



Help for Authors

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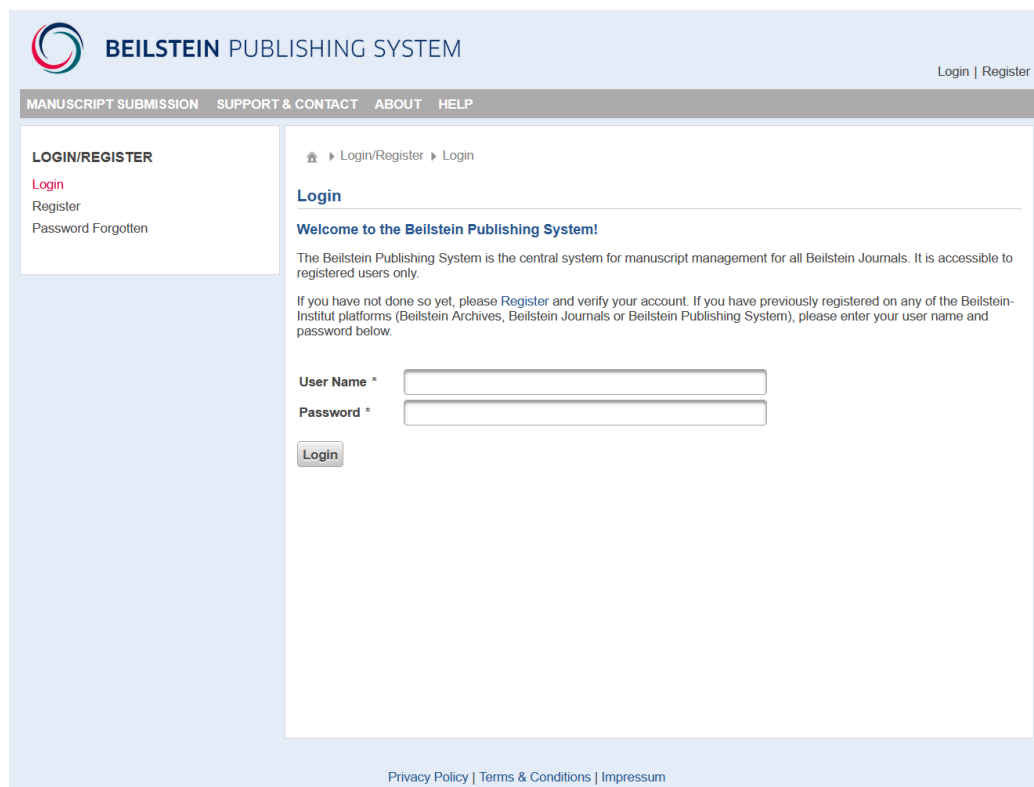
1 General Information

The Beilstein Publishing System allows authors to submit a new manuscript for the *Beilstein Journal of Organic Chemistry*, 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. Some of these emails are also sent cc to all co-authors. 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.

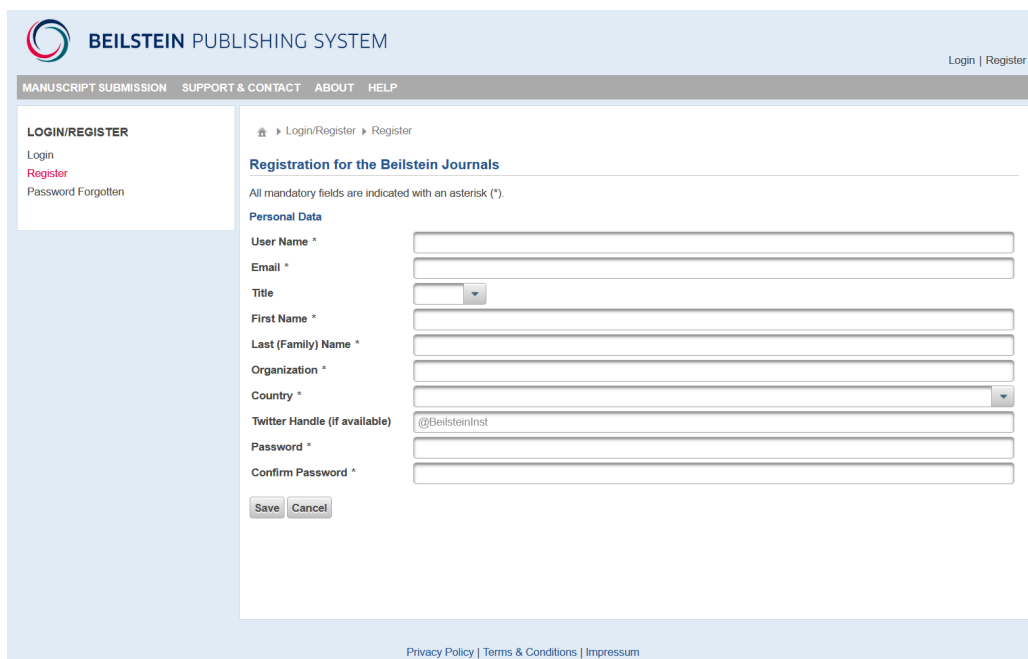
2 Access to the Beilstein Publishing System

In order to submit a new manuscript for the *Beilstein Journal of Organic Chemistry* please login to the Beilstein Publishing System at <https://www.beilstein-journals.org/bps> with your user name and password.



The screenshot shows the Beilstein Publishing System login page. At the top, there is a navigation bar with the Beilstein logo and the text "BEILSTEIN PUBLISHING SYSTEM". On the right of the navigation bar are links for "Login" and "Register". Below the navigation bar is a menu with "MANUSCRIPT SUBMISSION", "SUPPORT & CONTACT", "ABOUT", and "HELP". The main content area is titled "LOGIN/REGISTER" and contains a sidebar with links for "Login", "Register", and "Password Forgotten". The main content area has a breadcrumb trail "Login/Register > Login" and a heading "Login". Below the heading is a welcome message: "Welcome to the Beilstein Publishing System!". A paragraph explains that the system is for manuscript management and is accessible to registered users only. It also provides instructions for new users to register and for existing users to login. There are two input fields: "User Name *" and "Password *", both with asterisks indicating they are mandatory. Below the input fields is a "Login" button. At the bottom of the page, 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.



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Registration for the Beilstein Journals

All mandatory fields are indicated with an asterisk (*).

Personal Data

User Name *

Email *

Title

First Name *

Last (Family) Name *

Organization *

Country *

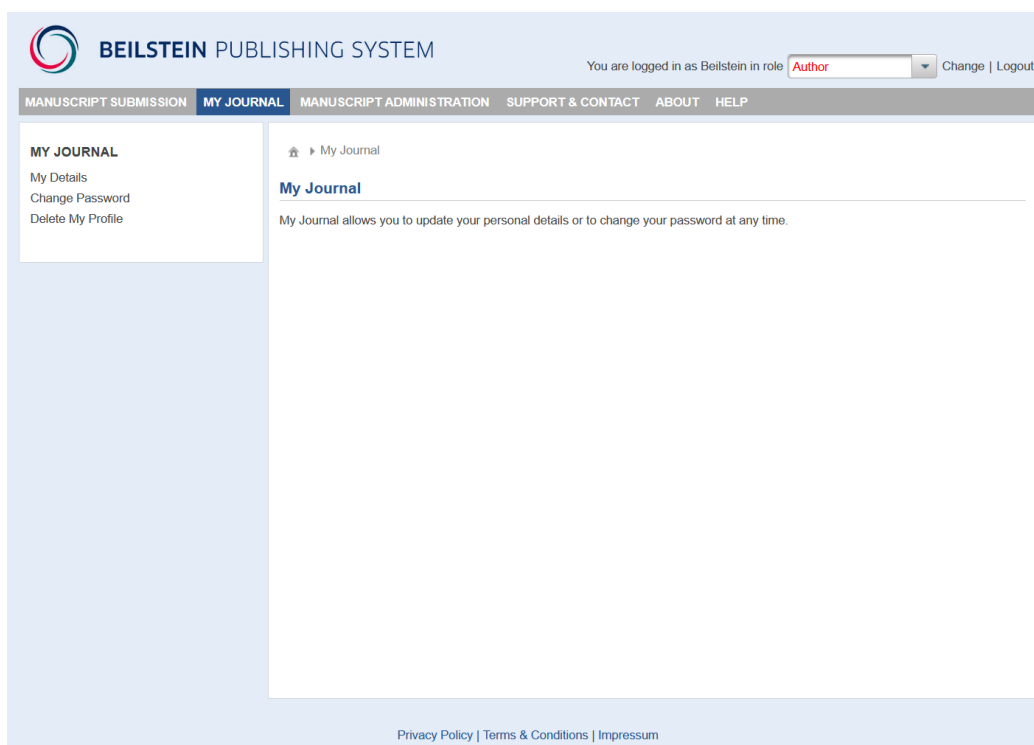
Twitter Handle (if available)

Password *

Confirm Password *

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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.



