

# Help for Authors

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## 1 General Information

The Beilstein Publishing System allows authors to submit a new manuscript for the *Beilstein Journal of Nanotechnology*, to upload a revised manuscript version after peer review and to provide any comments in the context of proofreading. Once a new manuscript has been submitted, authors can track the progress and view manuscript details throughout the whole process until publication. In addition, authors will be informed by email about the most important status changes of their manuscript. The submission or resubmission of a manuscript may be interrupted and resumed at any time. All manuscripts are given a unique manuscript number to help identify them within the Beilstein Publishing System.

This document gives authors an overview of the different steps during the submission or revision process and guides them through the Beilstein Publishing System.

## 2 Access to the Beilstein Publishing System

In order to submit a new manuscript for the *Beilstein Journal of Nanotechnology* at <http://www.beilstein-journals.org/bjnano> select the main menu “Submission” and afterwards choose the link “Submit New Manuscript” from the corresponding submenu.



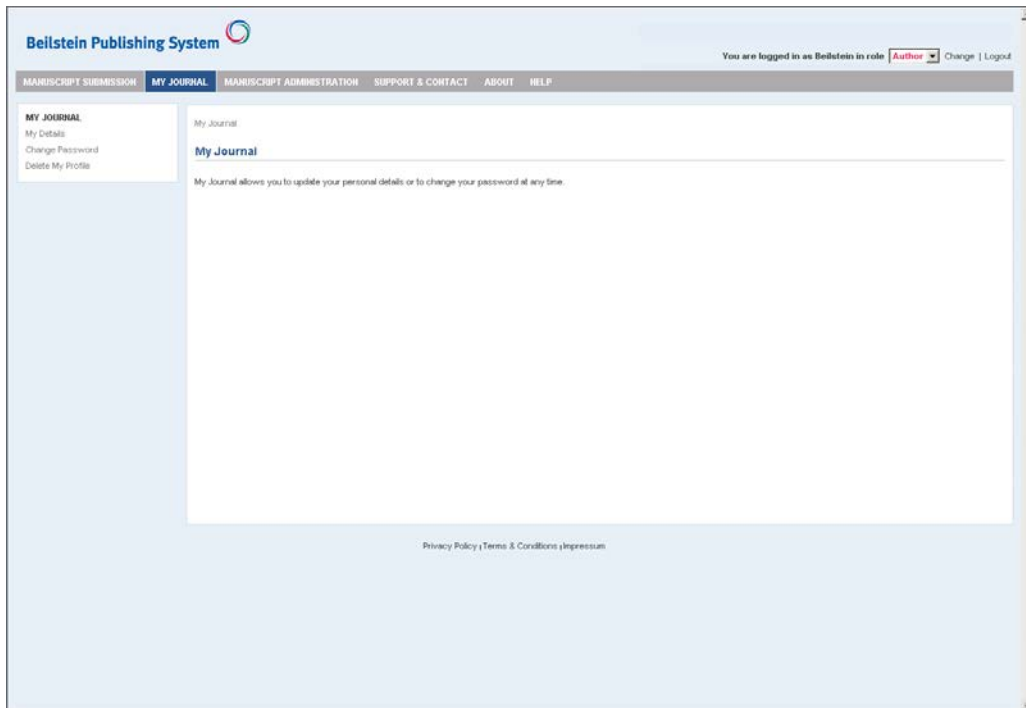
The login screen of the Beilstein Publishing System (<http://www.beilstein-journals.org/bps>) will now be displayed. Please enter your user name and password in the appropriate fields and click on the “Login” button to log in.

The screenshot shows the 'Login' page of the Beilstein Publishing System. The page title is 'Login' and the breadcrumb is 'Login/Register > Login'. The main heading is 'Welcome to the Beilstein Publishing System'. Below this, there is a brief introduction: 'The Beilstein Publishing System is the central system for manuscript management for all Beilstein Journals. It is accessible to registered users only. If you have not registered yet, please click on Register and fill out the form provided. Otherwise, please enter your user name and password to log in to the Beilstein Publishing System. All mandatory fields are indicated with an asterisk (\*).' The form contains two input fields: 'User Name' and 'Password', both marked with an asterisk. A 'Login' button is positioned below the fields. On the left side, there is a sidebar with the heading 'LOGIN/REGISTER' and links for 'Login', 'Register', and 'Password Forgotten'. At the top right, there are links for 'Login' and 'Register'. At the bottom, there are links for 'Privacy Policy', 'Terms & Conditions', and 'Impressum'.

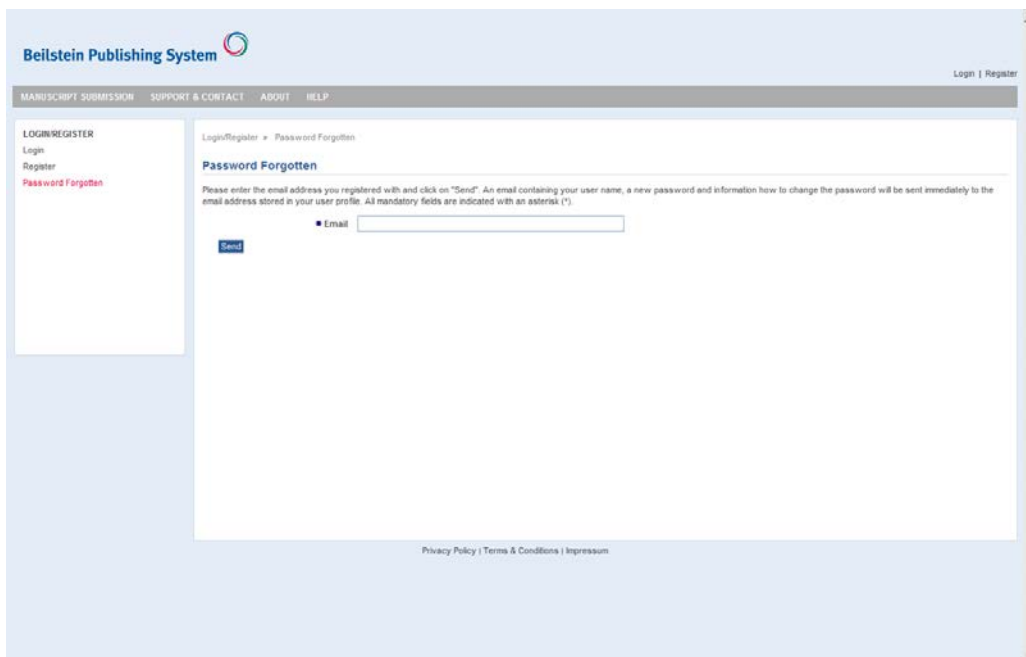
If you do not have an existing user account, please click on “Register” at the top right corner of the screen or select the corresponding link from the login screen submenu. The registration form will open. Enter your personal details and a username in the corresponding text fields and verify all data before saving them by clicking the “Save” button. All mandatory fields are indicated with an asterisk (\*). After successful registration, you will receive a confirmation email containing your password.

