



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.

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 ...

For conditions and detailed information about the review process, please see the Instructions for Referees: <http://www.beilstein-journals.org/bjoc/submission/refereeInstructions.htm>. Under normal circumstances, referees are asked to return their reports as soon as possible, within 14 days at the latest.

To ACCEPT this review invitation, please click <http://www.beilstein-journals.org/s/pb0MzQ0qHy> and you will be emailed immediately with further instructions.

To DECLINE this review invitation, please click <http://www.beilstein-journals.org/s/zBzQ9e9gvi>. 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.

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 platinum open access (no fee) journal.

With best regards,

Beilstein BJOC Editor in Chief

Email: bjoc-editor@beilstein-institut.de

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

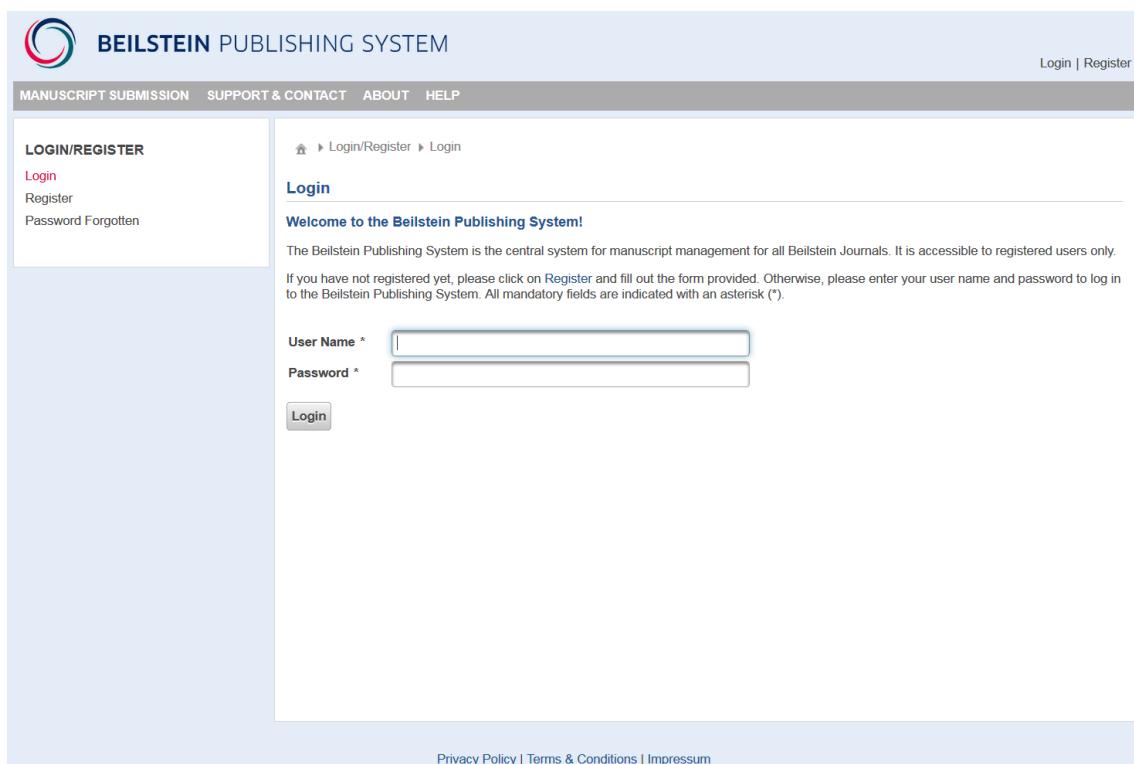
The Beilstein Journal of Organic Chemistry is a fully peer reviewed, online open access journal. The content is freely accessible online and is publicly archived. Authors can publish scientific articles free of charge as the Beilstein Journal of Organic Chemistry is completely funded by the Beilstein-Institut, a non-profit foundation committed to advancing communication and information in 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 <http://www.beilstein-journals.org/bjoc>.

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

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

3 Access to the Beilstein Publishing System

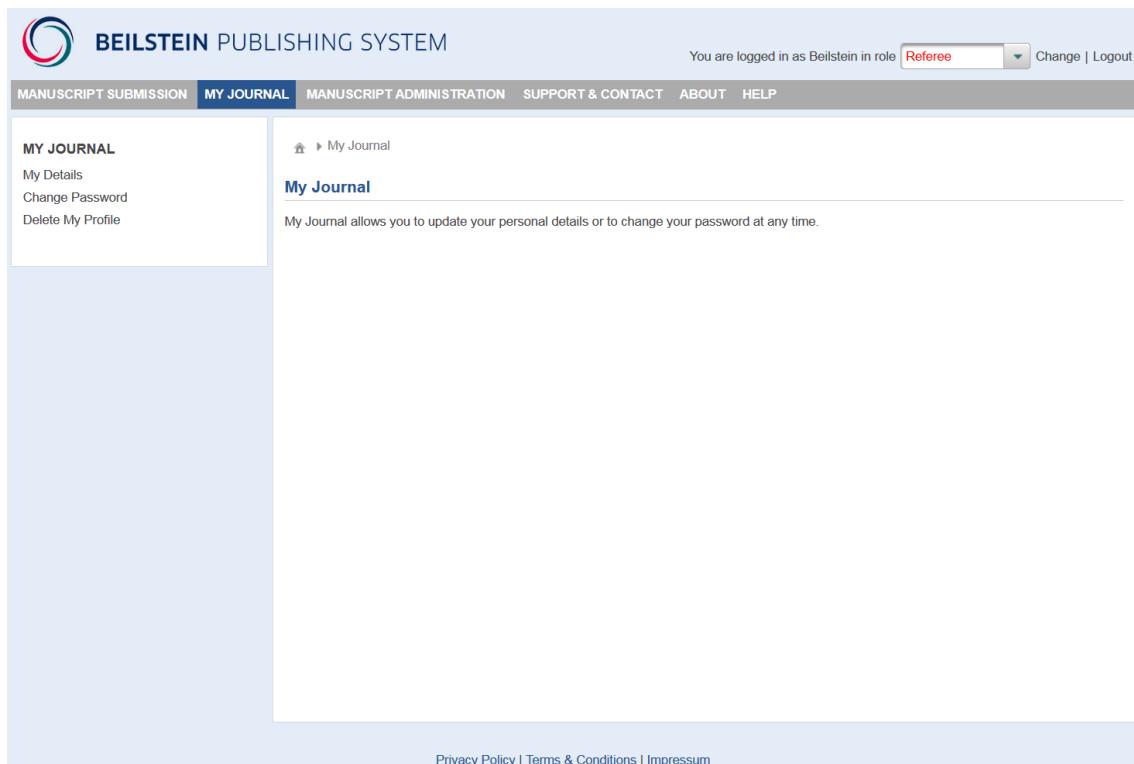
You can access the Beilstein Publishing System either by using the link given in the acceptance confirmation email or directly via the website: <http://www.beilstein-journals.org/bps>. In both cases the login screen of the Beilstein Publishing System will be displayed. Please enter your user name and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



