

Help for Referees

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1 General Information

The Beilstein Publishing System used with the *Beilstein Journal of Organic Chemistry* allows referees to download the manuscripts which they have agreed to review and upload their referee reports with all their recommendations regarding the acceptance of the manuscript. In addition, referees can upload additional files with their reports and send confidential comments to the editor. The submission of a referee report may be interrupted and resumed at any time.

If you are a first-time reviewer for the *Beilstein Journal of Organic Chemistry*, we recommend that you consult the document “The *Beilstein Journal of Organic Chemistry*” for further information about the journal.

This document gives referees an overview of the different steps during the review process and guides them through the Beilstein Publishing System.

2 Invitation to review a manuscript for the Beilstein Journal of Organic Chemistry

Referees are invited by the corresponding editor to perform the peer-review of a manuscript. The invitation will be sent by email, which will contain links to either accept or decline the invitation. To accept or to decline the invitation please click the corresponding link. A confirmation email will be sent immediately after answering the invitation.

Dear Prof. Friedrich Konrad Beilstein,

This email is to ask if you would be willing to carry out the peer review of a new manuscript that has been submitted for publication by Dr. John Smith.

Title: Use of new chiral ligands in Pd-catalyzed reactions

Journal: Beilstein Journal of Organic Chemistry
Type of article: Full Research Paper

Authors:
John Smith, Paul Meyers

Abstract:

Nowadays many chiral ligands are used in Pd-catalyzed reactions. Most of them are extremely expensive, difficult to synthesize or the ee induced to products is not high enough. The new ligands presented in this article can be synthesized in three steps with high yield starting from inexpensive chemicals. In all reactions we used our new chiral ligands in Pd-catalysed reactions the ee of the products is >85%.

Please let us know whether you have further questions about the manuscript by replying to this email. For detailed information about the review process please click on the subsequent link to Instructions for Referees: <http://www.beilstein-journals.org/bjoc/submission/refereeInstructions.htm>. In general, referees are requested to return their reports as soon as possible, and at the latest within 14 days.

If you are able to review the above mentioned manuscript, please click on the following acceptance link:
<http://www.beilstein-journals.org/bjoc/notify?token=ca40d774fa35535d4abb49075f8a426f6f1b655>

If you would like to decline the invitation, then choose the following declination link:
<http://www.beilstein-journals.org/bjoc/notify?token=9014a89e7c82b3360eb8a5bdfcc9157564a2d664>

After agreeing to review the manuscript you will be notified immediately per email about how to proceed further. If you are unable to review the manuscript, we would be most grateful if you could suggest alternative referees by replying to this email. We hope you are able to support the Beilstein Journal of Organic Chemistry.

We look forward to receiving an answer from you within the next few days.

With best regards,

Beilstein Editorial Office

Email: bjoc-editorial-office@beilstein-institut.de
Web: <http://www.beilstein-journals.org/bjoc>

The Beilstein Journal of Organic Chemistry is a fully peer reviewed, online open access journal. The content is freely accessible online and is publicly archived. Authors can publish scientific articles free of charge as the Beilstein Journal of Organic Chemistry is completely funded by the Beilstein-Institut, a non-profit foundation committed to advancing communication and information in chemistry. The Beilstein Journal of Organic Chemistry publishes high quality work in all areas of Organic Chemistry, and for this reason, we ask our referees to recommend publication only of important work which will make an impact on the field. More information about the journal, including details of our Editorial Advisory Board, is available at <http://www.beilstein-journals.org/bjoc>.

If the invitation to review a manuscript is accepted, the confirmation email will contain a link to the Beilstein Publishing System as well as the user name and the password for the referee. With the user name and the password a referee is able to log in to the Beilstein Publishing System without registration.

Any scientist who is interested in reviewing for the *Beilstein Journal of Organic Chemistry* may contact the editorial office to express his/her interest and to communicate his/her specialist area (bjoc-editorial-office@beilstein-institut.de).