The screenshot shows the 'Registration for the Beilstein Journals' page. The page title is 'Registration for the Beilstein Journals' and the breadcrumb is 'Login/Register > Register'. A note states: 'All mandatory fields are indicated with an asterisk (\*).' The form is titled 'Personal Data' and contains several input fields, all marked with an asterisk: 'User Name', 'Email', 'First Name', 'Middle Initials', 'Last (Family) Name', 'Type of Institution', 'Job Type', 'Organization', 'Department', 'Street / P.O. Box', 'City / Town', 'Zip / Postal Code', 'State / Province', 'Country', 'Telephone', and 'Fax'. There are also dropdown menus for 'Title' and 'Type of Institution'. At the bottom of the form, there are 'Save' and 'Cancel' buttons. The sidebar and top navigation are identical to the login page. At the bottom, there are links for 'Privacy Policy', 'Terms & Conditions', and 'Impressum'.

You can update your personal profile and your password at any time by selecting “My Journal!” from the main menu and “My Details” or “Change Password” from the corresponding submenu.



In the event that you have forgotten your password, please select “Password Forgotten” from the login screen submenu. After entering your email address you registered with and clicking “Send”, you will be automatically sent a new password by email to the address registered in the system.



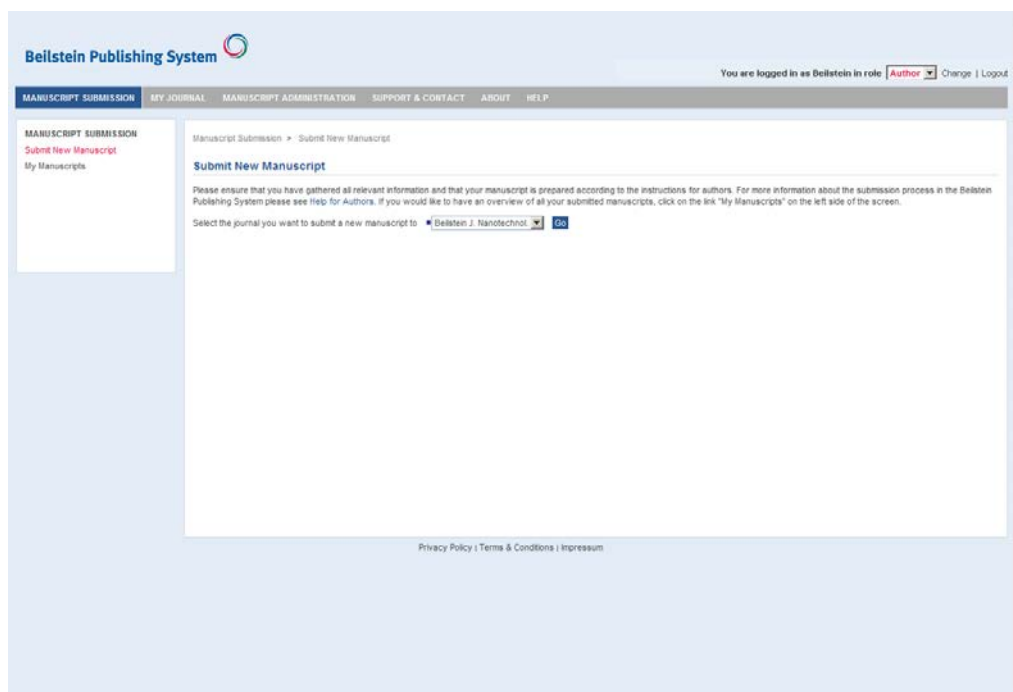
### 3 Change User Role

If you have been assigned more than one role within the Beilstein Publishing System (e. g. “Author” or “Referee”), you may easily select your required role for the task you wish to carry out. Once you are logged in, you can, if necessary, select a different role by using the drop down box which is located at the top right corner of the screen and click on “Change” to show the manuscripts associated with the new user role. You will be assigned the user role “Author” after finalization of your first submission in the Beilstein Publishing System. Before that, you will be assigned the user role “Reader”.

You are logged in as Beilstein in role **Author** Change | Logout

### 4 Manuscript Submission

After you have logged in using the link “Submit New Manuscript” located in the main menu “Manuscript Submission” of the public website, you will be directed to a new page where you have to select the Beilstein Journal you want to submit your manuscript to. After choosing the *Beilstein Journal of Nanotechnology* and clicking on the button “Go” the corresponding submission form of the Beilstein Publishing System opens which allows you to upload all relevant manuscript data step by step. Mandatory entry fields are marked with an asterisk (\*) on each submission page. You can proceed with the stepwise submission process by using the “Next” button or alternatively, save any manuscript data without continuing by choosing the “Save” button. If you would like to return to previous submission pages, please click on the “Previous” button. In general, you should avoid moving to preceding pages within the Beilstein Publishing System by using the browser “Back” button because this can lead to synchronization problems with your session on the server.



#### 4.1 Checklist

The first step in the submission process is to go through the [Submission Checklist](#) to inform you of all relevant data and information required for the submission process. Please also ensure that your

manuscript has been prepared according to the [Instructions for Authors](#) before you start the submission of your paper. You must be one of the contributing authors to be eligible to submit the manuscript.

The screenshot shows the 'Submission Checklist' page in the Beilstein Publishing System. The page is titled 'Submission Checklist' and includes a navigation bar with steps: 1. Checklist, 2. My Details, 3. Upload Files, 4. Author Details, 5. Manuscript Details, 6. Cover Letter, 7. Referees, 8. Finalize. The 'Checklist' step is currently selected. The main content area contains instructions for authors, including a note to ensure all relevant materials are prepared according to the 'Instructions for Authors'. Below this, there are several bullet points detailing requirements for the cover letter, main manuscript, graphical abstract, supporting information, review-only material, author details, and referees. A 'Download as PDF' button is visible in the top right corner of the main content area.

## 4.2 My Details

During the second step you are asked to review your contact details provided on initial registration or saved after the latest update. Any changes will be saved in your user profile. As submitting author you are responsible for the manuscript until publication. In this context you will receive all email correspondence pertaining to the manuscript from the editorial office and you will be allowed to view the progress of your manuscript throughout the whole publication process.

The screenshot shows the 'My Details' page in the Beilstein Publishing System. The page is titled 'My Details' and includes a navigation bar with steps: 1. Checklist, 2. My Details, 3. Upload Files, 4. Author Details, 5. Manuscript Details, 6. Cover Letter, 7. Referees, 8. Finalize. The 'My Details' step is currently selected. The main content area contains a form for updating contact details. The form includes fields for Email, Title, First Name, Middle Initials, Last (family) Name, Type of Institution, Job Type, Organization, Department, Street / P.O. Box, City / Town, Zip / Postal Code, State / Province, Country, Telephone, and Fax. A note at the top of the form states: 'If necessary, please update your contact details provided on initial registration or saved after the latest update. Any changes made to the details given below will be saved in your user profile. All mandatory fields are indicated with an asterisk (\*).'