The screenshot shows the Beilstein Publishing System login page. The header includes the Beilstein logo and the text "BEILSTEIN PUBLISHING SYSTEM". The top right has "Login | Register". The main menu bar has "MANUSCRIPT SUBMISSION", "SUPPORT & CONTACT", "ABOUT", and "HELP". The left sidebar has "LOGIN/REGISTER" with "Login", "Register", and "Password Forgotten" links. The main content area shows the "Login" page with the heading "Welcome to the Beilstein Publishing System!". It states that the system is for manuscript management and is accessible to registered users only. It encourages users to register if they haven't already. Below this is a form with "User Name *" and "Password *". A "Login" button is at the bottom of the form. At the bottom of the page are links to "Privacy Policy", "Terms & Conditions", and "Impressum".

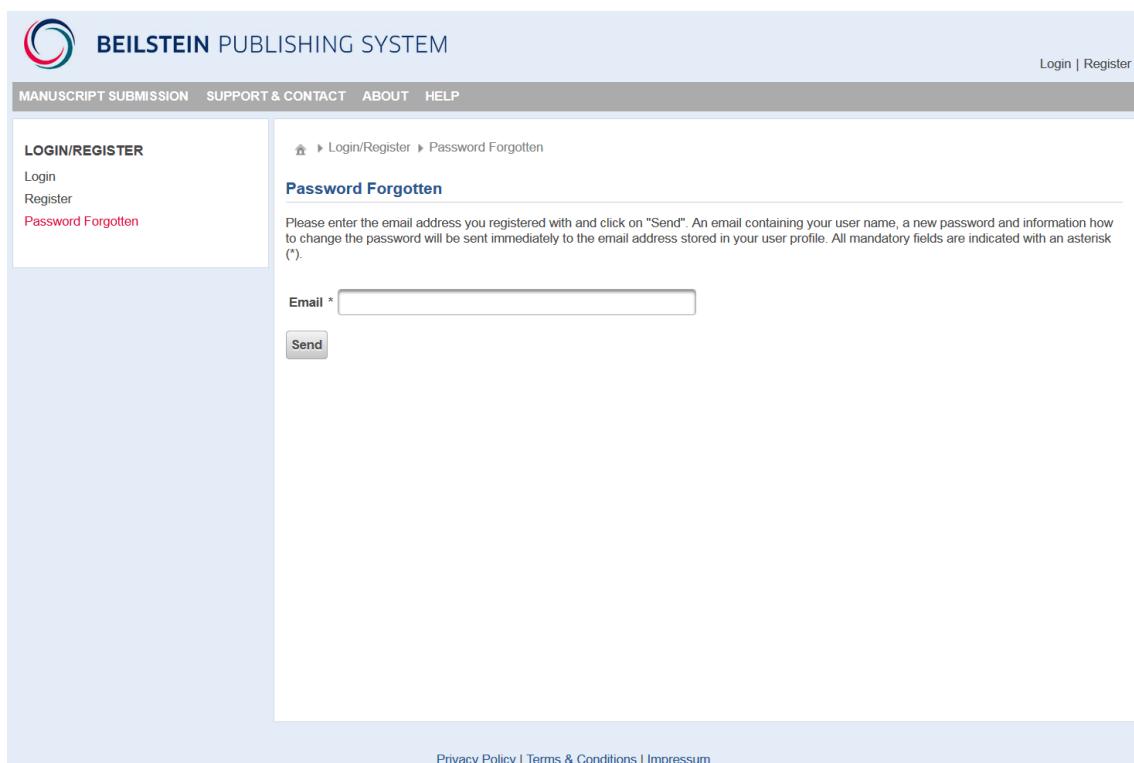
If you access the Beilstein Publishing System using the *Beilstein Journal of Organic Chemistry* homepage (<http://www.beilstein-journals.org/bjoc>), please select the main menu “Submission” and afterwards choose the button “My Manuscripts” given on the right side of the screen to open the login page.

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.



The screenshot shows the Beilstein Publishing System interface. At the top, there is a navigation bar with links for MANUSCRIPT SUBMISSION, MY JOURNAL (which is highlighted in blue), MANUSCRIPT ADMINISTRATION, SUPPORT & CONTACT, ABOUT, and HELP. A dropdown menu indicates the user is logged in as Beilstein in role 'Referee', with options to 'Change' or 'Logout'. The main content area is titled 'My Journal' and contains a sub-link 'My Journal'. Below this, a message states: 'My Journal allows you to update your personal details or to change your password at any time.' On the left sidebar, there is a 'MY JOURNAL' section with links for 'My Details', 'Change Password', and 'Delete My Profile'. At the bottom of the page, there are links for 'Privacy Policy', 'Terms & Conditions', and 'Impressum'.