3 Access to the Beilstein Publishing System

You can access the Beilstein Publishing System either by using the link given in the acceptance confirmation email or directly via the website: <http://www.beilstein-journals.org/bps>. In both cases the login screen of the Beilstein Publishing System will be displayed. Please enter your user name and password in the appropriate fields and click on the “Login” button to log in.

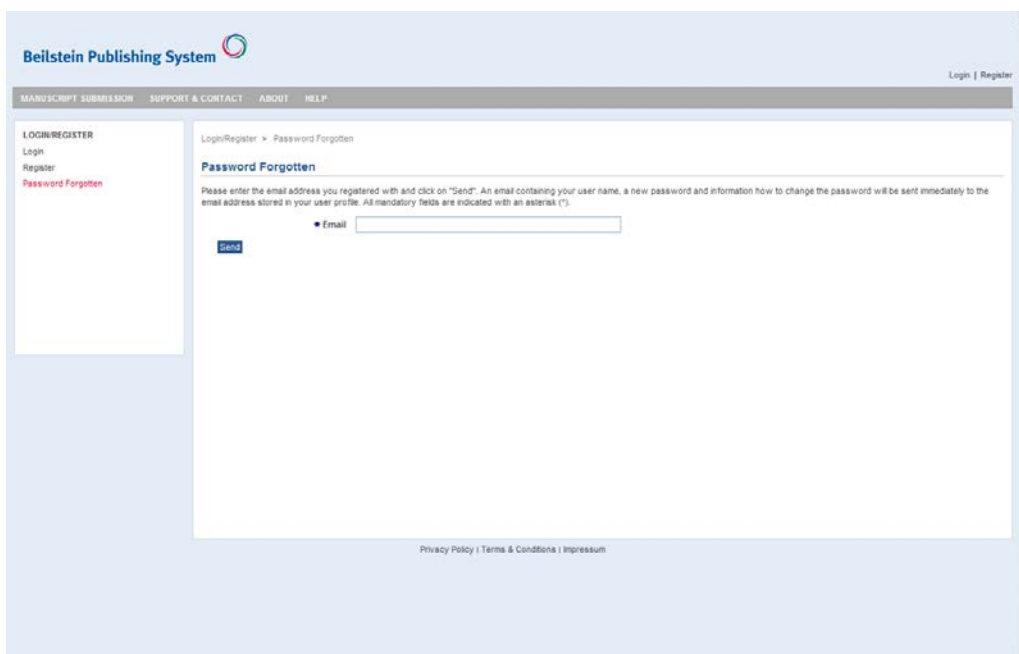
If you access the Beilstein Publishing System using the *Beilstein Journal of Organic Chemistry* homepage (<http://www.beilstein-journals.org/bjoc>), please select the main menu “Submission” and afterwards choose the link “My Manuscripts” from the corresponding submenu. The login page of the Beilstein Publishing System will be displayed where you can enter your user name and password in the appropriate fields and click on the “Login” button to log in.

The screenshot shows the homepage of the Beilstein Journal of Organic Chemistry. At the top, there are navigation links for 'About | My Journal | Support & Contact | Terms & Conditions' and 'Login | Register'. The main header features the journal's logo and a navigation bar with 'HOME', 'SUBMISSION', and 'HELP'. Below this, there are three main columns. The left column contains 'MANUSCRIPT SUBMISSION' with links for 'Submit New Manuscript' and 'My Manuscripts', and 'SUBMISSION INFO' with links for 'Submission Checklist', 'Instructions for Authors', 'Instructions for Referees', 'Copyright & License', 'Competing Interests Policy', 'Manuscript Style Guide', and 'Download Templates'. The middle column is titled 'Manuscript Submission' and contains detailed instructions for authors. The right column is titled 'LATEST SERIES' and lists several articles with their titles and authors, such as 'Directed aromatic functionalization' by Victor Snieckus, 'Chemistry in flow systems II' by Andreas Kirschning, and 'Multicomponent reactions' by Thomas J. J. Müller. At the bottom, there are links for 'Privacy Policy' 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.