## 4.3 Upload Files

All relevant manuscript files are uploaded in this screen. Please assign the file type for each separate file by selecting the corresponding entry from the drop down list. You can choose from the following entries:

- Main Manuscript\* (including all figures, schemes, equations and tables)
- Graphical Abstract
- Supporting Information
- Review Only Material (not intended for publication)

\*Note: LaTeX manuscripts, which adhere to the Beilstein class definition, may be uploaded by choosing the file type “Main Manuscript”, but only as Zip archives. These Zip-files must contain a TeX document, a “bib” file for any externally referenced bibliography and all graphic files referenced in the TeX document. The graphical abstract, supporting information files or review-only material must be provided separately.

Browse for the individual file on your local computer, select the corresponding file name in the opened dialog box and click on “Open”. For acceptable file formats, please see the [Instructions for Authors](#). You may also enter short comments for each file in a text box.

Up to four selected files can be uploaded simultaneously by clicking the “Upload” button. Further files can be uploaded after the first file set. You will not be allowed to finalize the submission process, until the main manuscript and graphical abstract have been uploaded.

After successful uploading, the files are listed in the lower section of the screen. This area remains empty until the first files are saved in the system. Double check the files you have chosen to upload. If any error occurred with the file selection, you can delete the file from the list by clicking the “Remove” button and afterwards restart the upload process. You may also view or download the files by clicking on the file name.

Beilstein Publishing System

You are logged in as Beilstein in role **Author** | Change | Logout

MANUSCRIPT SUBMISSION | MY JOURNAL | MANUSCRIPT ADMINISTRATION | SUPPORT & CONTACT | ABOUT | HELP

Manuscript Submission > Submit New Manuscript > Upload Files for BJNANO

1. Checklist | 2. My Details | **3. Upload Files** | 4. Author Details | 5. Manuscript Details | 6. Cover Letter | 7. Referees | 8. Finalize

Previous | Save | Next

### Upload Files

Please browse for the files on your local computer and assign the file type for each file separately by choosing the corresponding entry from the drop down list. In addition, short comments for each file may be entered. Up to four files may be uploaded simultaneously.

Choose File Type	File Name	Enter Comment
Main Manuscript	<input type="text"/> <input type="button" value="Durchsuchen"/>	<input type="text"/>
Graphical Abstract	<input type="text"/> <input type="button" value="Durchsuchen"/>	<input type="text"/>
Supporting Information	<input type="text"/> <input type="button" value="Durchsuchen"/>	<input type="text"/>
Review-Only Material	<input type="text"/> <input type="button" value="Durchsuchen"/>	<input type="text"/>

Type of File	File Name	Size (Bytes)	Comment	Actions
Main Manuscript	Main_Manuscript.doc	2055880		<input type="button" value="Remove"/>
Graphical Abstract	graphical_abstract.docx	639572		<input type="button" value="Remove"/>
Supporting Information	S1.doc	74240		<input type="button" value="Remove"/>
Supporting Information	S2.tif	29079		<input type="button" value="Remove"/>

Privacy Policy | Terms & Conditions | Impressum

## 4.4 Author Details

You must supply a list of all contributing authors, in the order that they appear on the title page of the manuscript. As submitting author your details are already incorporated in the list so please do not re-enter them. By default, you will be designated as a contact author who is responsible for any issues in the context with the manuscript after publication. Please check whether this is correct.

To add a new author, please click on “Add Author” and fill in the form provided with the author’s details.

Three more functions are available in the list of authors:

- The “Show” button allows you to view the details of a particular author mentioned in the list. You may also edit these details, if changes are necessary.
- When choosing “Remove” you can remove an author separately from the list.
- The order of authors may be rearranged by clicking the “Up” button.

Beilstein Publishing System

You are logged in as Beilstein in role **Author** Change | Logout

MANUSCRIPT SUBMISSION | MY JOURNAL | MANUSCRIPT ADMINISTRATION | SUPPORT & CONTACT | ABOUT | HELP

Manuscript Submission » Submit New Manuscript » Author Details for BJNANO

1. Checklist 2. My Details 3. Upload Files 4. Author Details 5. Manuscript Details 6. Cover Letter 7. Referees 8. Finalize

Previous Save Next

### Author Details

Please supply a list of all authors for this manuscript, in the order that they appear in the manuscript. As submitting author your details are already provided in the list below so please do not re-enter them. You are designated as a contact author by default. Please check whether this is correct and change it if necessary after choosing the “Show” button. To add a new author please click on “Add Author” and fill in the following form. The “Up” button allows rearrangement of the order of authors.

Author	Full Name	Email	Organization	Contact Author	Actions
Author 1	Konrad Beilstein	kbeilstein@beilstein-institut.de	Beilstein-Institut	<input checked="" type="checkbox"/>	Show Remove
Author 2	Max Mustermann		Beilstein-Institut	<input type="checkbox"/>	Show Remove Up

Add Author

Privacy Policy | Terms & Conditions | Impressum

In the “Add Author” screen you can add further authors who contributed to the manuscript to the author list. Please enter the author’s details and specify if the author is a primary contact person for the manuscript after publication. Do not forget to click the “Save” button to transfer the information to the author overview list.

Beilstein Publishing System

You are logged in as Beilstein in role **Author** | Change | Logout

MANUSCRIPT SUBMISSION | MY JOURNAL | MANUSCRIPT ADMINISTRATION | SUPPORT & CONTACT | ABOUT | HELP

Beilstein Journal of Nanotechnology

MANUSCRIPT SUBMISSION

Submit New Manuscript

My Manuscripts

SUBMISSION INFORMATION

Submission Checklist  
Instructions for Authors  
Instructions for Referees  
Copyright & License  
Competing Interests Policy  
Manuscript Style Guide  
Download Templates

Manuscript Submission > Submit New Manuscript > Author Details > Add Author for BUNANO

1. Checklist 2. My Details 3. Upload Files 4. Author Details 5. Manuscript Details 6. Cover Letter 7. Referees 8. Finalize

**Add Author**

Please enter the author's details in the form below and specify if this author is a primary contact person for the manuscript after publication. If you click on "Save", the information will be transferred to the author overview list. Mandatory fields are marked with an asterisk (\*).

First Name  
 Middle Initials  
 Last (Family) Name  
 Email  
 Organization  
 City / Town  
 Country

Contact Author

Save Cancel Clear

Privacy Policy | Terms & Conditions | Impressum

## 4.5 Manuscript Details

The following information must be provided for the manuscript being submitted:

- **Type of Article:** Please select the appropriate type of article from the drop-down list (Full Research Paper, Letter, Review, Commentary, Editorial or Book Report).
- **Title:** Enter the manuscript title in the text field.
- **Abstract:** Enter the abstract of your manuscript in the text field.
- **Keywords:** Enter five keywords separated by semicolons in the text field.
- **Subject Area:** Choose one or more subject areas which are relevant for your manuscript. This will help the editor to find suitable referees for the peer review.

The best way to fill out the text fields is by copy and paste from a word processing program. If you copy and paste special characters from versions older than Microsoft Word 2003 these may appear as Roman letters. To solve this problem, please use the corresponding control (Ω symbol) in the horizontal toolbar above the text entry field (see "[Hints & Tips](#)").

