BEILSTEIN JOURNAL OF NANOTECHNOLOGY

Help for Referees

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1 General Information

The Beilstein Publishing System used with the *Beilstein Journal of Nanotechnology* 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 Nanotechnology*, we recommend that you consult the document "The Beilstein Journal of Nanotechnology" 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 Nanotechnology

Referees are invited by the editor-in-chief, an associate editor or a guest 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. Arthur Long. You were suggested by the submitting author, the handling editor or an invited referee of this manuscript.

Title: Vertically aligned nanowires

Journal: Beilstein Journal of Nanotechnology

Type of article: Full Research Paper

Author(s):
Arthur Long, Ed Meyers

Abstract:
Controlled geometrical properties …

To ACCEPT this review invitation under the conditions described below, please click https://www.beilstein-journals.org/s/NZL3CB5hXy 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/4OGQRTC1Yo. 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/bjnano/refereeInstructions as well as the Editorial Policy https://www.beilstein-journals.org/bjnano/editorialPolicy. For information about data protection and your rights, please see our Privacy Policy https://www.beilstein-journals.org/bjnano/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 and we will remove your information.

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

With best regards,

Beilstein BJNANO Editor in Chief

Email: bjnano-editor@beilstein-institut.de

Web: https://www.beilstein-journals.org/bjnano

The Beilstein Journal of Nanotechnology 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 Nanotechnology 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 Nanotechnology publishes high quality work on all aspects of nanoscience and nanotechnology, 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/bjnano.

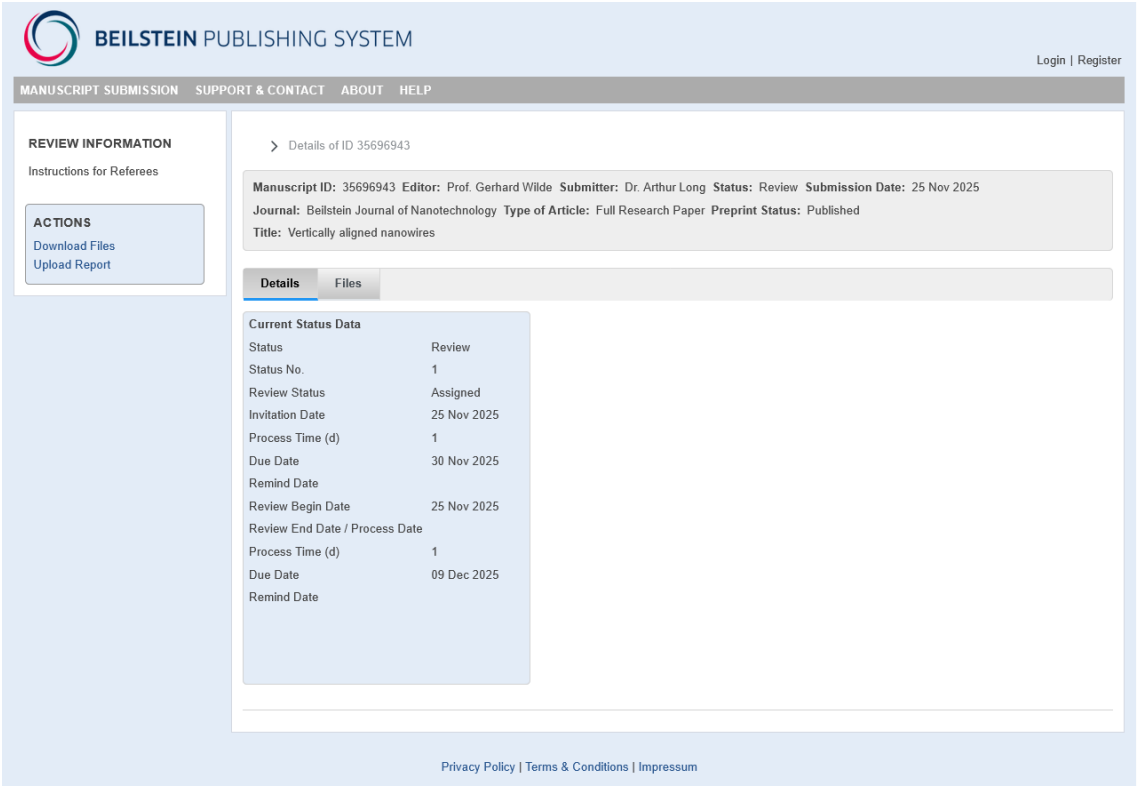
If the invitation to review a manuscript is accepted, the confirmation email will contain a time-sensitive link that allows you to directly access the manuscript and upload your review report. Alternatively, you may login to the Beilstein Publishing System to perform the review process. If you choose to upload your report by logging in, you will find the login details in the confirmation email.

Any scientist who is interested in reviewing for the *Beilstein Journal of Nanotechnology* may contact the managing editor to express his/her interest and to communicate his/her specialist area (managing-editor-bjnano@beilstein-institut.de).

3 Token based review without login

3.1 Manuscript Details

If you click on the token link given in the acceptance confirmation email the "Manuscript Details" page of the respective manuscript will open without any login requirement to the Beilstein Publishing System. On this screen some general data of the review process of the relevant manuscript will be shown. Whenever an editor decides that more than one review round is necessary for a manuscript and you agreed to review such a manuscript a second time, you can see the details of all review cycles here.

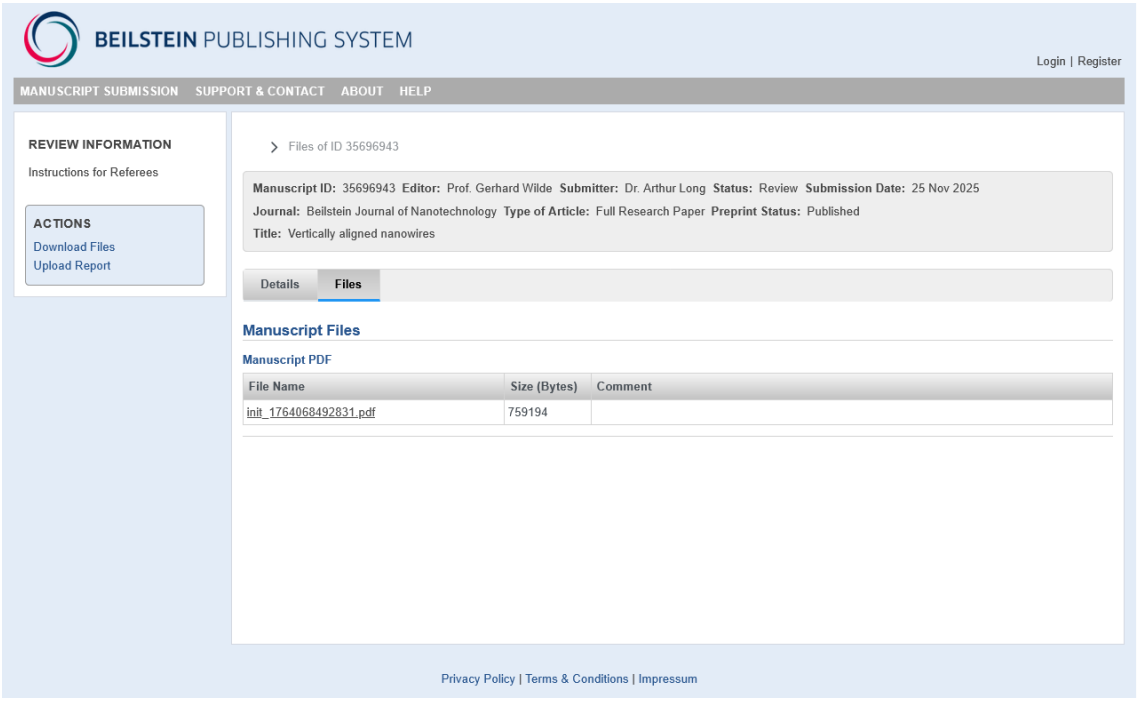


On the left side of the screen you can find a link to the Instructions for Referees. Directly below are the action links "Download Files" and "Upload Report".

Action	Comments
Download Files	The tab "Files" opens for downloading the relevant manuscript files (see chapter 3.2).
Upload Report	This action allows the upload of a referee report (see chapter 3.3).

3.2 Download Files

Choosing the tab “Files” or the action link “Download Files” will display all relevant manuscript files with the file name, the file size and any comment entered by the authors during the submission process. Individual files can be downloaded by clicking on the file name. This can be the main manuscript, any supporting information file, any review-only material and whenever it is a repeated review round also a response to review file.