The screenshot shows the 'My Journal' page in the Beilstein Publishing System. The top navigation bar includes 'MANUSCRIPT SUBMISSION', 'MY JOURNAL', 'MANUSCRIPT ADMINISTRATION', 'SUPPORT & CONTACT', 'ABOUT', and 'HELP'. The user is logged in as 'Beilstein' in the role of 'Referee'. The left sidebar contains a 'MY JOURNAL' menu with options for 'My Details', 'Change Password', and 'Delete My Profile'. The main content area is titled 'My Journal' and contains the text: 'My Journal allows you to update your personal details or to change your password at any time.' At the bottom, there are links for 'Privacy Policy', 'Terms & Conditions', and 'Impressum'.

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.



4 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 are logged in as Beilstein in role **Referee** Change | Logout

5 Referee Section

5.1 Manuscript Overview

After logging in to the Beilstein Publishing System, the manuscript overview page will be displayed. By default, all the manuscripts of the Beilstein Journals for which you are invited for peer review are shown on the overview page, irrespective of whether you have accepted or declined the invitation to review the corresponding manuscript. A table provides you with the most important information about the manuscript: the manuscript ID, the name of the Beilstein Journal the manuscript has been submitted to, the type of article, the editor, the title, the submitting author, and the status. The status entry is either “Review” or “Completed”.

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” on the right side of the corresponding row. This allows you to proceed further with the review process.

Beilstein Publishing System

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

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

MANUSCRIPT ADMINISTRATION
Manuscript Overview

Manuscript Administration > Manuscript Overview

Manuscript Overview for User Role Referee

Manuscript ID Submitter Editor Search Clear

Manuscript ID	Journal	Type of Article	Editor	Title	Submitter	Status	Details
328226	BJOC	Full Paper	Clayden	First total synthesis of Sparghaleucin	Meyers	Completed	Show
323592	BJOC	Full Paper	Clayden	Use of new chiral ligands in Pd-catalyzed reactions	Smith	Review	Show

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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 data of the review process of the relevant manuscript will be shown.

Beilstein Publishing System

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

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

MANUSCRIPT ADMINISTRATION
Manuscript Overview

Manuscript Administration > Manuscript Overview > Details of ID 323592

Manuscript ID: 323592 Editor: Prof. Jonathan Clayden Submitter: Dr. John Smith Status: Review
Journal: Beilstein Journal of Organic Chemistry Type of Article: Full Research Paper
Title: Use of new chiral ligands in Pd-catalyzed reactions

Back << < > >>

Details Files

Current Status Data

Status	Review
Status No.	1
Review Status	Assigned
Invitation Date	03 Sep 2008
Process Time (d)	1
Due Date	17 Sep 2008
Remind Date	
Review Begin Date	03 Sep 2008
Review End Date / Process Date	
Process Time (d)	1
Due Date	17 Sep 2008
Remind Date	

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On the left side of the screen, the action list allows you to perform different actions on the manuscript as long as the manuscript is in the review status “Assigned”.

Action	Comments
Download Files	The tab “Files” opens for downloading the manuscript files. Any individual file can be downloaded by a click on the file name (see chapter 5.3)
Upload Report	This action allows the upload of a referee report (see chapter 5.4).
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 mentioned in the overview list by choosing the corresponding arrow above or below the details summary.

If a manuscript is classified as acceptable after the peer review, the editor will request the author to provide a revised version of the paper and to give a point-by-point response to all referee’s or editor’s comments. In general, the editor will initiate further steps based on the referees’ reports and the author’s response to them, without seeking further opinion. In special cases concerning new or unusual issues or when authors believe they have been misunderstood, the editor may decide to send the revised manuscript back to the original referees or to new referees.

If a referee agrees to review such a manuscript a second time, the dataset of the corresponding manuscript will be displayed again with the status “Review” on the manuscript overview page. On the details page details of the first review process (Review No. 1) with all relevant data including the review report will be displayed as well as a second dataset (Review No. 2). The revised manuscript files can be downloaded from the tab “Files” (see chapter 5.3).