## 4.6 Cover Letter

This screen requests you to provide a cover letter indicating the novelty, originality or significance of your manuscript. The cover letter should include the title of the manuscript, the submitting author's name and an indication whether the manuscript belongs to a thematic series. You should also give details about other relevant information concerning your manuscript (e. g. related articles, previous review reports, permission letters etc.). You can either type directly in the text box provided or enter the whole text by copy and paste from a word processing program.

Any confidential comments you would like to send to the editor only may be entered by choosing the corresponding link below the cover letter text box.

In addition, you have to inform the editor if any version of the current manuscript has been previously submitted to any Beilstein Journal by clicking the “yes” or “no” radio button. If yes, the corresponding manuscript ID must be entered in the text field provided.

Beilstein Publishing System

You are logged in as Beilstein in role **Author** | Change | Logout

MANUSCRIPT SUBMISSION | MY JOURNAL | MANUSCRIPT ADMINISTRATION | SUPPORT & CONTACT | ABOUT | HELP

Manuscript Submission > Submit New Manuscript > Cover Letter for BJNANO

1. Checklist 2. My Details 3. Upload Files 4. Author Details 5. Manuscript Details 6. **Cover Letter** 7. Referees 8. Finalize

[Previous](#) [Save](#) [Next](#)

### Cover Letter

Please provide a cover letter pointing out the novelty, originality or significance of your manuscript. The cover letter should include the title of the manuscript, the submitting author's name and an indication whether the manuscript belongs to a thematic series. You should also give details about other relevant information concerning the submission conditions of the journal (e. g. related articles, previous review reports, permission letters etc.). You may either type directly in the following text field or copy and paste the whole text.

• Cover Letter

Has any version of the current manuscript been previously submitted to any Beilstein Journal? \*  yes  no

If yes, please enter the corresponding manuscript ID in the following text field:

[Add Confidential Comment to the Editor](#)

[Privacy Policy](#) | [Terms & Conditions](#) | [Imprintum](#)

## 4.7 Referees

You will be asked to suggest 3 to 5 referees for your manuscript before finalizing the manuscript submission. Any suggested referees should be independent experts from another research institution who will be able to provide an unbiased assessment of the manuscript. You may also request that a certain person should be excluded from the review process.

Beilstein Publishing System

You are logged in as Beilstein in role **Author** | Change | Logout

MANUSCRIPT SUBMISSION | MY JOURNAL | MANUSCRIPT ADMINISTRATION | SUPPORT & CONTACT | ABOUT | HELP

Manuscript Submission > Submit New Manuscript > Referees for BJNANO

1. Checklist 2. My Details 3. Upload Files 4. Author Details 5. Manuscript Details 6. Cover Letter 7. **Referees** 8. Finalize

[Previous](#) [Save](#) [Next](#)

### Referees

Please enter 3 to 5 suggested referees for your manuscript. Any suggested referee should be an independent expert from another research institution who has the ability to provide an unbiased manuscript assessment. To suggest or exclude any potential peer reviewer please click on either "Suggest Referee" or "Exclude Referee" and fill in the following form.

No data found	Full Name	Email	Organization	Actions
No data found				

[Suggest Referee](#) [Exclude Referee](#)

[Privacy Policy](#) | [Terms & Conditions](#) | [Imprintum](#)

To suggest or exclude a peer reviewer, please click on either “Suggest Referee” or “Exclude Referee” and fill in the form provided with the details of the corresponding person.

After saving the information, the referee’s details are shown in the referee overview list. The following functions are then available for each referee:

- The “Show” button allows you to view the details of a particular referee present in the list. You may also edit these details, if changes are necessary.
- When choosing “Remove” you can individually remove a referee from the list.

In the “Suggest Referee” screen you can add the details of a person whom you propose to be invited for the peer review process. Additional information about the specific reason for the suggestion, for example, the referee’s area of expertise, would be appreciated. Do not forget to click the “Save” button to transfer the information to the referee overview list.

The screenshot displays the 'Suggest Referee' form within the Beilstein Publishing System. The page header includes the logo and the text 'Beilstein Publishing System'. A navigation menu is visible at the top, and a user login status is shown as 'You are logged in as Beilstein in role: Author'. The main content area features a breadcrumb trail: 'Manuscript Submission > Submit New Manuscript > Referees > Suggest Referee for BJNANO'. Below this is a progress indicator with steps: '1. Checklist', '2. My Details', '3. Upload Files', '4. Author Details', '5. Manuscript Details', '6. Cover Letter', '7. Referees', and '8. Finalize'. The 'Suggest Referee' section contains a form with the following fields:


- Personal Data:**
  - Title (dropdown)
  - First Name (text)
  - Middle Initials (text)
  - Last (Family) Name (text)
  - Email (text)
  - Organization (text)
  - Department (text)
  - Street / P.O. Box (text)
  - City / Town (text)
  - Zip / Postal Code (text)
  - State / Province (text)
  - Country (dropdown)
  - Telephone (text)
  - Fax (text)
- Further Information:**
  - Reason (dropdown)

At the bottom of the form are 'Save' and 'Cancel' buttons. A footer link for 'Privacy Policy | Terms & Conditions | Impressum' is also present.

In the “Exclude Referee” screen you can add the details of a person who should be excluded from the peer review process. Additional information about the specific reason for the exclusion, for example, a potential conflict of interest, would be appreciated. Do not forget to click the “Save” button to transfer the information to the referee overview list.

The screenshot displays the 'Exclude Referee' form in the Beilstein Publishing System. The page header includes the Beilstein Journal of Nanotechnology logo and the user's login information: 'You are logged in as rffogaus@beilstein-institut.de in role Author'. The navigation menu shows 'MANUSCRIPT SUBMISSION' as the active section. The breadcrumb trail indicates the current path: 'Manuscript Submission > Submit New Manuscript > Referees > Exclude Referee for BJNANO'. A progress bar at the top shows 8 steps, with '7. Referees' highlighted in red. The form itself is titled 'Exclude Referee' and includes a note: 'Please enter the referee's details in the form below. Additional information about the specific reason for the exclusion, for example, a potential conflict of interest, would be very useful. If you click on "Save" the information will be transferred to the referee overview list. All fields marked with an asterisk (\*) are compulsory.' The form is divided into two main sections: 'Personal Data' and 'Further Information'. The 'Personal Data' section contains fields for Title, First Name, Middle Initials, Last (Family) Name, Email, Organization, Department, Street / P.O. Box, City / Town, Zip / Postal Code, State / Province, Country, Telephone, and Fax. The 'Further Information' section has a 'Reason' field. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page contains links for 'Privacy Policy', 'Terms & Conditions', and 'Impressum'.

## 4.8 Finalize

The last screen summarizes the data you have entered throughout the different submission steps. Any required but missing items will be indicated by . Please check carefully whether you have provided all relevant data. If necessary, return to the corresponding step in the submission process and amend or alter your submission details.