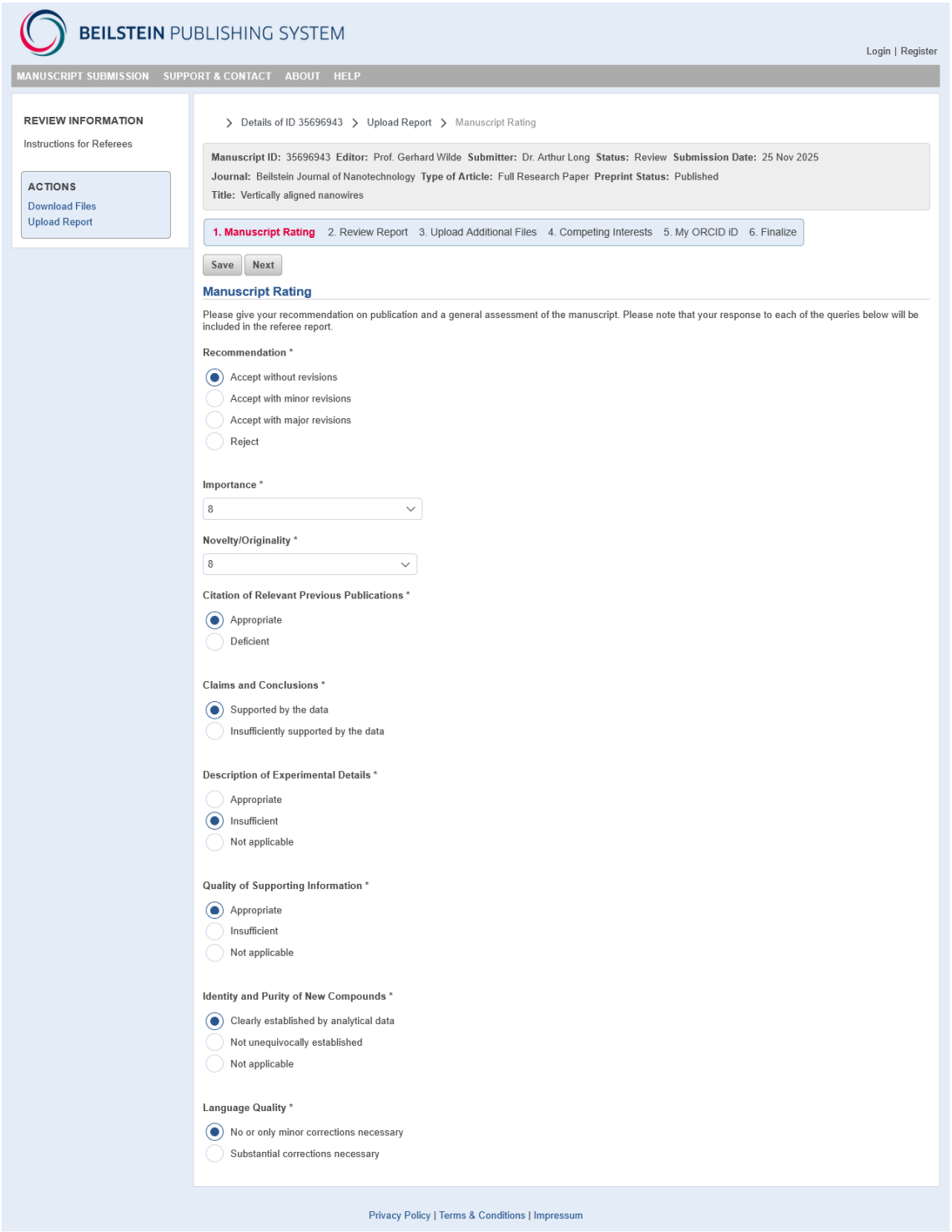


3.3 Upload Report

When you are ready to upload the review report, please choose the action link "Upload Report" to open the review submission form. 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. If you would like to return to previous submission pages, please click on the “Previous” button. You may save and interrupt the review process at any time by clicking the “Save” button and continue after clicking again on the token link in the acceptance confirmation email. In general, you should avoid using the browser “Back” button during the token based review, because this can lead to synchronization problems with your session on the server.

3.3.1 Manuscript Rating

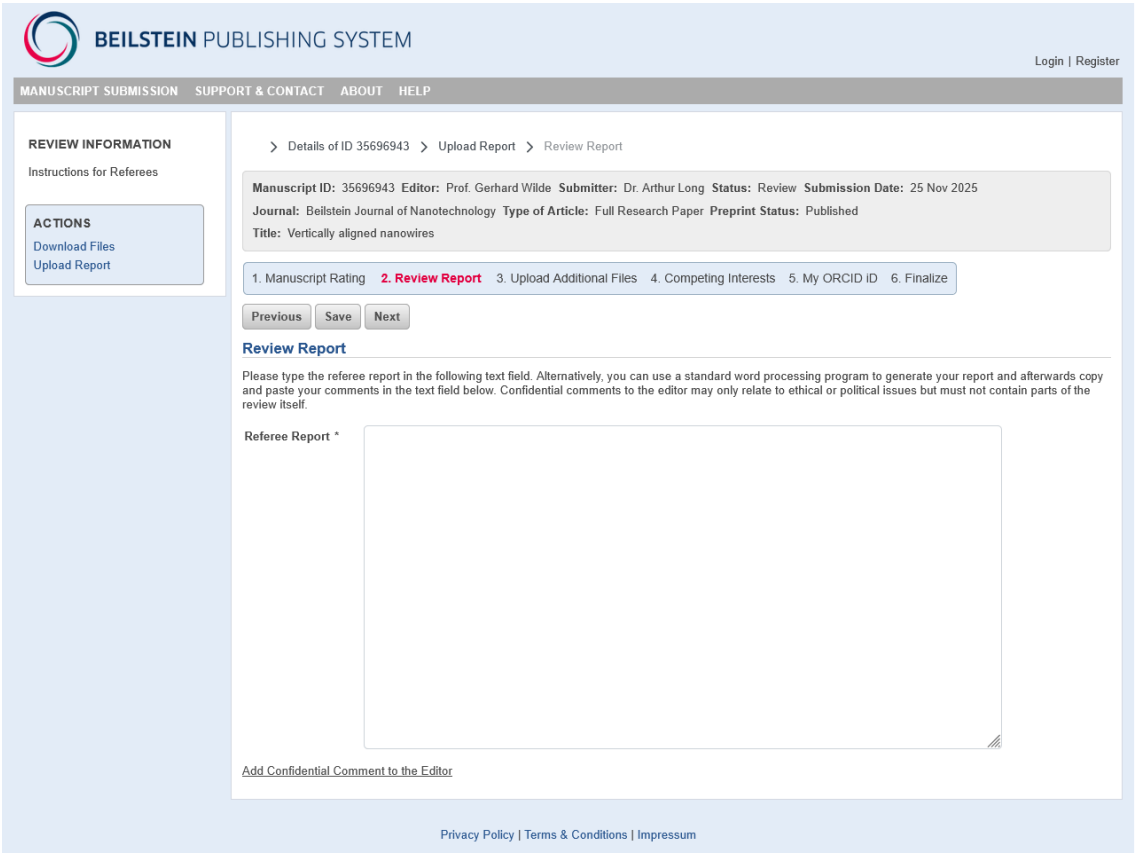
On the first page of the review submission form you must give your recommendation on publication and a general assessment of the manuscript by choosing one of several listed options for each section. Your response to each of the queries will be included in the referee report.



3.3.2 Review Report

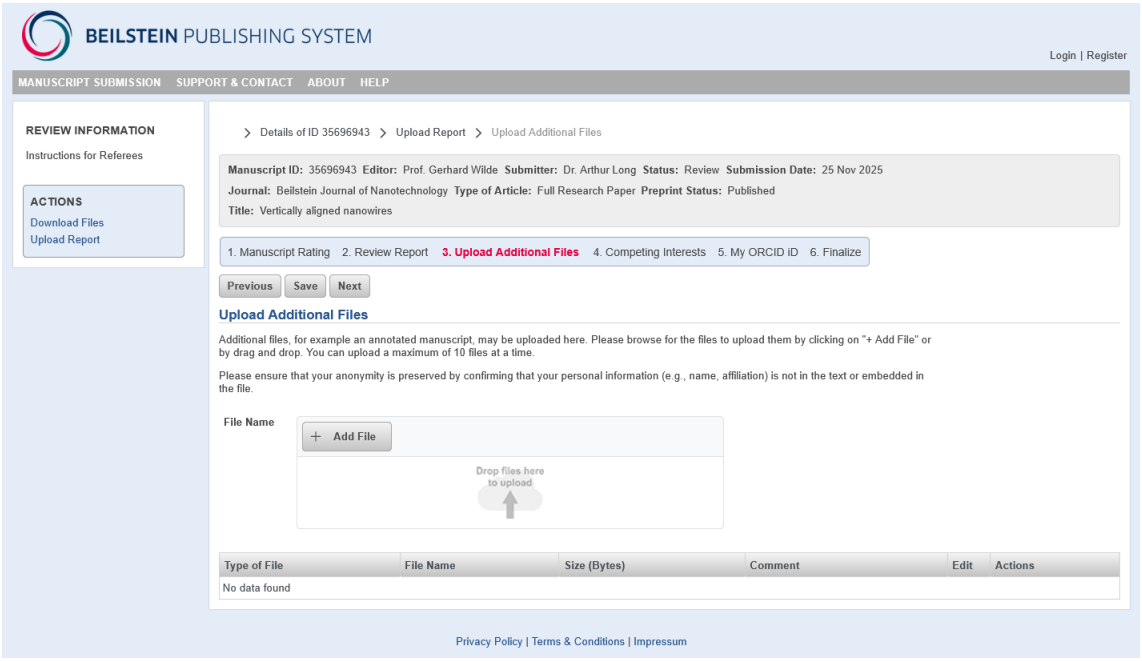
The review report must be either typed into the text field given on this page, or alternatively, entered by copy and paste. If you copy and paste special characters from versions older than Microsoft Word 2003 these may appear as Roman letters. Please use the Character Map program which is installed 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.



