

# 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 K. Beilstein,

We would like to invite you to participate in the peer-review process of a manuscript submitted to our non-profit journal by Dr. John Smith. You were suggested by the submitting author, the handling editor or an invited referee of this manuscript.

Title: New chiral ligands in Pd-catalyzed reactions

Journal: Beilstein Journal of Organic Chemistry

Type of article: Full Research Paper

Author(s):

John Smith, Ed Meyers

Abstract:

Pd-catalyzed enantioselective ...

To ACCEPT this review invitation under the conditions described below, please click <https://www.beilstein-journals.org/s/pb0MzQ0qHv> and you will be emailed immediately with further instructions. Under normal circumstances, referees are asked to return their reports as soon as possible, within 14 days at the latest.

To DECLINE this review invitation, please click <https://www.beilstein-journals.org/s/zZbQ9e9gvi>. In this case we would greatly appreciate if you could suggest alternative referees by either replying directly to this email or filling in the form that follows after declination.

For conditions and detailed information about the review process, please see the Instructions for Referees <https://www.beilstein-journals.org/bjoc/refereeInstructions> as well as the Editorial Policy <https://www.beilstein-journals.org/bjoc/editorialPolicy>. For information about data protection and your rights, please see our Privacy Policy <https://www.beilstein-journals.org/bjoc/privacyPolicy>. We would like to keep your contact information for our referee database. If you do not agree to these terms and you have not been associated with a manuscript in our database, please contact [journals-support@beilstein-institut.de](mailto:journals-support@beilstein-institut.de) and we will remove your information.

We hope you are able to make time for our non-profit Beilstein Journal of Organic Chemistry, which is a unique opportunity to support a true diamond open access (no fee) journal.

With best regards,

Beilstein BJOC Editor in Chief

Email: [bjoc-editor@beilstein-institut.de](mailto:bjoc-editor@beilstein-institut.de)

Web: <https://www.beilstein-journals.org/bjoc>

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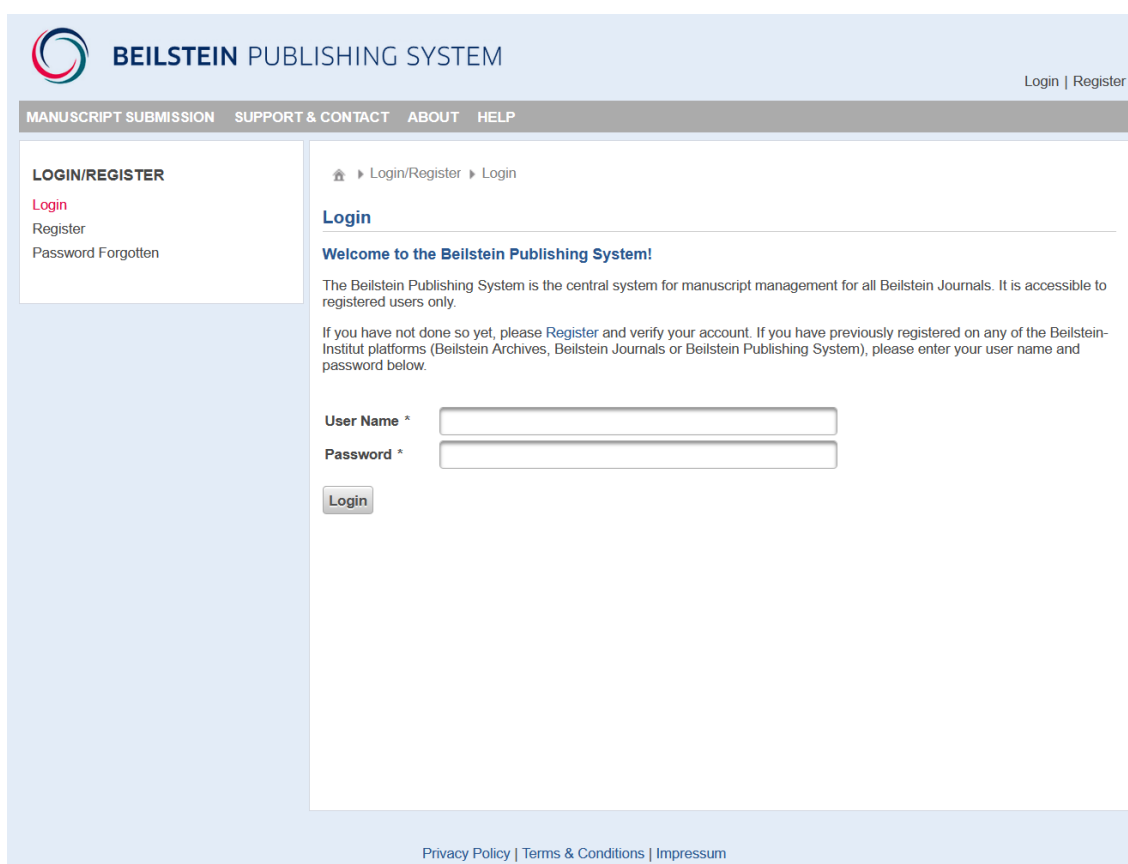
The Beilstein Journal of Organic Chemistry is a fully peer reviewed, online open access journal. The content is freely accessible online and is publicly archived. Authors can publish scientific articles free of charge as the Beilstein Journal of Organic Chemistry is completely funded by the Beilstein-Institut, a non-profit foundation committed to advancing communication and information in the area of chemistry and its related disciplines. 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 <https://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 managing editor to express his/her interest and to communicate his/her specialist area ([managing-editor-bjoc@beilstein-institut.de](mailto:managing-editor-bjoc@beilstein-institut.de)).

