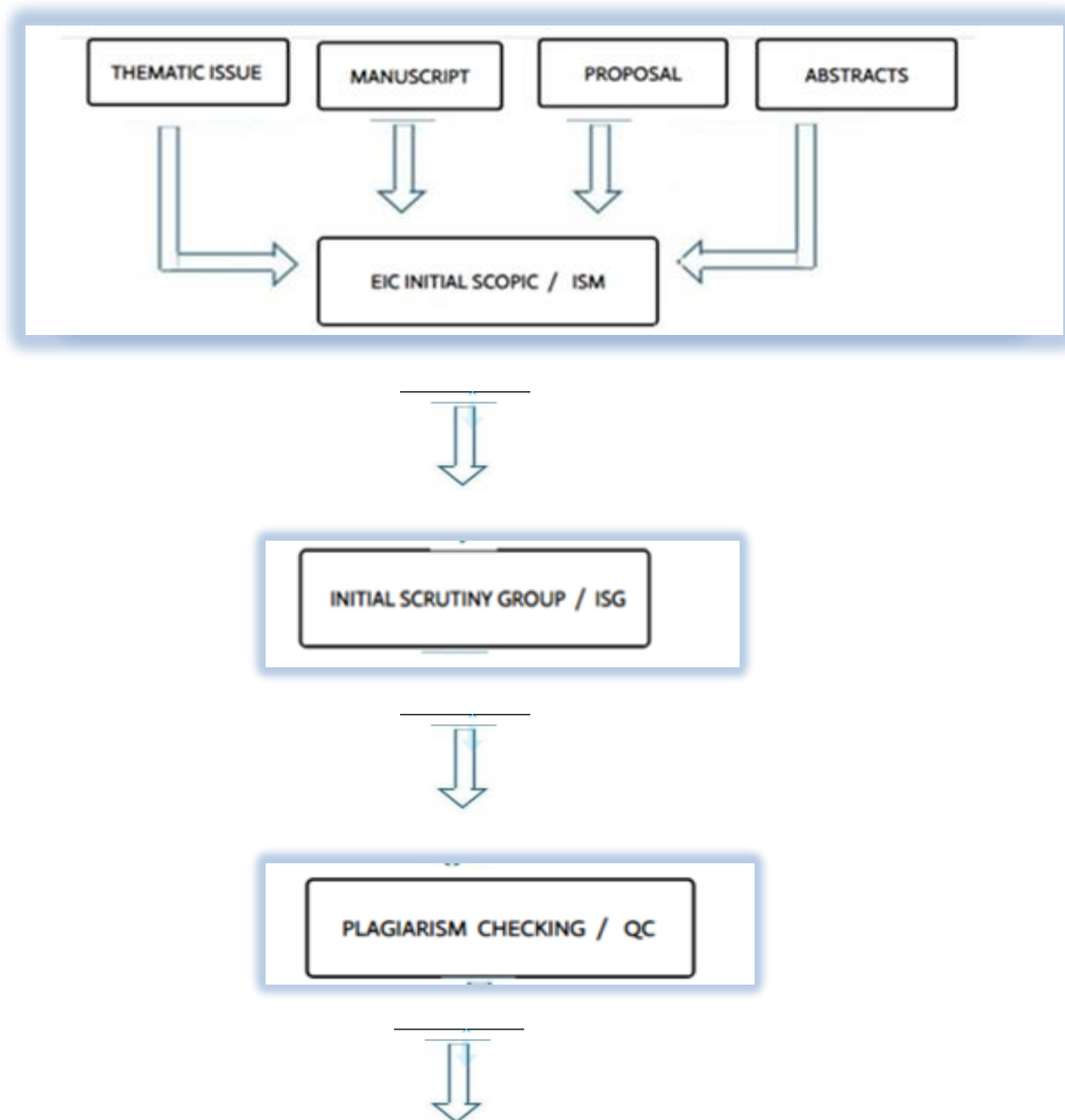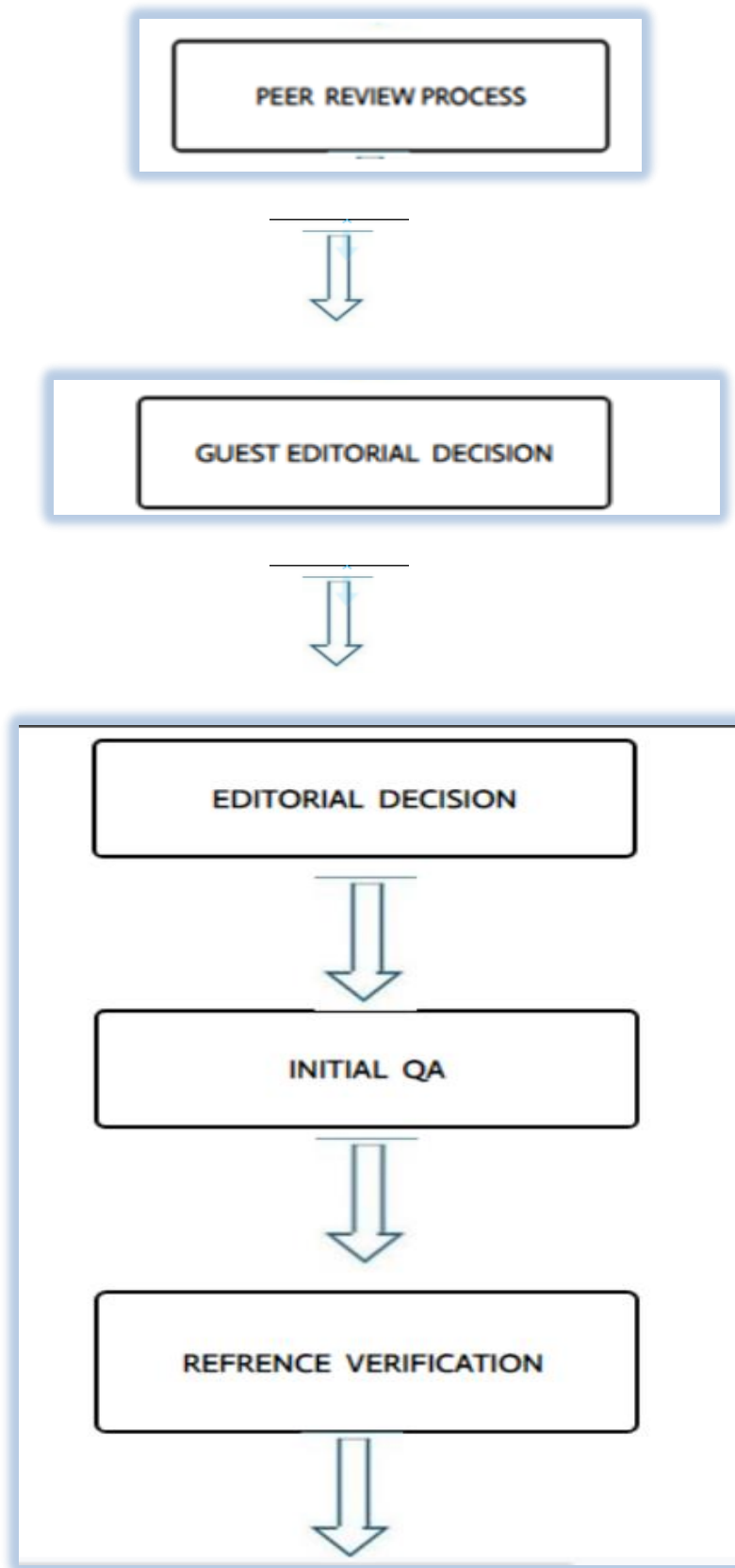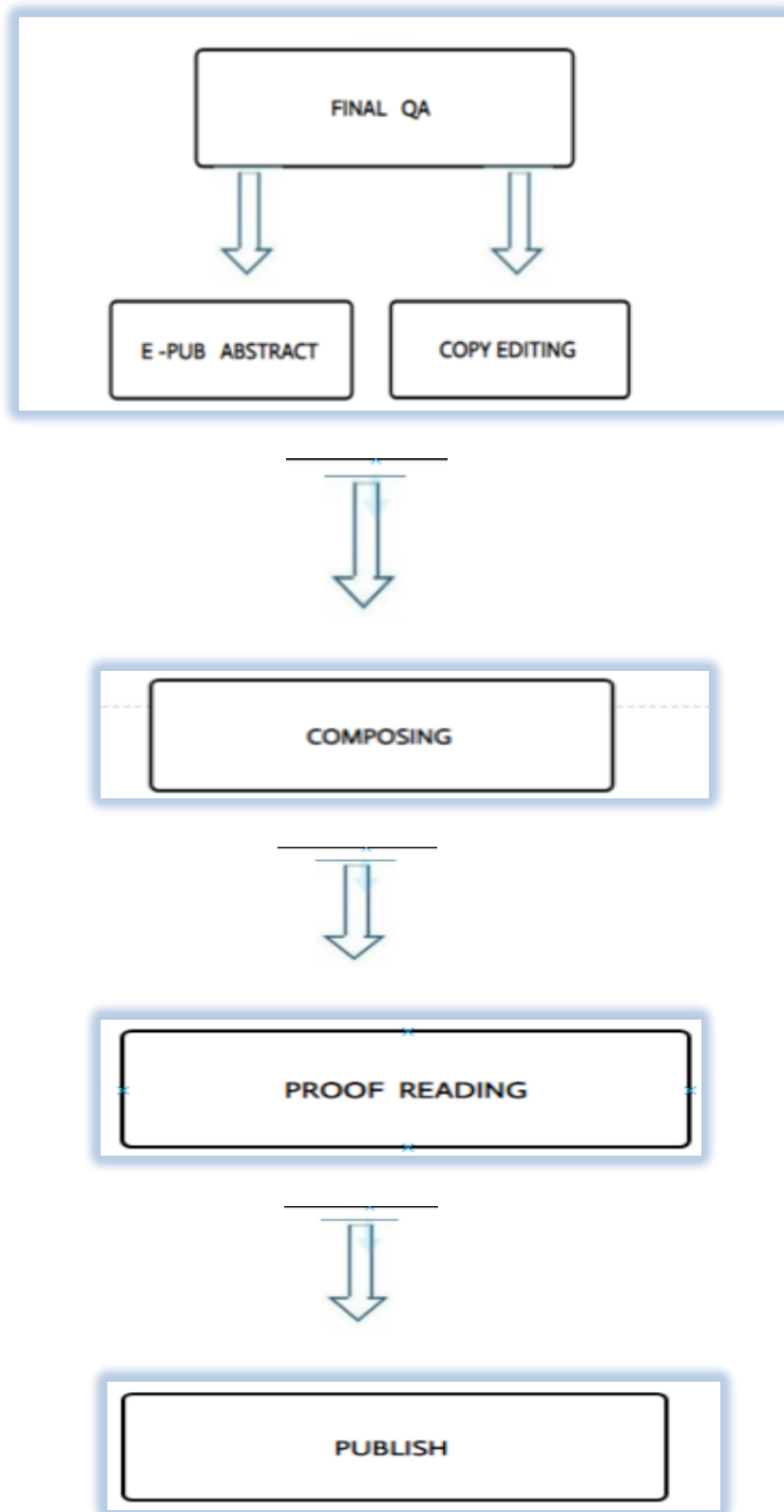