



Help for Authors

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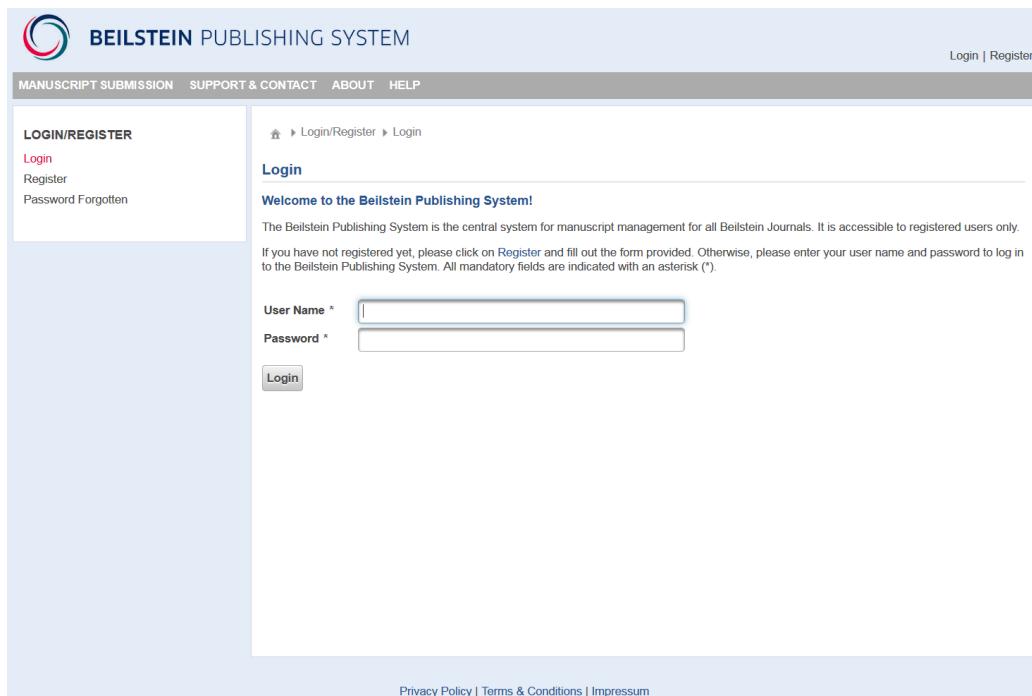
1 General Information

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 <http://www.beilstein-journals.org/bps> with your user name and password.



The screenshot shows the Beilstein Publishing System login page. The header includes the Beilstein logo and the text 'BEILSTEIN PUBLISHING SYSTEM'. Navigation links for 'MANUSCRIPT SUBMISSION', 'SUPPORT & CONTACT', 'ABOUT', and 'HELP' are at the top. On the left, a sidebar titled 'LOGIN/REGISTER' offers 'Login', 'Register', and 'Password Forgotten' links. The main content area shows a breadcrumb trail ('Home > Login/Register > Login'), a 'Welcome to the Beilstein Publishing System!' message, and a note about the system being accessible to registered users only. It also includes a note for new users to click 'Register' and a password recovery note. Below this are two text input fields for 'User Name *' and 'Password *', and a 'Login' button. At the bottom of the page 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.

BEILSTEIN PUBLISHING SYSTEM

MANUSCRIPT SUBMISSION SUPPORT & CONTACT ABOUT HELP

LOGIN/REGISTER

[Login](#)
[Register](#)
[Password Forgotten](#)

Registration for the Beilstein Journals

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

Personal Data

User Name *

Email *

Title

First Name *

Middle Initials

Last (Family) Name *

Type of Institution *

Job Type

Organization *

Department

Street / P.O. Box

City / Town

Zip / Postal Code

State / Province

Country *

Telephone

Fax

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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.

BEILSTEIN PUBLISHING SYSTEM

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

You are logged in as Beilstein in role **Author**

MY JOURNAL

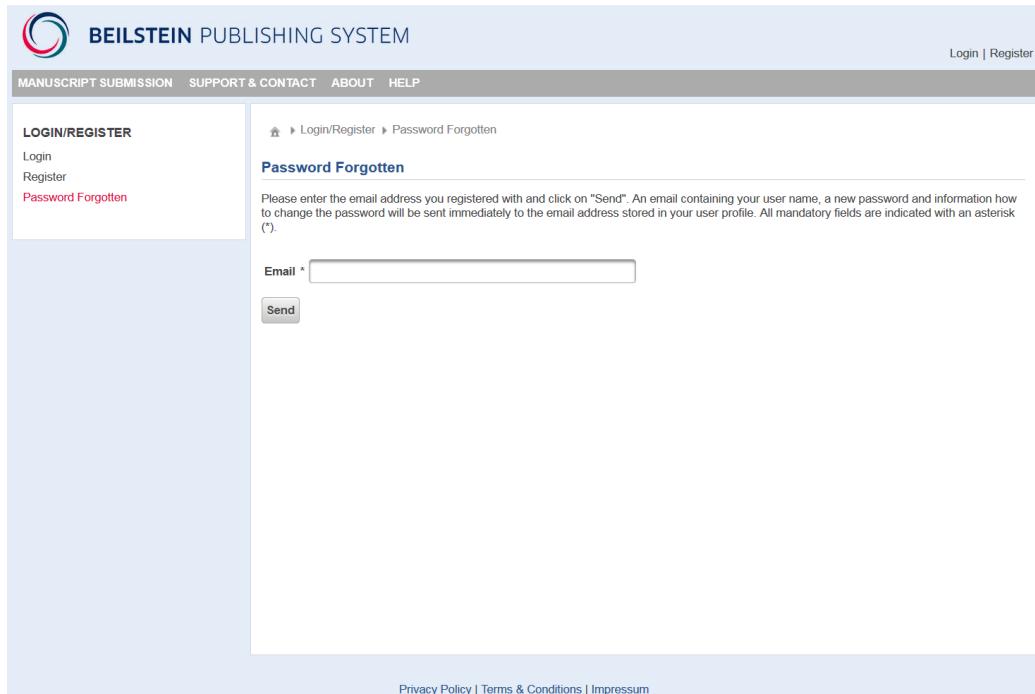
[My Details](#)
[Change Password](#)
[Delete My Profile](#)

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.



The screenshot shows the Beilstein Publishing System's password forgotten page. The top navigation bar includes links for Manuscript Submission, Support & Contact, About, and Help, along with Login and Register buttons. The left sidebar has links for Login, Register, and Password Forgotten. The main content area shows a breadcrumb trail (Home > Login/Register > Password Forgotten) and a "Password Forgotten" section with instructions. It features a text input field for "Email *" and a "Send" button. At the bottom of the page are links for Privacy Policy, Terms & Conditions, and Impressum.