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



The screenshot shows the Beilstein Publishing System interface. At the top, there is a navigation bar with links for MANUSCRIPT SUBMISSION, SUPPORT & CONTACT, ABOUT, and HELP. A 'Login | Register' link is also present. The main content area is titled 'Password Forgotten'. A sub-link 'Login/Register' is shown above the 'Password Forgotten' section. Below this, a message instructs the user to enter their registered email address and click 'Send' to receive a password reset email. A text input field is labeled 'Email *' and a 'Send' button is below it. On the left sidebar, there is a 'LOGIN/REGISTER' section with links for 'Login', 'Register', and 'Password Forgotten' (which is highlighted in red). At the bottom of the page, there are links for 'Privacy Policy', 'Terms & Conditions', and '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.



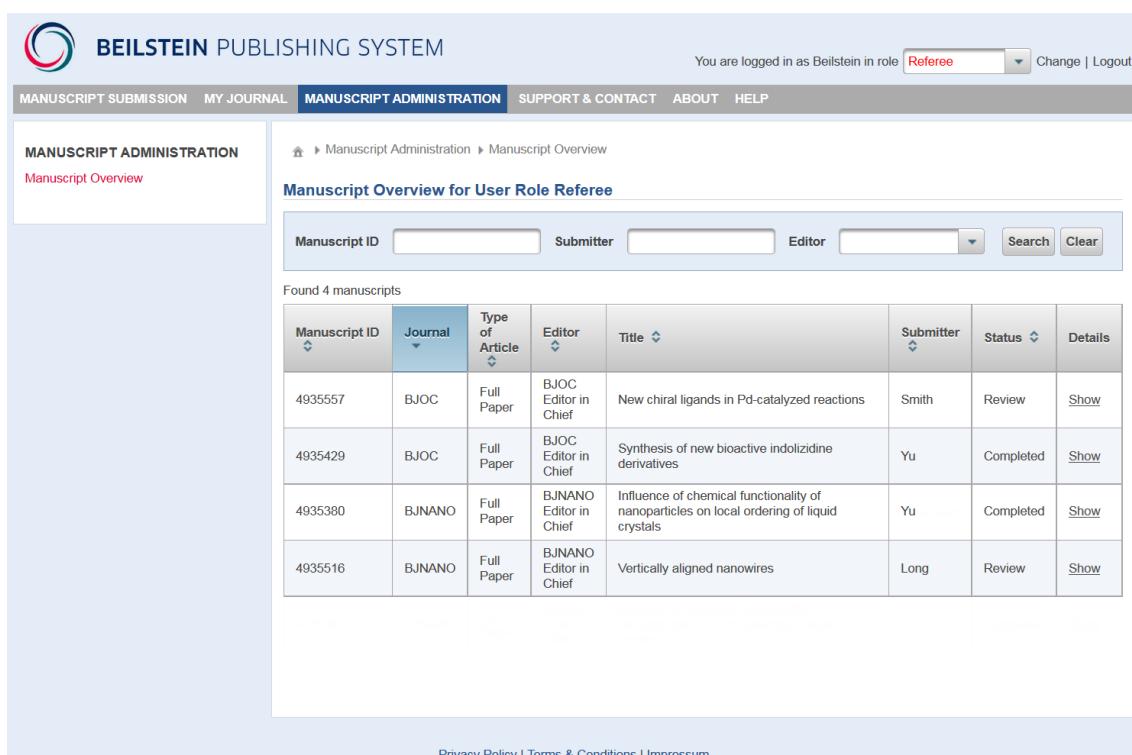
5 Referee Section

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.



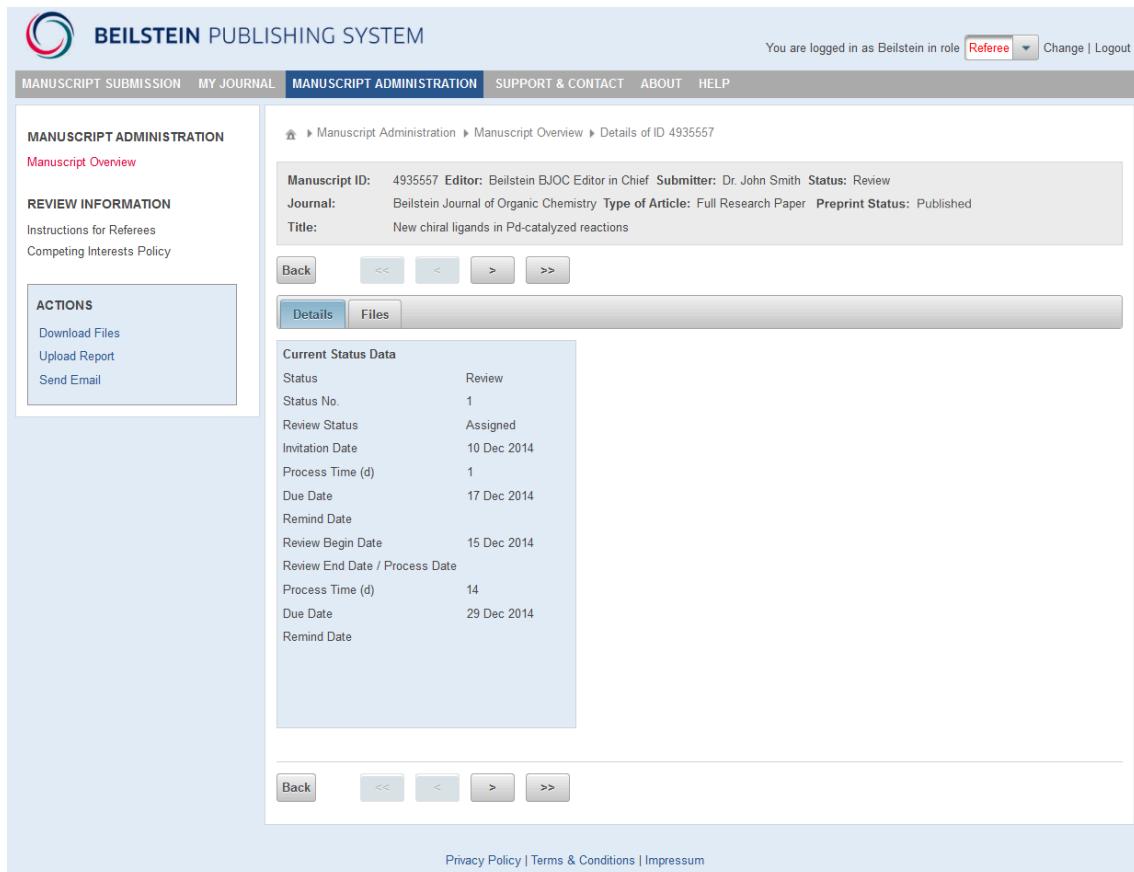
The screenshot shows the Beilstein Publishing System interface. At the top, there is a navigation bar with links for Manuscript Submission, My Journal, Manuscript Administration, Support & Contact, About, and Help. The user is logged in as a Referee. The main content area is titled "Manuscript Overview for User Role Referee". It features a search bar with fields for Manuscript ID, Submitter, and Editor, and buttons for Search and Clear. Below the search bar, a message indicates "Found 4 manuscripts". A table displays the following data:

Manuscript ID	Journal	Type of Article	Editor	Title	Submitter	Status	Details
4935557	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, and 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.



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”.

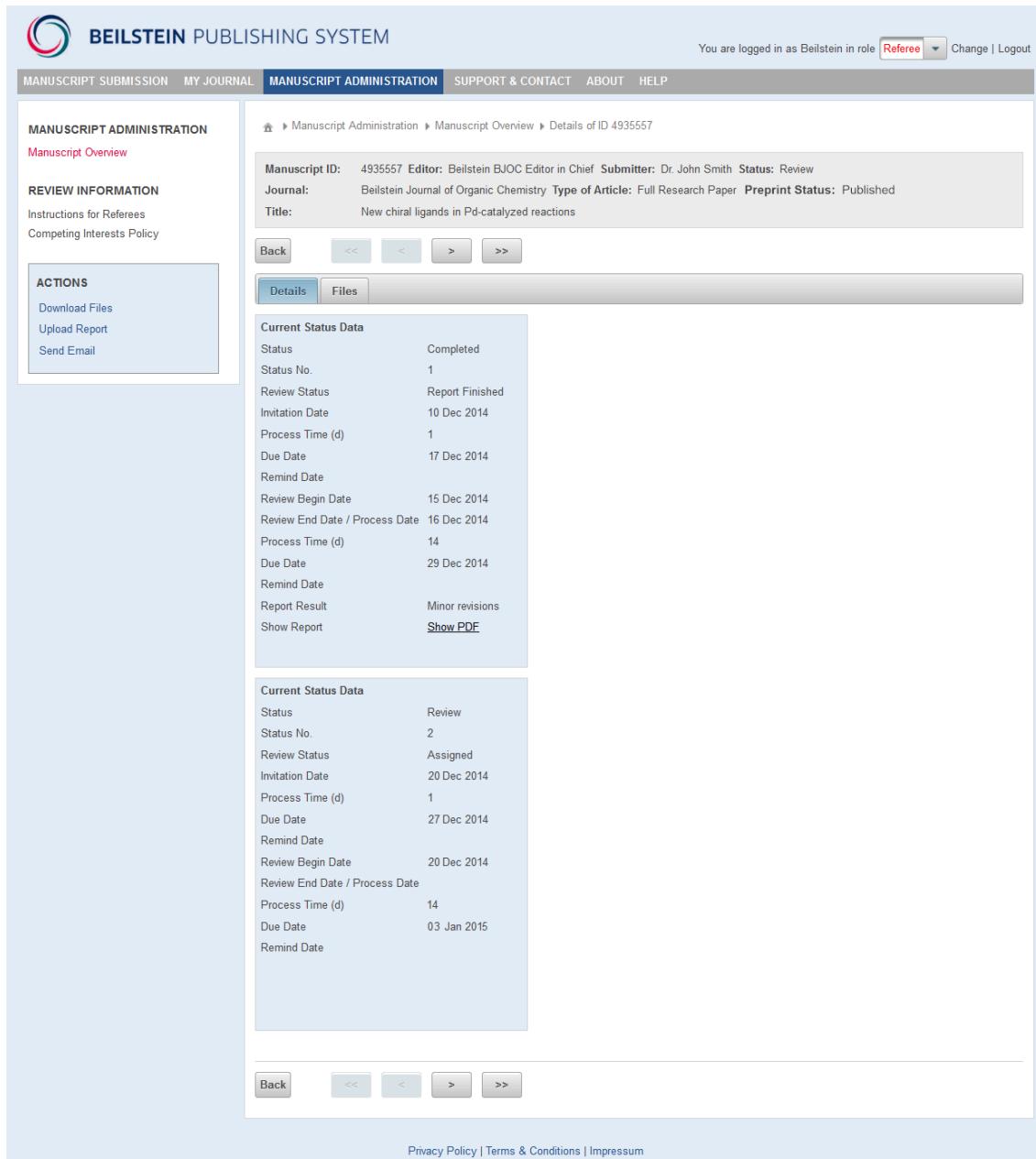
Action	Comments
Download Files	The tab “Files” opens for downloading the manuscript files. Any individual file can be downloaded by a click on the file name (see chapter 5.3)
Upload Report	This action allows the upload of a referee report (see chapter 5.4).
Send Email	An email form opens for sending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



The screenshot shows the Beilstein Publishing System manuscript administration interface. The top navigation bar includes links for Manuscript Submission, My Journal, Manuscript Administration (selected), Support & Contact, About, and Help. A user is logged in as Beilstein in role Referee, with options to Change or Logout.