### 3 Access to the Beilstein Publishing System

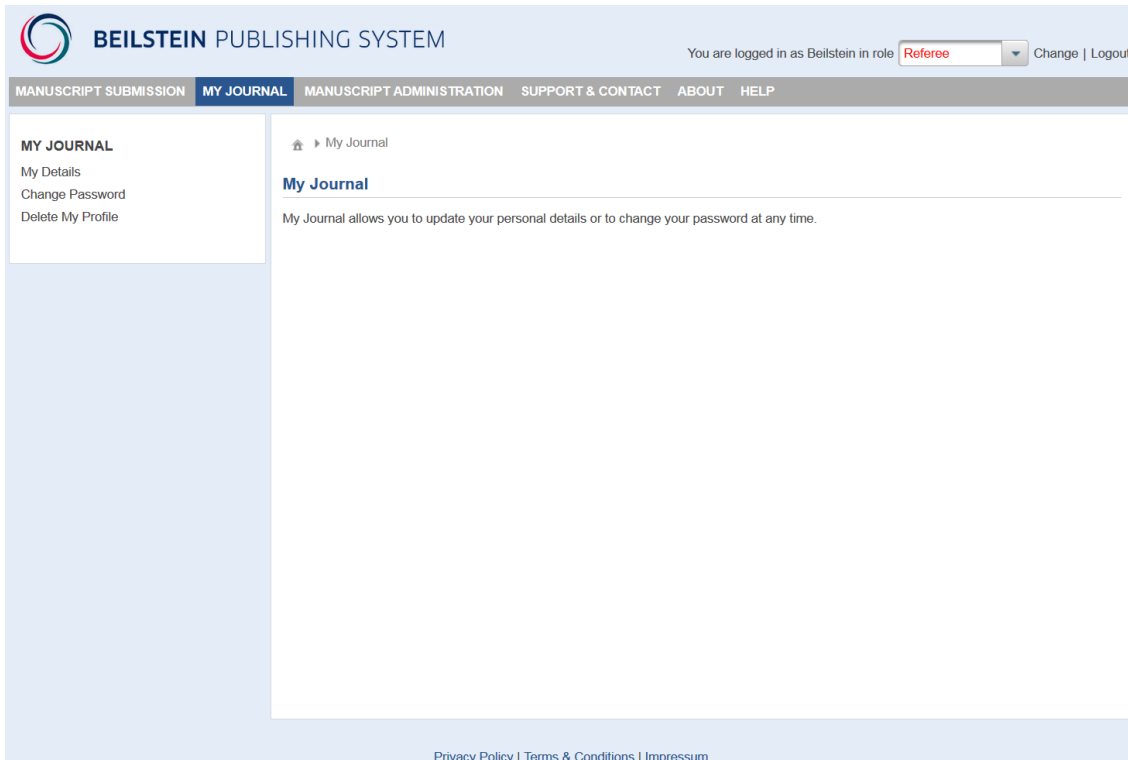
You can access the Beilstein Publishing System either by using the link given in the acceptance confirmation email or directly via the website: <https://www.beilstein-journals.org/bps>. In both cases the login screen of the Beilstein Publishing System will be displayed. Please enter your user name and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



The screenshot shows the Beilstein Publishing System login page. At the top left is the logo and the text "BEILSTEIN PUBLISHING SYSTEM". On the top right, there are links for "Login" and "Register". Below this is a navigation bar with "MANUSCRIPT SUBMISSION", "SUPPORT & CONTACT", "ABOUT", and "HELP". On the left side, there is a sidebar menu with "LOGIN/REGISTER", "Login", "Register", and "Password Forgotten". The main content area has a breadcrumb trail "Home > Login/Register > Login" and a heading "Login". Below the heading is a welcome message: "Welcome to the Beilstein Publishing System! 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 done so yet, please Register and verify your account. If you have previously registered on any of the Beilstein-Institut platforms (Beilstein Archives, Beilstein Journals or Beilstein Publishing System), please enter your user name and password below." There are two input fields: "User Name \*" and "Password \*", followed by a "Login" button. At the bottom of the page, there are links for "Privacy Policy", "Terms & Conditions", and "Impressum".

If you access the Beilstein Publishing System using the *Beilstein Journal of Organic Chemistry* homepage (<https://www.beilstein-journals.org/bjoc>), please select the main menu “Submission” and afterwards choose the button “My Manuscripts” given on the right side of the screen to open the login page.

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.