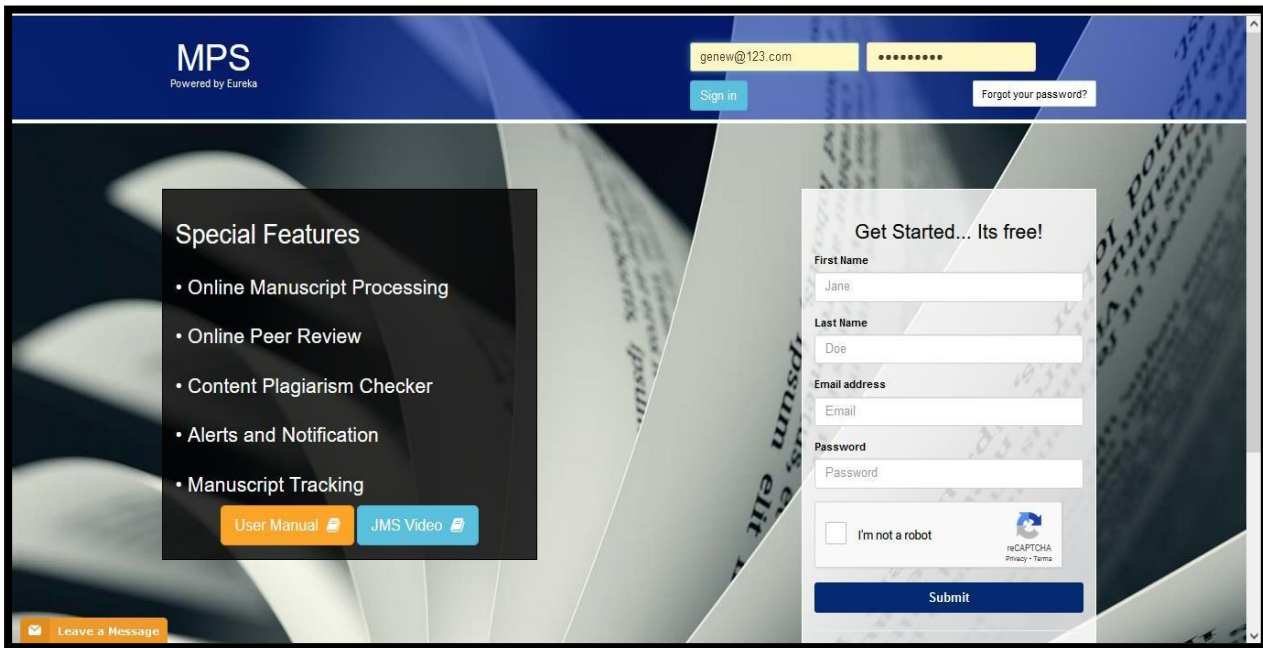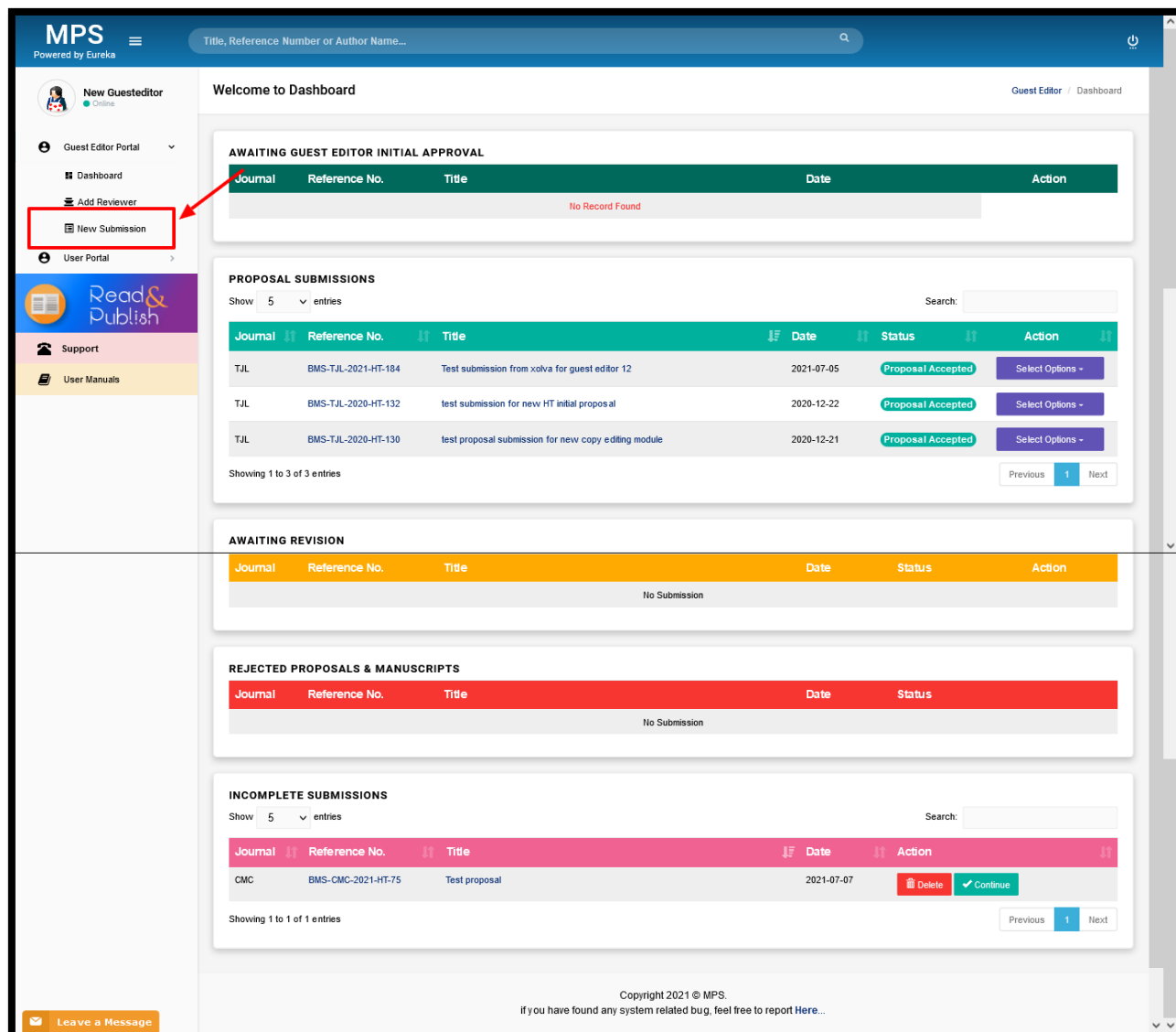
1. Sign In

