

# Help for Authors

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# **1** General Information

The Beilstein Publishing System allows authors to submit a new manuscript for the *Beilstein Journal of Nanotechnology*, to upload a revised manuscript version after peer review and to provide any comments in the context of proofreading. Once a new manuscript has been submitted, authors can track the progress and view manuscript details throughout the whole process until publication. In addition, authors will be informed by email about the most important status changes of their manuscript. Some of these emails are also send 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

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# 4 Manuscript Submission

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#### 4.1 Checklist

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#### 4.8 Data Availability

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### 4.9 Referees

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

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

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

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

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

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

#### 4.10 Preprint

If you have selected the "Type of Article" as a "Full Research Paper" or "Letter" on the Manuscript Details page, you will be given the option to request publication of a preprint version of your manuscript in the Beilstein Archives. The publication of a preprint is optional. Please first inform yourself and your co-authors about the advantages of publishing a preprint, and please ensure that all co-authors agree to this prepublication. A preprint is a permanent publication and cannot be removed from the <u>Beilstein Archives</u>. Even in cases where the manuscript is rejected for publication in the Journal, a published preprint will remain online.

To request publication of a preprint, select "yes" to the question "Would you like to publish this manuscript as a preprint in the <u>Beilstein Archives</u>?" or "no" if you do not wish to publish a preprint.

You must provide your verified ORCID iD to publish a preprint. If you have not verified your ORCID iD in the third step, please return to this page and do so in order to continue. Your co-authors will be given the opportunity to add their ORCID iD and will be sent instructions via email. All ORCID iDs that are verified before preprint publication will be displayed in the HTML and PDF versions of the preprint.

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All files of type "Supporting Information" that you have uploaded in the step Upload Files will be published as supporting information along with the main text of your preprint. Please ensure that these files are all readable and appropriate as supporting information and correct as necessary in the Upload Files page. The supporting information files will be published in the file type uploaded. You may publish as many supporting files as necessary and all common file types are accepted. Please choose one Preprint Subject Area that is the best topical fit to your manuscript. In some cases, more than one preprint subject area may be appropriate. These preprint subject areas are intended as a guide to our readers and we may recategorize your preprint at any time.

Upon publication, the preprint will be assigned a DOI and you and your co-authors will be informed via email with a link to the publication.

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	Nano-and molecular scale electronics Nano-biomaterials and bioscience Nanomagnetics Nanomagnetics
	Nanomedicine
	Nanometrology and nanomechanics Nanopatterning, self-assembly and nanotabrication
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#### 4.11 Survey

On this page you will be asked a short question related to ways we can improve the Journal. Your answer to this question is optional.

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### 4.12 Finalize

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

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

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# **5** Tracking the Submission Progress

### 5.1 Manuscript Overview

If you would like to proceed further with an incomplete manuscript submission for the *Beilstein Journal* of *Nanotechnology*, to upload a revised manuscript version after peer review or to provide any proofread comments, please access the Beilstein Publishing System via <u>https://www.beilstein-journals.org/bps</u>.

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

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

manuscript and the progress of the current workflow step. The following status entries for a manuscript are possible:

- **Incomplete Submission** (the submission process has not been finalized yet)
- **Pre-revision** (requested tasks to be performed before peer review)
- **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 the layouted manuscript version resulting in the final PDF and the fulltext HTML version of the manuscript)
- With Editorial Office (processing steps not relating to the author, e.g. initial check, copyediting, layouting etc.)
- **Published** (the manuscript was published including the final PDF and the fulltext HTML version of the manuscript)
- Withdrawn (the manuscript was withdrawn by the author)
- **Rejected** (the manuscript was rejected before or after peer review)
- **Retracted** (the manuscript was retracted after publication because of serious errors)

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

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

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

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	20049231	BJOC	No Preprint	Full Paper	Guest Editor	New chiral ligands in Pd-catalyzed reactions	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
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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.