BEILSTEIN PUBLISHING SYSTEM

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

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

**MY JOURNAL**  
My Details  
Change Password  
Delete My Profile

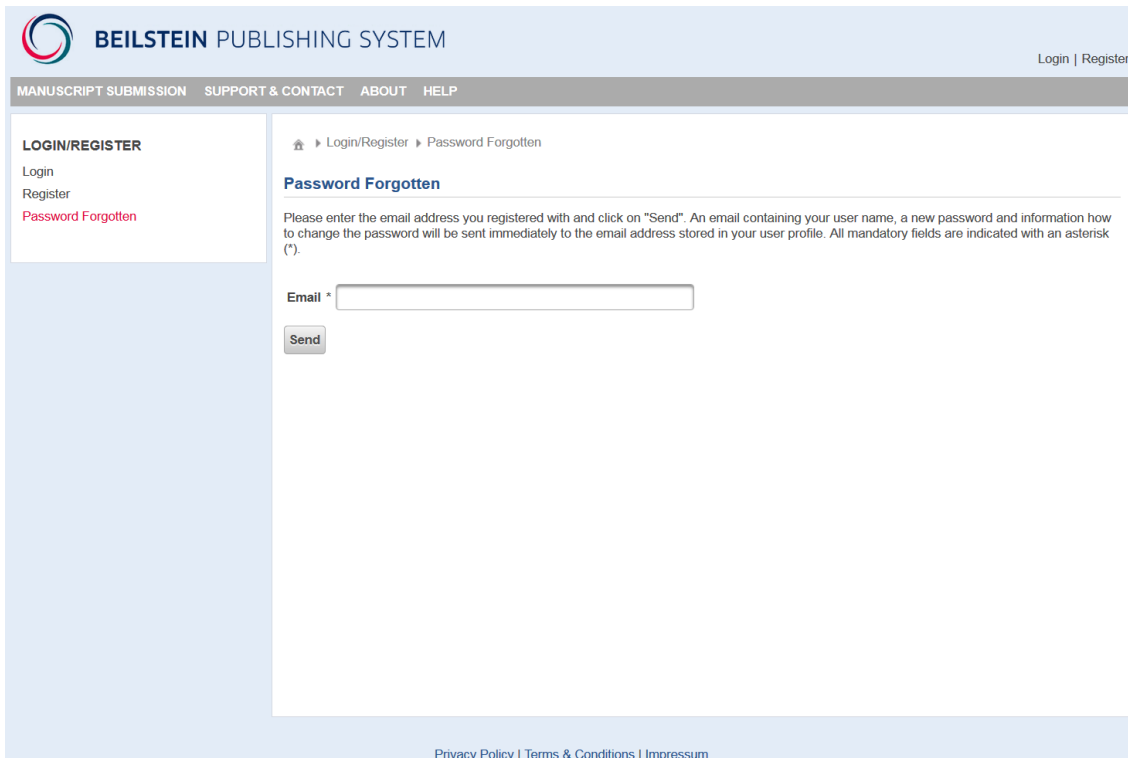
My Journal

**My Journal**

My Journal allows you to update your personal details or to change your password at any time.

Privacy Policy | Terms & Conditions | 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.



BEILSTEIN PUBLISHING SYSTEM

Login | Register

MANUSCRIPT SUBMISSION SUPPORT & CONTACT ABOUT HELP

**LOGIN/REGISTER**  
Login  
Register  
Password Forgotten

Login/Register Password Forgotten

**Password Forgotten**

Please enter the email address you registered with and click on “Send”. An email containing your user name, a new password and information how to change the password will be sent immediately to the email address stored in your user profile. All mandatory fields are indicated with an asterisk (\*).

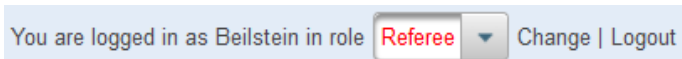
Email \*

Send

Privacy Policy | Terms & Conditions | Impressum

## 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.



## 5 Referee Section

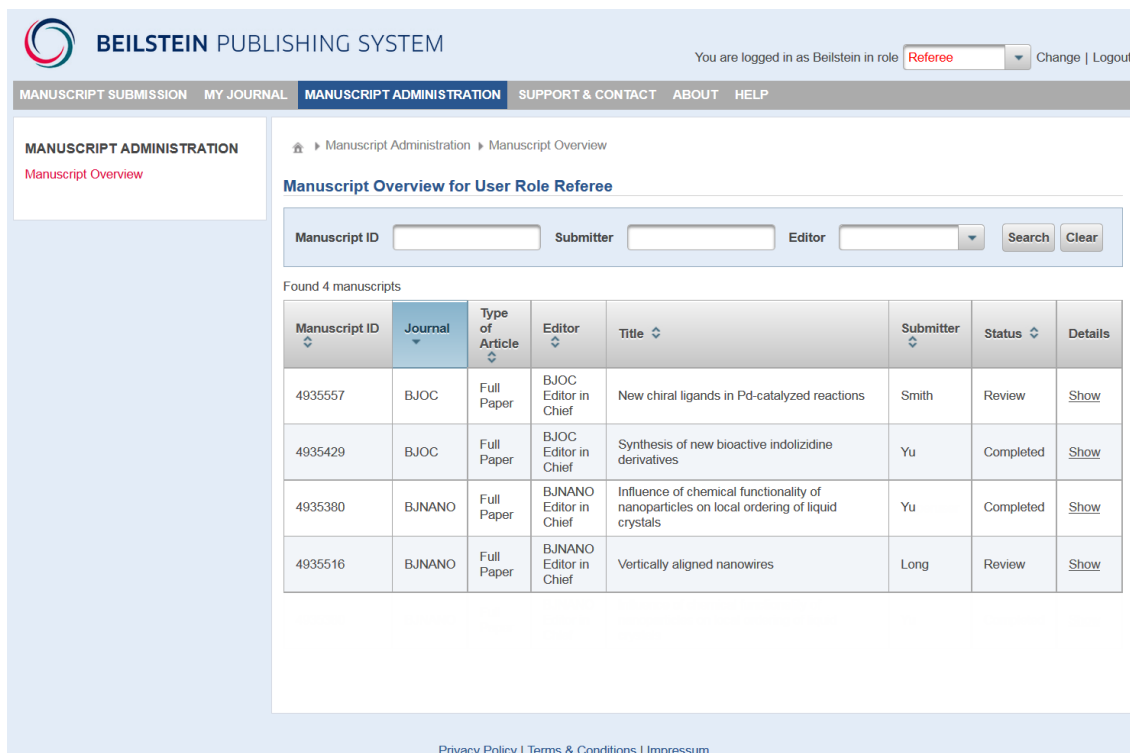
### 5.1 Manuscript Overview

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.

