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1. **Signing In.**

By entering the URL “**Jms.eurekaselect.com**”, the sign in page appears as shown in Fig (1).

The Guest Editor logs in by entering the enter “**E-mail**” and “**Password**” in appropriate fields and clicking on the “**Sign in**” button.

*Note:* You must have a **Guest Editor** role.

![Fig (1)](image-url)
2. The Guest Editor Dashboard
After “Login”, the Guest Editor’s Dashboard appears as shown in Fig (2a). On the Dashboard, the Guest Editor can track all the submissions status such as: Incomplete Submissions, Awaiting Revision, Proposal Submissions, Rejected Proposals and Rejected Submissions as shown in Fig (2a).

① Incomplete Submissions: Through this section,

a) The Guest Editor can delete his/her incomplete submission by clicking on the “Delete” button as shown in Fig (2a).

b) The Guest Editor can view his/her incomplete submissions and continue with proposal submission by clicking on the “Continue” button as shown in Fig (2a).

② Awaiting Revision: Through this section,

C) The Guest Editor can submit the revised manuscript by clicking on the “Continue” button as shown in Fig (2a).

③ Proposal Submissions: Through this option, the Guest Editor can view the newly submitted proposals.

*Note: By default, the newly submitted proposal status is “Awaiting Approval”. Once the proposal is approved by the EIC, submission can be proceeded in the thematic issue.

3.1 Clicking on the “View Submission” button in Fig (2a), the thematic issue panel appears as shown in Fig (2b) where the Guest Editor can view the submitted manuscripts.

On this page, the Guest Editor can directly submit the manuscript to the relevant thematic issue.

① By clicking on the “Start Submission” button as shown in Fig (2b), the Guest Editor can directly submit the manuscript in the Thematic issue as shown in Fig (2b).

② By clicking on the “Copy Submission Link” as shown in Fig (2b), the Guest Editor can copy the thematic issue submission link and share it.
with his/her colleagues via e-mail or chat for submission in the Thematic Issue.

3.2 By clicking on the “Start Submission” button as shown in Fig (2a), the Guest Editor can directly submit the manuscript to the relevant Thematic issue.

3.3 By clicking on the “Invite to Author” button as shown in Fig (2a), the page shown in FIG (2c) opens and the Guest Editor can invite the authors to contribute in the Thematic Issue through Email as shown in Fig (2c).

3.4 By clicking on the “Copy Submission Link” as shown in Fig (2a), the Guest Editor can copy the thematic issue submission link and share with his/her colleagues via e-mail or chat.

4 Rejected Proposals: Through this section, as shown in Fig (2a), the Guest Editor can view proposals declined by the EIC.

5 Rejected Submissions: Through this section, as shown in Fig (2a), the Guest Editor can view manuscript declined by the EIC.
### INCOMPLETE SUBMISSIONS

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<tr>
<td>CAR</td>
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### AWAITING REVISION

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<td>BMS-CAR-2016-HT22-2</td>
<td>2016-03-27</td>
<td>Says Dr Farhana Mushtaq, deputy medical director of the Federal Foundation.</td>
<td>awaiting revision</td>
<td>continue</td>
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### PROPOSAL SUBMISSIONS

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<td>Testing by Armed Proposal reference number 214-03-2018</td>
<td>Proposal Accepted</td>
<td>view submission</td>
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<td>test prop 1</td>
<td>Proposal Accepted</td>
<td>view submission</td>
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<td>CAR</td>
<td>BMS-CAR-2016-HT1-45</td>
<td>2016-02-27</td>
<td>10 Most Common Diseases in Pakistan You Should Be Aware of</td>
<td>Proposal Accepted</td>
<td>view submission</td>
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### REJECTED PROPOSALS

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<th>Action</th>
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<td>2016-03-17</td>
<td>TEST RV REQUIRED</td>
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*Fig (2a)*
Submitted manuscripts

Fig (2b)

Thematic issue submission link

Fig (2c)
3. New Proposal Submission Process

**Step 1:** To start new proposal submission, click on the “**New Submission**” option in the dashboard as shown in Fig (2a) given on the left panel as shown in Fig (3).