Before finalizing your submission by clicking the corresponding button, you must confirm that you accept the conditions of submission and that you agree to the terms of the [Beilstein Copyright & License Agreement](#). After completion of the manuscript submission a confirmation page will be shown with the assigned manuscript ID.

Beilstein Publishing System

You are logged in as Beilstein in role **Author** | Change | Logout

MANUSCRIPT SUBMISSION | MY JOURNAL | MANUSCRIPT ADMINISTRATION | SUPPORT & CONTACT | ABOUT | HELP

Manuscript Submission > Submit New Manuscript > Finalize for BJNANO

1. Checklist 2. My Details 3. Upload Files 4. Author Details 5. Manuscript Details 6. Cover Letter 7. Referees 8. Finalize

**Finalize**

Please check carefully that you have provided all relevant data. Before finalizing your submission you must certify that you agree to the terms of the Beilstein-Institut Copyright and License Agreement.

Submission Data		
<b>My Details</b>	My Details Given	yes
<b>Upload Files</b>	Main Manuscript Given	yes
	Graphical Abstract Given	yes
	No. of Supporting Information	2
<b>Author Details</b>	No. of Review-Only Material	0
	No. of Authors	2
	Mandatory Fields Given	yes
<b>Manuscript Details</b>	Contact Authors Given	yes
	Contact Authors' Email Addresses Given	yes
	Title Given	yes
<b>Cover Letter</b>	Abstract Given	yes
	Subject Area Given	yes
	Keywords Given	yes
	Cover Letter Given	yes
	Resubmission Given	yes
<b>Referees</b>	Confidential Comment Given	no
	No. of Suggested Referees	0
	No. of Excluded Referees	0

Yes, I accept the Beilstein-Institut Copyright and License Agreement and acknowledge the conditions of submission (Instructions for Authors).

**Finalize Submission**

Privacy Policy | Terms & Conditions | Impressum

## 5 Tracking the Submission Progress

### 5.1 Manuscript Overview

If you would like to proceed further with an incomplete manuscript submission for the *Beilstein Journal of Nanotechnology*, to upload a revised manuscript version after peer review or to provide any proofread comments, please go to <http://www.beilstein-journals.org/bjnano> and select the main menu “Manuscript Submission” (see the figure on page 1). Afterwards choose the button “My Manuscripts” from the corresponding submenu and log in to the Beilstein Publishing System. Alternatively, you can access the Beilstein Publishing System directly via <http://www.beilstein-journals.org/bps>.

You will be brought to the administration section of the Beilstein Publishing System which will show you an overview of all your submitted manuscripts. This allows you to track the progress and view details of all your manuscripts throughout the entire submission process.

A list provides you with the most important information about your manuscripts: the manuscript ID, the name of the Beilstein Journal the manuscript has been submitted to, the type of article, the editor assigned to the paper, the manuscript title, the submission date, an indication whether the submission process is still active or not, the status of the work progress until a final decision is made on the manuscript and the progress of the current workflow step. The following status entries for a manuscript are possible:

- **Incomplete Submission** (the submission process has not been finalized yet)
- **Revision** (request for a revised manuscript version after peer review)
- **Proofread** (in exceptional cases request for proofreading the copyedited manuscript version resulting in the provisional PDF)
- **Final Proofread** (request for final proofreading the layouted manuscript version resulting in the final PDF and the fulltext HTML version of the manuscript)
- **With Editorial Office** (processing steps not relating to the author, e. g. initial check, review, copyediting, layouting etc.)

- **Published** (publication of the final PDF and the fulltext HTML version of the manuscript; in exceptional cases the provisional PDF may be published in advance to shorten the publication time)
- **Withdrawn** (withdrawal of the manuscript by the author)
- **Rejected** (rejection of the manuscript before or after peer review)
- **Retracted** (retraction of the manuscript after publication because of serious errors)

By default, all your manuscripts submitted to the Beilstein Journals are shown on the overview page but you may limit the display by using the search fields provided above the list. In addition, the list entries can be sorted by clicking on the respective column header.

When the mouse is moved over the entry given in the column “Status” of a manuscript a tooltip showing the due date and remind date is displayed until the corresponding workflow step is finished.

The details section of a manuscript can be displayed using the link “Show” giving you more details about an individual manuscript and from here you can also proceed further with the submission process.

The screenshot displays the 'Manuscript Administration' interface. At the top, there is a navigation bar with options: MANUSCRIPT SUBMISSION, MY JOURNAL, MANUSCRIPT ADMINISTRATION (selected), SUPPORT & CONTACT, ABOUT, and HELP. Below this, a breadcrumb trail shows 'Manuscript Administration > Manuscript Overview'. The main content area is titled 'Manuscript Overview for User Role Author'. It features a search form with fields for 'Manuscript ID' and 'Submission Date From' (with an example 'e.g. 11 Mar 2007'), and a dropdown for 'Editor' and a 'Submission Date To' field (with an example 'e.g. 13 Mar 2007'). There are 'Search' and 'Clear' buttons. Below the search form is a table with the following data:

Manuscript ID	Journal	Type of Article	Editor	Title	Submission Date	Active	Status	Progress	Details
611018	BUNANO	Full Paper	Schimmel	Vertically aligned nanowires	17 Sep 2009	yes	Revision	Open	Show
606690	BUNANO	Full Paper	Schimmel	High yield production of carbon nanotubes	07 Sep 2009	yes	With Editorial Office		Show

At the bottom of the page, there are links for 'Privacy Policy', 'Terms & Conditions', and 'Impressum'.

## 5.2 Manuscript Details

After opening the details section of the manuscript concerned, the “Details” tab is selected by default. Below the tab bar some general manuscript data and current status data are provided.

The screenshot displays the 'Manuscript Administration' interface. The main content area is divided into two columns:

- General Manuscript Data:**
  - No. of Revisions: 1
  - No. of Proofreads: 0
  - No. of Final Proofreads: 0
- Current Status Data:**
  - Status: Revision
  - Status No.: 1
  - Revision Begin Date: 25 Sep 2009
  - Revision End Date:
  - Process Time (d): 1
  - Due Date: 09 Oct 2009
  - Remind Date:

Below this, the 'Manuscript Details' section includes an 'Authors' table:

Full Name	Email	Affiliation	Contact Author
Konrad Beilstein	kbeilstein@beilstein-institut.de	Beilstein-Institut, Frankfurt, Germany	Yes
Max Mustermann		Beilstein-Institut, Frankfurt, Germany	

Other details shown include 'Type of Article' (Full Research Paper), 'Title' (Vertically aligned nanowires), 'Abstract' (Vertically aligned nanowires with controlled geometrical properties ...), 'Keywords' (alignment; bottom-up synthesis; electrical conductivity; nanowires; welding), and 'Subject Areas' (Nanoparticles).

On the left side of the screen, an action list allows you to perform different actions on the manuscript depending on the respective status.

Status	Action	Comments
Incomplete Submission	Modify Submission	The submission form opens to allow continuation of an incomplete submission.
	Remove Submission	This action allows the deletion of an incomplete submission.