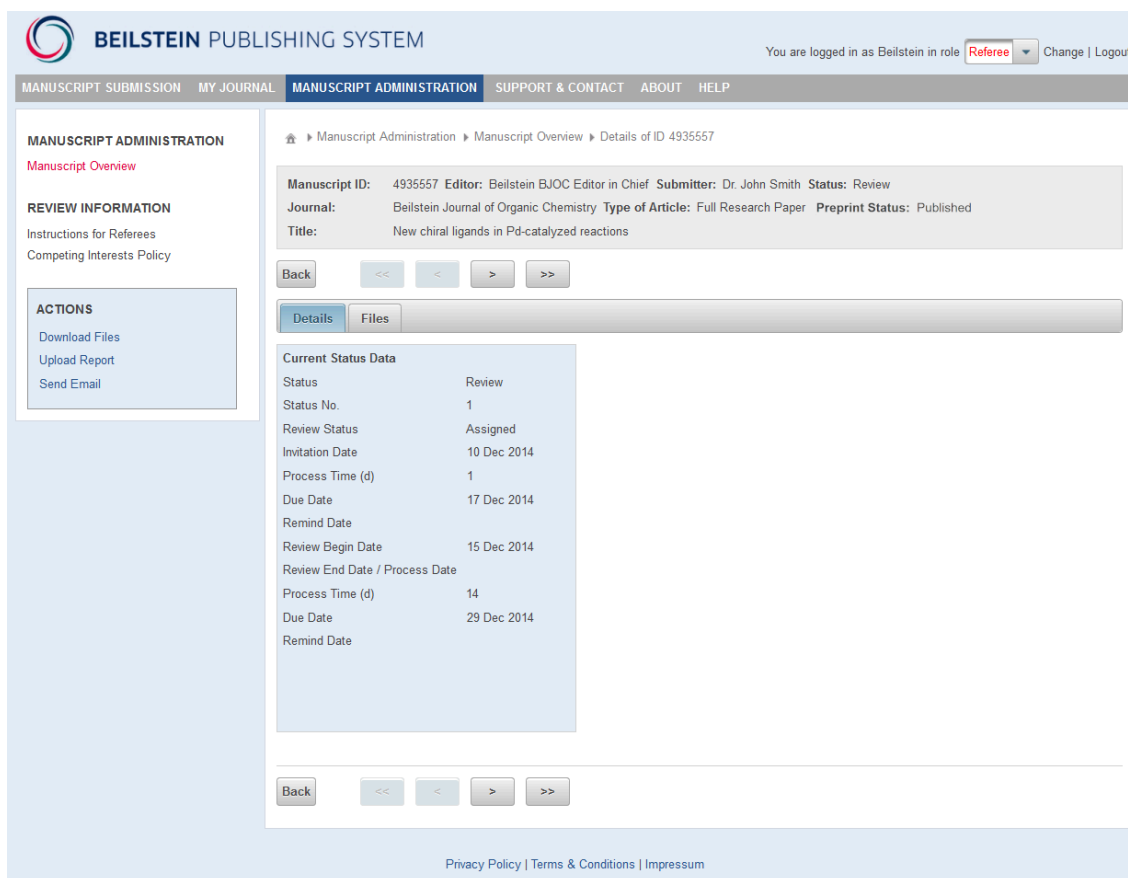

 A screenshot of the Beilstein Publishing System's Manuscript Overview page for a Referee user role. The page has a navigation bar with "MANUSCRIPT ADMINISTRATION" selected. Below the navigation bar, there is a search area with fields for "Manuscript ID", "Submitter", and "Editor", along with "Search" and "Clear" buttons. Below the search area, it says "Found 4 manuscripts" and displays a table with the following data:
 

Manuscript ID	Journal	Type of Article	Editor	Title	Submitter	Status	Details
493557	BJOC	Full Paper	BJOC Editor in Chief	New chiral ligands in Pd-catalyzed reactions	Smith	Review	Show
4935429	BJOC	Full Paper	BJOC Editor in Chief	Synthesis of new bioactive indolizidine derivatives	Yu	Completed	Show
4935380	BJNANO	Full Paper	BJNANO Editor in Chief	Influence of chemical functionality of nanoparticles on local ordering of liquid crystals	Yu	Completed	Show
4935516	BJNANO	Full Paper	BJNANO Editor in Chief	Vertically aligned nanowires	Long	Review	Show

 At the bottom of the page, there are links for "Privacy Policy | Terms & Conditions | 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 data of the review process of the relevant manuscript will be shown.



The screenshot shows the Beilstein Publishing System interface. The user is logged in as '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 breadcrumb 'Manuscript Administration > Manuscript Overview > Details of ID 4935557'. Below this, a summary box displays: Manuscript ID: 4935557, Editor: Beilstein BJOC Editor in Chief, Submitter: Dr. John Smith, Status: Review, Journal: Beilstein Journal of Organic Chemistry, Type of Article: Full Research Paper, Preprint Status: Published, and Title: New chiral ligands in Pd-catalyzed reactions. Navigation buttons (Back, <<, <, >, >>) are present. A tab bar shows 'Details' selected and 'Files' available. The 'Current Status Data' table is as follows:

Current Status Data	
Status	Review
Status No.	1
Review Status	Assigned
Invitation Date	10 Dec 2014
Process Time (d)	1
Due Date	17 Dec 2014
Remind Date	
Review Begin Date	15 Dec 2014
Review End Date / Process Date	
Process Time (d)	14
Due Date	29 Dec 2014
Remind Date	

Additional navigation buttons (Back, <<, <, >, >>) are located below the status data table. At the bottom of the page, there are links for 'Privacy Policy | Terms & Conditions | Impressum'.

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”.