3.3.3 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.

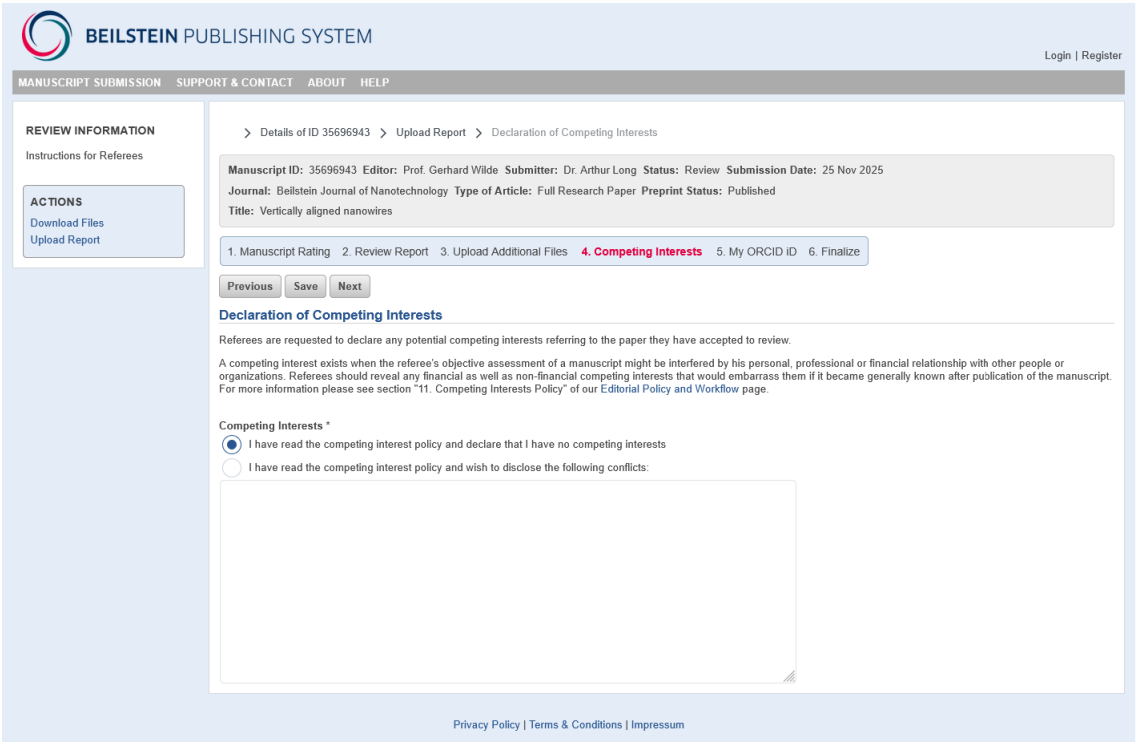


After successful uploading, the files will be listed in the lower section of the screen. This area remains empty until the first file has been saved in the system. Please check the files you have chosen to upload. If any error occurred with the file selection, you can delete the file from the list by clicking the “Remove” button and afterwards start the upload process once again. You may also download the files by clicking on the file name, or you may enter short comments by clicking on the pencil icon.

3.3.4 Competing Interests

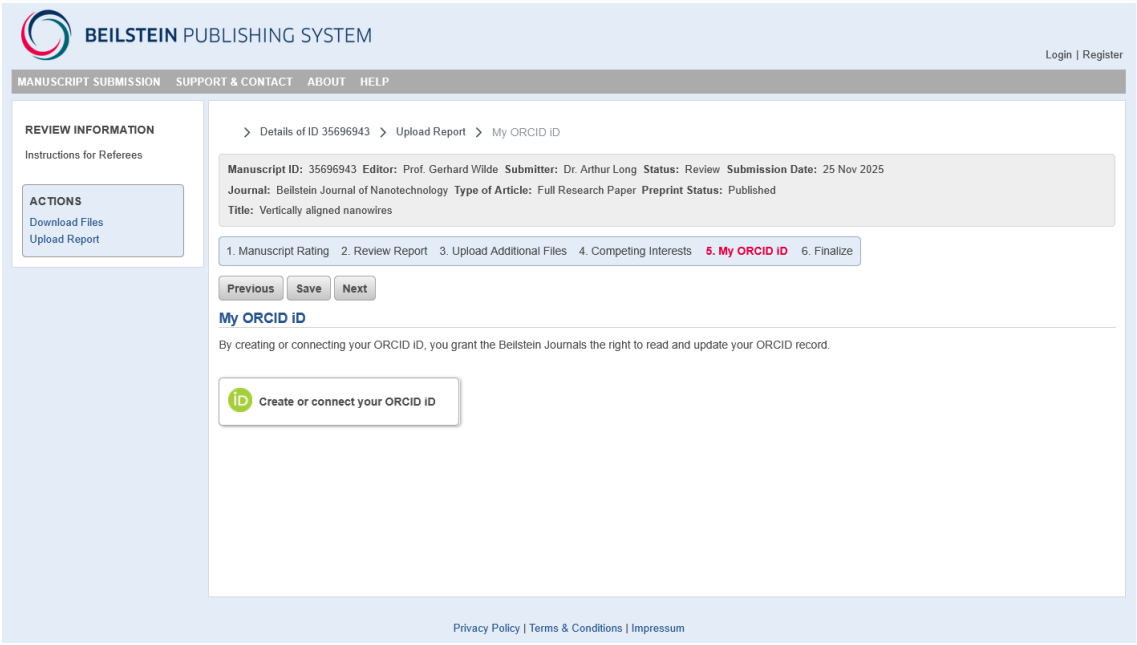
On this page you must declare any potential conflict of interests related to the manuscript you have reviewed. Please choose one of the two entries given to declare if there are competing interests or not. If competing interests exist, please disclose these in the text field below.

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).



3.3.5 My ORCID iD

In this step you may grant the Beilstein Journals the right to read and update your ORCID record. 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 a referee of this manuscript.

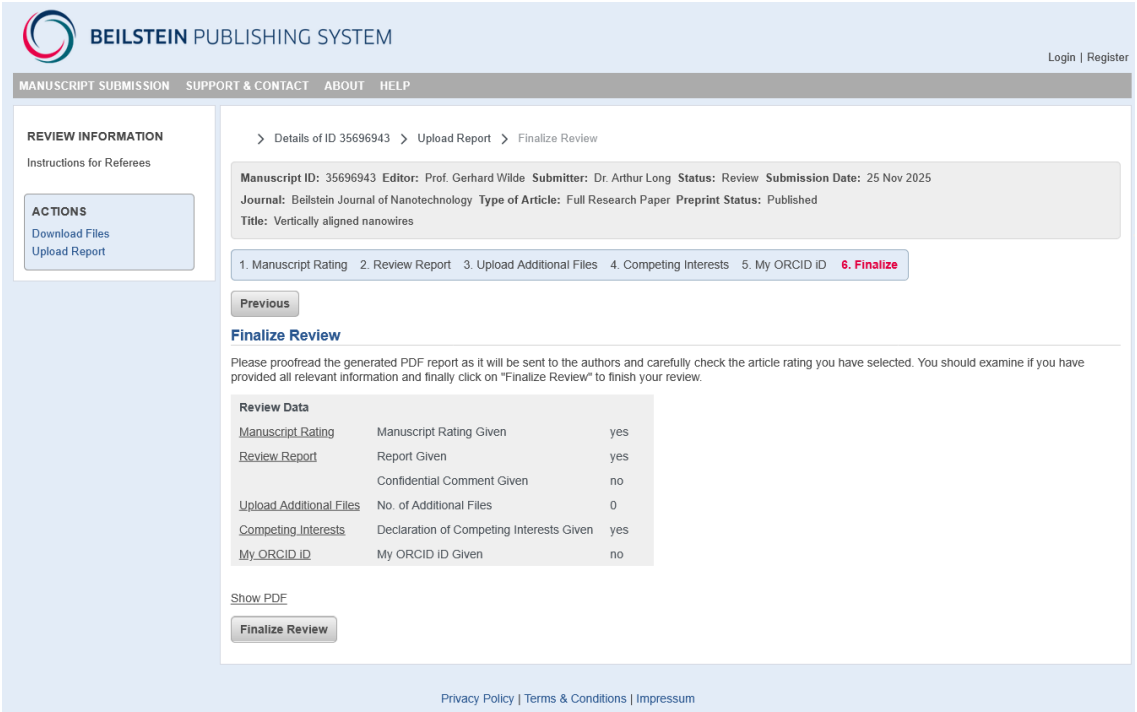


3.3.6 Finalize

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.