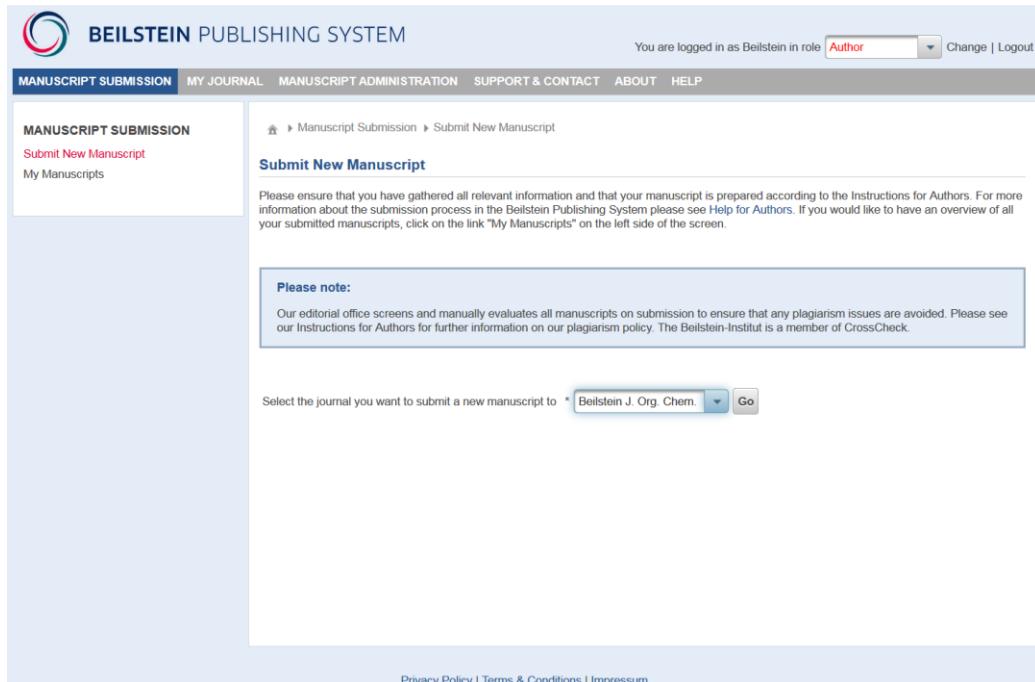
3 Change User Role

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.



MANUSCRIPT SUBMISSION

[Submit New Manuscript](#)

[My Manuscripts](#)

Submit New Manuscript

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:

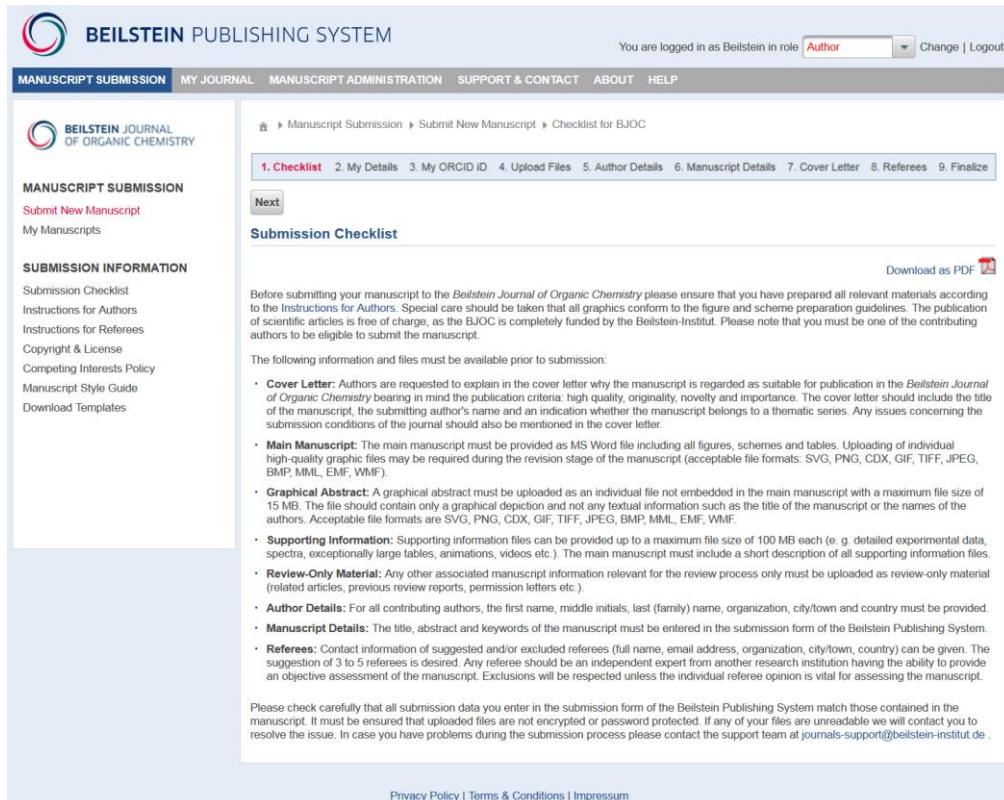
Our editorial office screens and manually evaluates all manuscripts on submission to ensure that any plagiarism issues are avoided. Please see our Instructions for Authors for further information on our plagiarism policy. The Beilstein-Institut is a member of CrossCheck.

Select the journal you want to submit a new manuscript to * Beilstein J. Org. Chem. Go

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4.1 Checklist

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

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1. Checklist 2. My Details 3. My ORCID ID 4. Upload Files 5. Author Details 6. Manuscript Details 7. Cover Letter 8. Referees 9. Finalize

Next

Submission Checklist

Download as PDF

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. Special care should be taken that all graphics conform to the figure and scheme preparation guidelines. The publication of scientific articles is free of charge, as the BIOC is completely funded by the Beilstein-Institut. 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:

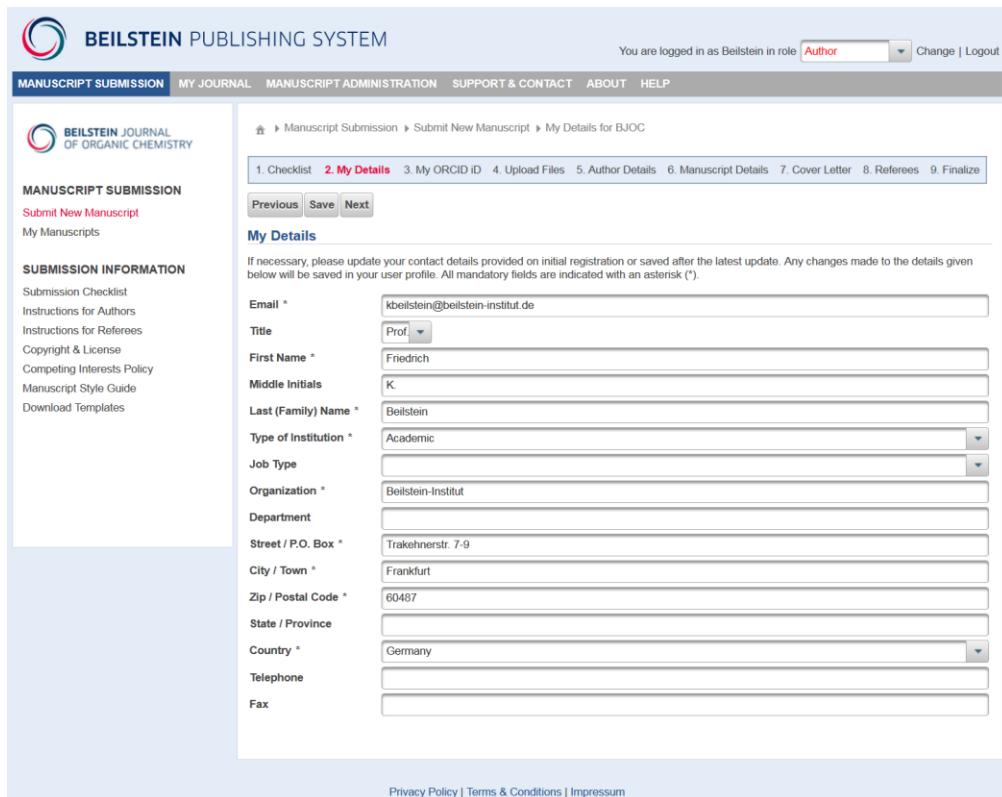
- Cover Letter:** Authors are requested to explain in the cover letter why the manuscript is regarded as suitable for publication in the *Beilstein Journal of Organic Chemistry* bearing in mind the publication criteria: high quality, originality, novelty and importance. The cover letter should include the title of the manuscript, the submitting author's name and an indication whether the manuscript belongs to a thematic series. Any issues concerning the submission conditions of the journal should also be mentioned in the cover letter.
- Main Manuscript:** The main manuscript must be provided as MS Word file including all figures, schemes and tables. Uploading 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. The file should contain only a graphical depiction and not any textual information such as the title of the manuscript or the names of the authors. Acceptable file formats are SVG, PNG, CDX, GIF, TIFF, JPEG, BMP, MML, EMF, WMF.
- Supporting Information:** Supporting information files can be provided up to a maximum file size of 100 MB each (e. g. detailed experimental data, spectra, exceptionally large tables, animations, videos etc.). The main manuscript must include a short description of all supporting information files.
- Review-Only Material:** Any other associated manuscript information relevant for the review process only must be uploaded as review-only material (related articles, previous review reports, permission letters etc.).
- Author Details:** For all contributing authors, the first name, middle initials, last (family) name, organization, city/town and country must be provided.
- Manuscript Details:** The title, abstract and keywords of the manuscript must be entered in the submission form of the Beilstein Publishing System.
- Referees:** Contact information of suggested and/or excluded referees (full name, email address, organization, city/town, country) can be given. The suggestion of 3 to 5 referees is desired. Any referee should be an independent expert from another research institution having the ability to provide an objective assessment of the manuscript. Exclusions will be respected unless the individual referee opinion is vital for assessing the manuscript.

Please check carefully that all submission data you enter in the submission form of the Beilstein Publishing System match those contained in the manuscript. It must be ensured that uploaded files are not encrypted or password protected. If any of your files are unreadable we will contact you to resolve the issue. In case you have 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 provided on initial registration or saved after the latest update. Any changes will be saved in your user profile. As submitting author you are responsible for the manuscript until publication. In this context you will receive all email correspondence pertaining to the manuscript and you will be allowed to view the progress of your manuscript throughout the whole publication process.

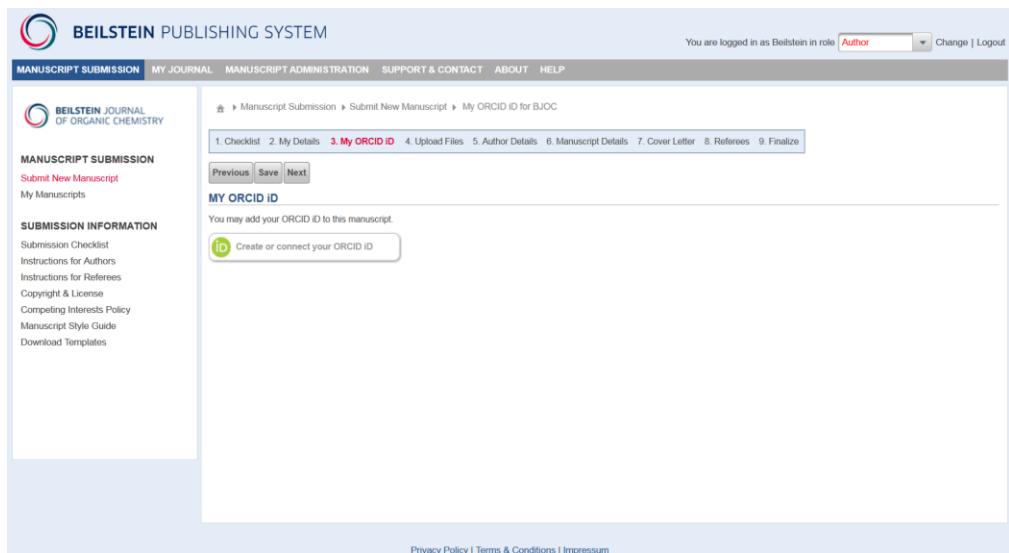


The screenshot shows the 'My Details' page of the Beilstein Publishing System. The top navigation bar includes 'MANUSCRIPT SUBMISSION', 'MY JOURNAL', 'MANUSCRIPT ADMINISTRATION', 'SUPPORT & CONTACT', 'ABOUT', and 'HELP'. A message indicates the user is logged in as Beilstein in role 'Author'. The main content area is titled 'My Details' and contains a form for updating contact information. Fields include: Email (kbeilstein@beilstein-institut.de), Title (Prof.), First Name (Friedrich), Middle Initials (K), Last (Family) Name (Beilstein), Type of Institution (Academic), Job Type (Beilstein-Institut), Department (Beilstein-Institut), Street / P.O. Box (Trakehnerstr. 7-9), City / Town (Frankfurt), Zip / Postal Code (60487), State / Province (Germany), Country (Germany), Telephone, and Fax. Navigation buttons 'Previous', 'Save', and 'Next' are at the top of the form, and a note at the top states: 'If necessary, please update your contact details provided on initial registration or saved after the latest update. Any changes made to the details given below will be saved in your user profile. All mandatory fields are indicated with an asterisk (*).'

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.

You start adding your ORCID iD by pressing the button labelled “Create or connect your ORCID iD”. This opens a pop up window in which you may either register a new account with ORCID or sign in with an already existing account thereby authorizing that your ORCID iD is transmitted to our manuscript tracking system so that it can be connected to you as an author of this manuscript.