	Send Email	An email form opens for sending a message to the editorial office.
Revision	Upload Revision	The revision form opens to allow the replacement of an existing manuscript file with a new version or to add any new file. In addition, a point-by-point response to the requested changes is necessary.
	Download Files	The tab “Files” opens for downloading the latest version of the manuscript files.
	Decision Letter	The tab “History” opens showing the decision letter.
	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.
	Send Email	An email form opens for sending a message to the editorial office.
Proofread (in exceptional cases)	Upload Report	The proofread form opens for uploading the proofread report.
	Show Proofread Request	The tab “History” opens showing the proofread request email.
	Download Files	The tab “Files” opens for downloading the latest version of the manuscript files.
	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.
	Send Email	An email form opens for sending a message to the editorial office.
Final Proofread	Upload Report	The proofread form opens for uploading the final proofread report.
	Show Final Proofread Request	The tab “History” opens showing the final proofread request email.
	Download Files	The tab “Files” opens for downloading the latest version of the manuscript files.
	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal. This action is only available for unpublished manuscripts.
	Send Email	An email form opens for sending a message to the editorial office.
With Editorial Office	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.
	Send Email	An email form opens for sending a message to the editorial office.
Published	Send Email	An email form opens for sending a message to the editorial office.

The “Back” button lets you return to the manuscript overview page. Alternatively, you may view the details of the first, previous, next or last manuscript shown in the overview list by choosing the corresponding arrow above or below the details summary.

### 5.3 Manuscript History

The “History” tab provides you with an overview of the different steps from the submission of an individual manuscript until a final decision is reached along with the corresponding emails, manuscript files and reports. You may expand either the whole history or single entries in the list.

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MANUSCRIPT ADMINISTRATION

Manuscript Administration > Manuscript Overview > History of ID 611818

**Manuscript ID:** 611818 **Editor:** Prof. Thomas Schimmel **Submitter:** Dr. Konrad Beilstein **Status:** Final Proofread **Submission Date:** 17 Sep 2009  
**Journal:** Beilstein Journal of Nanotechnology **Type of Article:** Full Research Paper  
**Title:** Vertically aligned nanowires

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Details History Files

**Manuscript History**

Show All 1536 All

Details	Date	Action	Description	User
	17 Sep 2009	New Submission Created		Dr. Konrad Beilstein
Show	17 Sep 2009	New Submission Finalized	Manuscript Files, Cover Letter	Dr. Konrad Beilstein
Show	25 Sep 2009	Revision Requested	Request Email to Konrad Beilstein	Prof. Thomas Schimmel
Show	26 Sep 2009	Revision Finalized	Manuscript Files, Response to Review	Dr. Konrad Beilstein
Show	26 Sep 2009	Manuscript Accepted	Acceptance Email to Dr. Konrad Beilstein	Prof. Thomas Schimmel
Show	12 Oct 2009	Final Proofread Requested	Request Email to Dr. Konrad Beilstein	Beilstein Production Team

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## 5.4 Manuscript Files

Choosing the tab “Files” displays a summary of all your manuscript files belonging to the latest manuscript version. Besides the file name, the file size and any comment entered during submission or revision of the manuscript are shown. Small web figures are provided for the graphical abstract and for all graphics uploaded separately during revision. If you click on the file name, you can view or download any individual file.

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MANUSCRIPT ADMINISTRATION

Manuscript Administration > Manuscript Overview > Files of ID 611818

**Manuscript ID:** 611818 **Editor:** Prof. Thomas Schimmel **Submitter:** Dr. Konrad Beilstein **Status:** Revision **Submission Date:** 17 Sep 2009  
**Journal:** Beilstein Journal of Nanotechnology **Type of Article:** Full Research Paper  
**Title:** Vertically aligned nanowires

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Details History Files

**Manuscript File Details Last Version**

Main Manuscript

File Name	Size (Bytes)	Comment
Man_Manuscript.doc	2055680	

Initial PDF

File Name	Size (Bytes)	Comment
ink_1277312e47692.pdf	1788658	

Graphical Abstract

File Name	Size (Bytes)	Comment	Preview
graphical-abstract.jpg	32415		

Supporting Information

File Name	Size (Bytes)	Comment
S1.doc	74240	
S2.pdf	29079	

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## 6 Manuscript Revision

You will be notified by email if the editor decides that you need to revise your manuscript before publication. The assessment and comments resulting from the peer review and the format check will be available in PDF format and you will find links to these reports in the decision letter.

To submit the revised manuscript version, please log in to the Beilstein Publishing System at <http://www.beilstein-journals.org/bps>. After login the manuscript overview page opens and an overview of all your manuscripts submitted to the Beilstein Journals will be displayed. Please open the details section of the relevant manuscript in the status “Revision” and choose the action “Upload Revision” from the action list. The manuscript revision form opens to allow you to perform the revision process step by step. Mandatory entry fields are marked with an asterisk (\*). You can proceed with the stepwise process by using the “Next” button or alternatively, save any manuscript data without continuing by choosing the “Save” button. If you would like to return to previous pages, please click on the “Previous” button. In general, you should avoid moving to preceding pages within the Beilstein Publishing System by using the browser “Back” button because this can lead to synchronization problems with your session on the server.

Please ensure that you perform all required changes on the latest file version by downloading the relevant manuscript files from the Beilstein Publishing System using the tab “Files” (see chapter 5.4).

### 6.1 Upload Files

The first page of the manuscript revision form provides a list of all files currently associated with your manuscript. After choosing “Replace”, you can replace the main manuscript or any other manuscript file with a new version. You do not need to replace files which have not been changed. You may also upload a new file in this screen, if required. Please assign the file type for each separate file by selecting the corresponding entry from the drop down list. You can choose from the following entries:

- Main Manuscript (including all figures, schemes, equations and tables)
- Graphical Abstract
- Supporting Information
- Review Only Material (not intended for publication)
- Graphics (if the author is requested to upload any graphic separately; this file type may be uploaded as a Zip archive or as individual files)

Browse for the individual file on your local computer, select the corresponding file name in the opened dialog box and click on “Open”. For acceptable file formats, please see the [Instructions for Authors](#). You may also enter short comments for each file in a text box.

Up to five selected files can be uploaded simultaneously by clicking the “Upload” button. Further files can be uploaded after the first file set. After successful uploading, the new files will be added to the list of already existing files. If any error occurred during file upload, the file can be deleted from the list by choosing the “Remove” button and afterwards the upload process may be started once again. You are also able to view or download the files by clicking on the file name. The column “Changes” indicates if an existing file has been changed during the revision process or if a file is completely new.

**MANUSCRIPT ADMINISTRATION**

Manuscript Administration > Manuscript Overview > Details of ID 611818 > Upload Revision > Upload Files

**Manuscript ID:** 611818 **Editor:** Prof. Thomas Schimmel **Submitter:** Dr. Konrad Beilstein **Status:** Revision **Submission Date:** 17 Sep 2009

**Journal:** Beilstein Journal of Nanotechnology **Type of Article:** Full Research Paper

**Title:** Vertically aligned nanowires

1. Upload Files 2. Author Details 3. Manuscript Details 4. Response to Review 5. Finalize

Save No!