The main content area displays the details of manuscript ID 4935557. The manuscript information includes:

- 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

Below this, there are two sections for "Current Status Data" showing the progression of the review process:

Review No. 1 (Status 1):

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	Show PDF

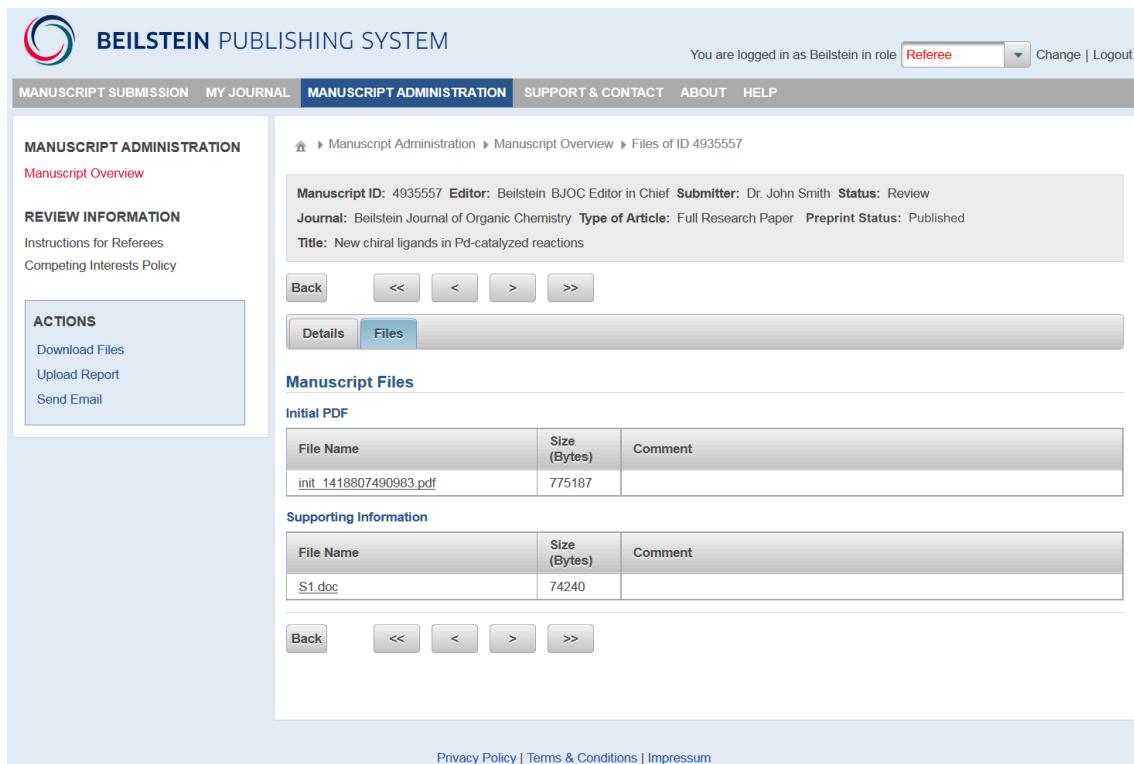
Review No. 2 (Status 2):

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	

At the bottom of the page are links for Privacy Policy, Terms & Conditions, and Impressum.

5.3 Download Files

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



The screenshot shows the Beilstein Publishing System interface. At the top, there is a navigation bar with links for Manuscript Submission, My Journal, Manuscript Administration (which is the active tab), Support & Contact, About, and Help. A user status message indicates they are logged in as Beilstein in role Referee, with options to Change or Logout. The main content area is titled "Manuscript Administration" and "Manuscript Overview". It shows the following details for a manuscript with 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

Below this, there are "Back", "Details", and "Files" buttons. The "Files" tab is selected, showing a table of "Manuscript Files" under the "Initial PDF" section:

File Name	Size (Bytes)	Comment
init_1418807490983.pdf	775187	

There is also a table for "Supporting Information" with one entry:

File Name	Size (Bytes)	Comment
S1.doc	74240	

At the bottom of the page are "Back", "Details", and "Files" buttons, along with links to Privacy Policy, Terms & Conditions, and Impressum.

5.4 Referee Report

To upload your referee report, you must first open the details page of the manuscript and then select the action “Upload Report”. You will be directed to the review submission form of the Beilstein Publishing System which will allow you to upload all relevant review report data step by step. Mandatory entry fields are marked with an asterisk (*) on each page. You can proceed with the stepwise review submission process by using the “Next” button or alternatively, save any review data without continuing by choosing the “Save” button. If you would like to return to previous submission pages, please click on the “Previous” button. In general, you should avoid moving to preceding pages within the Beilstein Publishing System by using the browser “Back” button, because this can lead to synchronization problems with your session on the server.