The screenshot displays the Beilstein Publishing System interface. At the top, it shows the user is logged in as a Referee. The main content area is titled 'Manuscript Administration' and shows details for manuscript ID 323592. The manuscript is currently in 'Review' status. The journal is 'Beilstein Journal of Organic Chemistry' and the article type is 'Full Research Paper'. The title is 'Use of new chiral ligands in Pd-catalyzed reactions'. The interface includes a sidebar with 'ACTIONS' (Download Files, Upload Report, Send Email) and a main content area with 'Details' and 'Files' tabs. Two 'Current Status Data' sections are visible, one for Review No. 1 (Status: Review) and one for Review No. 2 (Status: Assigned). Navigation buttons for back, first, previous, next, and last are present at the top and bottom of the details section.

5.3 Download Files

Choosing the tab “Files” or the action “Download Files” displays a summary of all files connected with the manuscript which should be reviewed. The file name, the file size and any comment entered by the authors during the submission process are shown. Any individual file can be viewed or downloaded by clicking on the file name.

The screenshot shows the Beilstein Publishing System interface. The top navigation bar includes 'MANUSCRIPT SUBMISSION', 'MY JOURNAL', 'MANUSCRIPT ADMINISTRATION', 'SUPPORT & CONTACT', 'ABOUT', and 'HELP'. The user is logged in as 'Beilstein' in the role of 'Referee'. The main content area is titled 'Manuscript Administration > Manuscript Overview > Files of ID 323592'. Manuscript details include: Manuscript ID: 323592, Editor: Prof. Jonathan Clayden, Submitter: Dr. John Smith, Status: Review, Journal: Beilstein Journal of Organic Chemistry, Type of Article: Full Research Paper, and Title: Use of new chiral ligands in Pd-catalyzed reactions. The 'Files' tab is active, showing 'Manuscript File Details Last Version'. There are two tables: 'Initial PDF' with one entry (File Name: int_1220455680206.pdf, Size: 528703) and 'Supporting Information' with one entry (File Name: S1.doc, Size: 74240). Navigation buttons for back, previous, next, and forward are present.

5.4 Referee Report

To upload your referee report, you must first open the details page of the manuscript and then select the action “Upload Report”. You will be directed to the review submission form of the Beilstein Publishing System which will allow you to upload all relevant review report data step by step. Mandatory entry fields are marked with an asterisk (*) on each page. You can proceed with the stepwise review submission process by using the “Next” button or alternatively, save any review 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.

5.4.1 Manuscript Rating

On the first page of the review submission form you must give your recommendation on publication and a general assessment of the manuscript by choosing one of several listed options for each section. The following section headings and possible entries are given:

Recommendation

- Accept without revisions
- Accept with minor revisions
- Accept with major revisions
- Unable to decide
- Reject

Manuscript Assessment

- An excellent article which merits publication in a leading scientific journal
- An article of general importance
- An article of importance to those with closely related research interests
- An article of limited interest
- An article with lack of novelty
- A scientifically unreliable article
- An article not within the scope of the journal

Previous Publications

- Relevant literature is cited appropriately
- There are deficiencies in the citation of relevant literature
- Not applicable

Claims and Conclusions

- The data obtained verify the claims and conclusions
- The claims and conclusions are not sufficiently supported by the data
- Not applicable

Experimental Details

- The experimental details are appropriately described
- The experimental procedures have insufficient details
- Not applicable

Identity and Purity

- The identity and degree of purity of new compounds is unequivocally established
- The identity and degree of purity of new compounds is not sufficiently supported by spectroscopic or analytic data
- Not applicable

Language and Style

- Article needs no or minor language corrections
- Substantial language corrections are necessary

Beilstein Publishing System

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

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

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Manuscript Overview

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Upload Report
Send Email

Manuscript Administration > Manuscript Overview > Details of ID 323592 > Upload Report > Manuscript Rating

Manuscript ID: 323592 Editor: Prof. Jonathan Clayden Submitter: Dr. John Smith Status: Review
Journal: Beilstein Journal of Organic Chemistry Type of Article: Full Research Paper
Title: Use of new chiral ligands in Pd-catalyzed reactions

1. Manuscript Rating 2. Review Report 3. Upload Additional Files 4. Competing Interests 5. Finalize

Save Next

Manuscript Rating

Please give your recommendation regarding the acceptance of the manuscript by choosing one of the listed options. In addition, the manuscript assessment and some other points concerning the quality of the manuscript should be specified.