![Fig (3)](image-url)
Step 2: On clicking the new submission option in Fig (3), the page shown in Fig (4) appears. Here the Guest Editor has to select the appropriate journal from the list. Details of the journals can be viewed by clicking on “View journal details” button. Proceed further to the page shown in Fig (5) by clicking on the “Start Submission” button as shown in Fig (4).

*NOTE:* Relevant journals can be searched by entering appropriate keywords in the search field as shown in Fig (4).
Adolescent Psychiatry
ISSN: 2214-0759 (Online)
doi:10.1016/j.jadopepsy.2018.01.001 (Print)
Adolescent Psychiatry is a peer-reviewed journal that aims to provide mental health professionals who work with adolescents with current information relevant to the diagnosis and treatment of psychiatric disorders in adolescence. Adolescent Psychiatry reports on original research, critical reviews of topics relevant to practitioners, clinical observations, articles and discussions, analysis of philosophical, ethical or social aspects of the fields of psychiatry and mental health, case reports with discussions, letters, and position papers. Topics include adolescent development and development of psychopathology, psychopathology and other psychiatric treatment approaches.

Anti-Cancer Agents in Medicinal Chemistry
ISSN: 1571-0230 (Online)
doi: 10.1016/j.ijms.2018.01.001 (Print)
Anti-Cancer Agents in Medicinal Chemistry aims to cover all the latest and outstanding developments in medicinal chemistry and rational drug design for the discovery of anti-cancer agents. Each issue contains a series of timely in-depth reviews and guest edited issues written by leaders in the field covering a range of current topics in medicinal chemistry. The journal only provides high quality research papers for publication. Anti-Cancer Agents in Medicinal Chemistry is an essential journal for any medicinal chemist who wishes to be informed and up-to-date with the latest and most important developments in cancer drug research.

Anti-Infective Agents
ISSN: 2079-7731 (Online)
doi: 10.1016/j.ijms.2018.01.001 (Print)
Anti-Infective Agents publishes original research articles, review articles, drug clinical trials studies and guest edited issues on all the latest and outstanding developments in the field of drug development and rational drug design for the discovery of anti-infective agents. The journal only provides high quality research papers for publication. Anti-Infective Agents is an essential journal for all infectious disease researchers in industry, academia and the health services.

Anti-Inflammatory & Anti-Allergy Agents in Medicinal Chemistry
ISSN: 1571-0230 (Online)
doi: 10.1016/j.ijms.2018.01.001 (Print)
Anti-Inflammatory & Anti-Allergy Agents in Medicinal Chemistry aims to cover all the latest and outstanding developments in medicinal chemistry and rational drug design for the discovery of anti-inflammatory and anti-allergy agents. The journal only provides high quality research papers for publication. Anti-Inflammatory & Anti-Allergy Agents in Medicinal Chemistry is an essential journal for all pharmaceutical chemists who wish to be informed and up-to-date with the latest and most important developments in the field.

Applied Clinical Research, Clinical Trials and Regulatory Affairs
ISSN: 2213-9471 (Online)
doi: 10.1016/j.ijms.2018.01.001 (Print)
Applied Clinical Research, Clinical Trials and Regulatory Affairs is an international journal with a multidisciplinary scope in the field of clinical research, including clinical trials, epidemiology, clinical studies, and health services research. It provides a forum for the publication of original research, reviews, and commentaries on clinical research. The journal welcomes articles on clinical trials and regulatory affairs that advance the field of clinical research.

Bentham Test Journal
ISSN: 1571-0230 (Online)
doi: 10.1016/j.ijms.2018.01.001 (Print)
Current Alzheimer Research publishes peer-reviewed original research, drug clinical trial studies and letters articles on all areas of Alzheimer’s disease. The multidisciplinary journal will help in understanding the neurology, genetics, pathogenesis, and treatment strategies of Alzheimer’s, the disease. Alzheimer Research is an online journal that focuses on the latest developments in the field of Alzheimer’s disease research. The journal publishes original research articles, reviews, short communications and theory journal issues. Published term is based on solid clinical, scientific and commercially relevant results that lead to advancements in clinical medicine, clinical research, regulatory affairs and human subject protection in the areas of clinical medicine, drugs, and therapeutics and devices.