The screenshot shows the Beilstein Publishing System manuscript submission interface. The top navigation bar includes links for 'MANUSCRIPT SUBMISSION', 'MY JOURNAL', 'MANUSCRIPT ADMINISTRATION', 'SUPPORT & CONTACT', 'ABOUT', and 'HELP'. A dropdown menu indicates the user is logged in as 'Beilstein in role: Author'. The main content area shows the 'My ORCID ID' step of the process, with a breadcrumb trail: 'Manuscript Submission > Submit New Manuscript > My ORCID ID for BJOC'. Below this are buttons for 'Previous', 'Save', and 'Next'. A section titled 'MY ORCID ID' with the sub-instruction 'You may add your ORCID ID to this manuscript.' includes a 'Create or connect your ORCID ID' button. The left sidebar contains links for 'MANUSCRIPT SUBMISSION' (Submit New Manuscript, My Manuscripts), 'SUBMISSION INFORMATION' (Submission Checklist, Instructions for Authors, Instructions for Referees, Copyright & License, Competing Interests Policy, Manuscript Style Guide, Download Templates), and 'BEILSTEIN JOURNAL OF ORGANIC CHEMISTRY'.

4.4 Upload Files

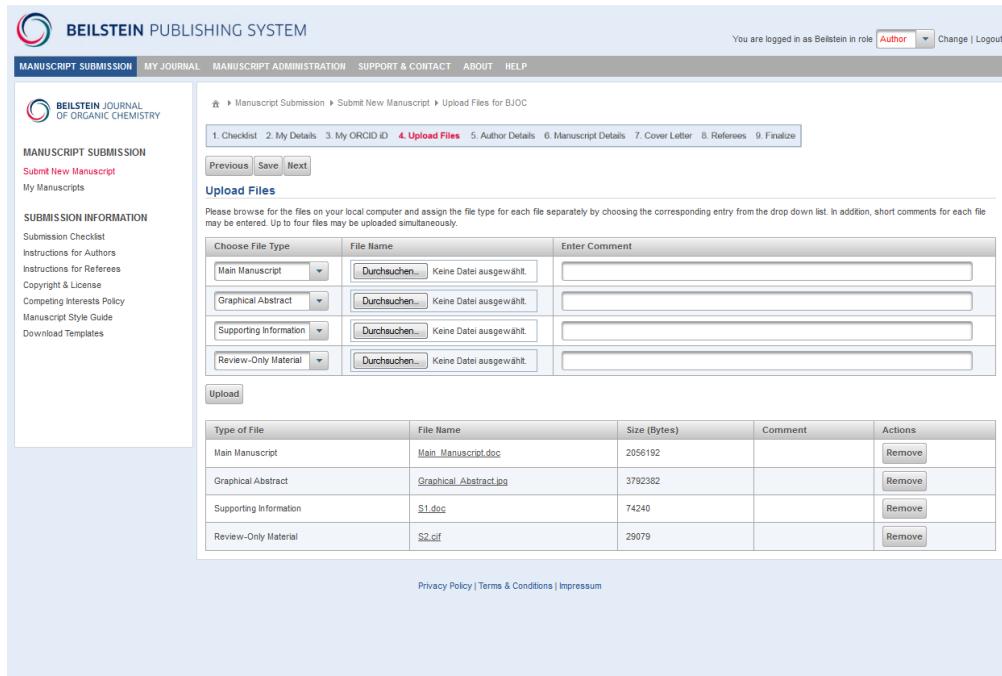
All relevant manuscript files are uploaded in this screen. Please assign the file type for each separate file by selecting the corresponding entry from the drop down list. You can choose from the following entries:

- Main Manuscript (including all figures, schemes and tables)
- Graphical Abstract
- Supporting Information
- Review Only Material (not intended for publication)

Browse for the individual file on your local computer, select the corresponding file name in the opened dialog box and click on "Open". For acceptable file formats, please see the [Instructions for Authors](#). You may also enter short comments for each file in a text box.

Up to four selected files can be uploaded simultaneously by clicking the "Upload" button. Further files can be uploaded after the first file set. 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 lower 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.



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

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1. Checklist 2. My Details 3. My ORCID ID 4. **Upload Files** 5. Author Details 6. Manuscript Details 7. Cover Letter 8. Referees 9. Finalize

Previous Save Next

Upload Files

Please browse for the files on your local computer and assign the file type for each file separately by choosing the corresponding entry from the drop down list. In addition, short comments for each file may be entered. Up to four files may be uploaded simultaneously.

Choose File Type	File Name	Enter Comment
Main Manuscript	<input type="button" value="Durchsuchen..."/> Keine Datei ausgewählt.	
Graphical Abstract	<input type="button" value="Durchsuchen..."/> Keine Datei ausgewählt.	
Supporting Information	<input type="button" value="Durchsuchen..."/> Keine Datei ausgewählt.	
Review-Only Material	<input type="button" value="Durchsuchen..."/> Keine Datei ausgewählt.	

Upload

Type of File	File Name	Size (Bytes)	Comment	Actions
Main Manuscript	Main_Manuscript.doc	2056192		Remove
Graphical Abstract	Graphical_Abstract.jpg	3792382		Remove
Supporting Information	S1.doc	74240		Remove
Review-Only Material	S2.cif	29079		Remove

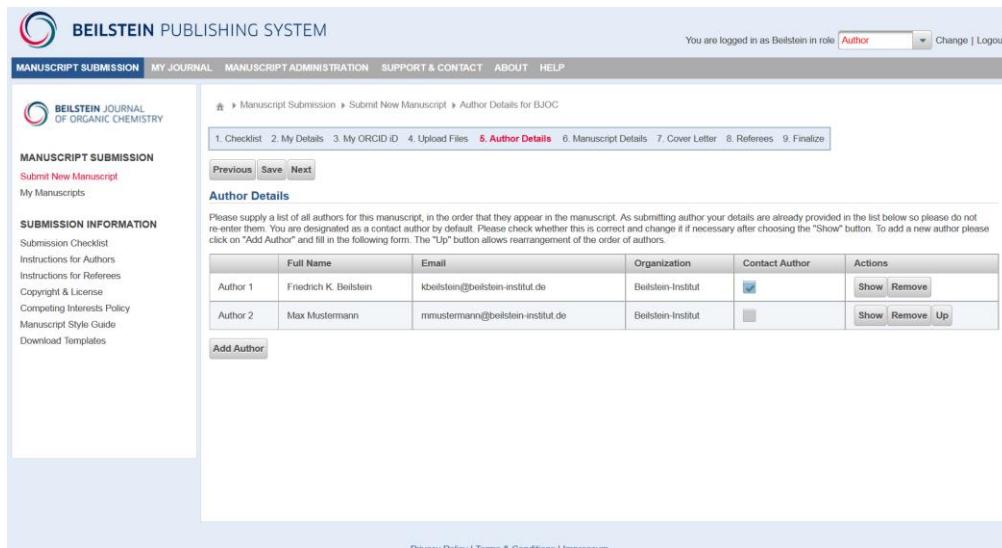
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4.5 Author Details

You must supply a list of all contributing authors, in the order that they appear on the title page of the manuscript. 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. To add a new author, please click on “Add Author” and fill in the form provided with the author’s details.