Recommendation

- Accept without revisions
- Accept with minor revisions
- Accept with major revisions
- Unable to decide
- Reject

Manuscript Assessment

- An excellent article which merits publication in a leading scientific journal
- An article of general importance
- An article of importance to those with closely related research interests
- An article of limited interest
- An article with lack of novelty
- A scientifically unreliable article
- An article not within the scope of the journal

Previous Publications

- Relevant literature is cited appropriately
- There are deficiencies in the citation of relevant literature
- Not applicable

Claims and Conclusions

- The data obtained verify the claims and conclusions
- The claims and conclusions are not sufficiently supported by the data
- Not applicable

Experimental Details

- The experimental details are appropriately described
- The experimental procedures have insufficient details
- Not applicable

Identity and Purity

- The identity and degree of purity of new compounds is unequivocally established
- The identity and degree of purity of new compounds is not sufficiently supported by spectroscopic or analytical data
- Not applicable

Language Style

- Article needs no or minor language corrections
- Substantial language corrections are necessary

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5.4.2 Review Report

The review report must be either typed into the text field given on this page, or alternatively, the report can be generated by use of a standard word processing program and entered in the text field by copy and paste. If you copy and paste special characters from versions older than Microsoft Word 2003 these may appear as Roman letters. Please use the Character Map program which is installed on your Windows PC to solve this problem (see "[Hints & Tips](#)").

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

Beilstein Publishing System

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

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

MANUSCRIPT ADMINISTRATION
Manuscript Overview

REVIEW INFORMATION
Instructions for Referees
Competing Interests Policy

ACTIONS
Download Files
Upload Report
Send Email

Manuscript Administration > Manuscript Overview > Details of ID: 323592 > Upload Report > Review Report

Manuscript ID: 323592 **Editor:** Prof. Jonathan Clayden **Submitter:** Dr. John Smith **Status:** Review
Journal: Beilstein Journal of Organic Chemistry **Type of Article:** Full Research Paper
Title: Use of new chiral ligands in Pd-catalyzed reactions

1. Manuscript Rating 2. **Review Report** 3. Upload Additional Files 4. Competing Interests 5. Finalize

Previous Save Next

Review Report

Please type the referee report in the following text field. Alternatively, you can use a standard word processing program to generate your report and afterwards copy and paste your comments in the text field below. Confidential comments to the editor may only relate to ethical or political issues but must not contain parts of the review itself.

• Referee Report

[Add Confidential Comment to the Editor](#)

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5.4.3 Upload Additional Files

On this page you can upload additional files to your report. Such additional files may be the manuscript with detailed comments or marked typing mistakes.

Browse for the individual file on your local computer, select the corresponding file name within the opened dialog box and click on “Open”. You may also enter short comments for each file in a text box.

Beilstein Publishing System

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

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

MANUSCRIPT ADMINISTRATION
Manuscript Overview

REVIEW INFORMATION
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Competing Interests Policy

ACTIONS
Download Files
Upload Report
Send Email

Manuscript Administration > Manuscript Overview > Details of ID: 323592 > Upload Report > Upload Additional Files

Manuscript ID: 323592 **Editor:** Prof. Jonathan Clayden **Submitter:** Dr. John Smith **Status:** Review
Journal: Beilstein Journal of Organic Chemistry **Type of Article:** Full Research Paper
Title: Use of new chiral ligands in Pd-catalyzed reactions

1. Manuscript Rating 2. Review Report 3. **Upload Additional Files** 4. Competing Interests 5. Finalize

Previous Save Next

Upload Additional Files

Additional files, for example an annotated manuscript, may be uploaded in the field below.