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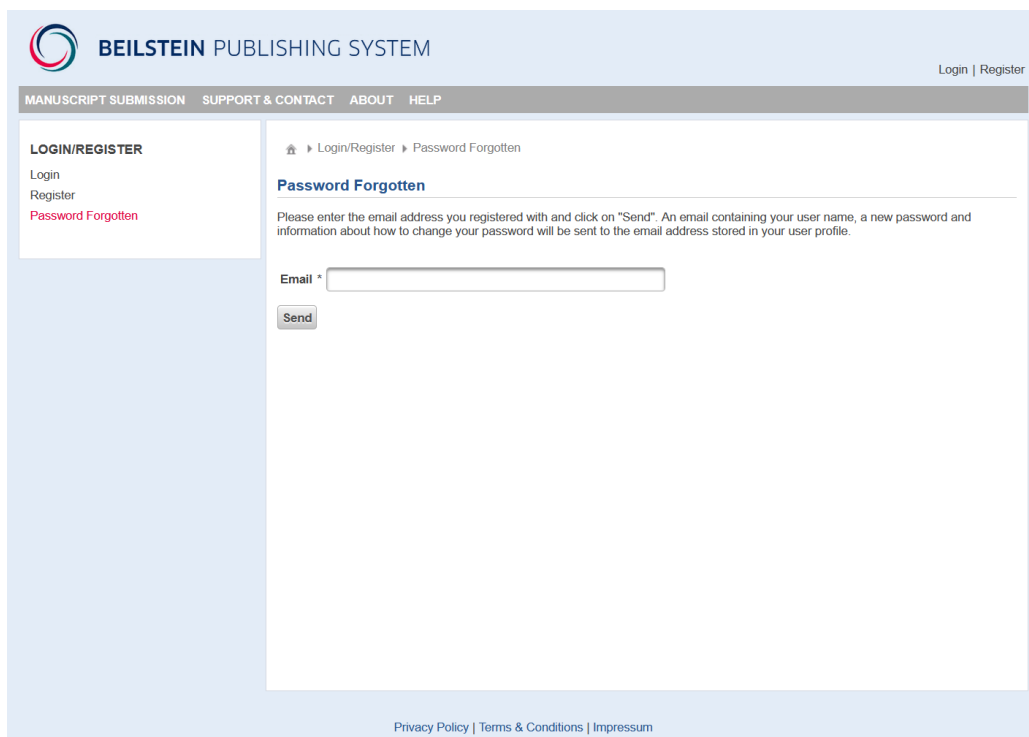
» My Journal

My Journal

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

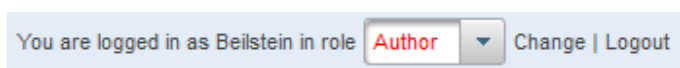
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In the event that you have forgotten your password, please select “Password Forgotten” from the login screen submenu. After entering your email address you registered with and clicking “Send”, you will be automatically sent a new password by email.




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”.



4 Manuscript Submission

After you have logged in please open the main menu “Manuscript Submission” and click on the link “Submit New Manuscript” given on the left side of the screen. 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 Organic Chemistry* 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.


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Please ensure that you have gathered all relevant information and that your manuscript is prepared according to the Instructions for Authors. For more information about the submission process in the Beilstein Publishing System please see [Help for Authors](#). If you would like to have an overview of all your submitted manuscripts, click on the link "My Manuscripts" on the left side of the screen.

Please note:


Our editorial office screens and manually evaluates all manuscripts on submission to ensure that any plagiarism issues are avoided. Please see our Instructions for Authors for further information on our plagiarism policy. The Beilstein-Institut is a member of Similarity Check.

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4.1 Checklist

The first step in the submission process is to go through the [Submission Checklist](#) to inform yourself 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.


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Submission Checklist

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Before submitting your manuscript to the *Beilstein Journal of Organic Chemistry* please ensure that you have prepared all relevant materials according to the [Instructions for Authors](#). Please note that you must be one of the contributing authors to be eligible to submit the manuscript.

The following information and files must be available prior to submission:

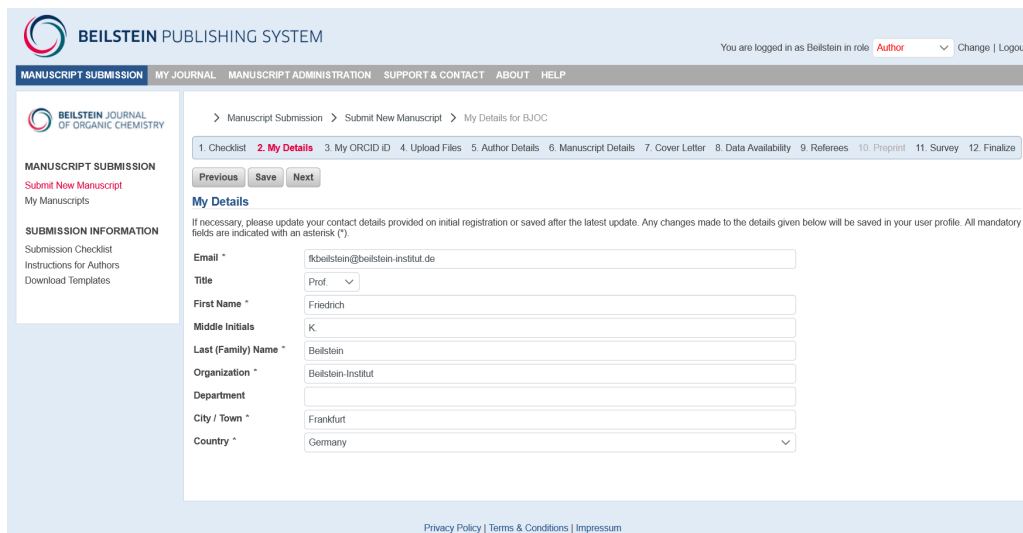
- Preprint:** During the submission process, you will be given the option to publish a preprint version of your manuscript in the *Beilstein Archives* (Full Research Papers and Letters only). Please ensure all contributing authors agree with this pre-publication and are aware that this is a permanent publication. The submitting author must provide an ORCID ID to publish a preprint.
- Cover Letter:** The authors should explain why the manuscript is suitable for publication in the *Beilstein Journal of Organic Chemistry* bearing in mind the publication criteria: high quality, originality, novelty and importance. 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 issue.
- Main Manuscript:** The main manuscript must be provided as a MS Word file, including all figures, schemes and tables embedded in the document. The upload of individual high-quality graphic files may be required during the revision stage of the manuscript (acceptable file formats: SVG, PNG, CDX, GIF, TIFF, JPEG, BMP, MML, EMF, WMF).
- Graphical Abstract:** A graphical abstract must be uploaded as an individual file (not embedded in the main manuscript) with a maximum file size of 15 MB and a nominal size of 15 × 5 cm. The file should contain only a graphical depiction and limited text. Acceptable file formats are SVG, PNG, CDX, GIF, TIFF, JPEG, BMP, MML, EMF, WMF.
- Supporting Information:** Supporting information files (e.g., detailed experimental data, spectra, exceptionally large tables, animations, videos, etc.) can be provided up to a maximum file size of 100 MB each. The main manuscript must include a short description of all supporting information files.
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- Author Details:** The email, first name, middle initials, last (family) name, organization, city/town and country for each contributing author must be entered and the authors should appear in the correct order. We highly encourage all authors to link their ORCID ID to their manuscript.
- Manuscript Details:** The title, abstract and keywords must be provided.
- Referees:** The contact information of at least 3 suggested referees (plus any excluded referees), including the full name, email address, organization, city/town, country, is required. The suggestion of additional, appropriate referees could reduce the review time. Any referee should be an independent expert from another research institution having the ability to provide an objective assessment of the manuscript.

Please check that all submission data you enter into the submission form of the Beilstein Publishing System is the same as given in the main manuscript. Uploaded files must not be encrypted or password protected. If you encounter any problems during the submission process, please contact the support team at journals-support@beilstein-institut.de.

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4.2 My Details

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



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Email *

Title

First Name *

Middle Initials

Last (Family) Name *

Organization *

Department

City / Town *

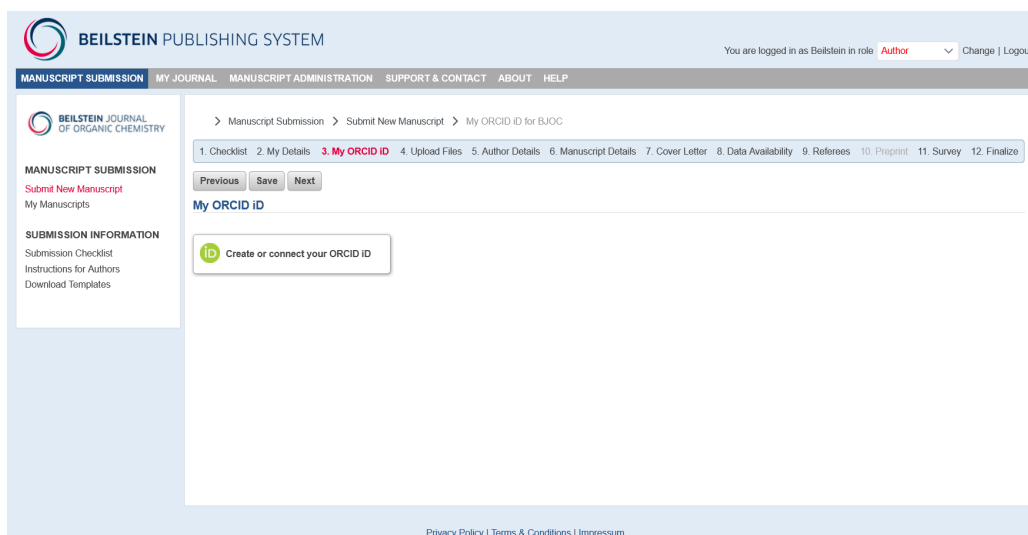
Country *

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4.3 My ORCID iD

In this step you may provide your ORCID iD. An ORCID iD is a unique and persistent digital identifier that distinguishes you from other researchers and reliably connects you with your research contributions, to ensure that your work is properly attributed. We highly encourage all authors to connect a verified ORCID iD to their article. A verified ORCID iD for the submitting author is required if you wish to publish this manuscript as a preprint in the Beilstein Archives.