Three more functions are available in the list of authors:

- The “Show” button allows you to view the details of a particular author mentioned in the list. You may also edit these details, if changes are necessary.
- When choosing “Remove” you can remove an author separately from the list.
- The order of authors may be rearranged by clicking the “Up” button.



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

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1. Checklist 2. My Details 3. My ORCID ID 4. Upload Files 5. **Author Details** 6. Manuscript Details 7. Cover Letter 8. Referees 9. Finalize

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Author Details

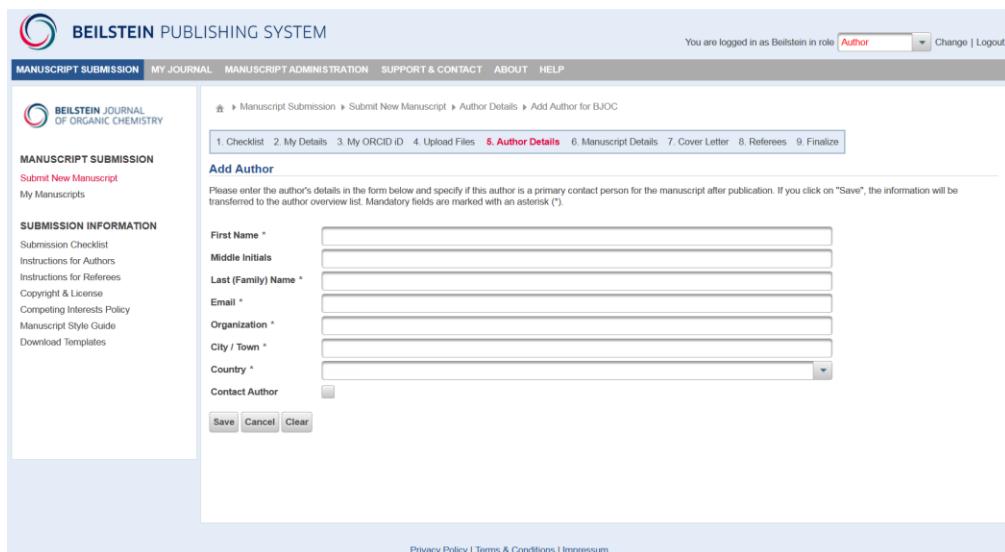
Please supply a list of all authors for this manuscript, in the order that they appear in the manuscript. As submitting author your details are already provided in the list below so please do not re-enter them. You are designated as a contact author by default. Please check whether this is correct and change if necessary after choosing the “Show” button. To add a new author please click on “Add Author” and fill in the following form. The “Up” button allows rearrangement of the order of authors.

Full Name	Email	Organization	Contact Author	Actions
Author 1	Friedrich K. Beilstein	beilstein@beilstein-institut.de	<input checked="" type="checkbox"/> Beilstein-Institut	Show Remove
Author 2	Max Mustermann	mmustermann@beilstein-institut.de	<input type="checkbox"/> Beilstein-Institut	Show Remove Up

[Add Author](#)

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In the “Add Author” screen you can add further authors 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. Do not forget to click the “Save” button to transfer the information to the author overview list.



The screenshot shows the 'Add Author' form within the Beilstein Publishing System. The form is titled 'Add Author' and includes fields for First Name, Middle Initials, Last (Family) Name, Email, Organization, City / Town, Country, and Contact Author. There are 'Save', 'Cancel', and 'Clear' buttons at the bottom. The sidebar on the left shows 'MANUSCRIPT SUBMISSION' and 'SUBMISSION INFORMATION' sections.

4.6 Manuscript Details

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

- **Type of Article:** Please select the appropriate type of article from the drop-down list (Full Research Paper, Letter, Review, Commentary, Editorial or Book Report).
- **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](#)”).

BEILSTEIN PUBLISHING SYSTEM

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

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[Instructions for Referees](#)
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[Manuscript Style Guide](#)
[Download Templates](#)

Manuscript Details

Please select the type of article, enter the title, abstract and keywords and choose one or more subject areas which are relevant for your manuscript. You may also copy and paste the relevant parts of the manuscript. All keywords should be separated by a semicolon and a space. Required fields are indicated with an asterisk (*).

Type of Article * [Full Research Paper](#)

Title *
[**B**](#) [**I**](#) [**U**](#) [**X²**](#)

Abstract
[Paragraph](#) [**B**](#) [**I**](#) [**U**](#) [**X²**](#)

Keywords
[**B**](#) [**I**](#) [**U**](#) [**X²**](#)

Use semicolon as separator

Subject Area * [Available Subjects](#)

Available Subjects	Selected Subjects
Chemical mechanisms	
Chemical methods	
Extreme conditions chemistry	
Foldamer/Polymer chemistry	
General catalysis	
Green and sustainable chemistry	
Heterocycle synthesis	
Hydrocarbon chemistry	
Liquid crystals	
Material chemistry	
Medicinal/Pharmaceutical chemistry	

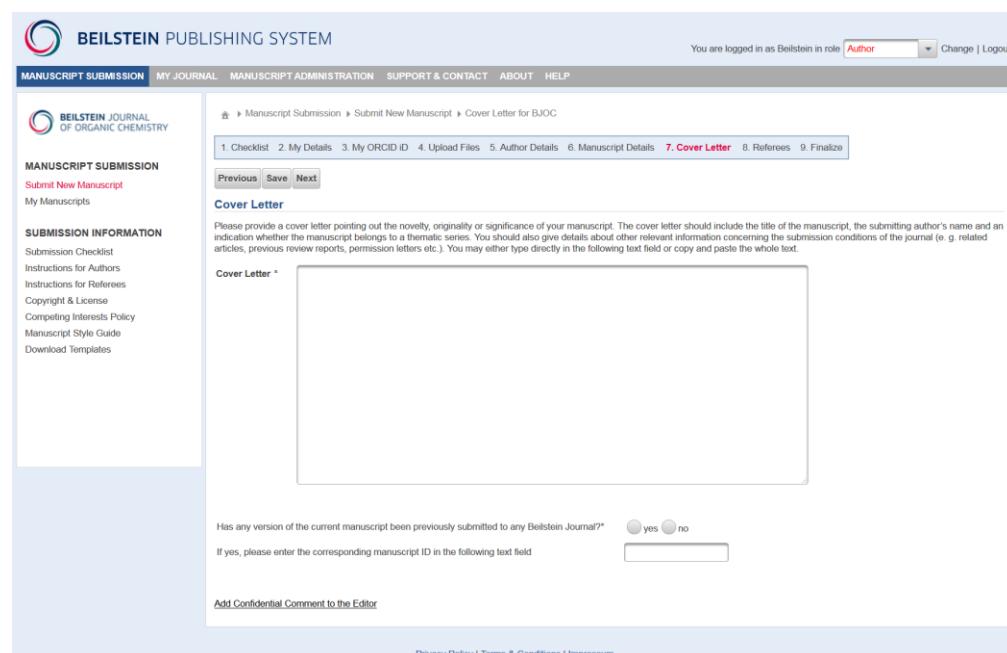
[Privacy Policy](#) | [Terms & Conditions](#) | [Impressum](#)

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 series. 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.