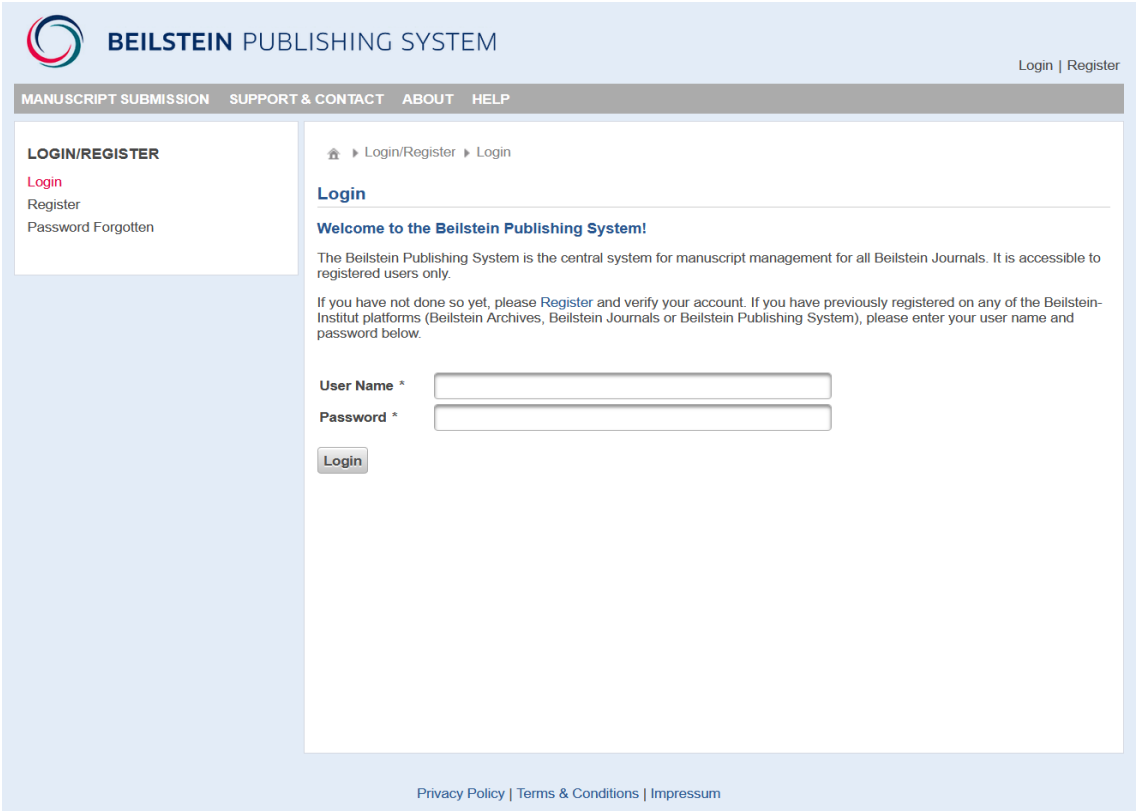
The review submission process must be finished by a click on the “Finalize Review” button. After completion of the review submission process a confirmation page will be shown.



4 Review with login

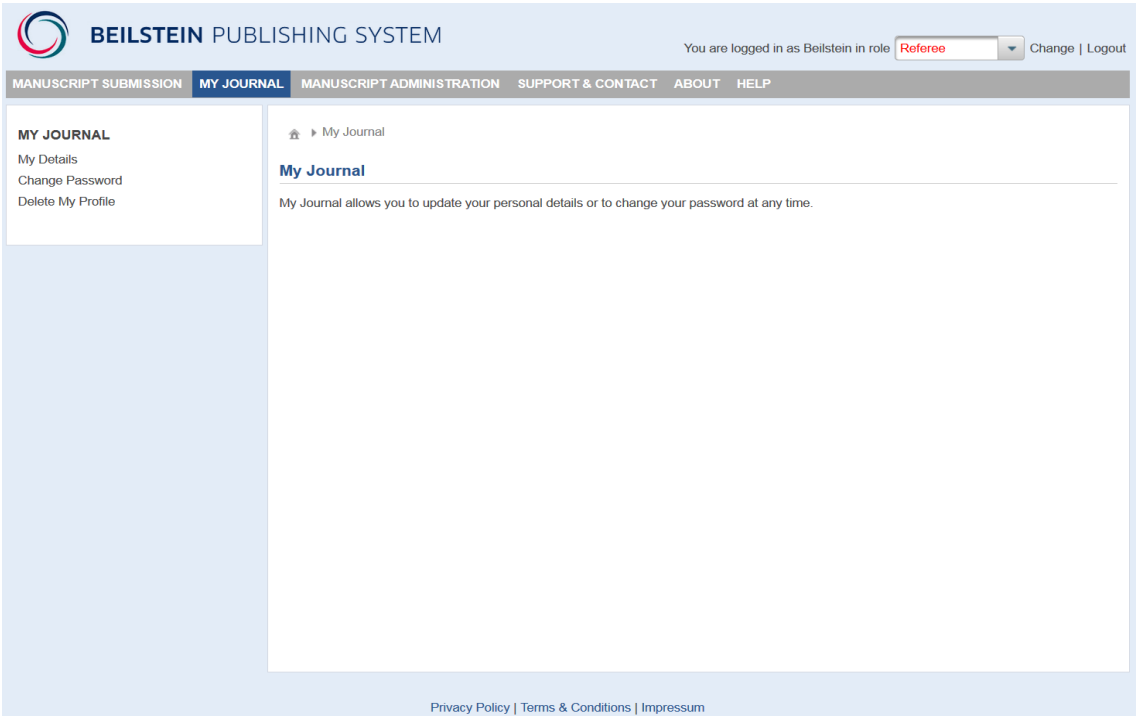
4.1 Access to the Beilstein Publishing System

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.

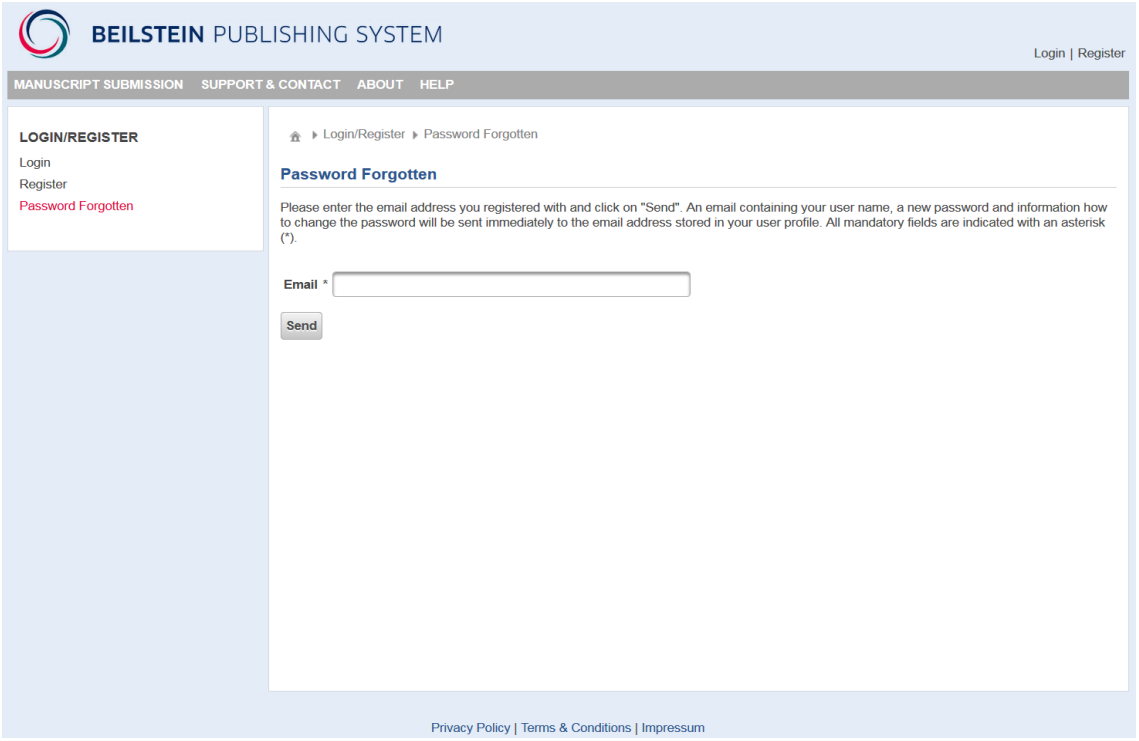


If you access the Beilstein Publishing System using the *Beilstein Journal of Nanotechnology* homepage (https://www.beilstein-journals.org/bjnano), please select the main menu “Submission” and afterwards choose the button “My Manuscripts” given on the right side of the screen to open the login page.