Pressing the button “Create or connect your ORCID iD” opens a pop up window in which you may either register for a new account with ORCID or sign in with an already existing account. Upon verification, your ORCID iD will be saved in our manuscript tracking system and connected to you as an author of this manuscript.



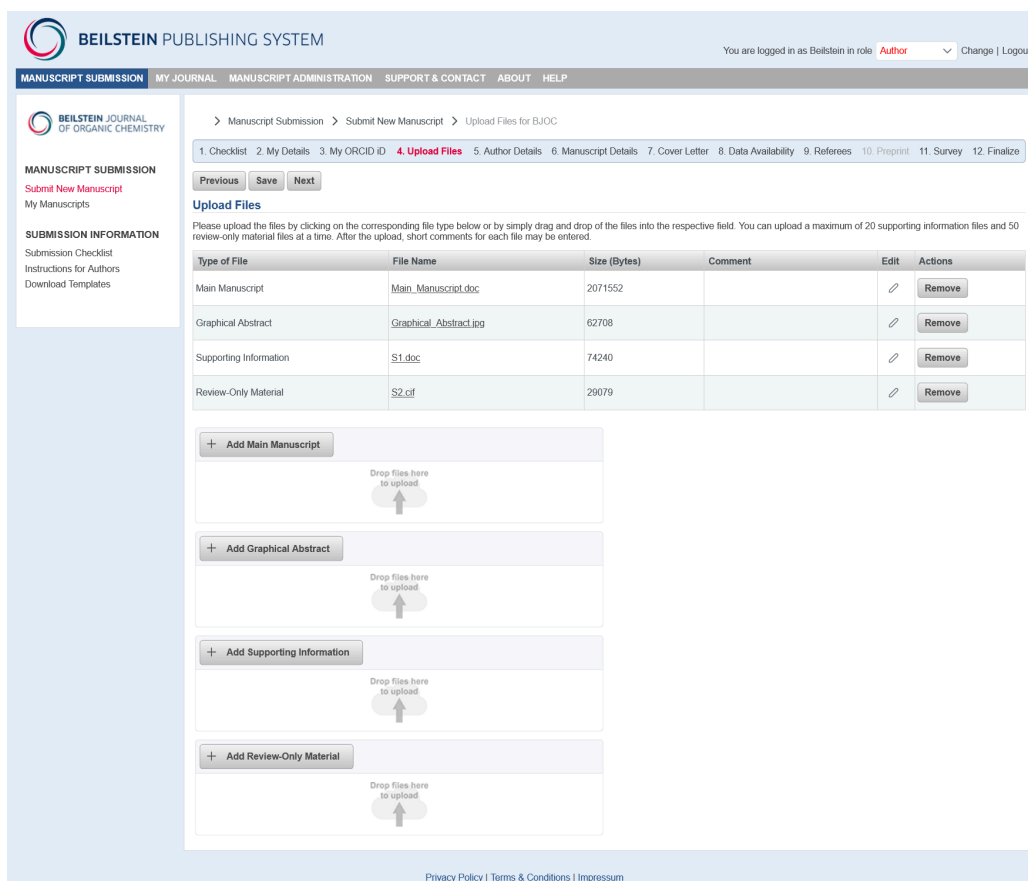
4.4 Upload Files

All relevant manuscript files must be uploaded in this step. You can upload the individual files by either clicking on the “+” button related to the corresponding file type or by simply using the drag and drop functionality. The following file types are possible:

- Main Manuscript (including all figures, schemes and tables embedded in the manuscript)
- Graphical Abstract
- Supporting Information
- Review Only Material (material not intended for publication, e.g., permissions for image reuse)

A maximum of 20 supporting information files and 50 review-only material files may be uploaded at a time. For acceptable file formats, please see the [Instructions for Authors](#). 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 upper 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, or you may enter short comments by clicking on the pencil icon.



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Type of File	File Name	Size (Bytes)	Comment	Edit	Actions
Main Manuscript	Main_Manuscript.doc	2071552			Remove
Graphical Abstract	Graphical_Abstract.jpg	62708			Remove
Supporting Information	S1.doc	74240			Remove
Review-Only Material	S2.tif	29079			Remove

+ Add Main Manuscript

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Drop files here to upload

+ Add Supporting Information

Drop files here to upload

+ Add Review-Only Material


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4.5 Author Details

You must supply a list of all contributing author full names, in the same way and order that they appear on the title page of the manuscript. To add a new author, please click on “Add Author” and fill in the form provided with the author’s details. If necessary, the order of authors may be rearranged by clicking the “Up” button(s).

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, and if not, click on "Edit" to deselect the corresponding check mark. On the Edit screen you can also add your author contribution role(s) or edit the details of a particular co-author, if changes are necessary. When choosing “Remove” you can remove an author separately from the list.


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	Full Name	Email	Organization	ORCID ID	Author Contributions	Contact Author	Actions
Author 1	Friedrich K. Beilstein	f.beilstein@beilstein-institut.de	Beilstein-Institut		Conceptualization; Funding acquisition; Project administration; Resources; Supervision; Validation; Writing – review & editing	<input checked="" type="checkbox"/>	Edit Remove
Author 2	Ed Meyers	emeyers@beilstein-institut.de	Beilstein-Institut		Conceptualization; Formal analysis; Investigation; Writing – original draft	<input type="checkbox"/>	Edit Remove Up

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In the “Add Author” screen you can add a further author 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. Indicating the CRediT contributor roles is optional. If you choose to do this, please make sure that contributor roles are given for ALL authors. Do not forget to click the “Save” button to transfer the information to the author overview list.


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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 (*).

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Author Contributions **Please note that indicating the CRediT contributor roles is optional. If you choose to indicate CRediT roles, please make sure that contributor roles are given for all authors.**

CRediT Role	Description
<input type="checkbox"/> Conceptualization	Ideas; formulation or evolution of overarching research goals and aims.
<input type="checkbox"/> Data curation	Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later re-use.
<input type="checkbox"/> Formal analysis	Application of statistical, mathematical, computational, or other formal techniques to analyse or synthesize study data.
<input type="checkbox"/> Funding acquisition	Acquisition of the financial support for the project leading to this publication.
<input type="checkbox"/> Investigation	Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.
<input type="checkbox"/> Methodology	Development or design of methodology; creation of models.
<input type="checkbox"/> Project administration	Management and coordination responsibility for the research activity planning and execution.
<input type="checkbox"/> Resources	Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.
<input type="checkbox"/> Software	Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.
<input type="checkbox"/> Supervision	Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.
<input type="checkbox"/> Validation	Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.
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<input type="checkbox"/> Writing – original draft	Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).
<input type="checkbox"/> Writing – review & editing	Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision - including pre- or post-publication stages.

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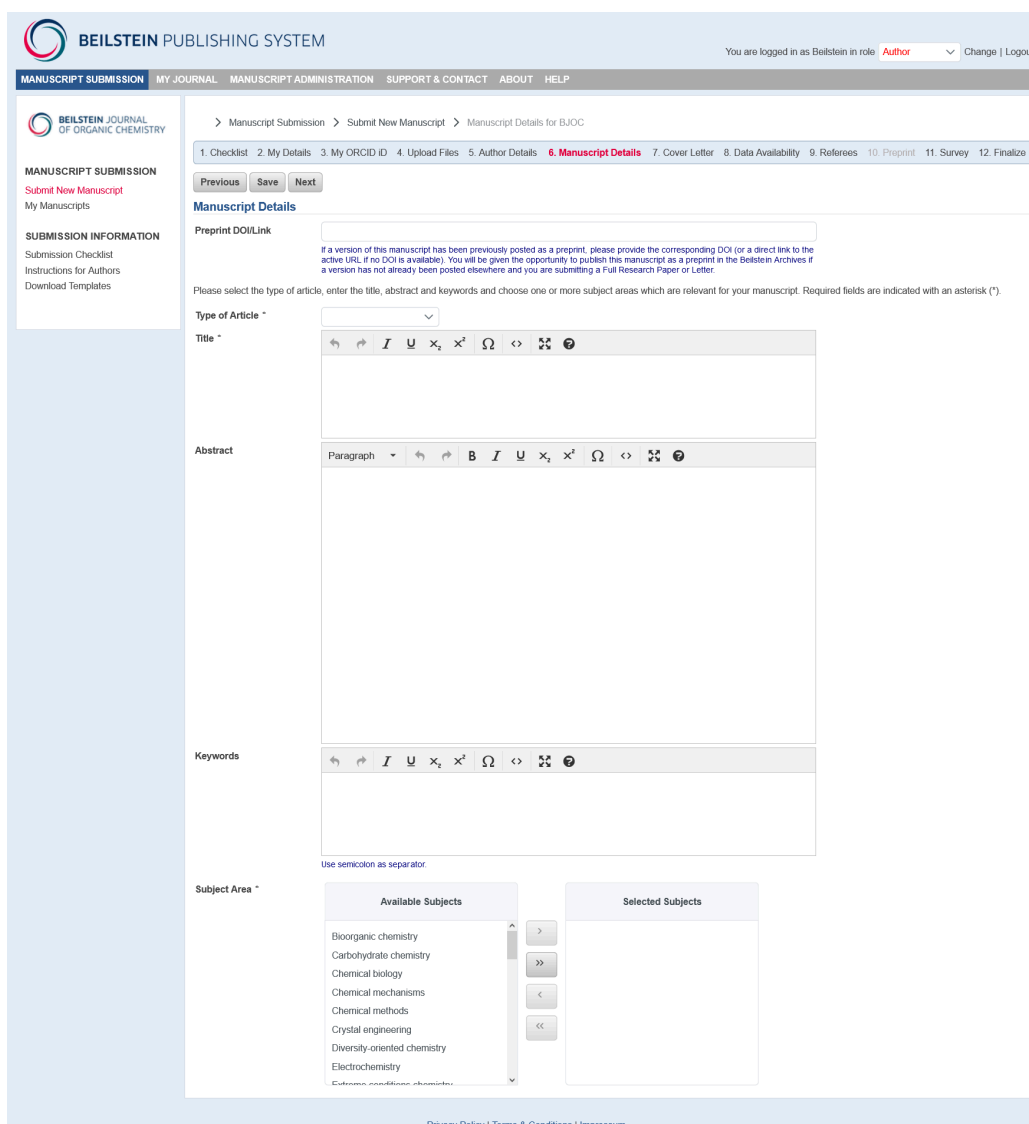
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4.6 Manuscript Details