**Upload Files**

After choosing "Replace" you can replace an existing manuscript file by a new version. In addition, you may add or delete any file, if required.

Type of File	File Name	Size (Bytes)	Comment	Changes	Actions
Main Manuscript	Revised_Main_Manuscript.doc	2056192		File Changed	Replace Remove
Graphical Abstract	graphical_abstract.pdf	629572		No Changes	Replace Remove
Supporting Information	SI_revised.doc	74752	revised file	File Changed	Replace Remove
Supporting Information	SI2.pdf	29079		No Changes	Replace Remove
Supporting Information	SI3.doc	265720		New File	Replace Remove

Choose File Type File Name Enter Comment

Main Manuscript  Durchsuchen

Graphical Abstract  Durchsuchen

Supporting Information  Durchsuchen

Review-Only Material  Durchsuchen

Graphics  Durchsuchen

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The “Edit Manuscript File” screen allows you to replace any separate file with a new version or to change any comment. Please click the “Browse” button to locate the appropriate new file version on your computer. Click “Upload” to permanently save all changes.

**MANUSCRIPT ADMINISTRATION**

Manuscript Administration > Manuscript Overview > Details of ID 611818 > Upload Revision > Upload Files > Edit Manuscript File

**Manuscript ID:** 611818 **Editor:** Prof. Thomas Schimmel **Submitter:** Dr. Konrad Beilstein **Status:** Revision **Submission Date:** 17 Sep 2009

**Journal:** Beilstein Journal of Nanotechnology **Type of Article:** Full Research Paper

**Title:** Vertically aligned nanowires

1. Upload Files 2. Author Details 3. Manuscript Details 4. Response to Review 5. Finalize

**Edit Manuscript File**

Type of File: Main Manuscript

File Name: Main\_Manuscript.doc

Size (Bytes): 2056192

Comment:

Upload New Version  Durchsuchen

Upload Cancel

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## 6.2 Author Details

If the author details have been changed during the manuscript revision, it will be necessary to update the corresponding information provided during manuscript submission so that the details match your manuscript file. After choosing the “Show” button, you can view and edit the details of a particular author mentioned in the list (see also 4.4). You may also add a new author or delete an author separately from the list, if required. The order of authors can be rearranged by clicking the “Up” button.

The screenshot displays the 'Author Details' page in the Beilstein Publishing System. The page is titled 'Beilstein Publishing System' and shows the user is logged in as 'Beilstein' in the role of 'Author'. The main content area is divided into several sections:

- MANUSCRIPT ADMINISTRATION:** Includes links for Manuscript Overview, Submission Information, and ACTIONS.
- Submission Information:** Displays Manuscript ID (611010), Editor (Prof. Thomas Schimmel), Submitter (Dr. Konrad Beilstein), Status (Revision), and Submission Date (17 Sep 2009). The Journal is 'Beilstein Journal of Nanotechnology' and the Type of Article is 'Full Research Paper'. The Title is 'Vertically aligned nanowires'.
- Author Details:** A section with a warning: 'If the author details of your manuscript have been changed during the revision, it is necessary that you update the information below so the details match your manuscript file.' Below this is a table of authors.

	Full Name	Email	Organization	Contact Author	Actions
Author 1	Konrad Beilstein	kbeilstein@beilstein-institut.de	Beilstein-Institut	<input checked="" type="checkbox"/>	Show Remove
Author 2	Max Mustermann		Beilstein-Institut	<input type="checkbox"/>	Show Remove Up

At the bottom of the table, there is an 'Add Author' button. The page also includes a 'Privacy Policy & Terms & Conditions & Impressum' link at the very bottom.

## 6.3 Manuscript Details

This screen shows the manuscript details you provided during manuscript submission and allows you to update the type of article, title, abstract or keywords, if these details have been changed during manuscript revision. In case any errors occurred, the subject area may be changed too.

The screenshot displays the 'Manuscript Details' page in the Beilstein Publishing System. The page is divided into several sections:

- Header:** 'Beilstein Publishing System' logo and navigation tabs: MANUSCRIPT SUBMISSION, MY JOURNAL, MANUSCRIPT ADMINISTRATION (selected), SUPPORT & CONTACT, ABOUT, HELP. A user login indicator shows 'You are logged in as Beilstein in role Author' with a 'Change' dropdown and a 'Logout' link.
- Left Sidebar:**
  - MANUSCRIPT ADMINISTRATION:** Manuscript Overview (selected), Submission Information, Instructions for Authors, Instructions for Referees, Copyright & License, Competing Interests Policy, Manuscript Style Guide, Download Templates.
  - ACTIONS:** Show Decision Letter, Download Files, Upload Revision, Withdraw Manuscript, Send Email.
- Main Content Area:**
  - Navigation:** 1. Upload Files, 2. Author Details, 3. Manuscript Details (selected), 4. Response to Review, 5. Finalize. Buttons for 'Previous', 'Save', and 'Next' are present.
  - Manuscript Details:**
    - Manuscript ID:** 611818 | **Editor:** Prof. Thomas Schimmel | **Submitter:** Dr. Konrad Eickstein | **Status:** Revision | **Submission Date:** 17 Sep 2009
    - Journal:** Beilstein Journal of Nanotechnology | **Type of Article:** Full Research Paper
    - Title:** Vertically aligned nanowires
  - Instructions:** 'If the type of article, title, abstract or keywords of your manuscript have been changed during the revision, it is necessary that you update the details below so they match your manuscript file.'
  - Type of Article:** Full Research Paper (dropdown menu)
  - Title:** Rich text editor containing 'Vertically aligned nanowires'.
  - Abstract:** Rich text editor containing 'Vertically aligned nanowires with controlled geometrical properties ...'.
  - Keywords:** Rich text editor containing 'alignment; bottom-up synthesis; electrical conductivity; nanowires; welding'. A note below says 'Use semicolon as separator.'
  - Subject Areas:** A list of subject areas including 'Biofunctional and biomimetic surfaces', 'Chemical nanotechnology', 'Computational nanoscience', 'Dip pen lithography (DPL)', 'Lotus effect, petiole effect and related effects', 'Microcontact printing (µCP) and related techniques', 'Nano- and microelectrochemical systems (NEMS and MEMS)', 'Nano-imprint lithography (NIL)', 'Nanobiology and nanotechnology', and 'Nanocomposites'. A 'Selected Subjects' box contains 'Nanoparticles'.
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## 6.4 Response to Review

You are requested to provide a point-by-point response to all comments arising from the peer review and the format check explaining where and how your manuscript has been revised or why any requested changes have not been made. Please enter your response either using the text box provided or upload it as a separate file. A manuscript with tracked changes should be uploaded as well in case of a Microsoft Word document.