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.



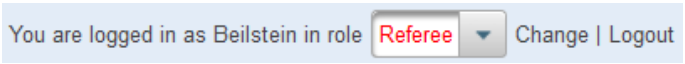
In the event that you have forgotten your password, please select “Password Forgotten” from the login screen submenu. After entering your email address you registered with and clicking “Send”, you will be automatically sent a new password by email.



4.2 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

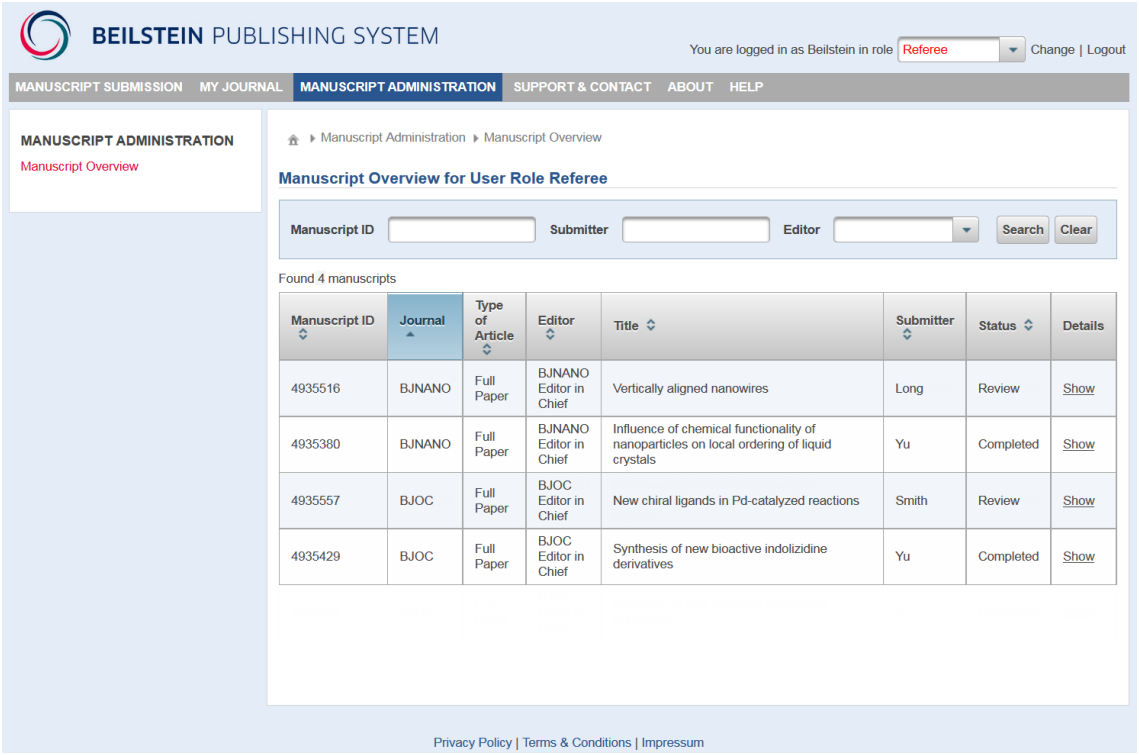
right corner of the screen and click on “Change” to show the manuscripts associated with the new user role.



4.3 Manuscript Overview

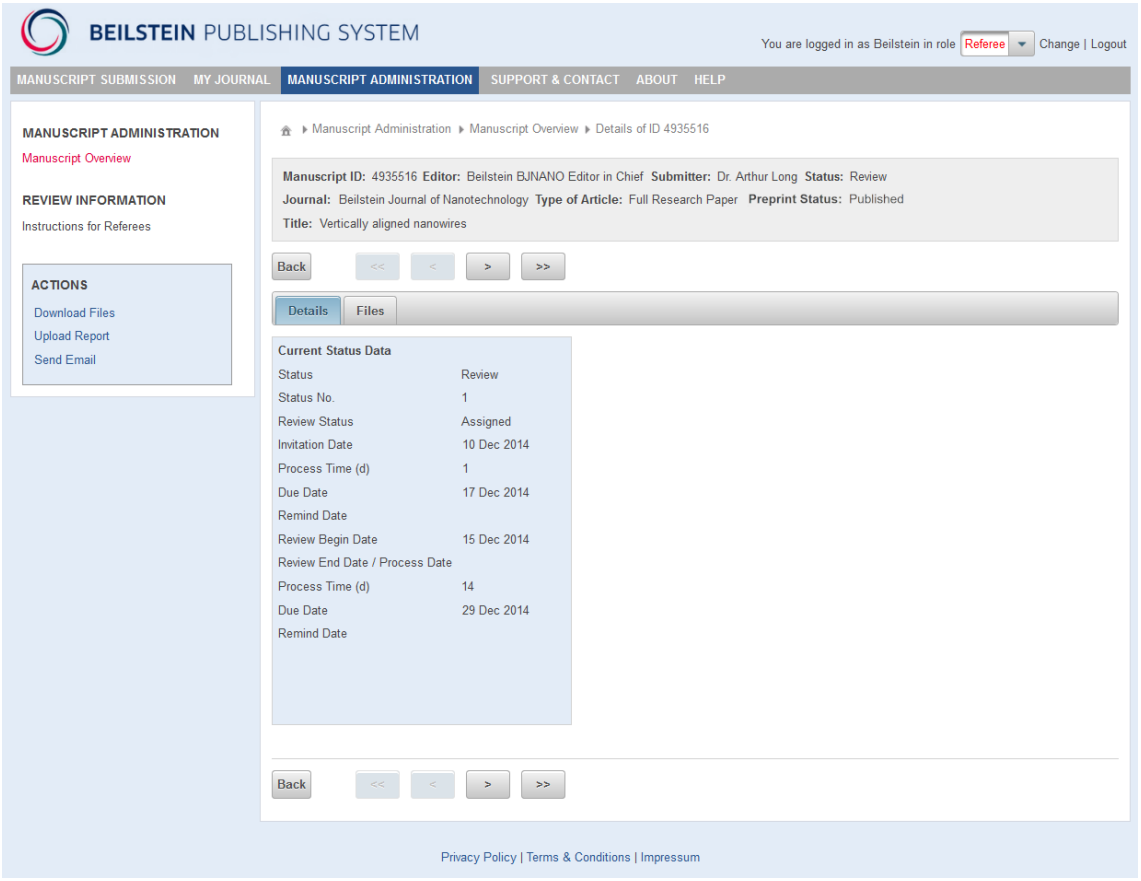
After logging in to the Beilstein Publishing System, the manuscript overview page will be displayed. By default, all the manuscripts of the Beilstein Journals for which you are invited for peer review are shown on the overview page, irrespective of whether you have accepted or declined the invitation 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.



4.4 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.