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

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).**
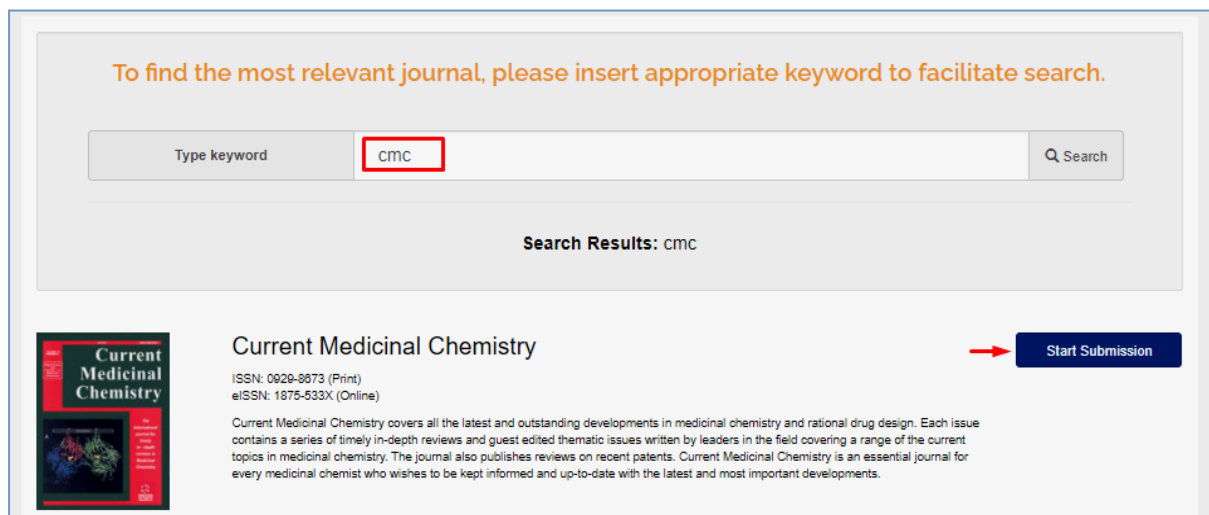
Fig (3)

➤ 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.
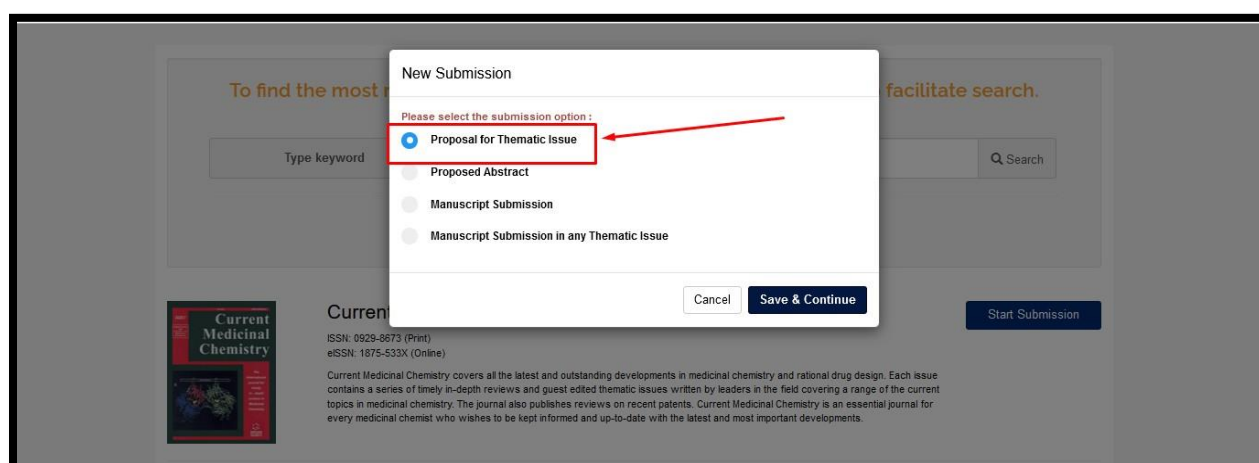
Fig (4)

- 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.