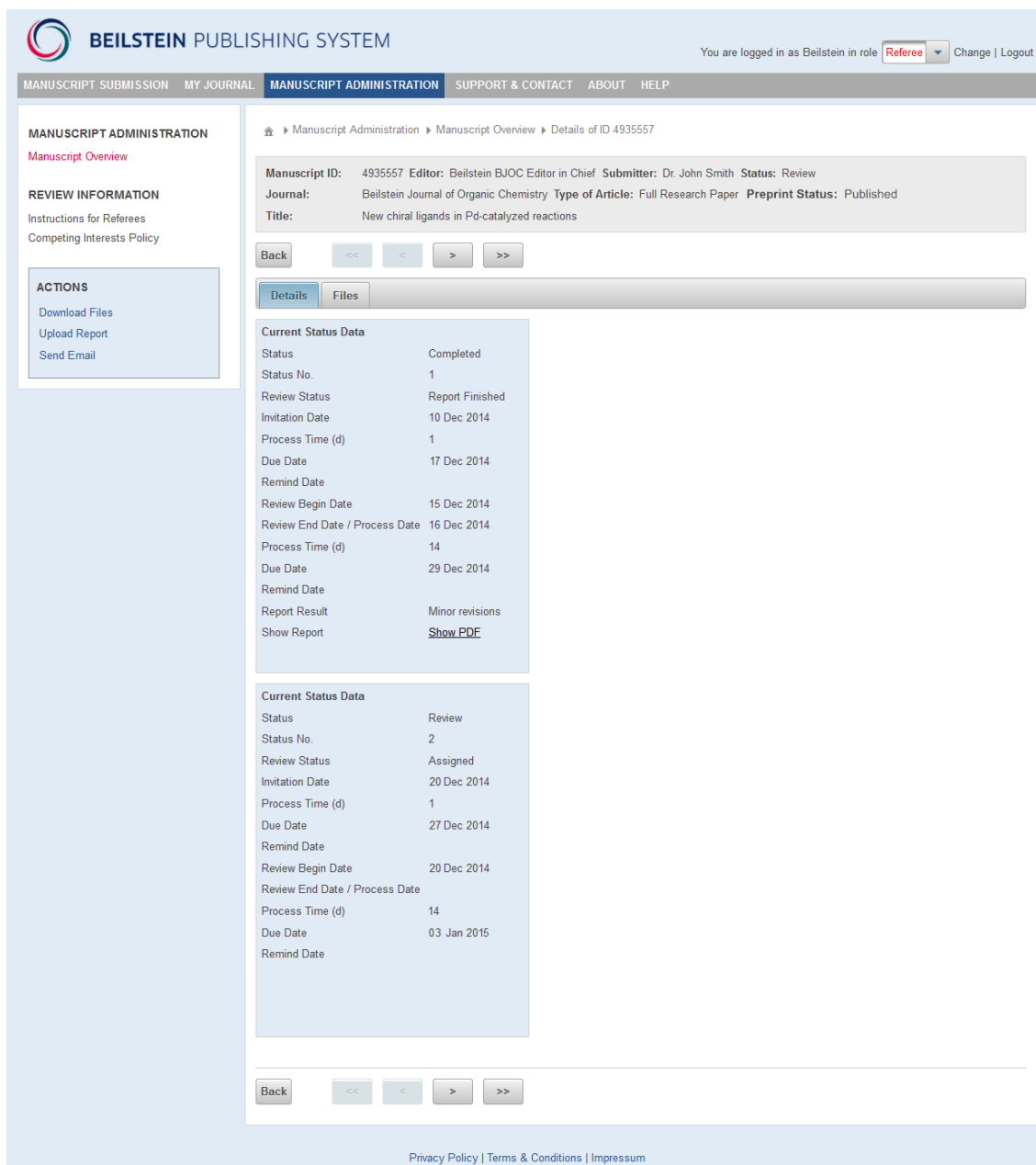
Action	Comments
Download Files	The tab “Files” opens for downloading the manuscript files. Any individual file can be downloaded by a click on the file name (see chapter 5.3)
Upload Report	This action allows the upload of a referee report (see chapter 5.4).
Send Email	An email form opens for sending 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 and the response to review can be downloaded from the tab “Files” (see chapter 5.3).



**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 4935557

**Manuscript ID:** 4935557 **Editor:** Beilstein BJOC Editor in Chief **Submitter:** Dr. John Smith **Status:** Review  
**Journal:** Beilstein Journal of Organic Chemistry **Type of Article:** Full Research Paper **Preprint Status:** Published  
**Title:** New chiral ligands in Pd-catalyzed reactions

Back << < > >>

**Details** Files

**Current Status Data**

Status	Completed
Status No.	1
Review Status	Report Finished
Invitation Date	10 Dec 2014
Process Time (d)	1
Due Date	17 Dec 2014
Remind Date	
Review Begin Date	15 Dec 2014
Review End Date / Process Date	16 Dec 2014
Process Time (d)	14
Due Date	29 Dec 2014
Remind Date	
Report Result	Minor revisions
Show Report	<a href="#">Show PDF</a>

**Current Status Data**

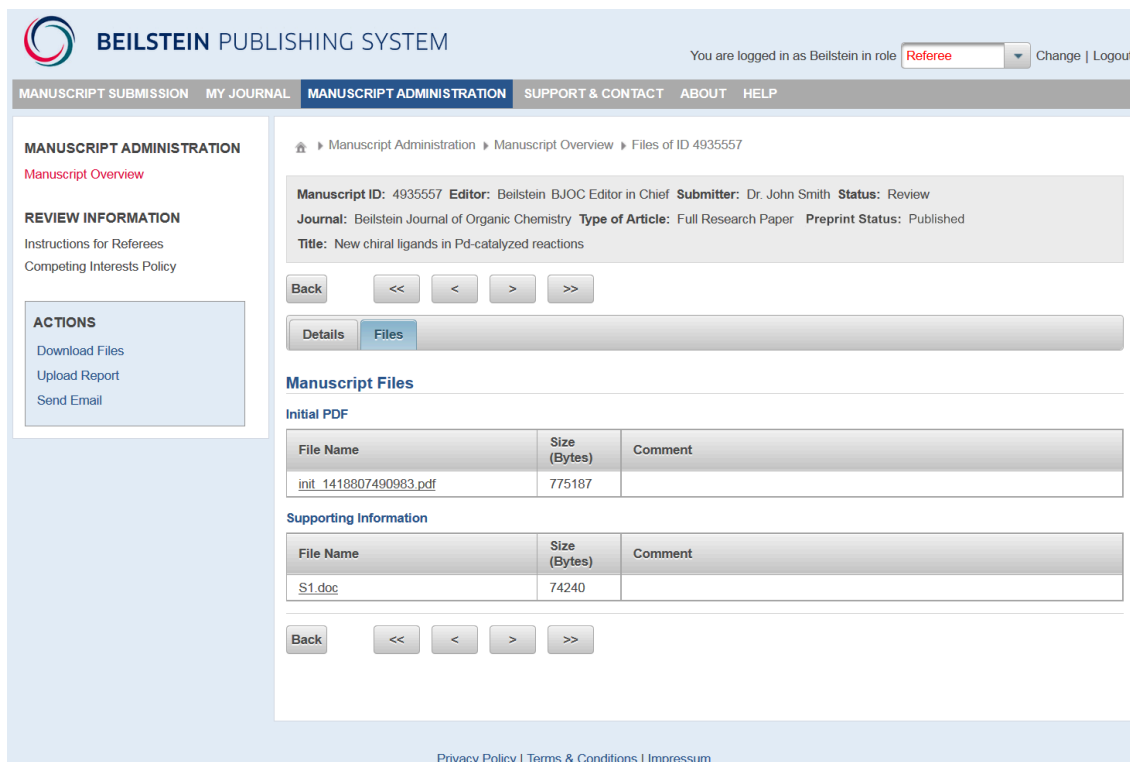
Status	Review
Status No.	2
Review Status	Assigned
Invitation Date	20 Dec 2014
Process Time (d)	1
Due Date	27 Dec 2014
Remind Date	
Review Begin Date	20 Dec 2014
Review End Date / Process Date	
Process Time (d)	14
Due Date	03 Jan 2015
Remind Date	

Back << < > >>

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## 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.