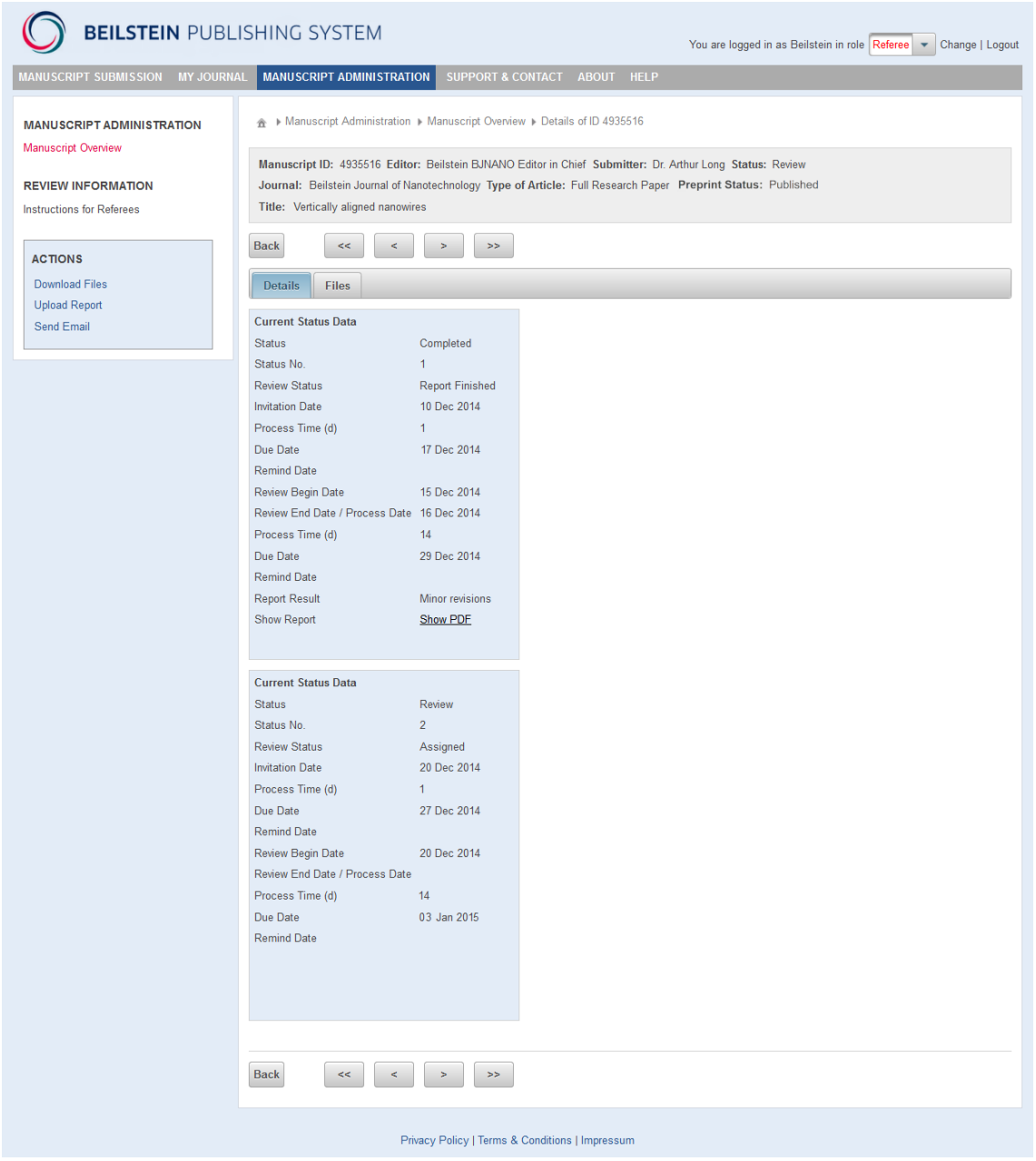
On the left side of the screen, the action list allows you to perform different actions on the manuscript as long as the manuscript is in the review status “Assigned”.

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 4.5)
Upload Report	This action allows the upload of a referee report (see chapter 4.6).
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.

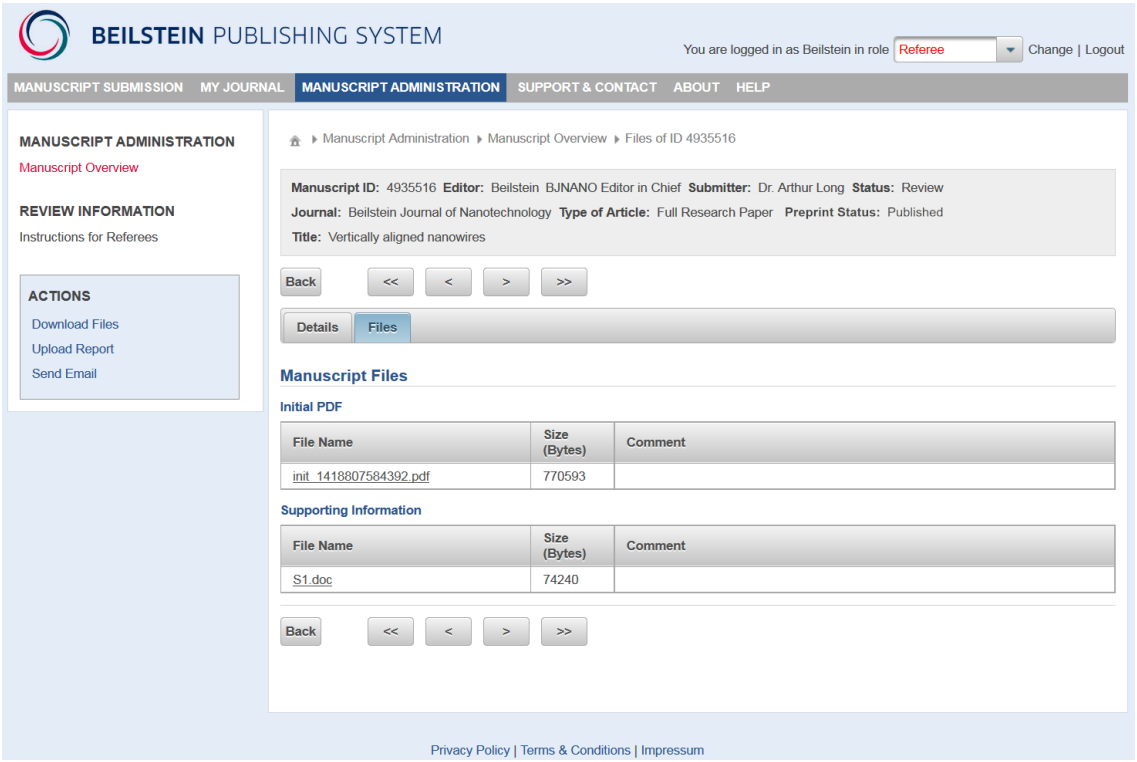
If a manuscript is classified as acceptable after the peer review, the editor will request the author to provide a revised version of the paper and to give a point-by-point response to all referee’s or editor’s comments. In general, the editor will initiate further steps based on the referees’ reports 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 4.5).



4.5 Download Files

Choosing the tab “Files” or the action “Download Files” will display 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.

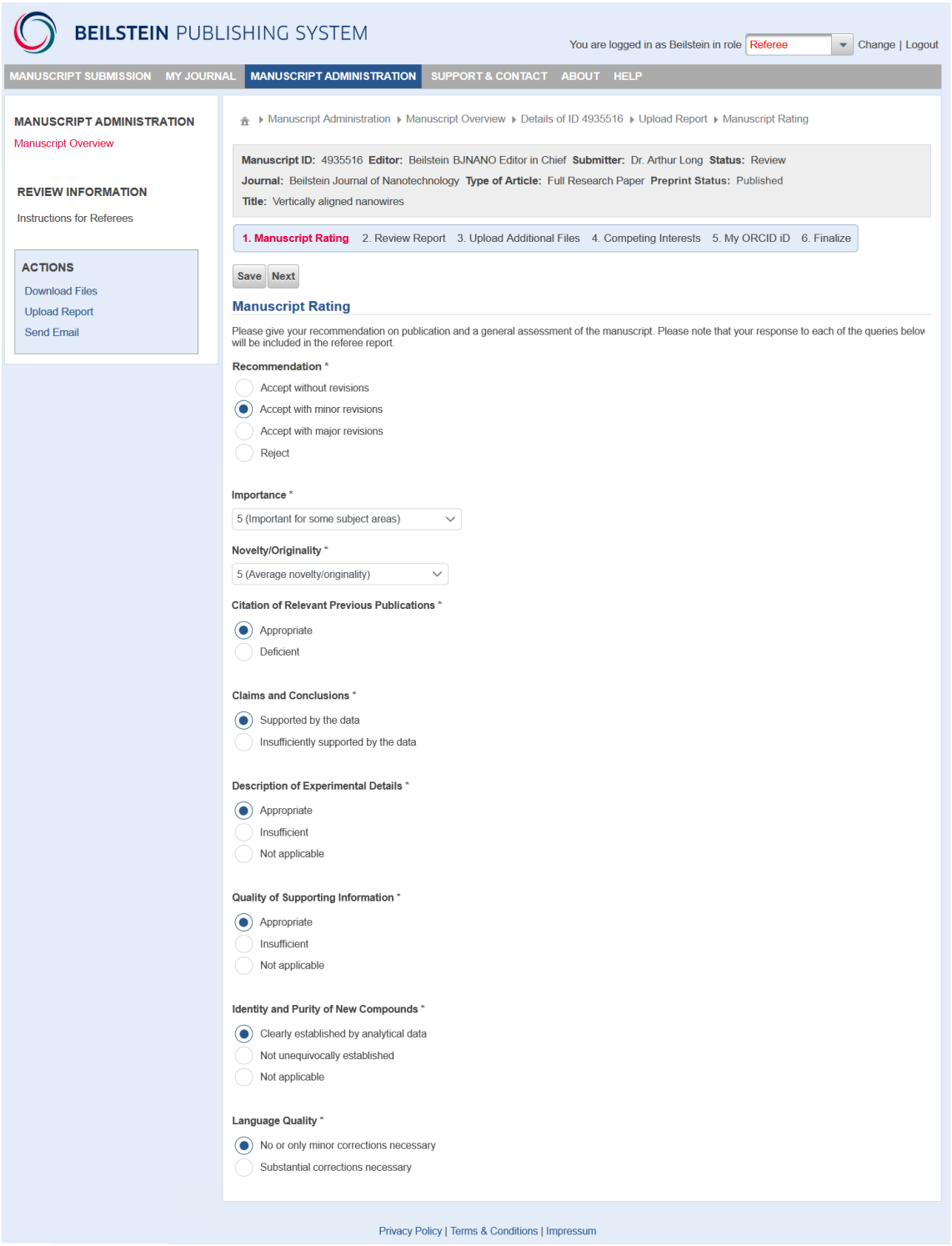


4.6 Upload Report

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.