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 *

Binary trees

Add Principal Author Details

First Name *	Test	Last Name *	Cont-3
Email Address *	anumnaz@gmail.com	Affiliation *	cs
H-Index *	11	ORCID ❓	eg : 0000-0001-9227-8488

Note:If you don't have ORCID then Click Here to get Register yourself.

Country *   Bahrain

⊕ Add Author   ⟵

Save & Continue ➜

Fig (6)

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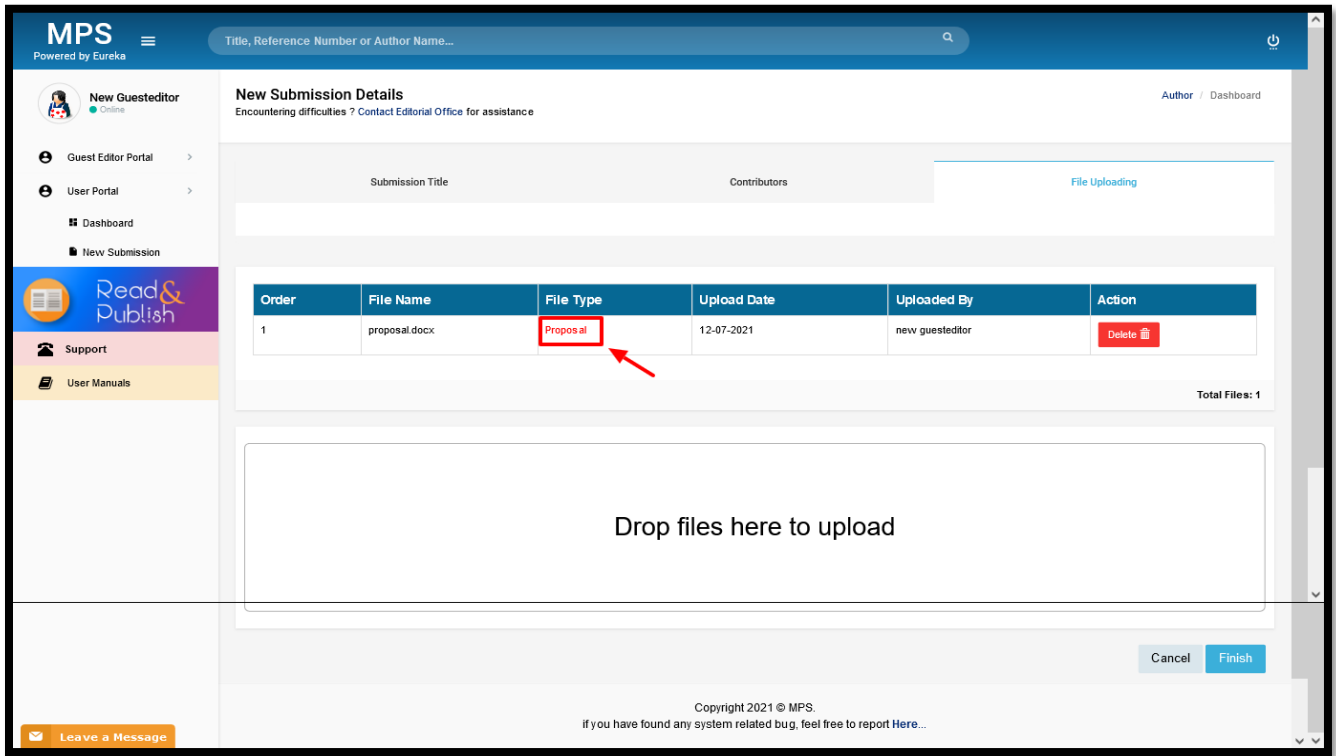
Fig (7)