5.4.1 Manuscript Rating

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

Recommendation

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

Manuscript Assessment

- An article of high general importance
- An article of importance in the relevant subject area
- An article of limited interest
- A scientifically unreliable article
- An article not within the scope of the journal

Novelty

- An article showing originality and/or novelty
- An article with lack of novelty

Previous Publications

- Relevant literature is cited appropriately
- There are deficiencies in the citation of relevant literature

Claims and Conclusions

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

Experimental Details

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

Identity and Purity

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

Language and Style

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

BEILSTEIN PUBLISHING SYSTEM

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

MANUSCRIPT SUBMISSION MY JOURNAL MANUSCRIPT ADMINISTRATION SUPPORT & CONTACT ABOUT HELP

MANUSCRIPT ADMINISTRATION

Manuscript Overview

REVIEW INFORMATION

Instructions for Referees
Competing Interests Policy

ACTIONS

Download Files
Upload Report
Send Email

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

Save Next

Manuscript Rating

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

Recommendation *

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

Manuscript Assessment *

An article of high general importance
 An article of importance in the relevant subject area
 An article of limited interest
 A scientifically unreliable article
 An article not within the scope of the journal

Novelty *

An article showing originality and/or novelty
 An article with lack of novelty

Previous Publications *

Relevant literature is cited appropriately
 There are deficiencies in the citation of relevant literature

Claims and Conclusions *

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

Experimental Details *

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

Identity and Purity *

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

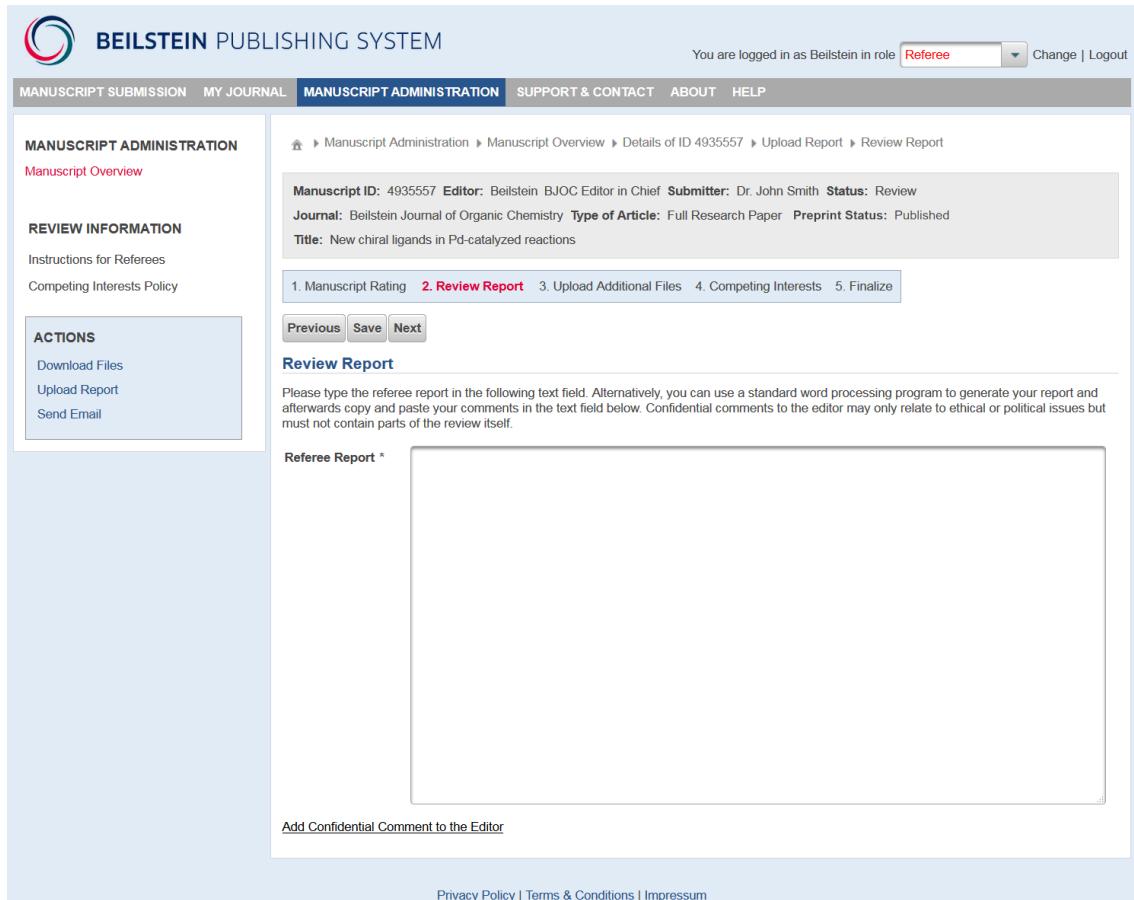
Language and Style *

Article needs no or minor language corrections
 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](#)”).

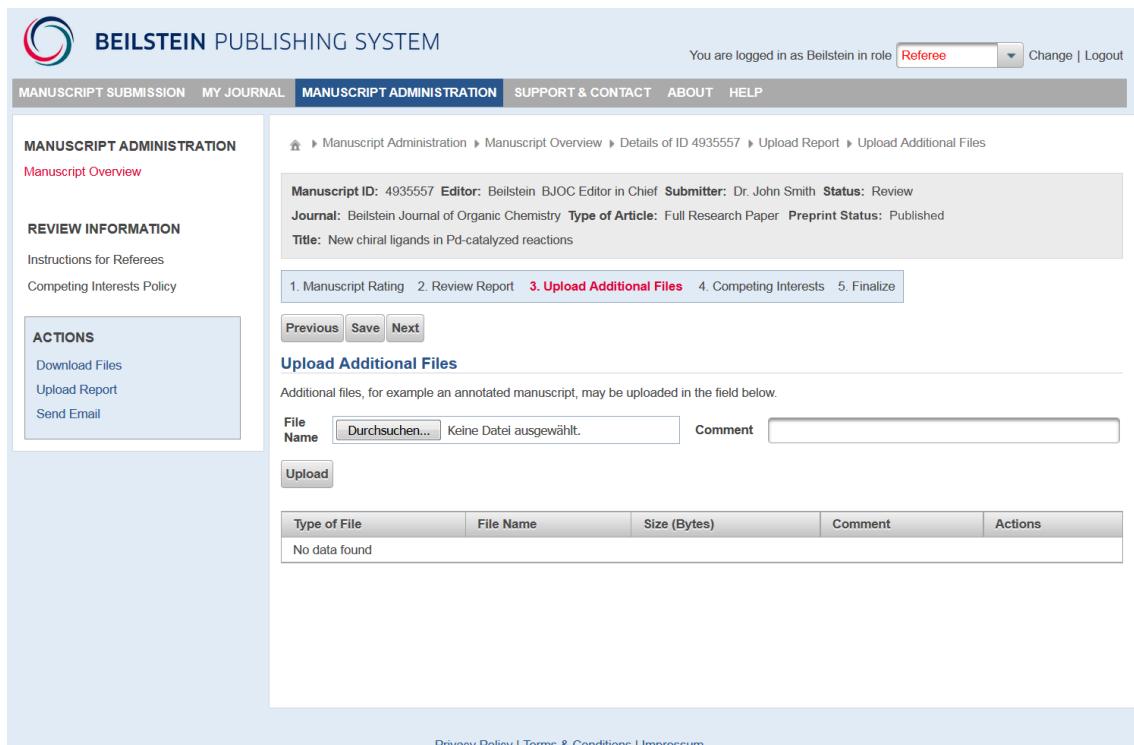
Any confidential comments you would like to send to the editor only may be entered by choosing the corresponding link below the referee report text box.