The screenshot shows the Beilstein Publishing System interface for manuscript submission. 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 **Author**, with options to Change or Logout. The main content area shows the 'Cover Letter' step of a 9-step process. Step 7 is highlighted in red. Below the steps are buttons for Previous, Save, and Next. A text area labeled 'Cover Letter' is provided for entering the cover letter text. Below this, a question asks if any version of the current manuscript has been previously submitted to any Beilstein Journal, with 'yes' and 'no' radio buttons. A text input field is provided for entering the manuscript ID if 'yes' is selected. At the bottom, there is a link to 'Add Confidential Comment to the Editor'.

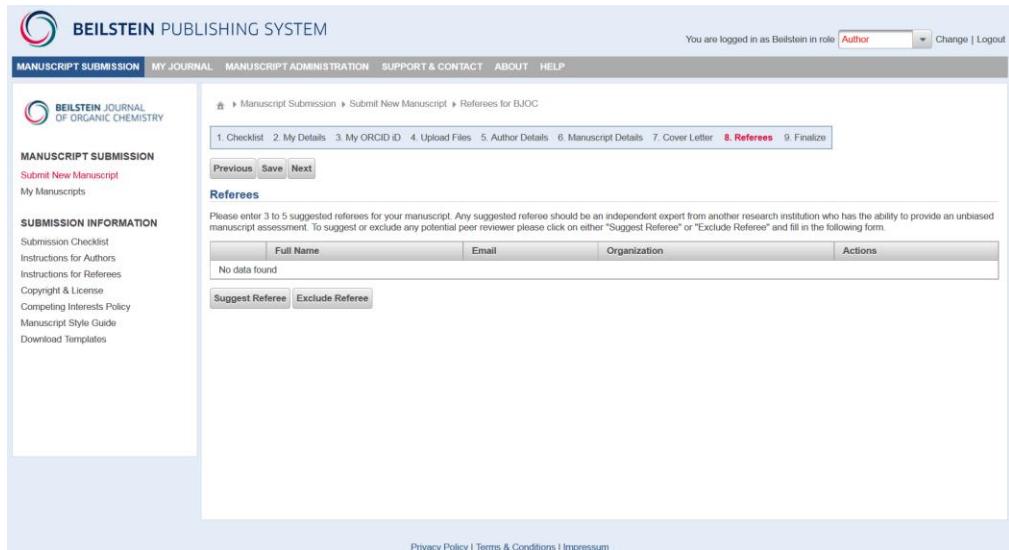
4.8 Referees

You will be asked to suggest 3 to 5 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.

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.



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

1. Checklist 2. My Details 3. My ORCID iD 4. Upload Files 5. Author Details 6. Manuscript Details 7. Cover Letter **8. Referees** 9. Finalize

Previous [Save](#) Next

Referees

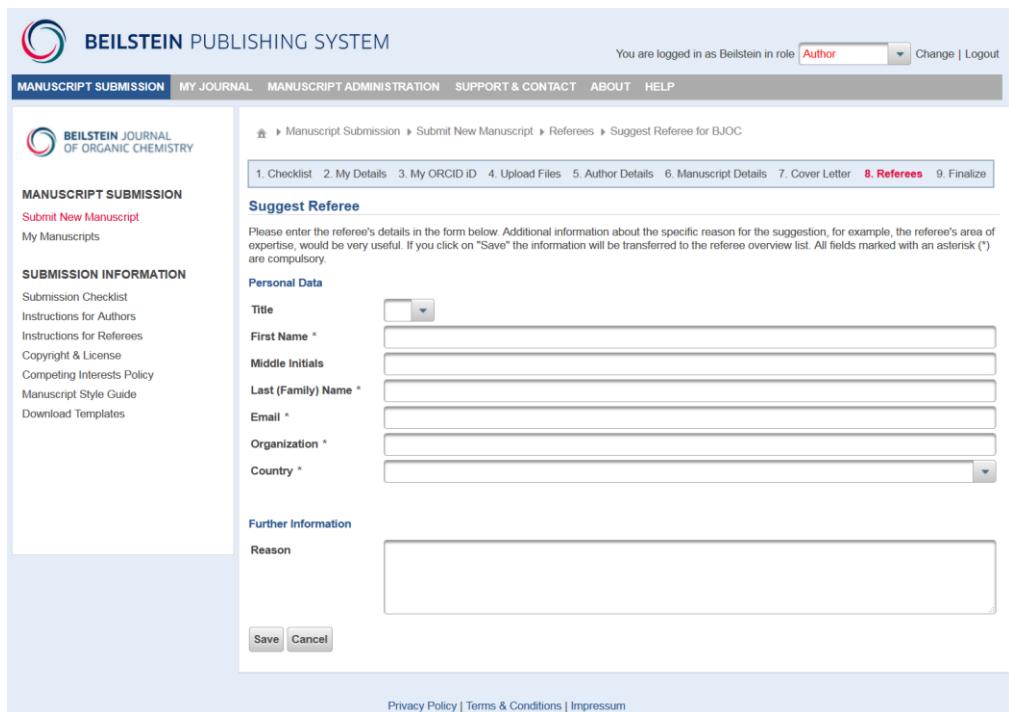
Please enter 3 to 5 suggested referees for your manuscript. Any suggested referee should be an independent expert from another research institution who has the ability to provide an unbiased manuscript assessment. To suggest or exclude any potential peer reviewer please click on either "Suggest Referee" or "Exclude Referee" and fill in the following form.

Full Name	Email	Organization	Actions
No data found			

[Suggest Referee](#) [Exclude Referee](#)

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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.



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

1. Checklist 2. My Details 3. My ORCID iD 4. Upload Files 5. Author Details 6. Manuscript Details 7. Cover Letter **8. Referees** 9. Finalize

Suggest Referee

Please enter the referee's details in the form below. Additional information about the specific reason for the suggestion, for example, the referee's area of expertise, would be very useful. If you click on "Save" the information will be transferred to the referee overview list. All fields marked with an asterisk (*) are compulsory.