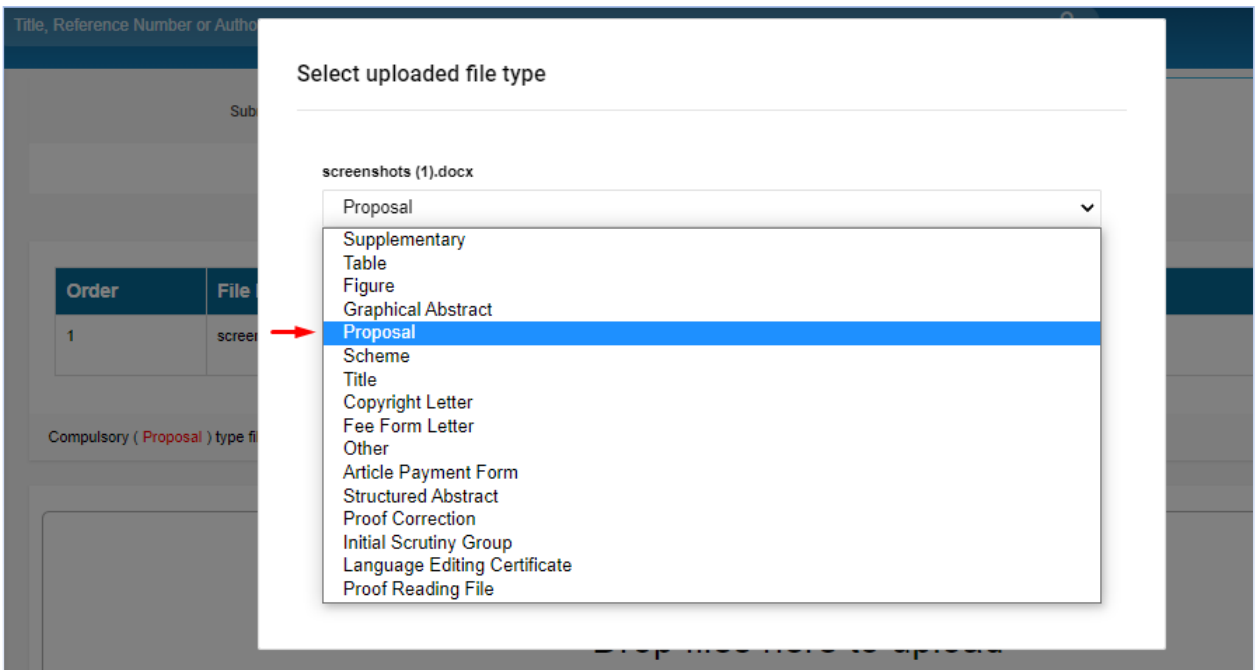**Fig (8)**

➢ 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.
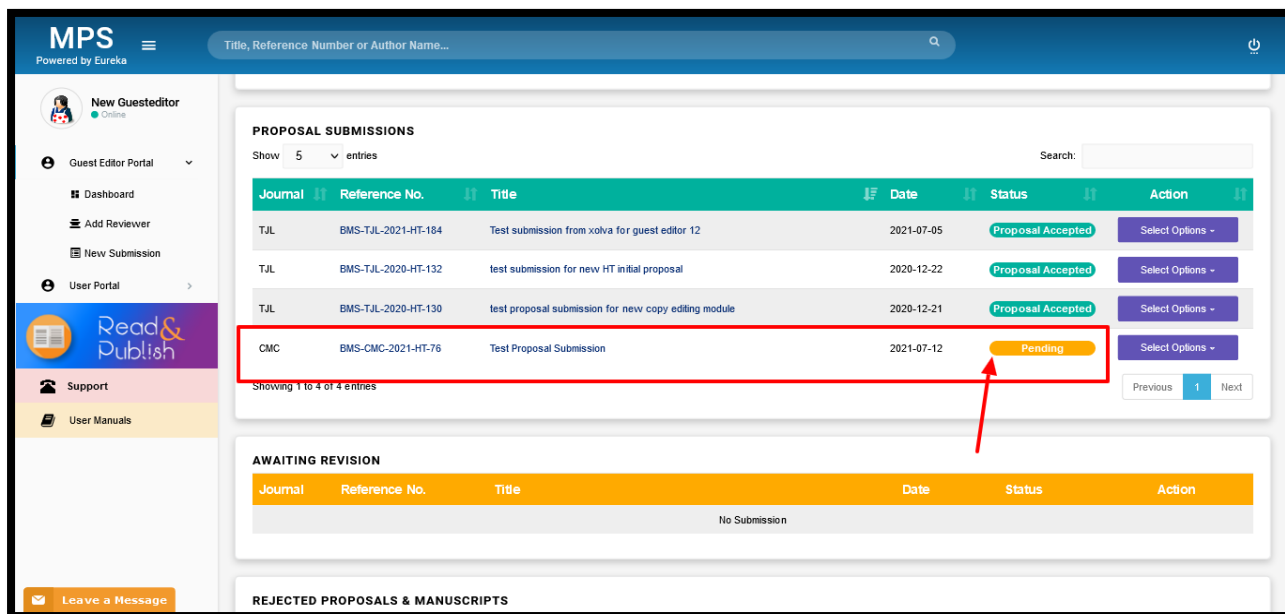

Fig (9)

➢ 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).**

Fig (10)
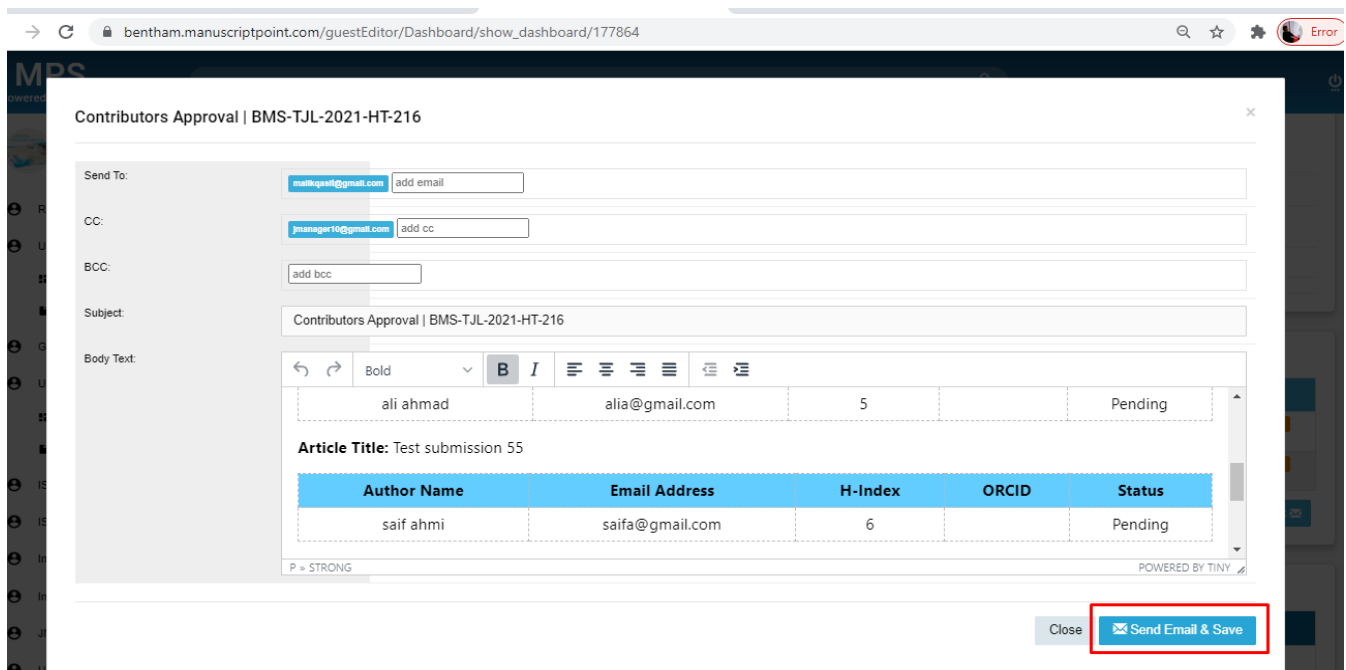

Fig (11a)

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)

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.

Fig (14)

BMS-TJL-2021-HT-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 submision 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: Select Contributor ⌄

Select Contributor
Test submision 4453 (ali ahmad)
None

Article Type:

Enter Title:

Not more then 250 charachters.

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 ▼

Search Funder Name   Insert Awards   ⊖ Remove

add multiple awards with , separated.