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

- **Preprint DOI/Link:** If this manuscript has been previously published as a preprint, please provide a link to the preprint here (or corresponding DOI). You will be given the opportunity to publish this manuscript as a preprint in the Beilstein Archives if a version has not already been posted elsewhere and you are submitting a Full Research Paper or Letter.
- **Type of Article:** Please select the appropriate type of article from the drop-down list (Full Research Paper, Review, Letter, Perspective, Commentary or Editorial).
- **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](#)”).



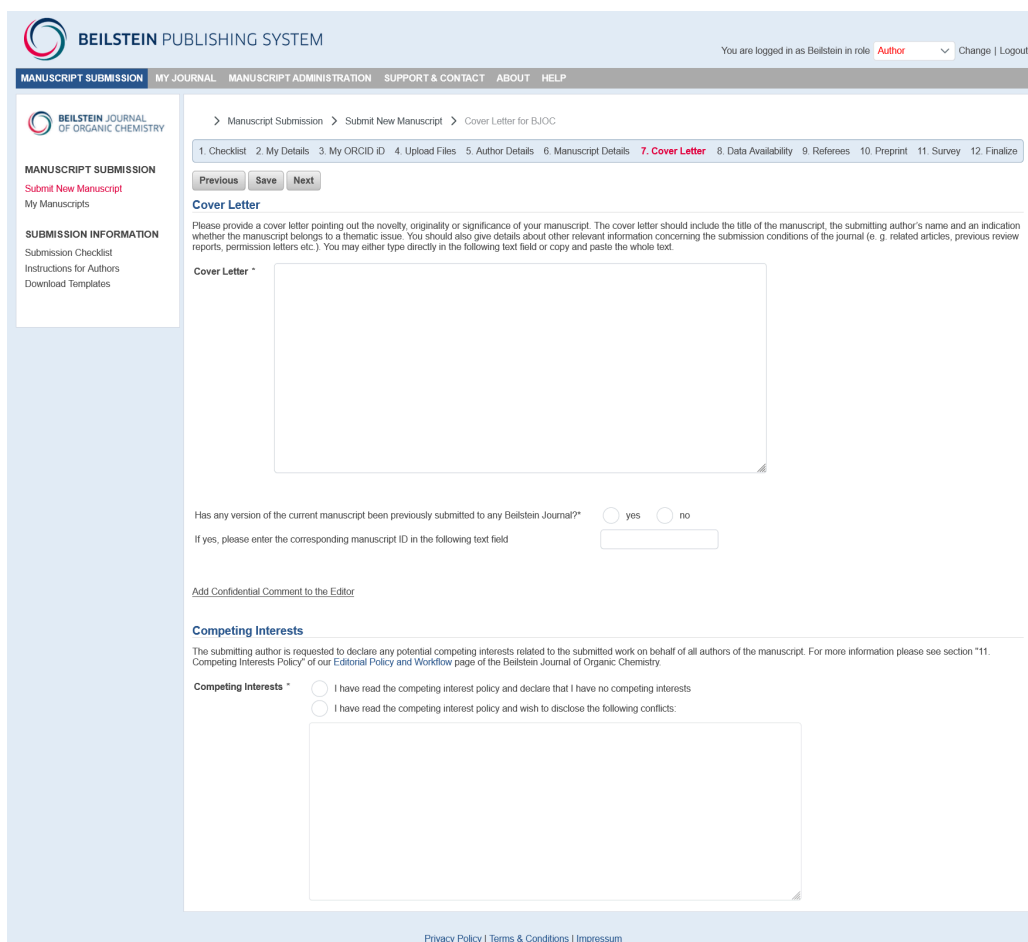
The screenshot displays the 'Beilstein Publishing System' interface for manuscript submission. The user is logged in as 'Author'. The navigation bar includes 'MANUSCRIPT SUBMISSION', 'MY JOURNAL', 'MANUSCRIPT ADMINISTRATION', 'SUPPORT & CONTACT', 'ABOUT', and 'HELP'. The left sidebar contains links for 'MANUSCRIPT SUBMISSION' (Submit New Manuscript, My Manuscripts) and 'SUBMISSION INFORMATION' (Submission Checklist, Instructions for Authors, Download Templates). The main content area shows the 'Manuscript Details' step, which is part of a 12-step process: 1. Checklist, 2. My Details, 3. My ORCID iD, 4. Upload Files, 5. Author Details, 6. Manuscript Details (current), 7. Cover Letter, 8. Data Availability, 9. Referees, 10. Preprint, 11. Survey, 12. Finalize. The 'Manuscript Details' section includes fields for 'Preprint DOI/Link', 'Type of Article' (a dropdown menu), 'Title' (a text area with a rich text toolbar), 'Abstract' (a text area with a rich text toolbar), 'Keywords' (a text area with a rich text toolbar), and 'Subject Area' (a list of available subjects: Bioorganic chemistry, Carbohydrate chemistry, Chemical biology, Chemical mechanisms, Chemical methods, Crystal engineering, Diversity-oriented chemistry, Electrochemistry, and Extreme conditions chemistry, which can be moved to a 'Selected Subjects' box using arrow buttons). A note indicates that required fields are marked with an asterisk (*).

4.7 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 issue. 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. Also, please disclose whether you have any competing interests and, if there are any, please mention them in the text field at the bottom of the page.



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Cover Letter

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Cover Letter *

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

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The submitting author is requested to declare any potential competing interests related to the submitted work on behalf of all authors of the manuscript. For more information please see section "11. Competing Interests Policy" of our Editorial Policy and Workflow page of the Beilstein Journal of Organic Chemistry

Competing Interests *

☐ 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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4.8 Data Availability

A data availability statement (DAS) must be provided on this page to let the reader know if any additional corresponding data are available for the manuscript. You may either enter any free text and/or copy appropriate template text from the template table with the button "Add to statement" to the resulting DAS text editor. When using template text, there might be some placeholders in square brackets such as [repository name] or [DOI], which must be filled in. For technical reasons, please do not put any DOIs in round brackets.

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Data sharing not applicable as no new data was generated	Add to statement
Authors have elected not to share additional data	Add to statement
All data available in published article and/or supplementary material	Add to statement