Fig (4)
Step 3: A window appears as shown in Fig (5) which gives information about the submission options. The “Proposal for Thematic Issue” option can be selected. Click on the “Save & continue” button to proceed to the “New Submission Details” page as shown in Fig (6a).

*Note: This option will only be visible to the Guest Editor.*
Step 4: The following sub-steps assist in complete submission of a manuscript.

4.1: On the “New Submission Details” page, the Title, Abstract, and keywords section are provided as shown in Fig (6a). All the fields are mandatory. Once completed, please click on the “Save” button to proceed to the “File Uploading” tab as shown in Fig (6b).
4.2: To upload the proposal file, drag and drop the file on the “Drop file here to upload” section as shown in Fig (6b). A window appears. Select the file type as “Proposal” and then click on the “Save” button as shown in Fig (6b). Once the proposal is uploaded as shown in Fig (6c), click on the “Finish” button to complete the proposal submission process as shown in fig (6b), after clicking on the “Finish” button, the page shown in Fig (6d) appears.
Once the submission process is completed as shown in Fig (6b), the Guest Editor Dashboard appears, on the Dashboard as shown in Fig (6d), the proposal is shown in “Proposal Submission” panel, “Awaiting Approval” status shows that the proposal is submitted but not approved by the EIC as yet, as shown in Fig (6d).

Once approved by the EIC, the status will change to “Proposal Accepted”.

Fig (6c)
4. Manuscript Submission in Thematic Issue

On the Guest Editor Dashboard in Fig (6d), after the acceptance of the proposal, the Guest Editor can start the manuscript submission in the thematic issue by clicking on the “Start Submission” button marked as ‘琯’ shown in Fig (7).
Step 1: On the “New Submission Details” page of Fig (6a), the Article Type, Article Title, Abstract, and Keywords are provided as shown in Fig (7a). All these fields are mandatory. Once it is done, please click on the “Save and Continue” button.
Fig (7a)

On the Submission Details tab click on the “Save and Continue” button (shown in Fig[7a]) to proceed to the page shown in Fig (7b).

The Author’s and Co-author’s details are provided in this step. To find an already registered author, his/her Email address is entered in the “search” field as shown Fig (7b) and then the “Search” button is pressed. The system automatically fills the information fields. To add a new author, fill the information fields and click on the “Add Author” button as shown in Fig (7b). Please click on “Save and Continue” button to proceed to the “File Uploading” tab.

It is mandatory to fill all these fields

It is mandatory to separate the words with commas
*Note:* It is necessary to make one author as the Principal Author to proceed further. To do so, please check the **“Mark this user as a principal author”** check box as shown in Fig (7b) indicated by the number ‘1’, while adding the author.

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**Fig (7b)**

**Step 2:** on the **“Author”** tab in Fig (7b), click on **“Save and Continue”** to proceed to the page shown in Fig (7c). On the **“File Uploading”** tab in Fig (7c), to upload the manuscript, drag and drop the file on **“Drop file here to upload”** option or select the files by clicking on the **“Drop file here to upload”** option. A window appears, the file type is selected as **“Manuscript”** and then the **“Save”** button is clicked on as shown in Fig (7c).
Step 3:
On the “File Uploading” tab in **Fig (7c)**, click on the **“Save and Continue”** button to proceed to the page shown in **Fig (7d)**.

In **Fig (7d)**, on the **“Preview and Submit”** tab,

① All the information that has been filled previously can be viewed on this page.
② Click on this link to download the copyright letter.
③ Upload the copyright letter in the attachment field and click on the **“Upload”** button.
④ Click on this link to download the fee form.
The terms and conditions can be accepted by clicking on the checkbox as shown in Fig (7d).