Personal Data

Title

First Name *

Middle Initials

Last (Family) Name *

Email *

Organization *

Country *

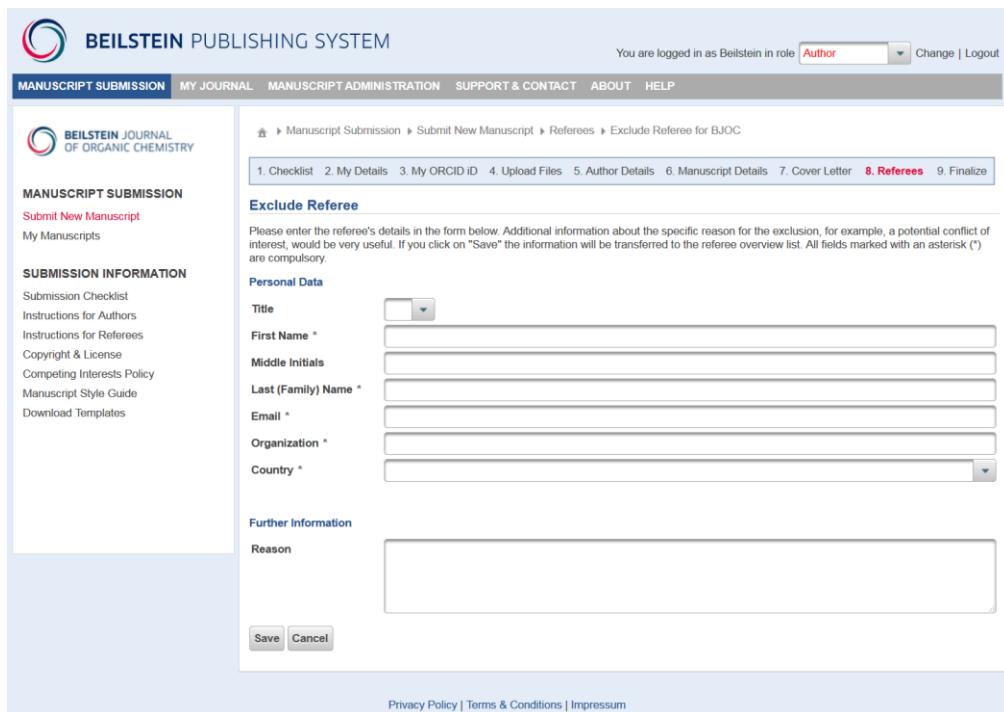
Further Information

Reason

[Save](#) [Cancel](#)

[Privacy Policy](#) | [Terms & Conditions](#) | [Impressum](#)

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.

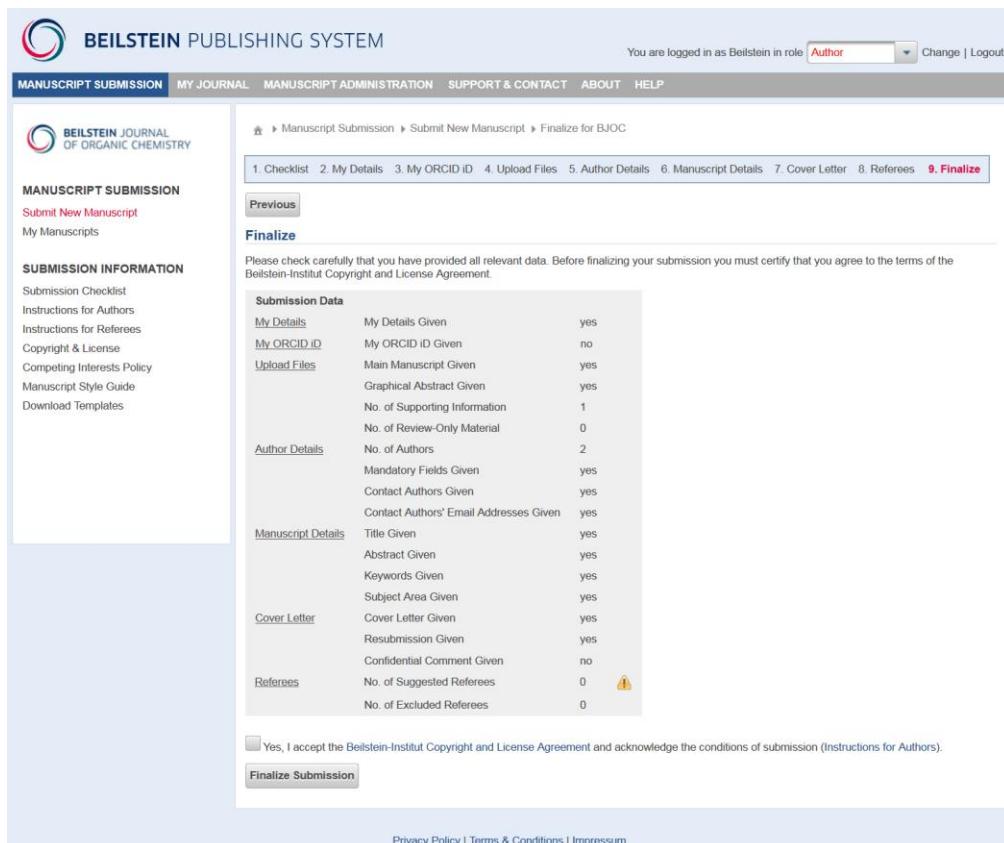


The screenshot shows the Beilstein Publishing System interface for manuscript submission. The top navigation bar includes links for 'MANUSCRIPT SUBMISSION', 'MY JOURNAL', 'MANUSCRIPT ADMINISTRATION', 'SUPPORT & CONTACT', 'ABOUT', and 'HELP'. A user is logged in as 'Author'. The main content area is titled 'Exclude Referee' and shows a step-by-step process: 1. Checklist, 2. My Details, 3. My ORCID iD, 4. Upload Files, 5. Author Details, 6. Manuscript Details, 7. Cover Letter, 8. Referees, and 9. Finalize. The 'Referees' step is currently active. A sub-section titled 'Personal Data' contains fields for First Name, Middle Initials, Last (Family) Name, Email, Organization, and Country. Below this is a 'Further Information' section with a 'Reason' field. At the bottom are 'Save' and 'Cancel' buttons. The left sidebar contains links for 'MANUSCRIPT SUBMISSION' (Submit New Manuscript, My Manuscripts) and 'SUBMISSION INFORMATION' (Submission Checklist, Instructions for Authors, Instructions for Referees, Copyright & License, Competing Interests Policy, Manuscript Style Guide, Download Templates).

4.9 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 [Beilstein Copyright & License Agreement](#). After completion of the manuscript submission a confirmation page will be shown with the assigned manuscript ID.



The screenshot shows the Beilstein Publishing System interface for manuscript submission. 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 'Author'. The main content area is titled 'Finalize for BIOC'. A breadcrumb trail shows 'Manuscript Submission > Submit New Manuscript > Finalize for BIOC'. A step-by-step navigation bar at the top of the form includes '1. Checklist', '2. My Details', '3. My ORCID ID', '4. Upload Files', '5. Author Details', '6. Manuscript Details', '7. Cover Letter', '8. Referees', and '9. Finalize'. The 'Finalize' button is highlighted in red. The 'Finalize' section contains a note: 'Please check carefully that you have provided all relevant data. Before finalizing your submission you must certify that you agree to the terms of the Beilstein-Institut Copyright and License Agreement.' Below this is a table titled 'Submission Data' with the following rows:

<u>My Details</u>	My Details Given	yes
<u>My ORCID ID</u>	My ORCID ID Given	no
<u>Upload Files</u>	Main Manuscript Given	yes
	Graphical Abstract Given	yes
	No. of Supporting Information	1
	No. of Review-Only Material	0
<u>Author Details</u>	No. of Authors	2
	Mandatory Fields Given	yes
	Contact Authors Given	yes
	Contact Authors' Email Addresses Given	yes
<u>Manuscript Details</u>	Title Given	yes
	Abstract Given	yes
	Keywords Given	yes
	Subject Area Given	yes
<u>Cover Letter</u>	Cover Letter Given	yes
	Resubmission Given	yes
	Confidential Comment Given	no
<u>Referees</u>	No. of Suggested Referees	0 
	No. of Excluded Referees	0

At the bottom of the form is a checkbox: 'Yes, I accept the Beilstein-Institut Copyright and License Agreement and acknowledge the conditions of submission (Instructions for Authors)'. The 'Finalize Submission' button is at the bottom right.