**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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**REVIEW INFORMATION**  
 Instructions for Referees  
 Competing Interests Policy

**ACTIONS**  
 Download Files  
 Upload Report  
 Send Email

Manuscript Administration ▶ Manuscript Overview ▶ Files of ID 4935557

**Manuscript ID:** 4935557 **Editor:** Beilstein BJOC Editor in Chief **Submitter:** Dr. John Smith **Status:** Review  
**Journal:** Beilstein Journal of Organic Chemistry **Type of Article:** Full Research Paper **Preprint Status:** Published  
**Title:** New chiral ligands in Pd-catalyzed reactions

Back << < > >>

Details **Files**

**Manuscript Files**

**Initial PDF**

File Name	Size (Bytes)	Comment
init_1418807490983.pdf	775187	

**Supporting Information**

File Name	Size (Bytes)	Comment
S1.doc	74240	

Back << < > >>

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## 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. Your response to each of the queries will be included in the referee report.


BEILSTEIN PUBLISHING SYSTEM
You are logged in as Beilstein in role Referee [Change](#) | [Logout](#)

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**MANUSCRIPT ADMINISTRATION**

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**REVIEW INFORMATION**

[Instructions for Referees](#)

[Competing Interests Policy](#)

**ACTIONS**

[Download Files](#)

[Upload Report](#)

[Send Email](#)

[Home](#) > [Manuscript Administration](#) > [Manuscript Overview](#) > [Details of ID 4935557](#) > [Upload Report](#) > [Manuscript Rating](#)

**Manuscript ID:** 4935557 **Editor:** Beilstein BJOC Editor in Chief **Submitter:** Dr. John Smith **Status:** Review

**Journal:** Beilstein Journal of Organic Chemistry **Type of Article:** Full Research Paper **Preprint Status:** Published

**Title:** New chiral ligands in Pd-catalyzed reactions

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

**Manuscript Rating**

Please give your recommendation on publication and a general assessment of the manuscript. Please note that your response to each of the queries below will be included in the referee report.

**Recommendation \***

Accept without revisions  
 Accept with minor revisions  
 Accept with major revisions  
 Reject

**Importance \***

5 (Important for some subject areas)

**Novelty/Originality \***

5 (Average novelty/originality)

**Citation of Relevant Previous Publications \***

Appropriate  
 Deficient

**Claims and Conclusions \***

Supported by the data  
 Insufficiently supported by the data

**Description of Experimental Details \***

Appropriate  
 Insufficient  
 Not applicable

**Quality of Supporting Information \***

Appropriate  
 Insufficient  
 Not applicable

**Identity and Purity of New Compounds \***

Clearly established by analytical data  
 Not unequivocally established  
 Not applicable

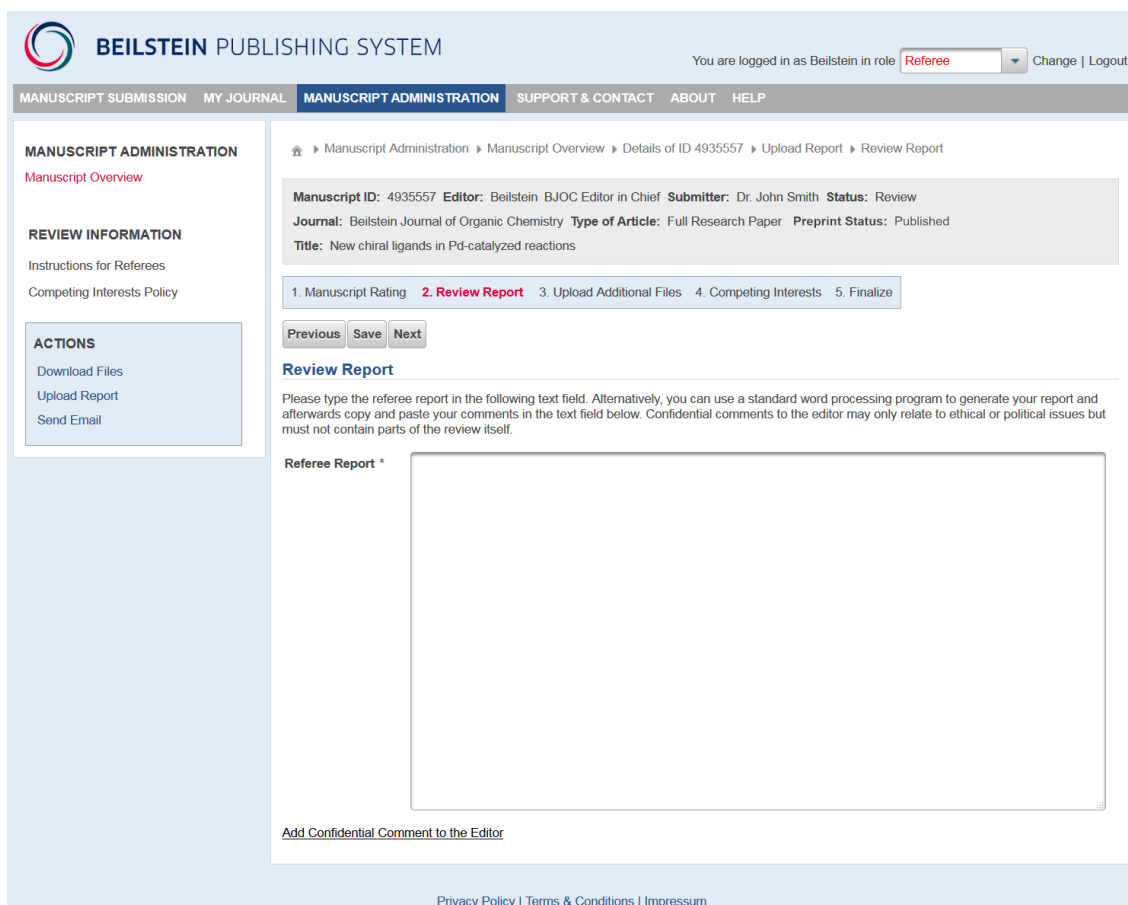
**Language Quality \***

No or only minor corrections necessary  
 Substantial corrections necessary  
 Substantial language corrections are necessary