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	Ed Meyers	emeyers@beilstein-ins	titut.de	Beilsteir	n-Institut, Frankfurt, Germa	any		
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On the left side of the screen, an action list allows you to perform different actions on the manuscript depending on the respective status.

Status	Action	Comments
Incomplete Submission	Modify Submission	The submission form opens to allow continuation of an incomplete submission.
	Remove Submission	This action allows the deletion of an incomplete submission.
	Send Email	An email form opens for sending a message to the editorial office.
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.
	Download Files	The tab "Files" opens for downloading the latest version of the manuscript files.
	Decision Letter	The tab "History" opens showing the decision letter.
	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.
	Send Email	An email form opens for sending a message to the editorial office.
Accepted	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.
	Send Email	An email form opens for sending a message to the editorial office.
Final Proofread	Upload Report	The proofread form opens for uploading the final proofread report.
	Show Final Proofread Request	The tab "History" opens showing the final proofread request email.
	Download Files	The tab "Files" opens for downloading the latest version of the manuscript files.
	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal. This action is only available for unpublished manuscripts.
	Send Email	An email form opens for sending a message to the editorial office.
With Editorial Office	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.
	Send Email	An email form opens for sending a message to the editorial office.
Published	Send Email	An email form opens for sending a message to the editorial office.

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

### 5.3 Manuscript History

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

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	Show	23 Nov 2021	Revision Requested	Request Email to Prof. Friedrich K. Beilstein	Beilstein Production Team		
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#### **5.4 Manuscript Files**

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

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### 6 Manuscript Revision/Pre-revision

You will be notified by email if the Editorial Office or the editor decides that you need to revise your manuscript before peer review or publication. The assessment and comments resulting from the peer review, the initial check (if available), and the format check (if available) will be provided in PDF format and you will find links to these reports in the decision email sent by the editor. The Editorial Office may request a pre-revision outlining tasks that must be performed before the manuscript can be passed on to an editor.

To submit the revised manuscript version, please log in to the Beilstein Publishing System at <u>https://www.beilstein-journals.org/bps</u>. After login the manuscript overview page opens and an overview of all your manuscripts submitted to the Beilstein Journals will be displayed. If the editor has requested a revision, please open the details section of the relevant manuscript in the status "Revision" and choose the action "Upload Revision" from the action list. If the Editorial Office has requested a pre-revision, please choose the action "Resubmit Manuscript" to upload your revised document.

The manuscript revision form opens to allow you to perform the revision/pre-revision process step by step. Mandatory entry fields are marked with an asterisk (\*). You can proceed with the stepwise process by using the "Next" button or alternatively, save any manuscript data without continuing by choosing the "Save" button. If you would like to return to previous pages, please click on the "Previous" button. In general, you should avoid moving to preceding pages within the Beilstein Publishing System by using the browser "Back" button because this can lead to synchronization problems with your session on the server.

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

#### 6.1 Upload Files

The first page of the manuscript revision form provides a list of all files currently associated with your manuscript. After choosing "Replace", you can replace the main manuscript or any other manuscript file with a new version. You do not need to replace files which have not been changed. If required, you may also upload new files in this screen 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:

- Supporting Information
- Review Only Material (not intended for publication)
- Graphics (if the author is requested to upload any graphic separately; this file type may be uploaded as a Zip archive or as individual files)

Amaximum of 20 supporting information files, 100 review-only material files or 100 graphics may be uploaded at a time. For acceptable file formats, please see the <u>Instructions for Authors</u>.

After successful uploading, the new files will be added to the list of already existing files. If any error occurred with the file selection, the file can be deleted from the list by choosing the "Remove" button and afterwards the upload process may be started once again. You are also able to view or download the files by clicking on the file name, or you may enter short comments by clicking on the pencil icon. The column "Changes" indicates if an existing file has been changed during the revision process or if a file is completely new.

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