Resulting Data Availability Statement

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The data generated and analyzed during this study are openly available in the Chemotion repository at https://doi.org/10.14272/collection/RAJ_2022-08-25.
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Authors have elected not to share additional data	Add to statement
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The data generated and analyzed during this study are openly available in the Chemotion repository at https://doi.org/10.14272/collection/RAJ_2022-08-25.
 Crystallographic data has been deposited at CCDC under <https://doi.org/10.5517/ccdk6bz>.
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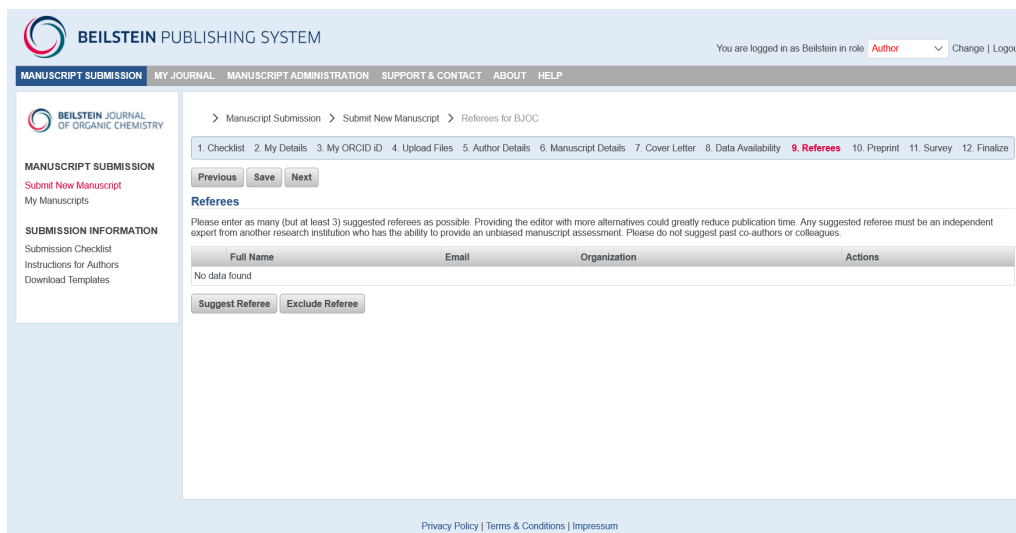
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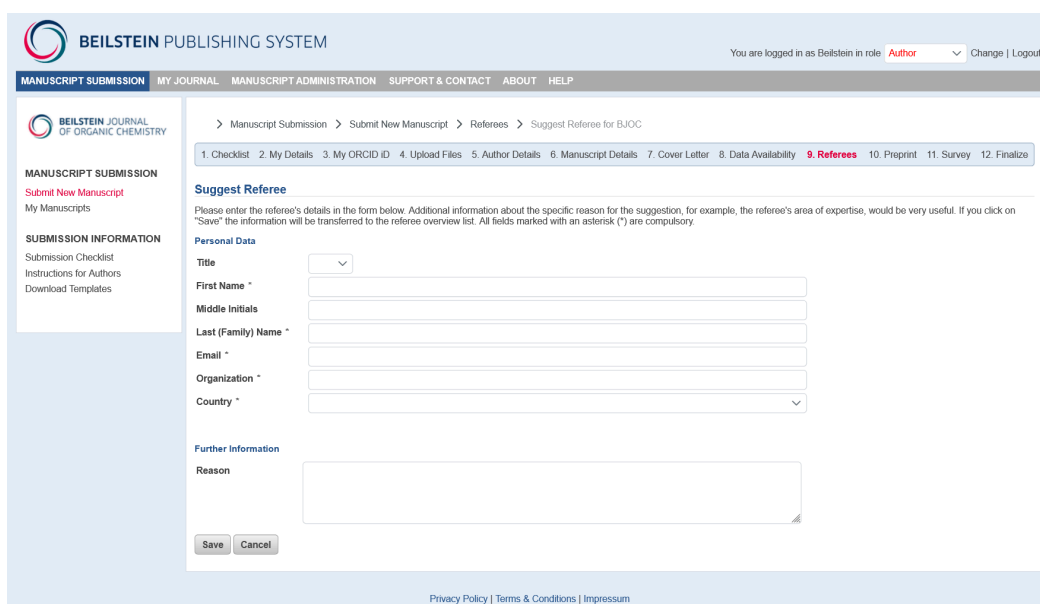
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Last (Family) Name *

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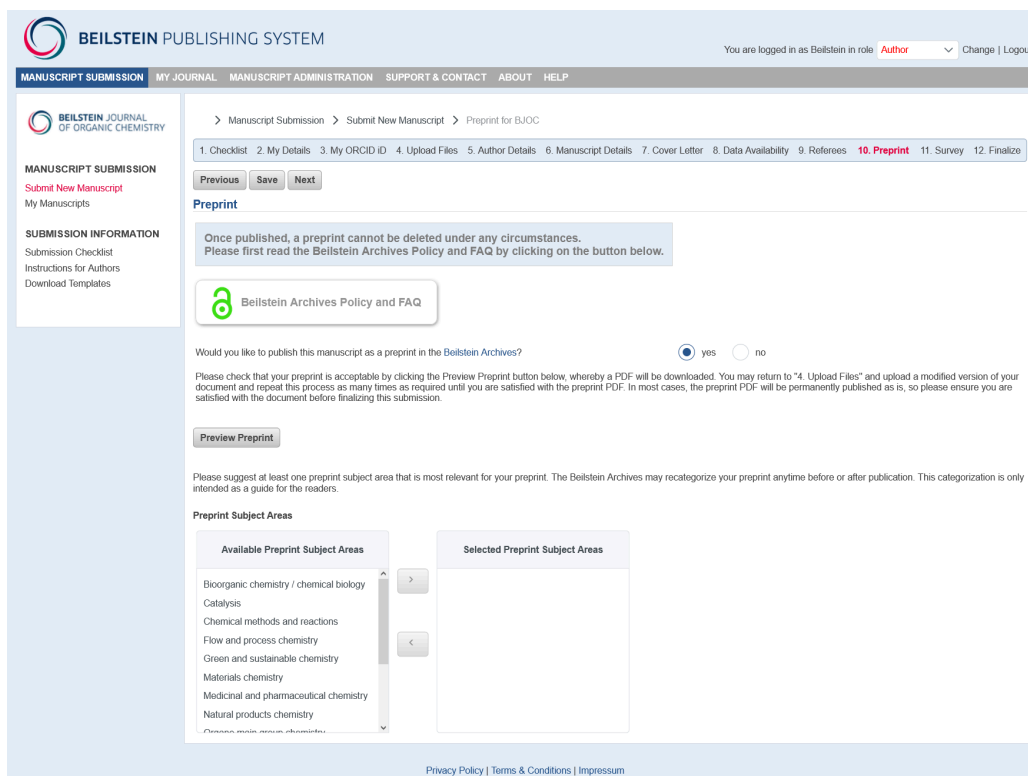
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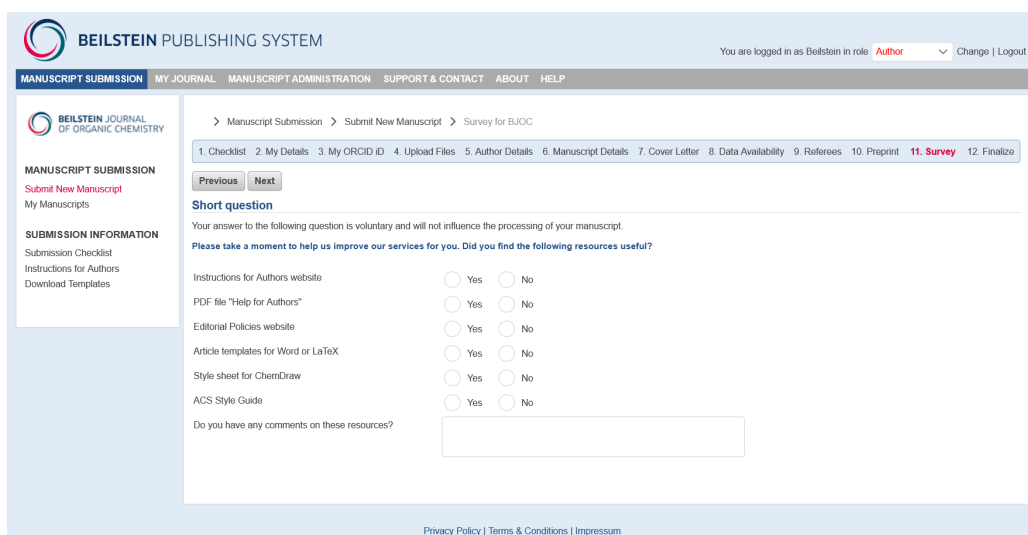
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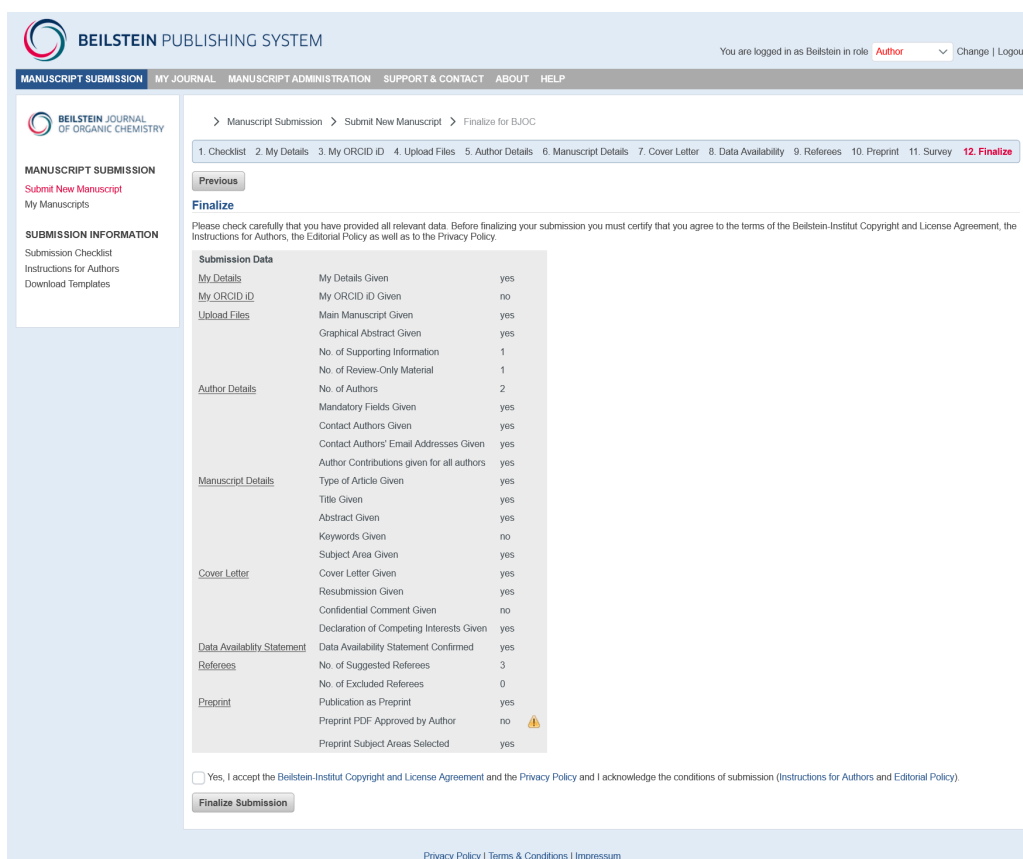
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	Graphical Abstract Given	yes
	No. of Supporting Information	1
	No. of Review-Only Material	1
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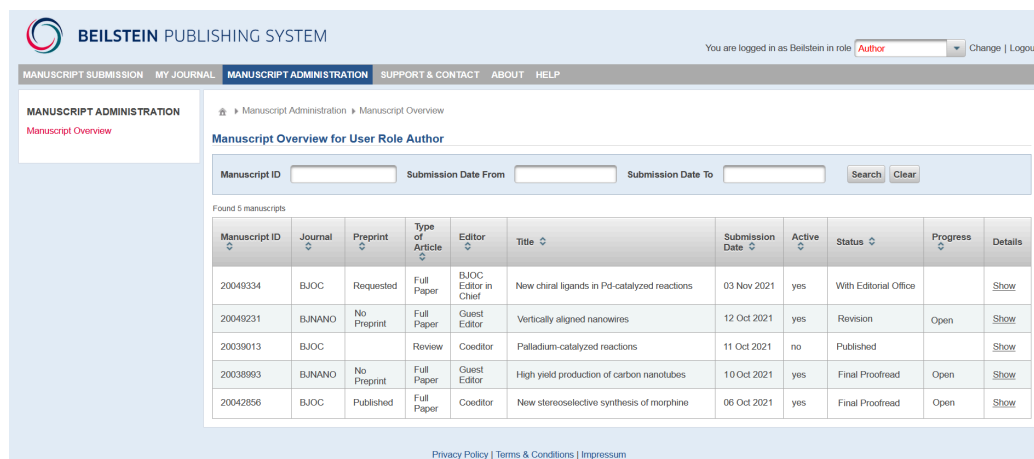
manuscript and the progress of the current workflow step. The following status entries for a manuscript are possible:

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- **Review** (during peer review)
- **Revision** (request for a revised manuscript version after peer review)
- **Accepted** (the manuscript is, in principle, accepted for publication)
- **Final Proofread** (request for final proofreading of the layouted manuscript version resulting in the final PDF and the full text HTML version of the manuscript)
- **With Editorial Office** (processing steps not relating to the author, e.g. initial check, copyediting, layouting etc.)
- **Published** (the manuscript was published including the final PDF and the full text HTML version of the manuscript)
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- **Retracted** (the manuscript was retracted after publication because of serious errors)

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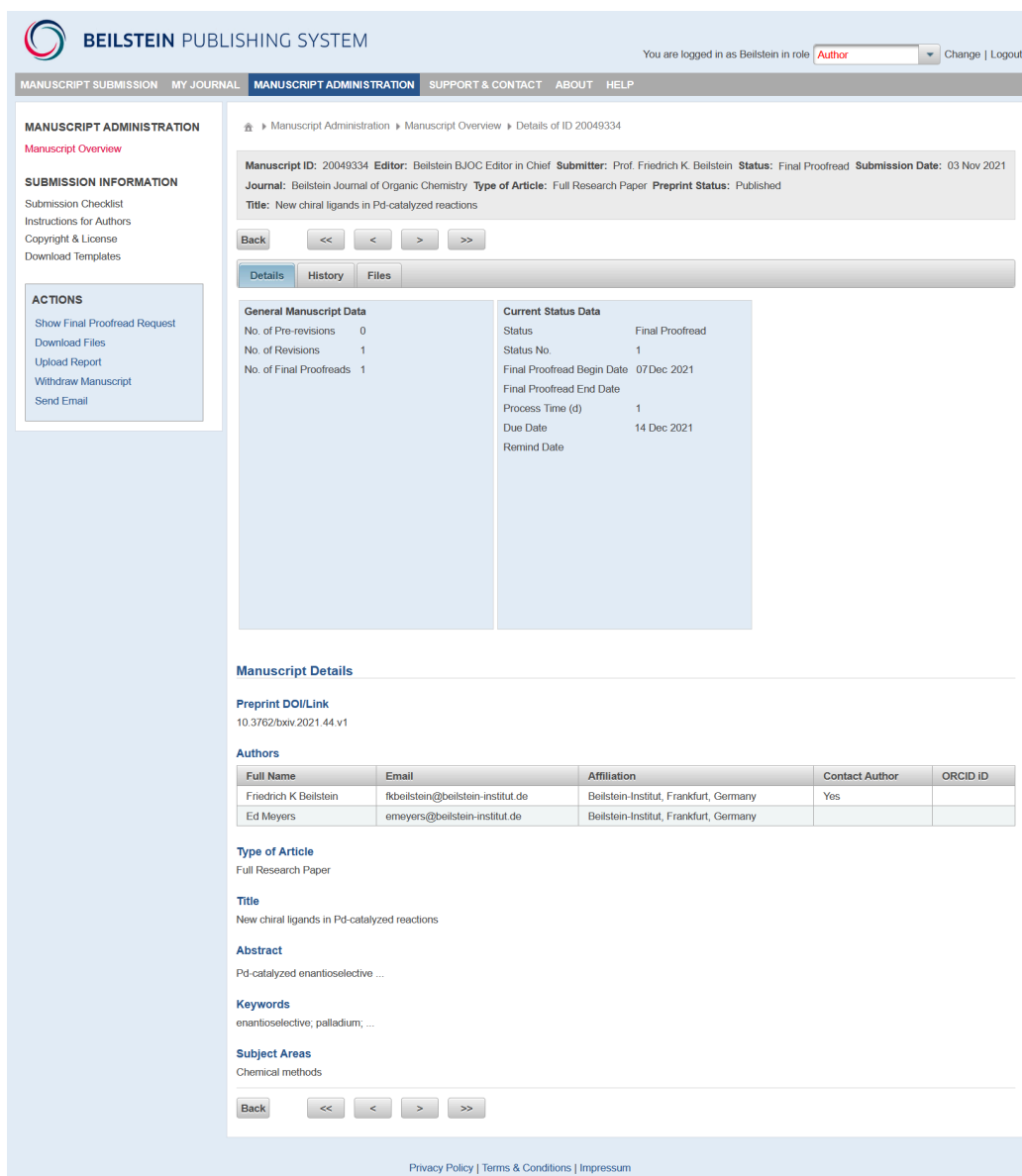
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20049231	BJNANO	No Preprint	Full Paper	Guest Editor	Vertically aligned nanowires	12 Oct 2021	yes	Revision	Open	Show
20039013	BJOC		Review	Coeditor	Palladium-catalyzed reactions	11 Oct 2021	no	Published		Show
20038993	BJNANO	No Preprint	Full Paper	Guest Editor	High yield production of carbon nanotubes	10 Oct 2021	yes	Final Proofread	Open	Show
20042856	BJOC	Published	Full Paper	Coeditor	New stereoselective synthesis of morphine	06 Oct 2021	yes	Final Proofread	Open	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 manuscript data and current status data are provided.



The screenshot displays the 'MANUSCRIPT ADMINISTRATION' interface. The left sidebar contains navigation links for 'MANUSCRIPT ADMINISTRATION', 'SUBMISSION INFORMATION', and 'ACTIONS'. The main content area shows the 'Details' tab for manuscript ID 20049334. It includes a breadcrumb trail, submission information (Editor, Submitter, Status, Submission Date, Journal, Type of Article, Preprint Status, Title), a tab bar with 'Details', 'History', and 'Files', and two data tables: 'General Manuscript Data' and 'Current Status Data'. Below these are sections for 'Manuscript Details' (Preprint DOI/Link, Authors table, Type of Article, Title, Abstract, Keywords, Subject Areas) and navigation buttons at the bottom.

Full Name	Email	Affiliation	Contact Author	ORCID ID
Friedrich K. Beilstein	f.beilstein@beilstein-institut.de	Beilstein-Institut, Frankfurt, Germany	Yes	
Ed Meyers	emeyers@beilstein-institut.de	Beilstein-Institut, Frankfurt, Germany		

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
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	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.
Pre-revision	Download Files	The tab “Files” opens for downloading the latest version of the manuscript files.
	Resubmit Manuscript	This action allows you to upload your revised manuscript, as requested by the 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.
Review	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.
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.
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	Decision Letter	The tab “History” opens showing the decision letter.
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	Send Email	An email form opens for sending a message to the editorial office.
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	Show Final Proofread Request	The tab “History” opens showing the final proofread request email.
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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 ID: 20049334 **Editor:** Beilstein BJOC Editor in Chief **Submitter:** Prof. Friedrich K. Beilstein **Status:** Final Proofread **Submission Date:** 03 Nov 2021
Journal: Beilstein Journal of Organic Chemistry **Type of Article:** Full Research Paper **Preprint Status:** Published
Title: New chiral ligands in Pd-catalyzed reactions

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	17 Nov 2021	Review Finalized		Beilstein BJOC Editor in Chief
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Journal: Beilstein Journal of Organic Chemistry **Type of Article:** Full Research Paper **Preprint Status:** Published
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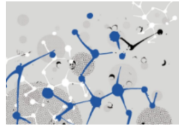
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m20049334-S2.cif	29079	