*Note: Terms and conditions are mentioned in the copyright letter.

Finally, click on the “Finish” button to complete the submission as shown in Fig (7d).
Fig (7d)
After completion of the submission process, on the Thematic Issue panel of Fig (2b), the manuscript is displayed in the “Manuscript” section as indicated by the arrow in Fig (8).
5. Peer Review Process

On the thematic issue panel as shown in Fig (8), by clicking on the manuscript indicated by the red arrow in Fig (8), the manuscript details page appears as shown in Fig (8a). On the manuscript details page, click on the “Peer Review Process” tab indicated by red arrow “ⓐ,” as shown in Fig (9), on the page shown in Fig (9).

1) By clicking on the “Reviewers” button, the Guest Editor can view a list of all the reviewers.

2) By clicking on the “EBM” button as shown in Fig (9), a list of all the EBMs appears as shown in Fig (9a). The Guest Editor can search for the assigned EBM by entering the Email in the search field as indicated by the arrow in Fig (9a). The reviewer’s name appears as shown in Fig (9b). By clicking on the “Already assigned View History” button in Fig (9b) indicated by the red arrow, the reviewer’s details appears.

3) By clicking on the “Assigned Reviewer” button as shown in Fig (9), all the assigned reviewers appear as shown in Fig (9c), by clicking on the “View History” button in Fig (9c), the reviewer’s history appears as shown in Fig (9d).

4) By clicking on the “Edit Icon” as shown in Fig (9), the Guest Editor can edit the reviewer’s details.

5) By placing the mouse (not clicking) over the icon as shown in Fig (9), The reviewer’s affiliations appear.

6) By clicking on the “Affiliation” button as shown in Fig (9), the Guest Editor can view the Reviewer’s details.

7) By clicking on the “Assign” button as shown in Fig (9), the Guest Editor can assign the manuscript to the reviewers.

8) To post review comments, click on the “Review Form” button as shown in Fig (9).

9) To cancel the review process, click on the “Cancel” button as shown in Fig (9).

10) By clicking on the “Send Reminder” button, the Guest Editor can send the reminder via Email as shown in Fig (9).
⑪ By clicking on the “Confirm” button, the **Guest Editor** can do the review on behalf of the reviewer, as shown in **Fig (9)**.

⑫ To cancel the assigned reviewer, click on the “Cancel” button as shown in **Fig (9)**.

⑬ The reviewer’s recommendation is shown in “**Reviewers Comments Received**” section as shown in **Fig (9)**.

⑭ Clicking on the “Comments” button displays detailed comments on the manuscript as shown in **Fig (9)**.

⑮ Regretted reviewers tab list the names of reviewers who did not carry out the review.

⑯ By clicking on the “Mark as Completed” button as shown in **Fig (9)**, the review tab appears as shown in **Fig (9e)**, here the review process is completed indicated by the red arrow in **Fig (9e)**.

**Note:** Point “⑯” is a necessary step for Editorial decision.

**NOTE:** As per company policy, the review request cannot be sent to the same manuscript’s author and co-author and the reviewers should not belong to the country of the author and co-author.

**REVIEWER’S COMMENTS AWAITED:** The section shown in **Fig (9)** displays the names of the reviewers from whom the comments are awaited.

**REVIEWER’S COMMENTS RECEIVED:** The section shown in **Fig (9)** displays the reviewer’s comments that have been received.

**REGRETTED REVIEWERS:** The section shown in **Fig (9)** displays the names of the reviewers who declined to undertake the review.
Fig (9)
Fig (9e)
On the **Guest Editor** dashboard as shown in **Fig (2a)**, by clicking on the “**Add Reviewer**” tab indicated by the red arrow on the left panel of the page as shown in **Fig (9f)**, the “**Add New Reviewer**” panel appears. On this panel a new reviewer can be added. Fill all the given fields and click on the “**Save and Continue**” button to add the reviewer as shown in **Fig (9f)**.