The screenshot shows the Beilstein Publishing System interface. The top navigation bar includes links for Manuscript Submission, My Journal, Manuscript Administration, Support & Contact, About, and Help. The user is logged in as Beilstein in role Referee, with options to Change or Logout. The main content area is titled 'MANUSCRIPT ADMINISTRATION' and 'Manuscript Overview'. A 'REVIEW INFORMATION' section contains links for Instructions for Referees and Competing Interests Policy. On the left, an 'ACTIONS' sidebar offers Download Files, Upload Report, and Send Email. The central panel displays the 'Review Report' step, showing manuscript details (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). Below this are buttons for 1. Manuscript Rating, 2. Review Report (which is highlighted in red), 3. Upload Additional Files, 4. Competing Interests, and 5. Finalize. A 'Referee Report' text area is present, along with a 'Previous', 'Save', and 'Next' button. A note at the bottom of the report area says: 'Please type the referee report in the following text field. Alternatively, you can use a standard word processing program to generate your report and afterwards copy and paste your comments in the text field below. Confidential comments to the editor may only relate to ethical or political issues but must not contain parts of the review itself.' A 'Referee Report' text area is empty. Below the report area is a link to 'Add Confidential Comment to the Editor'. At the bottom of the page are links to Privacy Policy, Terms & Conditions, and Impressum.

5.4.3 Upload Additional Files

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



The screenshot shows the Beilstein Publishing System interface, similar to the previous one but with a different step highlighted. The 'Upload Additional Files' step is shown, with the '3. Upload Additional Files' button highlighted in red. The rest of the interface is identical to the previous screenshot, including the top navigation bar, sidebar, and central content area with manuscript details and review report fields.

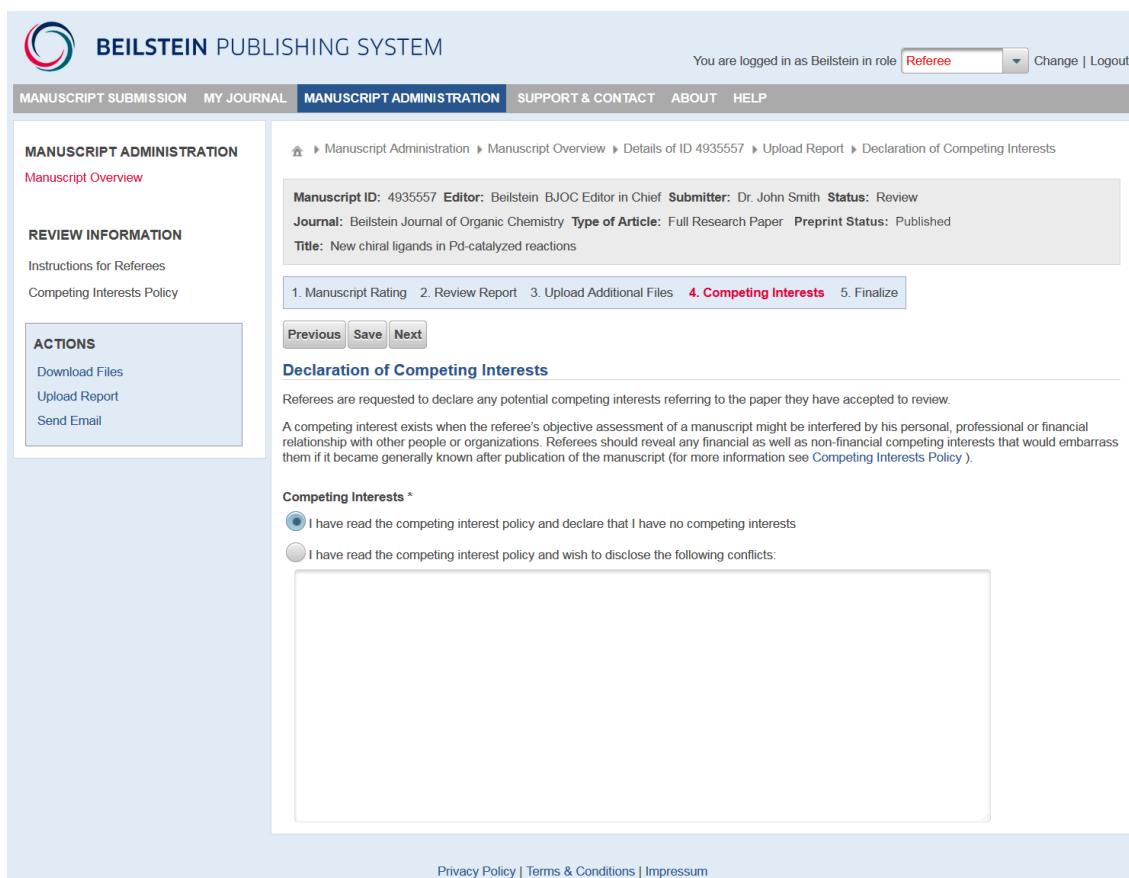
Browse for the individual file on your local computer, select the corresponding file name within the opened dialog box and click on “Open”. You may also enter short comments for each file in a text box.