## 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](#)").

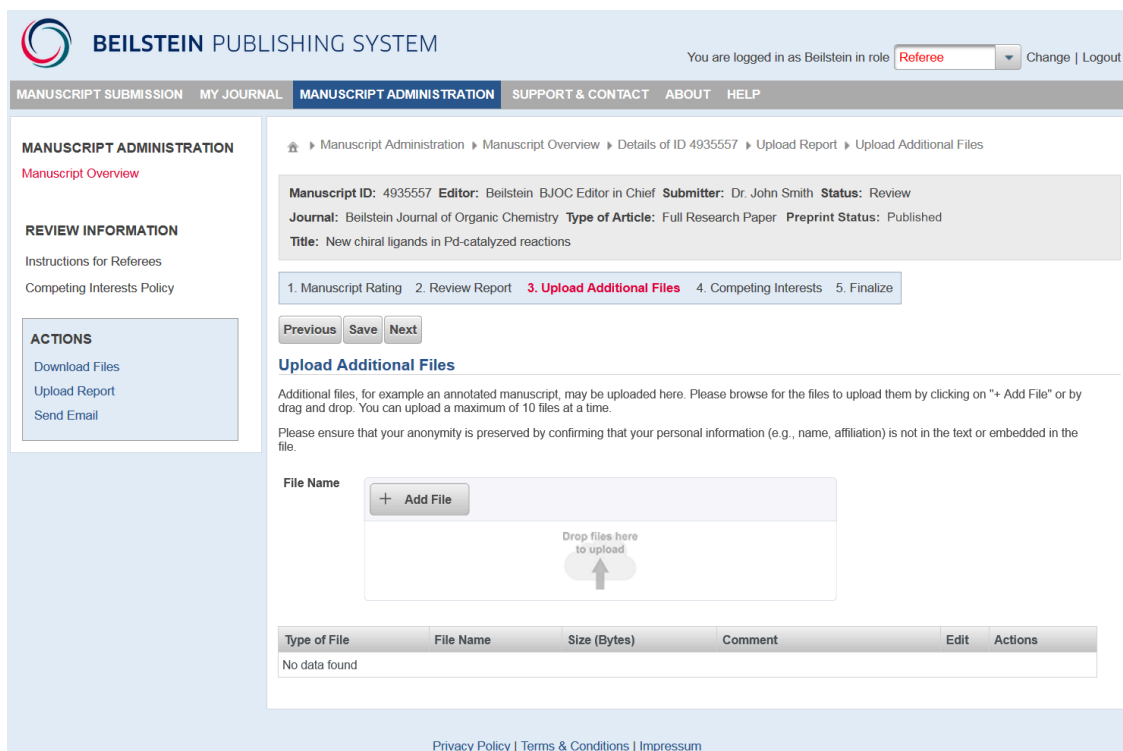
Any confidential comments you would like to send to the editor only may be entered by choosing the corresponding link below the referee report text box.



The screenshot shows the Beilstein Publishing System interface for a referee report. The page title is "BEILSTEIN PUBLISHING SYSTEM" and the user is logged in as "Referee". The navigation menu includes "MANUSCRIPT SUBMISSION", "MY JOURNAL", "MANUSCRIPT ADMINISTRATION", "SUPPORT & CONTACT", "ABOUT", and "HELP". The main content area displays the manuscript details for ID 4935557, including the editor (Beilstein BJOC Editor in Chief), submitter (Dr. John Smith), status (Review), journal (Beilstein Journal of Organic Chemistry), type of article (Full Research Paper), and preprint status (Published). The title is "New chiral ligands in Pd-catalyzed reactions". The current step in the process is "2. Review Report", with other steps being "1. Manuscript Rating", "3. Upload Additional Files", "4. Competing Interests", and "5. Finalize". There are "Previous", "Save", and "Next" buttons. The "Review Report" section contains a text field for the referee report and a link to "Add Confidential Comment to the Editor". The footer includes "Privacy Policy | Terms & Conditions | Impressum".

### 5.4.3 Upload Additional Files

On this page you can upload additional files to your report by either clicking on the "+ Add File" button or by using the drag and drop functionality. Such additional files may be the manuscript with detailed comments or marked typing mistakes.



BEILSTEIN PUBLISHING SYSTEM

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

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 Upload Report  
 Send Email

Manuscript Administration ▶ Manuscript Overview ▶ Details of ID 4935557 ▶ Upload Report ▶ Upload Additional Files

Manuscript ID: 4935557 Editor: Beilstein BJOC Editor in Chief Submitter: Dr. John Smith Status: Review  
 Journal: Beilstein Journal of Organic Chemistry Type of Article: Full Research Paper Preprint Status: Published  
 Title: 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 here. Please browse for the files to upload them by clicking on "+ Add File" or by drag and drop. You can upload a maximum of 10 files at a time.  
 Please ensure that your anonymity is preserved by confirming that your personal information (e.g., name, affiliation) is not in the text or embedded in the file.