⊕ Add More

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

○ Yes ● No

Cancel   Save & Continue ➜

Fig (17)
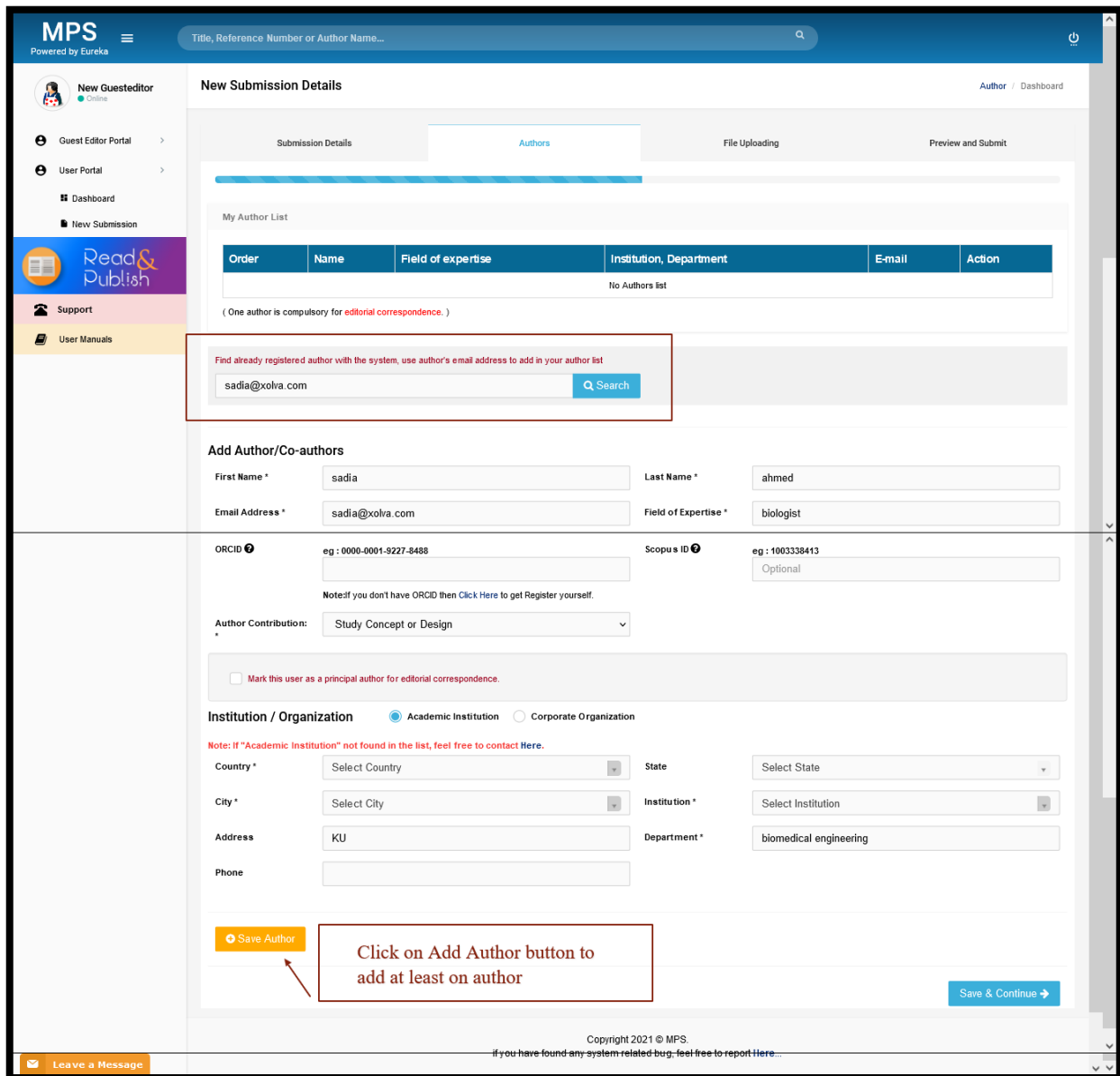
Fig (18)

__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.
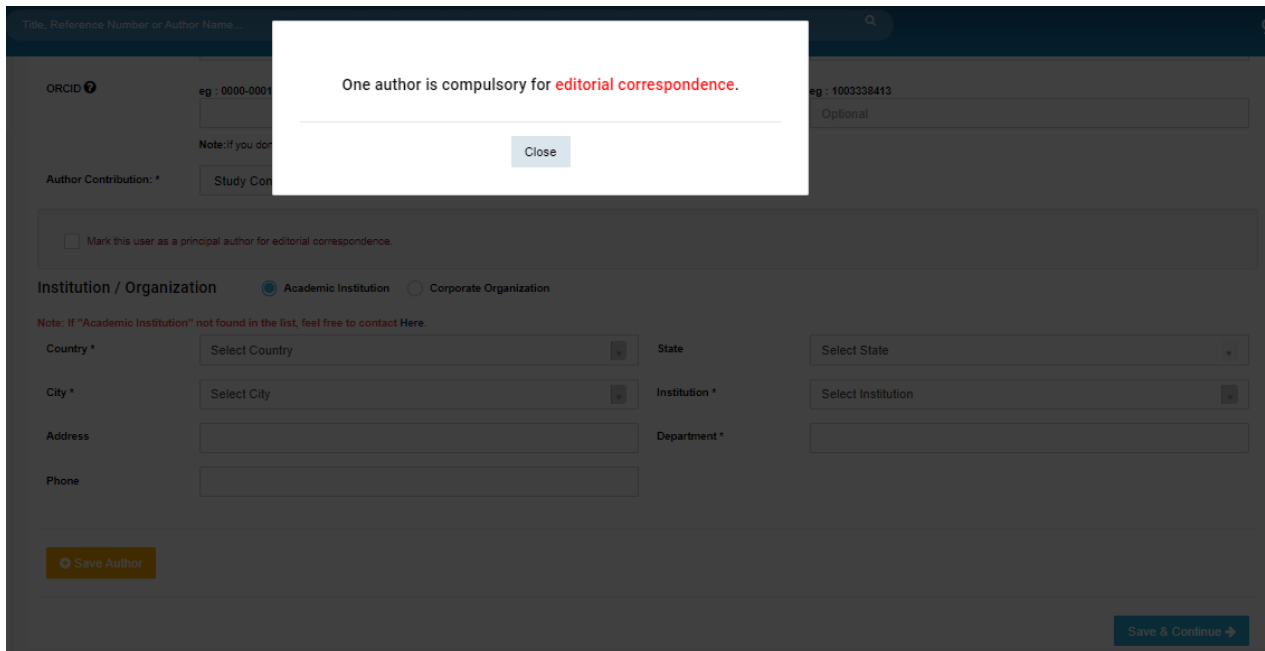
Fig (19)
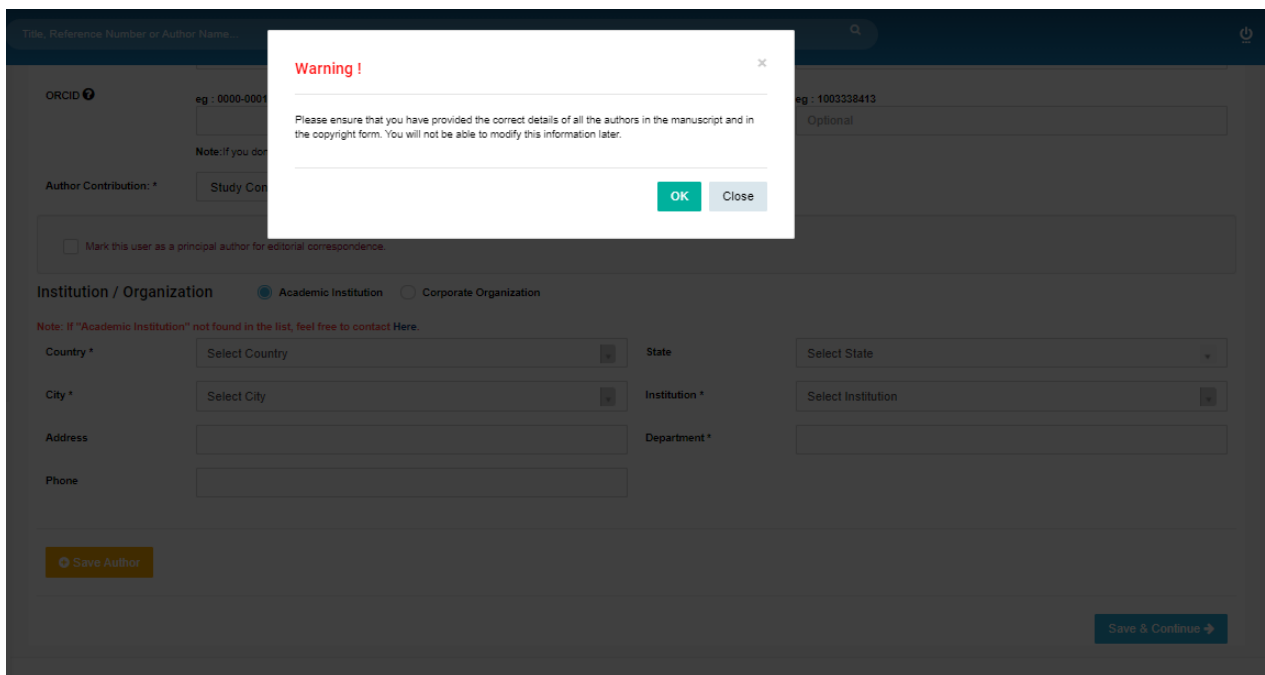
Fig (20)