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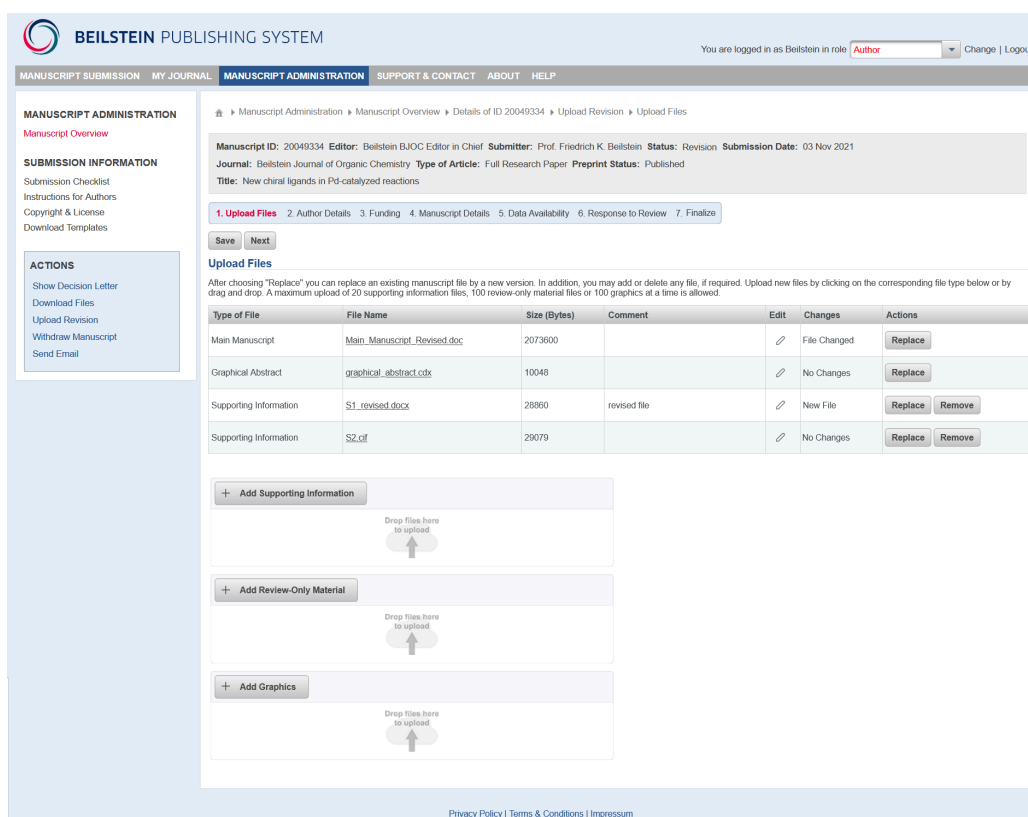
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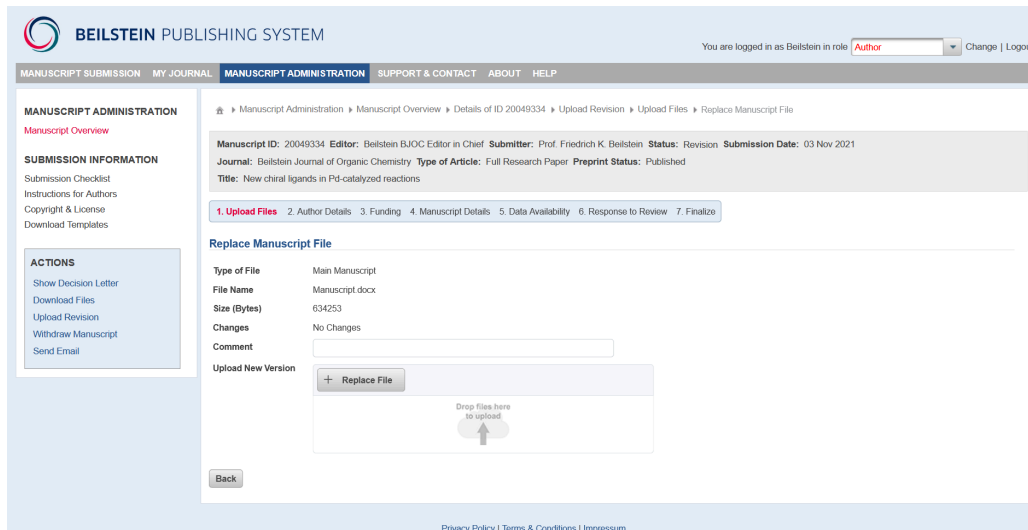
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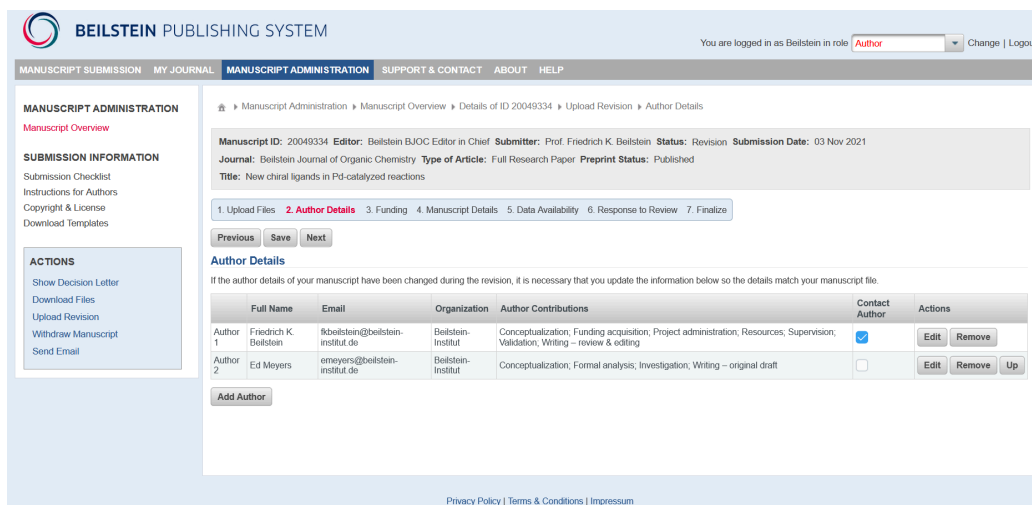
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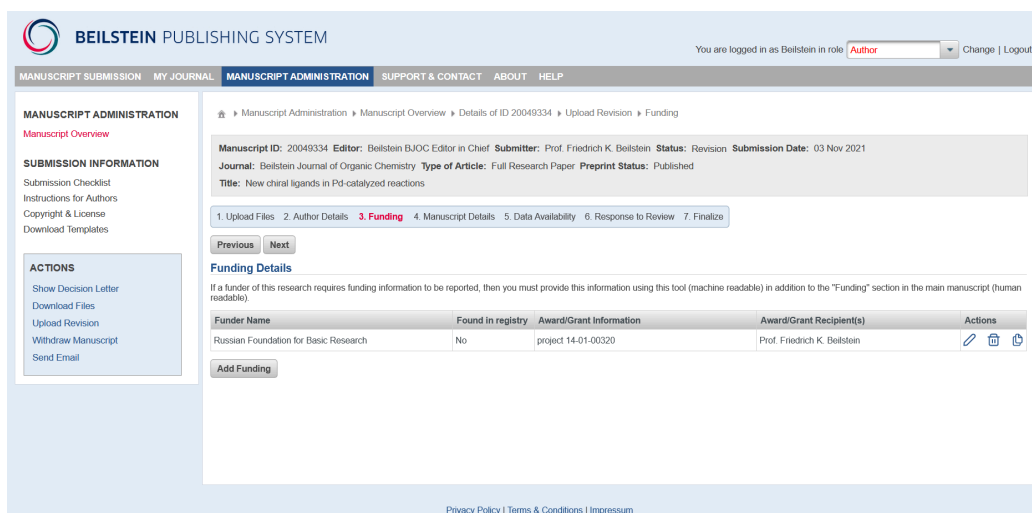
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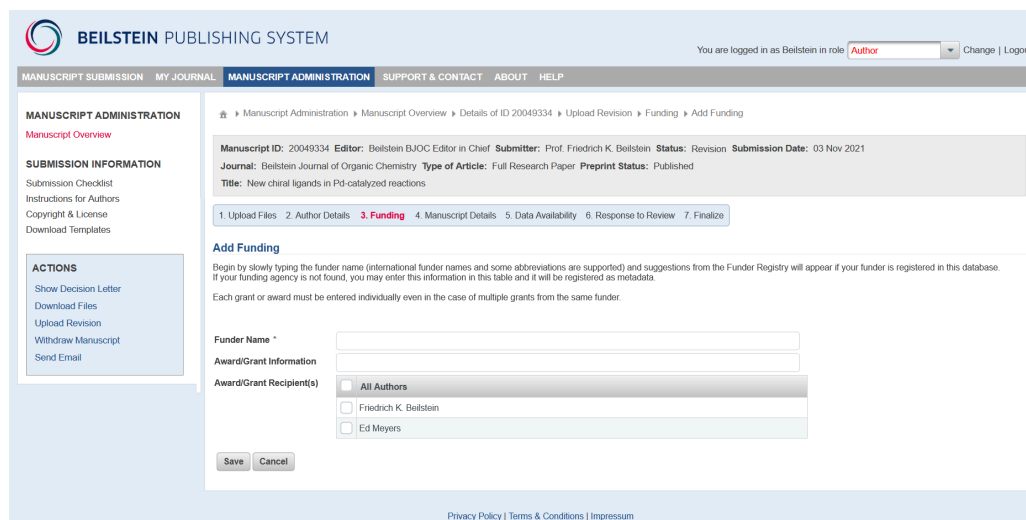
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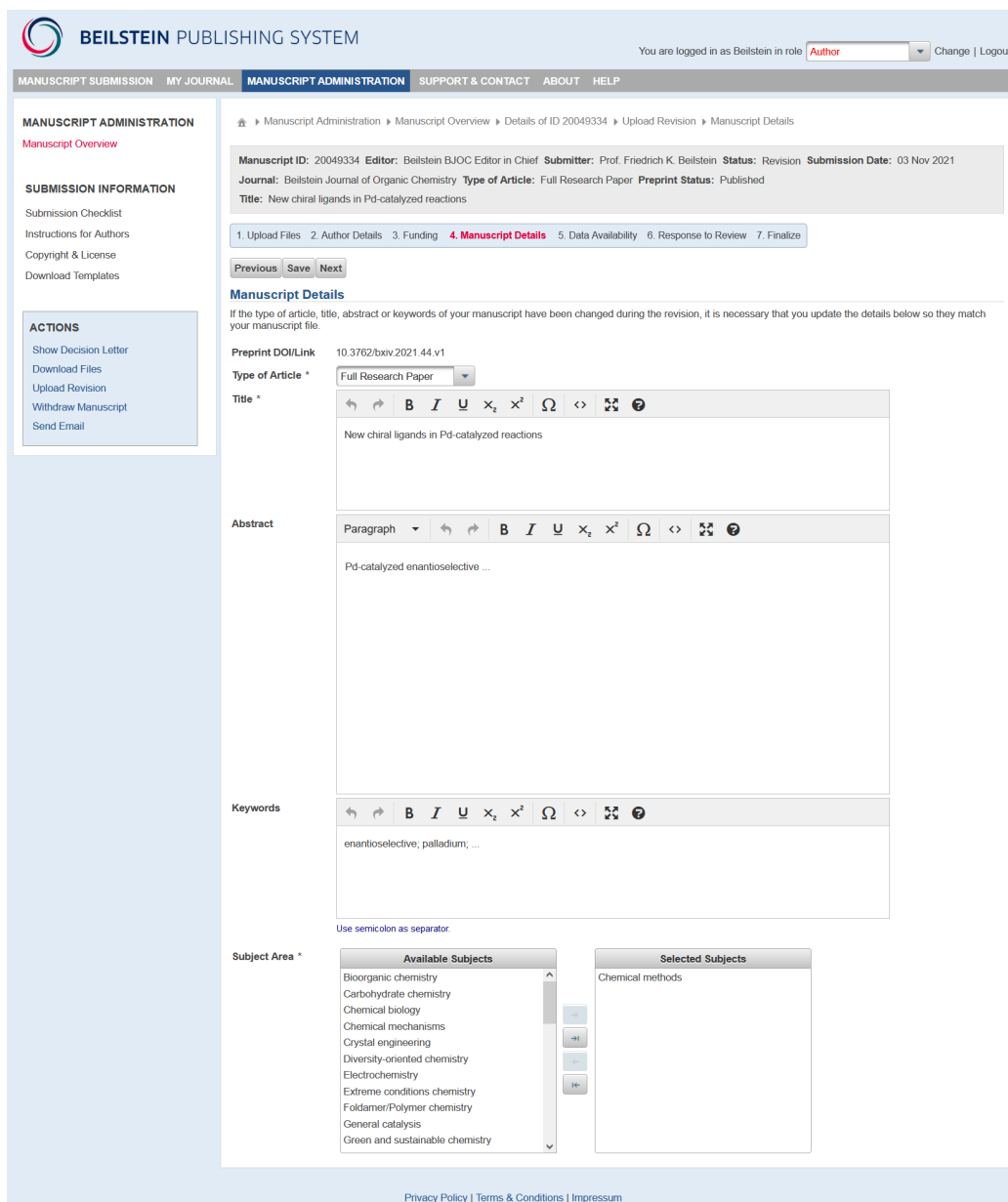
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Abstract