File Name

+ Add File

Drop files here to upload

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

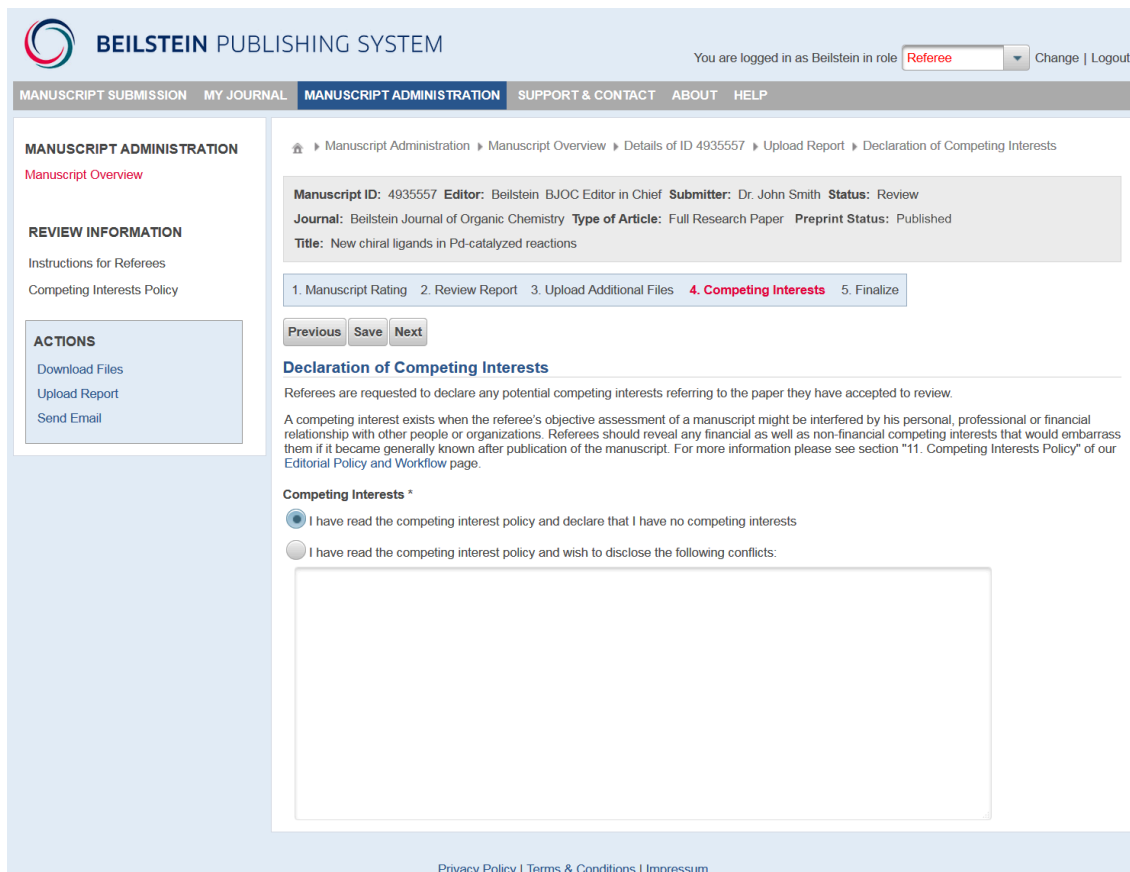
Privacy Policy | Terms & Conditions | Impressum

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, or you may enter short comments by clicking on the pencil icon.


## 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](#)).

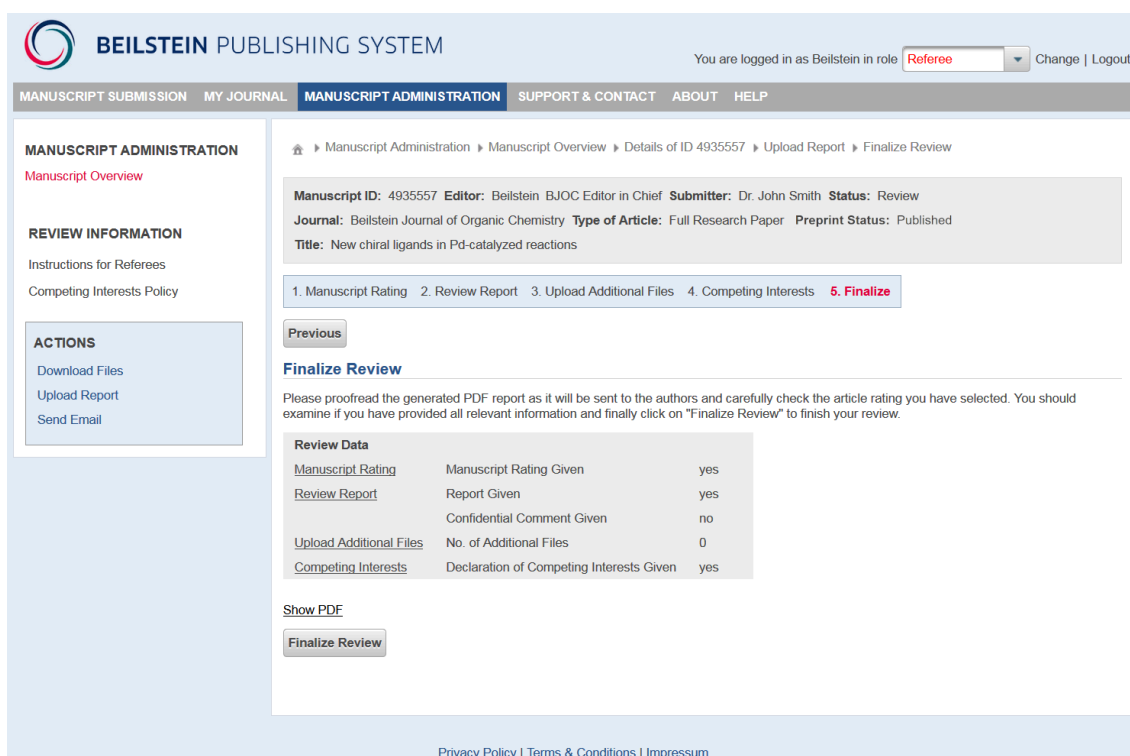


## 5.4.5 Finalize

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.



**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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**Title:** New chiral ligands in Pd-catalyzed reactions

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

Previous

**Finalize Review**

Please proofread the generated PDF report as it will be sent to the authors and carefully check the article rating you have selected. You should examine if you have provided all relevant information and finally click on "Finalize Review" to finish your review.

Review Data		
<a href="#">Manuscript Rating</a>	Manuscript Rating Given	yes
<a href="#">Review Report</a>	Report Given	yes
	Confidential Comment Given	no
<a href="#">Upload Additional Files</a>	No. of Additional Files	0
<a href="#">Competing Interests</a>	Declaration of Competing Interests Given	yes

Show PDF

Finalize Review

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## 6 Contact/Support

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