➢ 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).
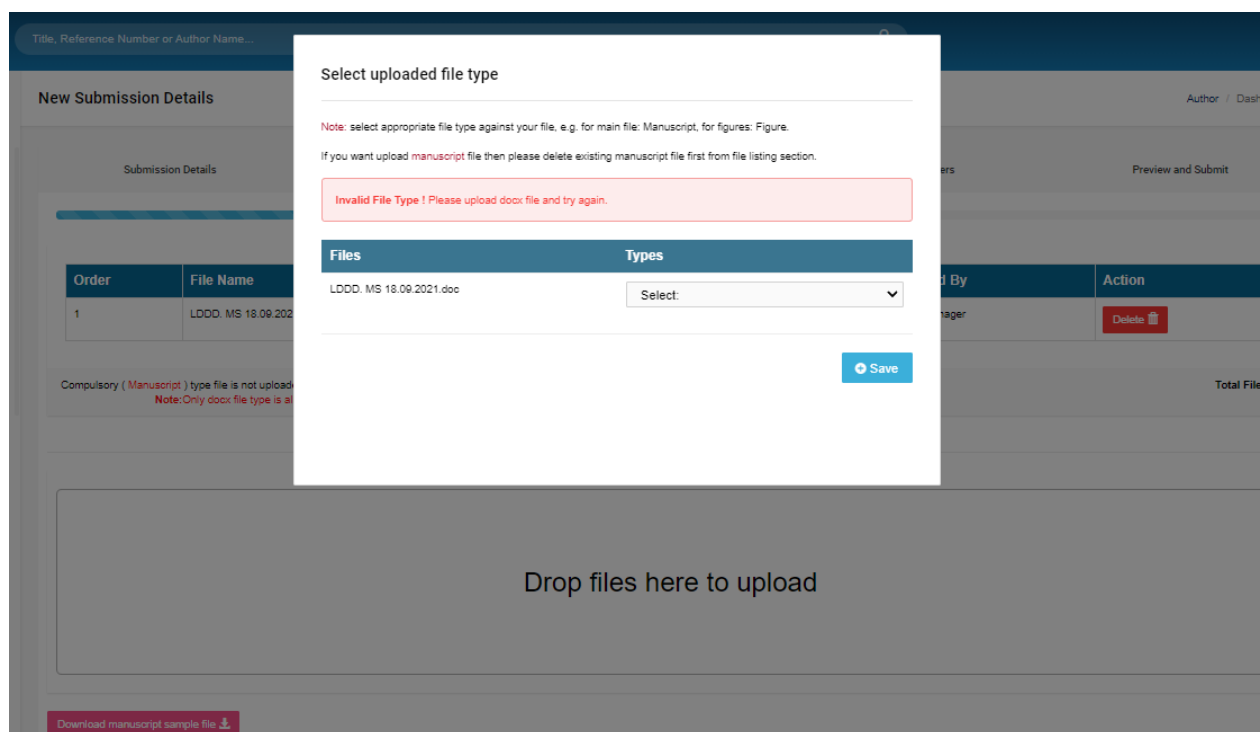
Fig (21)
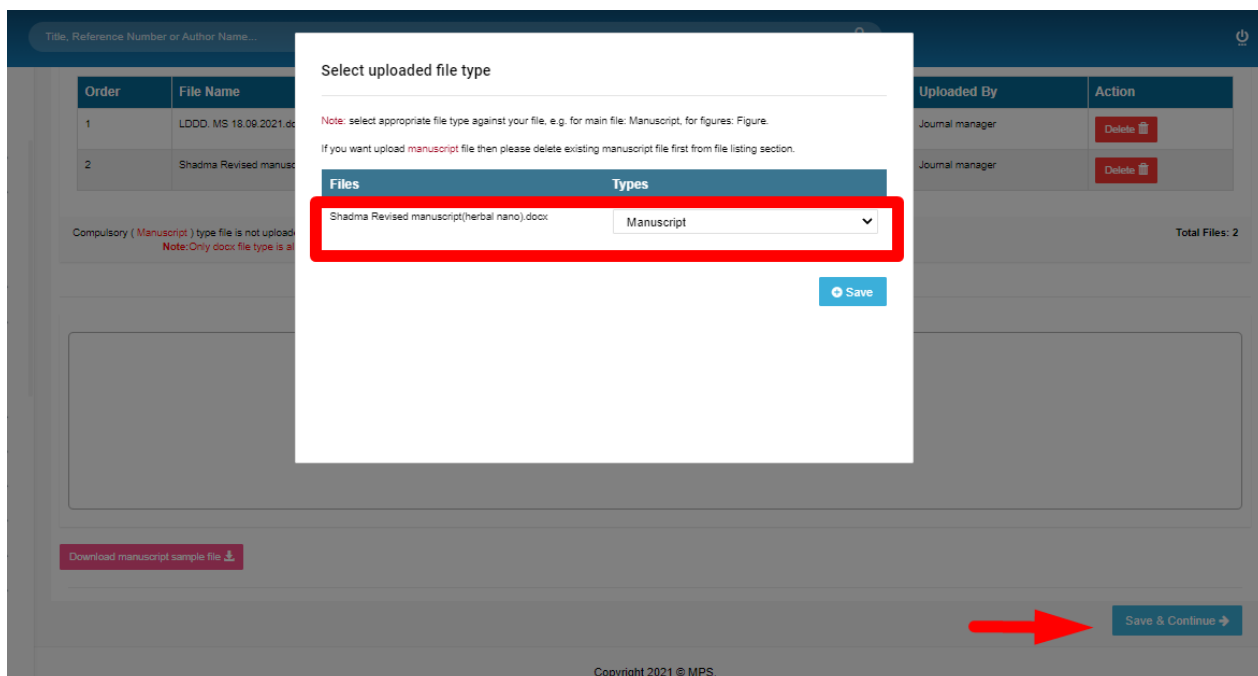
Fig (22)

➢ 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.