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Submission Checklist  
Instructions for Authors  
Instructions for Referees  
Copyright & License  
Competing Interests Policy  
Manuscript Style Guide  
Download Templates

ACTIONS  
Show Decision Letter  
Download Files  
Upload Revision  
Withdraw Manuscript  
Send Email

Manuscript Administration > Manuscript Overview > Details of ID 611818 > Upload Revision > Response to Review

**Manuscript ID:** 611818 **Editor:** Prof. Thomas Schimmel **Submitter:** Dr. Konrad Beilstein **Status:** Revision **Submission Date:** 17 Sep 2009

**Journal:** Beilstein Journal of Nanotechnology **Type of Article:** Full Research Paper

**Title:** Vertically aligned nanowires

1. Upload Files 2. Author Details 3. Manuscript Details 4. **Response to Review** 5. Finalize

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**Response to Review**

Please provide a point-by-point response to the requested changes explaining what revisions have been made. You can use the following text field or upload the response to review and/or format check as a separate file. In case of a Microsoft Word document, you should also upload a manuscript with tracked changes in addition.


Response to Review

File Name

Type of File	File Name	Size (Bytes)	Actions
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## 6.5 Finalize

On the finalize screen you are asked to check carefully if you have provided or changed all relevant manuscript data. Any required but missing items will be indicated by . If necessary, return to the corresponding step in the revision process and amend or alter the existing data. Once you have performed all changes, please click on the button “Finalize Revision” to confirm the correctness of all data and to finish the revision process.

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SUBMISSION INFORMATION  
Submission Checklist  
Instructions for Authors  
Instructions for Referees  
Copyright & License  
Competing Interests Policy  
Manuscript Style Guide  
Download Templates

ACTIONS  
Show Decision Letter  
Download Files  
Upload Revision  
Withdraw Manuscript  
Send Email

Manuscript Administration > Manuscript Overview > Details of ID 611818 > Upload Revision > Finalize

**Manuscript ID:** 611818 **Editor:** Prof. Thomas Schimmel **Submitter:** Dr. Konrad Beilstein **Status:** Revision **Submission Date:** 17 Sep 2009

**Journal:** Beilstein Journal of Nanotechnology **Type of Article:** Full Research Paper


**Title:** Vertically aligned nanowires

1. Upload Files 2. Author Details 3. Manuscript Details 4. Response to Review 5. **Finalize**

[Previous](#)

**Finalize**

Please check carefully to see that you have provided or changed all relevant data and then click on “Finalize Revision” to confirm your revision.

Revised Manuscript Data		
<b>Upload Files</b>	Main Manuscript Changed	yes
	Graphical Abstract Changed	no
	No. of Supporting Information	3
	No. of Supporting Information Changed or Added	2
	No. of Review-Only Material	0
	No. of Review-Only Material Changed or Added	0
<b>Author Details</b>	No. of Authors	2
	Mandatory Fields Given	yes
	Contact Authors Given	yes
<b>Manuscript Details</b>	Contact Authors' Email Addresses Given	yes
	Title Given	yes
<b>Response to Review</b>	Abstract Given	yes
	Subject Area Given	yes
	Keywords Given	yes
	Response to Review Given	no 

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## 7 Proofread

In exceptional cases you may be requested by email to proofread the copyedited version after acceptance of your manuscript for publication. Any typographic corrections and their location within the manuscript as well as errors relating to the submission data you provided during manuscript submission should be entered in the proofread report in the Beilstein Publishing System.

Please log in to the manuscript overview page at <http://www.beilstein-journals.org/bps> and open the details section of the relevant manuscript in the status “Proofread”. After you select the action “Upload Report” from the action list, the proofread page will open. Please enter your report in either the text box provided or upload it as a separate file. Do not forget to save all entries before you finish the proofreading by clicking the button “Finalize Proofread”. Once all corrections are performed by the Beilstein Journals production team, the provisional PDF of your manuscript will be posted on the public website to shorten the publication time of your article. The provisional PDF will be replaced by the final PDF and the full text HTML version of your manuscript as soon as possible.

The screenshot displays the 'Beilstein Publishing System' interface. The main content area is titled 'Upload Proofread Report' and shows manuscript details: Manuscript ID: 611610, Editor: Prof. Thomas Schenkel, Submitter: Dr. Konrad Beilstein, Status: Proofread, Submission Date: 17 Sep 2009, Journal: Beilstein Journal of Nanotechnology, Type of Article: Full Research Paper, and Title: Vertically aligned nanowires. Below this is a large text box for the 'Proofread Report' and an 'Upload' button. At the bottom, a table with columns 'Type of File', 'File Name', 'Size (Bytes)', and 'Actions' is shown, containing the entry 'No data found'. Navigation buttons 'Save', 'Finalize Proofread', and 'Back' are visible at the bottom of the form area.

## 8 Final Proofread

Before publication of the final PDF, you are requested by email to check carefully the layouted PDF as well as the full text HTML version of your manuscript. Any errors should be entered as final proofread report in the Beilstein Publishing System.

Please log in to the manuscript overview page at <http://www.beilstein-journals.org/bps> and open the details section of the relevant manuscript in the status “Final Proofread”. After selecting the action “Upload Report” from the action list, the final proofread page will open. Please enter your report in either the text box provided or upload it as a separate file. Do not forget to save all entries before you finish the final proofreading by clicking the button “Finalize Final Proofread”. Once all corrections are performed by the Beilstein Journals production team, the provisional PDF of your manuscript will be replaced by the final PDF and the full text HTML version.

The screenshot shows the Beilstein Publishing System interface. The user is logged in as 'Beilstein' in the role of 'Author'. The main navigation menu includes 'MANUSCRIPT SUBMISSION', 'MY JOURNAL', 'MANUSCRIPT ADMINISTRATION', 'SUPPORT & CONTACT', 'ABOUT', and 'HELP'. The current page is 'MANUSCRIPT ADMINISTRATION' > 'Manuscript Overview' > 'Details of ID 611618' > 'Upload Final Proofread Report'.

**Submission Information:**  
 Manuscript ID: 611618 Editor: Prof. Thomas Schimmel Submitter: Dr. Konrad Beilstein Status: Final Proofread Submission Date: 17 Sep 2009  
 Journal: Beilstein Journal of Nanotechnology Type of Article: Full Research Paper  
 Title: Vertically aligned nanowires

**Upload Final Proofread Report**  
 Please check carefully the layouted version of your manuscript as well as the full text HTML version. Any mistakes should be mentioned within your final proofread report. You can use the following text field or upload the final proofread report as a separate file. Finally click on "Finalize Final Proofread" to finish the final proofreading.

**Final Proofread Report**

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## 9 Contact/Support

The Publisher of the *Beilstein Journal of Nanotechnology* is the Beilstein-Institut, a non-profit foundation located in Frankfurt am Main, Germany.

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If you should require further assistance with the Beilstein Publishing System or if you have any other questions regarding the journal, please contact the support team at [journals-support@beilstein-institut.de](mailto:journals-support@beilstein-institut.de). The support team strives to answer email enquiries within 2 working days.

All enquiries concerning the final decision on publication of a manuscript should be addressed to the editorial office at [Thomas.Schimmel@bjnano.org](mailto:Thomas.Schimmel@bjnano.org).