File Name Durchsuchen... Comment

Upload

Type of File	File Name	Size (Bytes)	Comment	Actions
No data found				

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After successful uploading, the files will be listed in the lower section of the screen. This area remains empty until the first file has been saved in the system. Please 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 start the upload process once again. You may also view or download the files by clicking on the file name.

5.4.4 Competing Interests

On this page you must declare any potential conflict of interests related to the paper you have reviewed. Please choose one of the two entries given to declare if there are competing interests or not. If competing interests exist, please disclose these in the text field below.

Competing interests exist when your objective assessment of the manuscript might be influenced by personal, professional or financial relationship with other people or organizations (for more information see the [Competing Interests Policy](#)).

Beilstein Publishing System

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

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

MANUSCRIPT ADMINISTRATION
Manuscript Overview

REVIEW INFORMATION
Instructions for Referees
Competing Interests Policy

ACTIONS
Download Files
Upload Report
Send Email

Manuscript Administration > Manuscript Overview > Details of ID 323592 > Upload Report > Declaration of Competing Interests

Manuscript ID: 323592 Editor: Prof. Jonathan Clayden Submitter: Dr. John Seth Status: Review
Journal: Beilstein Journal of Organic Chemistry Type of Article: Full Research Paper
Title: Use of new chiral ligands in Pd-catalyzed reactions

1. Manuscript Rating 2. Review Report 3. Upload Additional Files **4. Competing Interests** 5. Finalize

Previous Save Next

Declaration of Competing Interests

Referees are requested to declare any potential competing interests referring to the paper they have accepted to review.

A competing interest exists when the referee's objective assessment of a manuscript might be interfered by his personal, professional or financial relationship with other people or organizations. Referees should reveal any financial as well as non-financial competing interests that would embarrass them if it became generally known after publication of the manuscript (for more information see [Competing Interests Policy](#)).

I have read the competing interest policy and declare that I have no competing interests
 I have read the competing interest policy and wish to disclose the following conflicts:

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5.4.5 Finalize

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

A click on the link “Show PDF” opens the referee report as a PDF file which contains all important information entered during the review submission process.

The review submission process must be finished by a click on the “Finalize Review” button. After completion of the review submission process a confirmation page will be shown.

The screenshot shows the Beilstein Publishing System interface. At the top, it says 'You are logged in as Beilstein in role Referee'. The main navigation bar includes 'MANUSCRIPT SUBMISSION', 'MY JOURNAL', 'MANUSCRIPT ADMINISTRATION', 'SUPPORT & CONTACT', 'ABOUT', and 'HELP'. The left sidebar contains 'MANUSCRIPT ADMINISTRATION' with a 'Manuscript Overview' link, 'REVIEW INFORMATION' with links for 'Instructions for Referees' and 'Competing Interests Policy', and 'ACTIONS' with links for 'Download Files', 'Upload Report', and 'Send Email'. The main content area shows the 'Finalize Review' step for a manuscript with ID 323592. Manuscript details include: Editor: Prof. Jonathan Clayden, Submitter: Dr. John Smith, Journal: Beilstein Journal of Organic Chemistry, and Title: Use of new chiral ligands in Pd-catalyzed reactions. A progress bar shows five steps: 1. Manuscript Rating, 2. Review Report, 3. Upload Additional Files, 4. Competing Interests, and 5. Finalize (highlighted). Below this is a 'Finalize Review' section with instructions to proofread the PDF report. A 'Review Data' table is shown below:

Review Data		
Manuscript Rating	Manuscript Rating Given	yes
Review Report	Report Given	yes
	Confidential Comment Given	no
Upload Additional Files	No. of Additional Files	0
Competing Interests	Declaration of Competing Interests Given	yes

At the bottom of the page, there are links for 'Show PDF' and 'Finalize Review', and a footer for 'Privacy Policy | Terms & Conditions | Impressum'.

6 Contact/Support

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

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URL: <http://www.beilstein-institut.de>

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. We strive to answer email enquiries within 2 working days.