4.6.1 Manuscript Rating

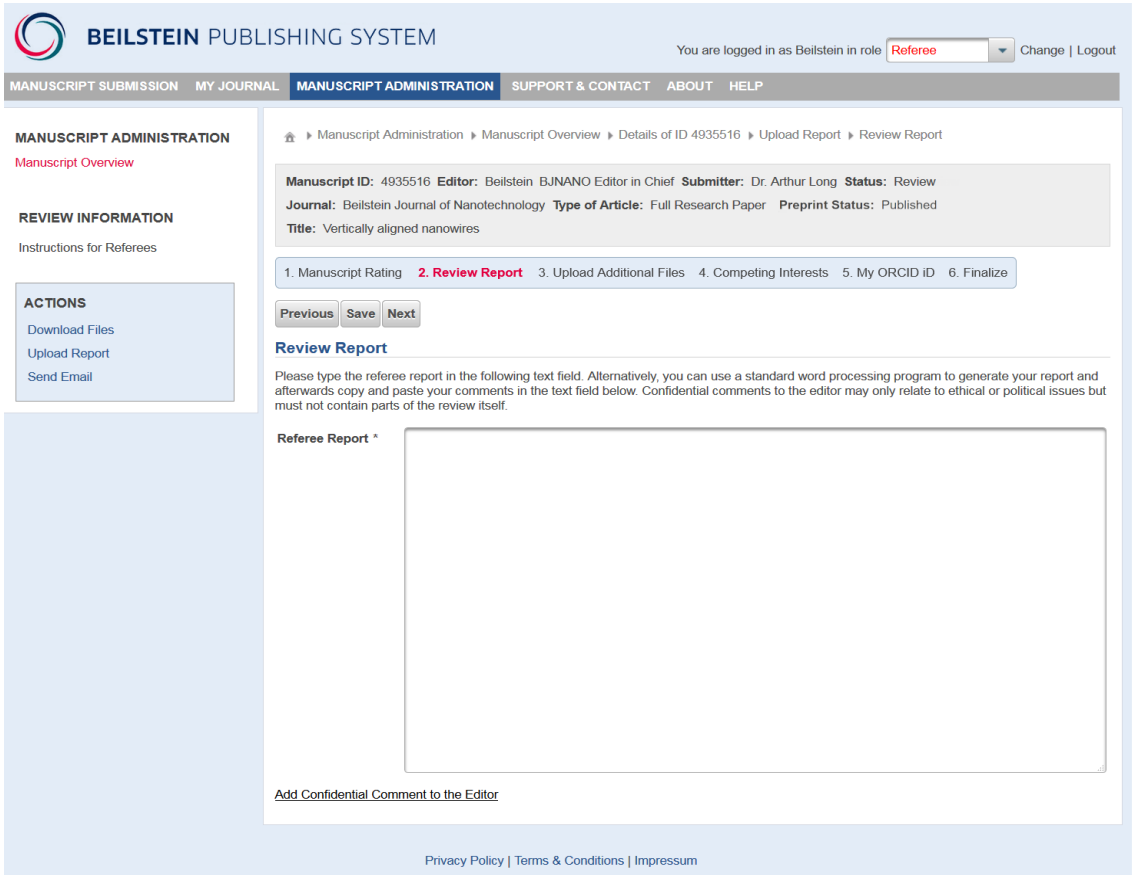
On the first page of the review submission form you must give your recommendation on publication and a general assessment of the manuscript by choosing one of several listed options for each section. Your response to each of the queries will be included in the referee report.



4.6.2 Review Report

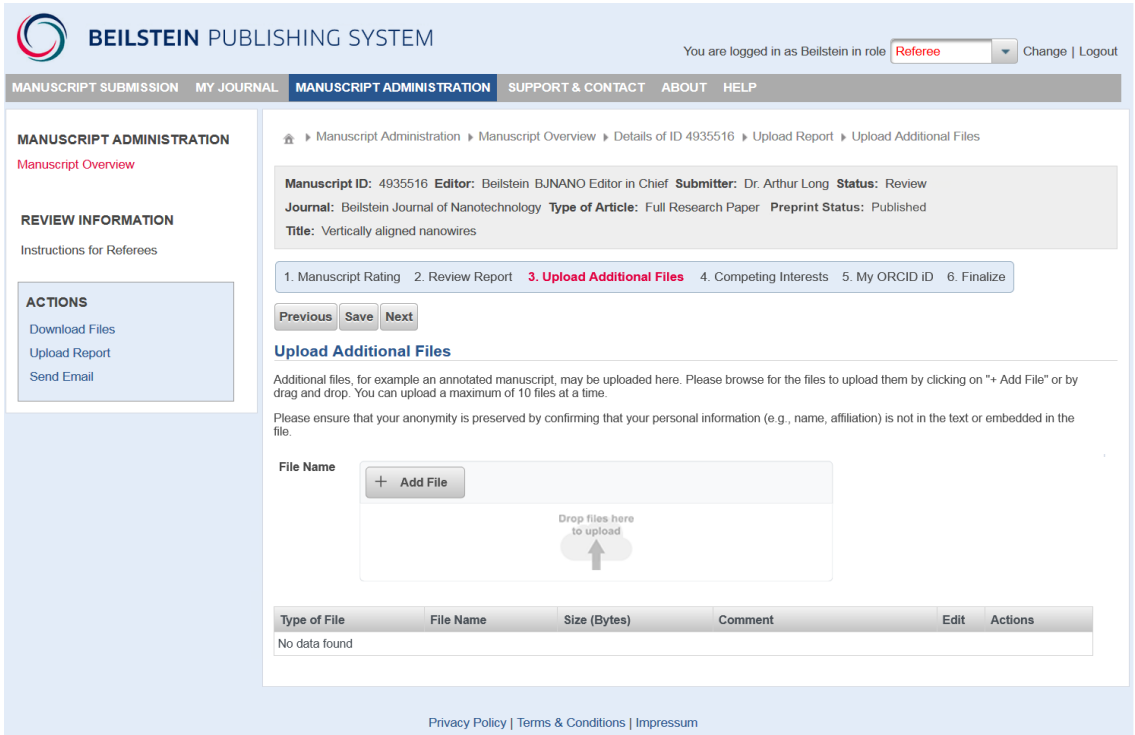
The review report must be either typed into the text field given on this page, or alternatively, entered by copy and paste. If you copy and paste special characters from versions older than Microsoft Word 2003 these may appear as Roman letters. Please use the Character Map program which is installed 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.



4.6.3 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.