Paragraph

Pd-catalyzed enantioselective ...

Keywords

enantioselective; palladium; ...

Use semicolon as separator


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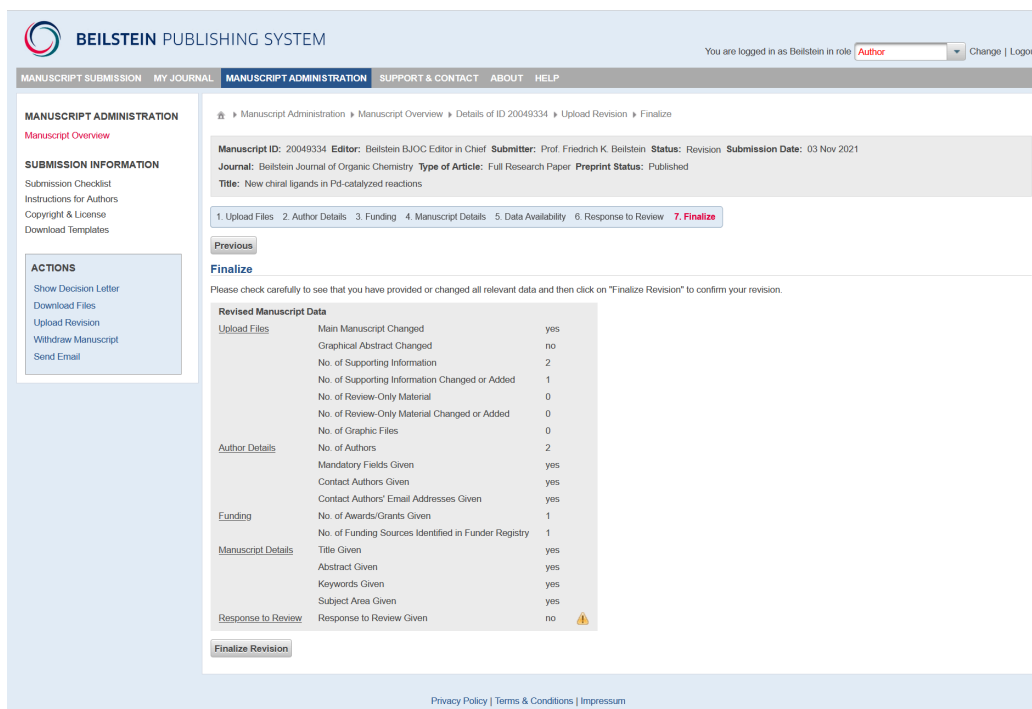
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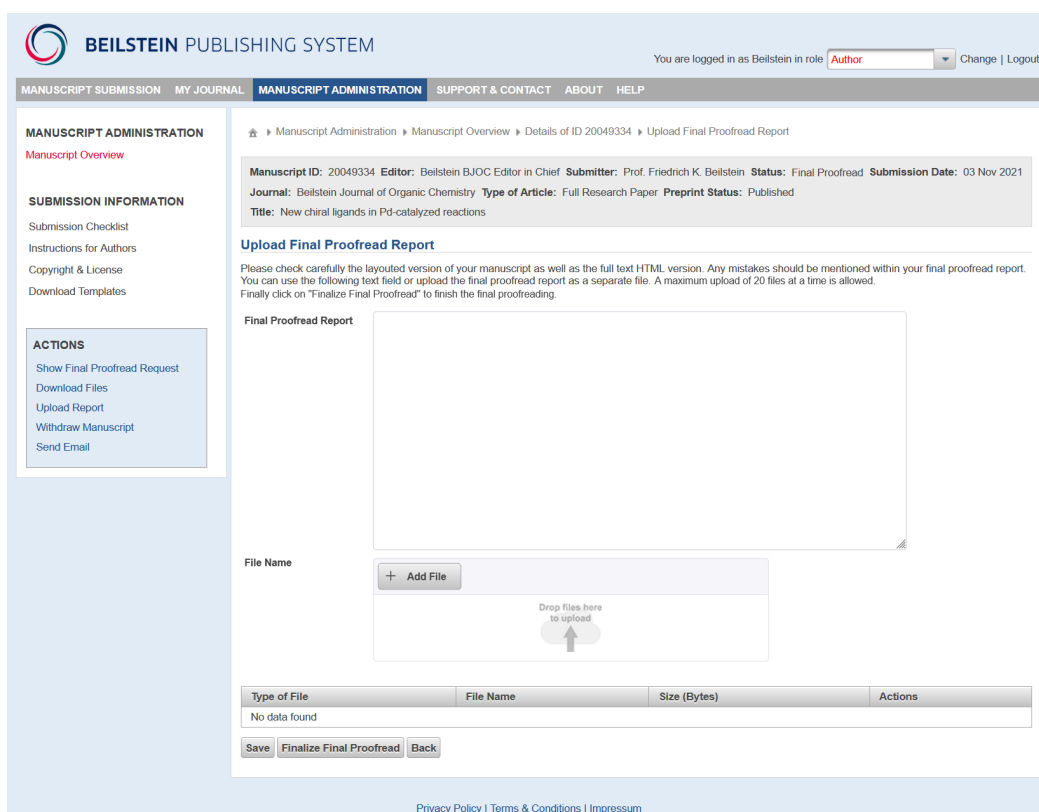
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