Fig (23)

Fig (24)

Fig (25)

Fig (26)

➤ Apply the changes as per suggested by this **English language checking** feature.
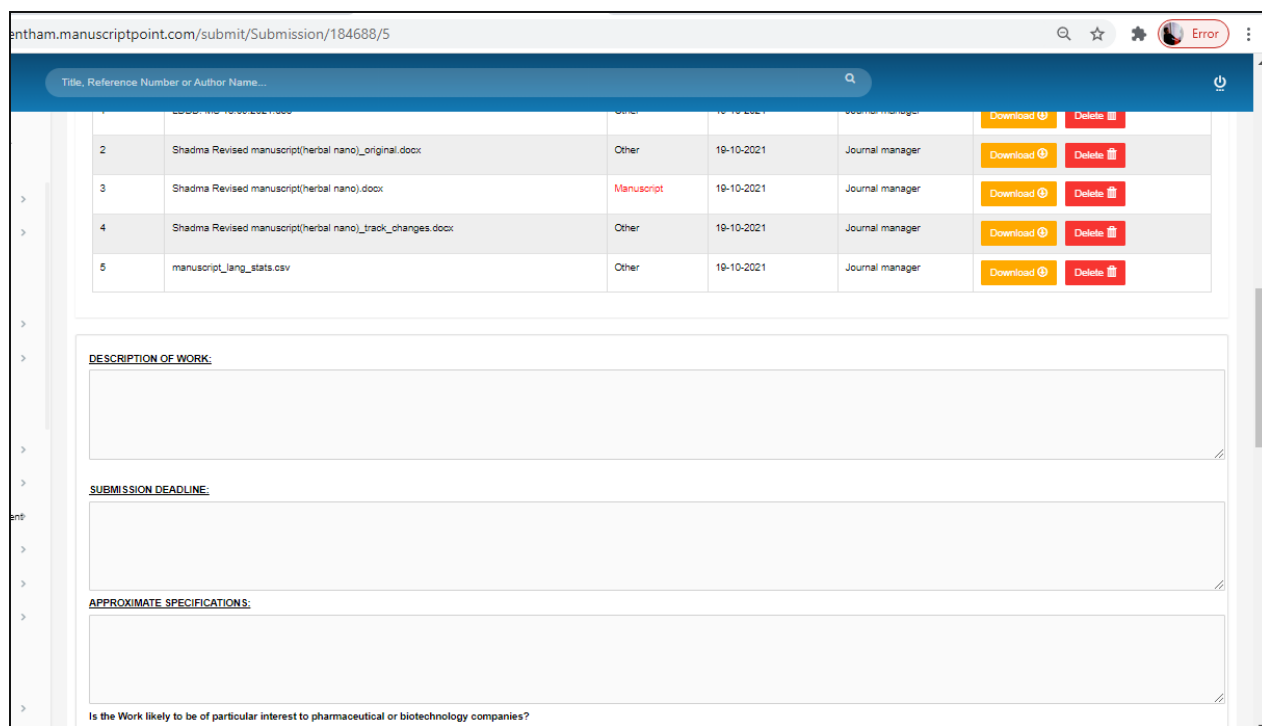
Fig (27)

➢ 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).**

Fig (28)

Fig (29)

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).**

Fig (31)

Fig (32)

Fig (33)

➢ The rejected manuscript will then appear under rejected manuscripts pool as can be seen in **Fig (33).**
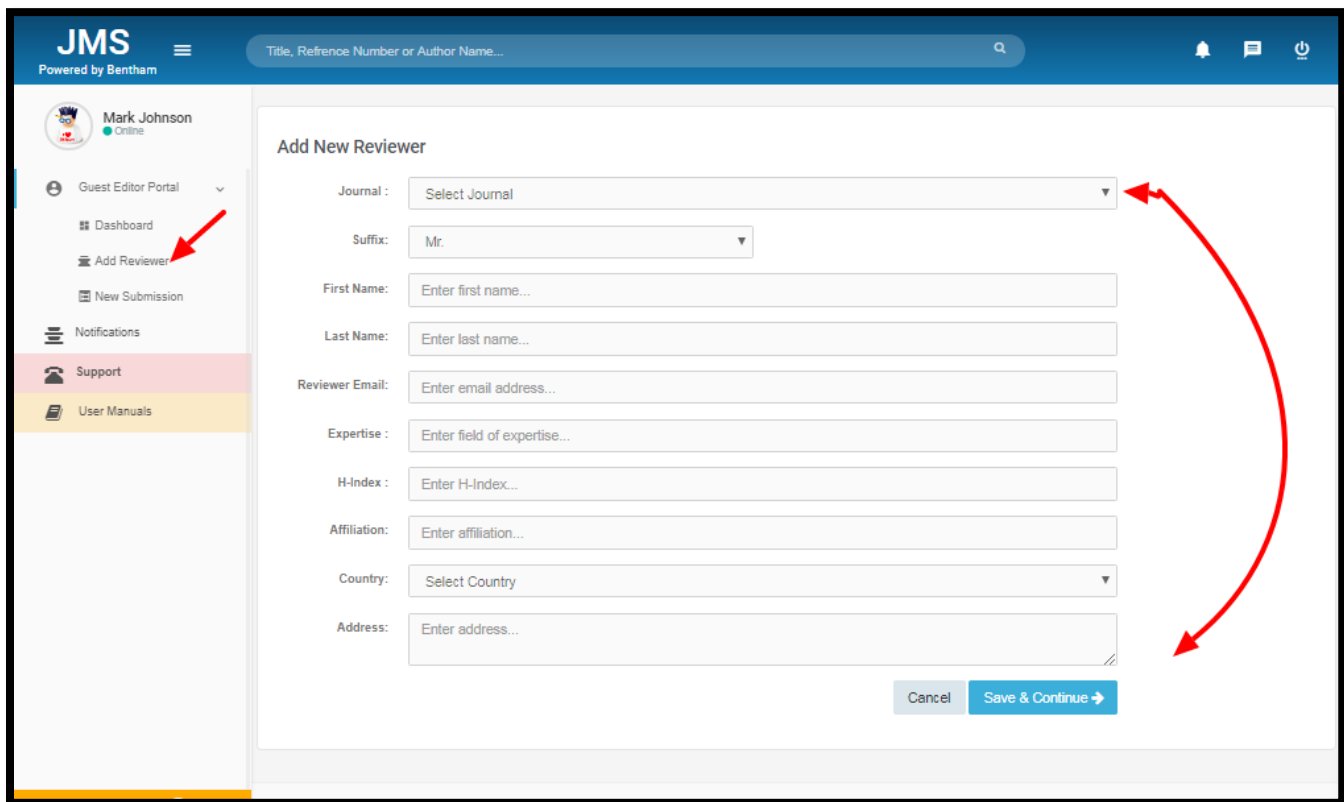
Fig (34)

➢ 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).**