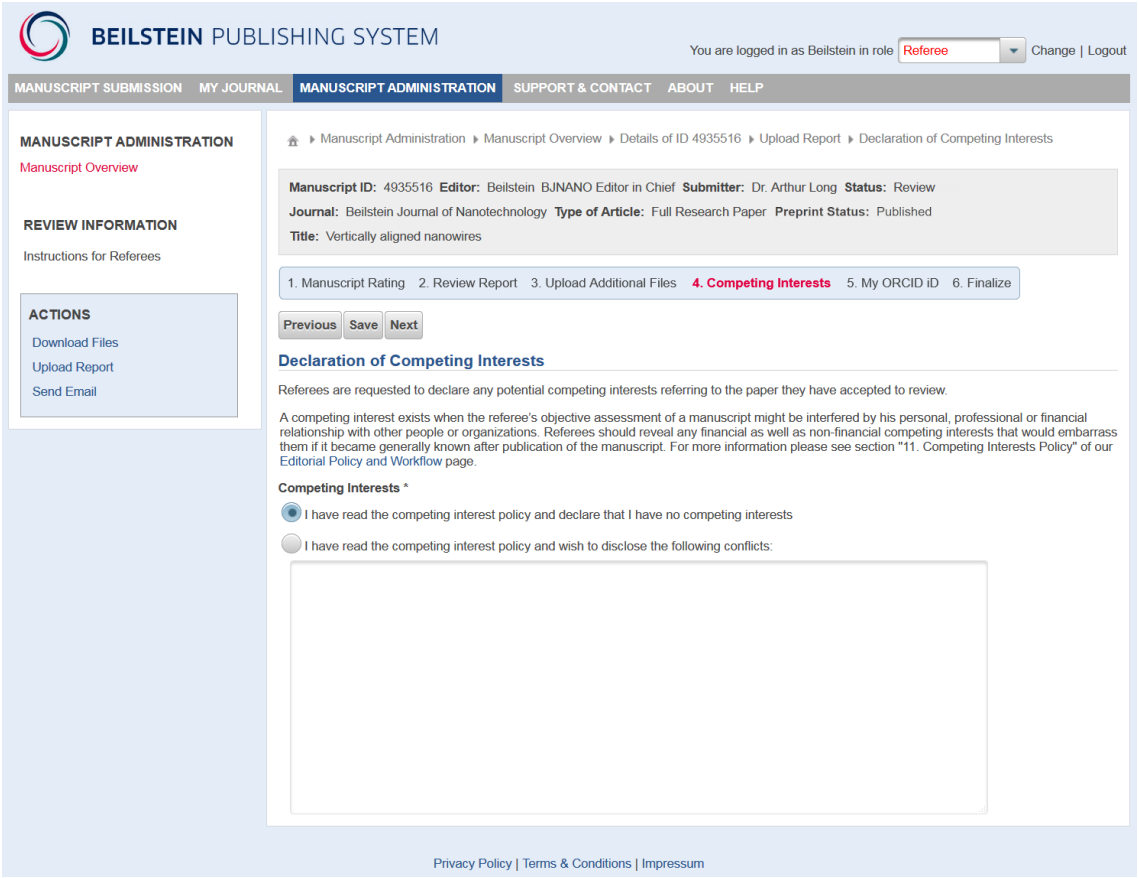


After successful uploading, the files will be listed in the lower section of the screen. This area remains empty until the first file has been saved in the system. Please check the files you have chosen to upload. If any error occurred with the file selection, you can delete the file from the list by 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.

4.6.4 Competing Interests

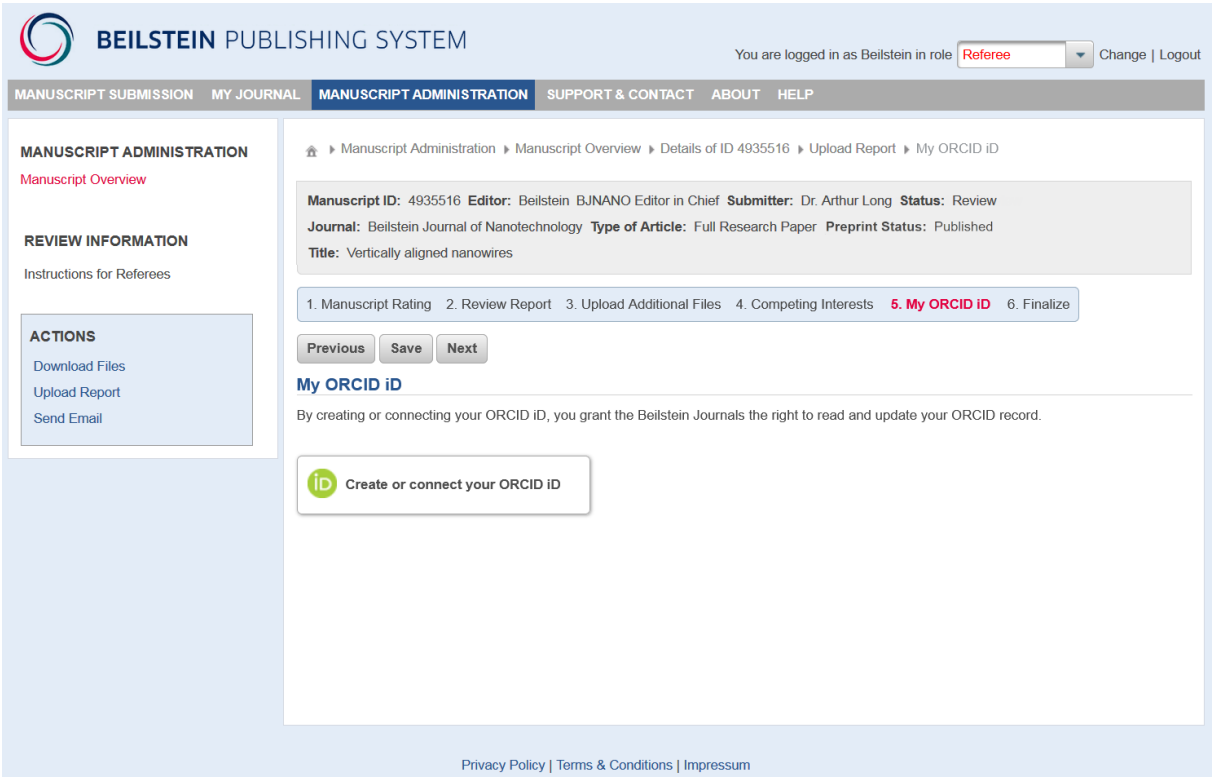
On this page you must declare any potential conflict of interests related to the paper you have reviewed. Please choose one of the two entries given to declare if there are competing interests or not. If competing interests exist, please disclose these in the text field below.

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).



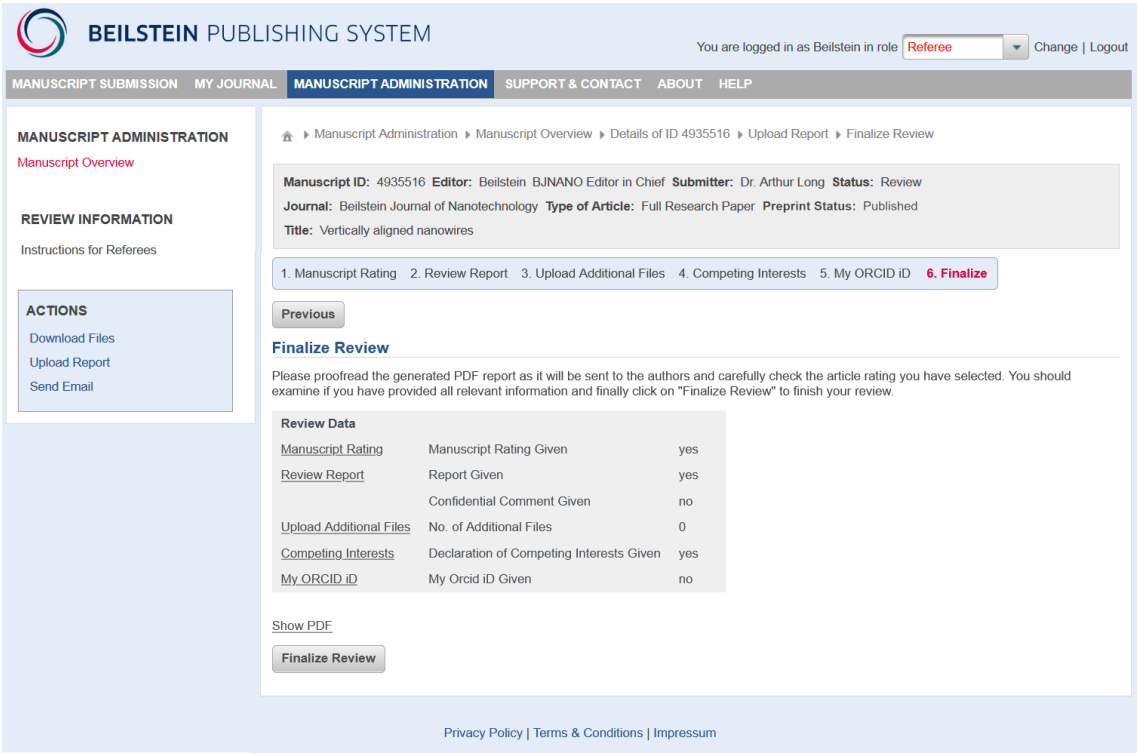
4.6.5 My ORCID iD

In this step you may grant the Beilstein Journals the right to read and update your ORCID record. 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 a referee of this manuscript.



4.6.6 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.



5 Contact/Support

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

Postal Address:	Beilstein-Institut zur Förderung der Chemischen Wissenschaften Trakehner Straße 7-9 D-60487 Frankfurt am Main Germany
Telephone:	+49 69 716732-0
Fax:	+49 69 716732-19
Email:	info@beilstein-institut.de
URL:	https://www.beilstein-institut.de

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