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

5.4.4 Competing Interests

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

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



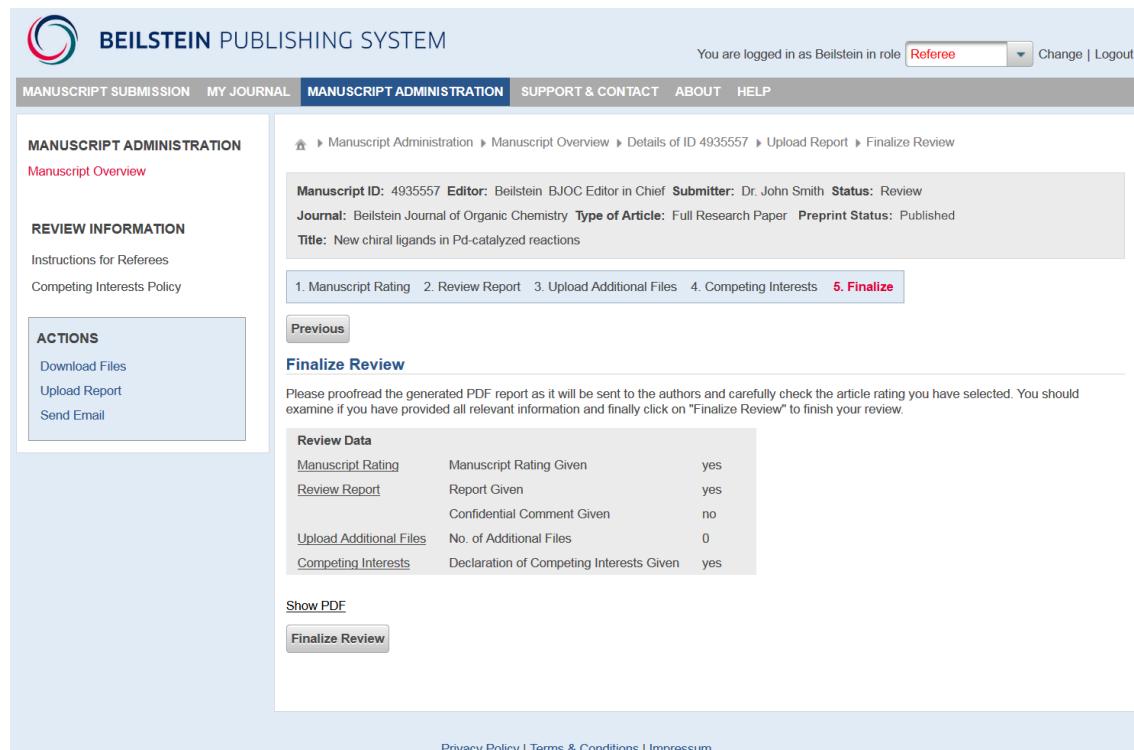
The screenshot shows the Beilstein Publishing System manuscript administration interface. The top navigation bar includes links for Manuscript Submission, My Journal, Manuscript Administration, Support & Contact, About, and Help. The user is logged in as Beilstein in role Referee, with options to Change or Logout. The main content area is titled 'MANUSCRIPT ADMINISTRATION' and 'Manuscript Overview'. It displays manuscript details: 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. Below this, a step navigation bar shows '1. Manuscript Rating', '2. Review Report', '3. Upload Additional Files', '4. Competing Interests' (which is highlighted in red), and '5. Finalize'. A 'Declarations of Competing Interests' section contains instructions for referees and a note about potential conflicts of interest. It includes a 'Competing Interests' checkbox and a text area for disclosure. The left sidebar has sections for 'MANUSCRIPT ADMINISTRATION' (Manuscript Overview), 'REVIEW INFORMATION' (Instructions for Referees, Competing Interests Policy), and 'ACTIONS' (Download Files, Upload Report, Send Email). The bottom of the page includes links for Privacy Policy, Terms & Conditions, and Impressum.

5.4.5 Finalize

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

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

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



The screenshot shows the Beilstein Publishing System interface. The top navigation bar includes links for MANUSCRIPT SUBMISSION, MY JOURNAL, MANUSCRIPT ADMINISTRATION (which is selected), SUPPORT & CONTACT, ABOUT, and HELP. A dropdown menu shows the user is logged in as Beilstein in role 'Referee'. The main content area shows the manuscript administration interface for manuscript ID 4935557. The manuscript details are: 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. Below this, a list of steps is shown: 1. Manuscript Rating, 2. Review Report, 3. Upload Additional Files, 4. Competing Interests, and 5. Finalize, where step 5 is highlighted. A 'Previous' button is available. The 'Finalize Review' section contains instructions to proofread the generated PDF report and check the article rating. It lists review data: Manuscript Rating Given (yes), Report Given (yes), Confidential Comment Given (no), No. of Additional Files (0), and Declaration of Competing Interests Given (yes). Buttons for 'Show PDF' and 'Finalize Review' are present. At the bottom, links for Privacy Policy, Terms & Conditions, and Impressum are provided.

6 Contact/Support

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

Postal Address: Beilstein-Institut zur Förderung der Chemischen Wissenschaften
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Fax: +49 69 716732-19
Email: info@beilstein-institut.de
URL: <http://www.beilstein-institut.de>

If you should require further assistance with the Beilstein Publishing System or if you have any other questions regarding the journal, please contact the support team at journals-support@beilstein-institut.de. We strive to answer email enquiries within 2 working days.