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 Organic Chemistry*, to upload a revised manuscript version after peer review or to provide any proofread comments, please access the Beilstein Publishing System via <http://www.beilstein-journals.org/bps>.

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 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:

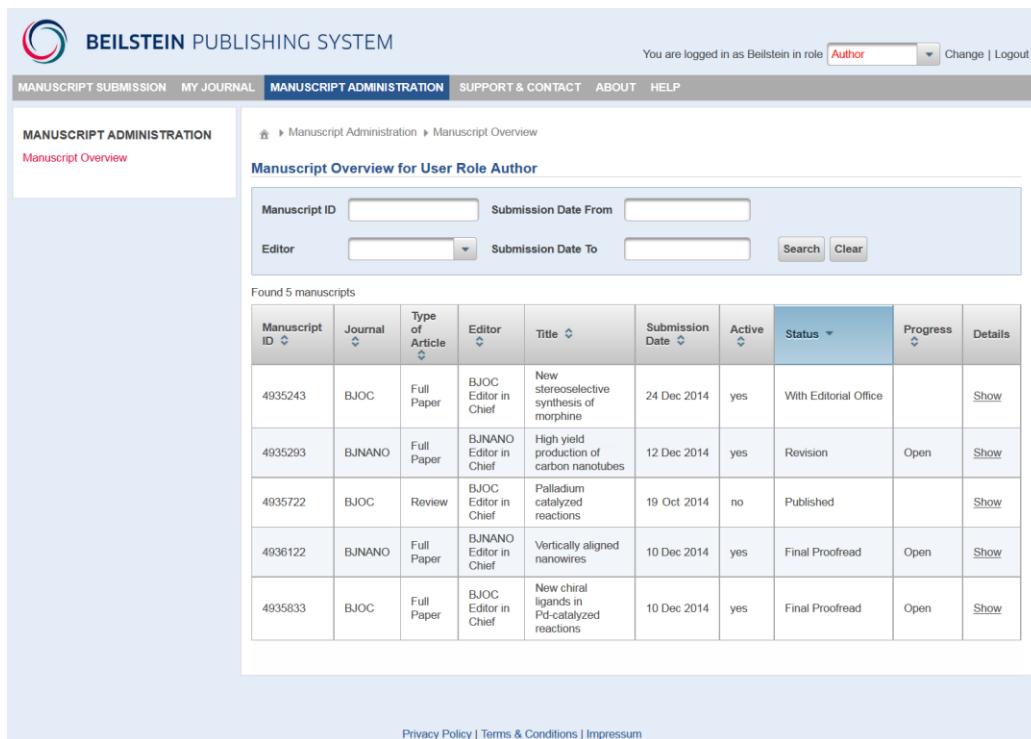
- **Incomplete Submission** (the submission process has not been finalized yet)
- **Review** (during peer review)
- **Revision** (request for a revised manuscript version after peer review)
- **Accepted** (the manuscript is, in principle, accepted for publication)
- **Final Proofread** (request for final proofreading of the layouted manuscript version resulting in the final PDF and the fulltext HTML version of the manuscript)
- **With Editorial Office** (processing steps not relating to the author, e. g. initial check, copyediting, layouting etc.)
- **Published** (publication of the final PDF and the fulltext HTML version of the manuscript)

- **Withdrawn** (withdrawal of the manuscript by the author)
- **Rejected** (rejection of the manuscript before or after peer review)
- **Retracted** (retraction of the manuscript 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.



The screenshot shows the Beilstein Publishing System interface. The top navigation bar includes links for MANUSCRIPT SUBMISSION, MY JOURNAL, MANUSCRIPT ADMINISTRATION (which is currently selected), SUPPORT & CONTACT, ABOUT, and HELP. A user is logged in as 'Author'. The main content area is titled 'Manuscript Overview for User Role Author'. It features a search bar with fields for 'Manuscript ID', 'Submission Date From', 'Editor' (with a dropdown menu), 'Submission Date To', 'Search', and 'Clear'. Below the search bar, a message indicates 'Found 5 manuscripts'. A table lists the following data:

Manuscript ID	Journal	Type of Article	Editor	Title	Submission Date	Active	Status	Progress	Details
4935243	BJOC	Full Paper	BJOC Editor in Chief	New stereoselective synthesis of morphine	24 Dec 2014	yes	With Editorial Office		Show
4935293	BJNANO	Full Paper	BJNANO Editor in Chief	High yield production of carbon nanotubes	12 Dec 2014	yes	Revision	Open	Show
4935722	BJOC	Review	BJOC Editor in Chief	Palladium catalyzed reactions	19 Oct 2014	no	Published		Show
4936122	BJNANO	Full Paper	BJNANO Editor in Chief	Vertically aligned nanowires	10 Dec 2014	yes	Final Proofread	Open	Show
4935833	BJOC	Full Paper	BJOC Editor in Chief	New chiral ligands in Pd-catalyzed reactions	10 Dec 2014	yes	Final Proofread	Open	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 manuscript data and current status data are provided.

BEILSTEIN PUBLISHING SYSTEM

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

[MANUSCRIPT SUBMISSION](#) [MY JOURNAL](#) [MANUSCRIPT ADMINISTRATION](#) [SUPPORT & CONTACT](#) [ABOUT](#) [HELP](#)

MANUSCRIPT ADMINISTRATION
[Manuscript Overview](#)

SUBMISSION INFORMATION
[Submission Checklist](#)
[Instructions for Authors](#)
[Instructions for Referees](#)
[Copyright & License](#)
[Compelling Interests Policy](#)
[Manuscript Style Guide](#)
[Download Templates](#)

ACTIONS
[Show Final Proofread Request](#)
[Download Files](#)
[Upload Report](#)
[Withdraw Manuscript](#)
[Send Email](#)

[Back](#) [<<](#) [<](#) [>](#) [>>](#)

[Details](#) [History](#) [Files](#)

General Manuscript Data No. of Revisions 1 No. of Proofreads 0 No. of Final Proofreads 1	Current Status Data Status Final Proofread Status No. 1 Final Proofread Begin Date 26 Jan 2015 Final Proofread End Date Process Time (d) 1 Due Date 02 Feb 2015 Remind Date
--	---

Manuscript Details

Authors

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

Type of Article
Full Research Paper

Title
New chiral ligands in Pd-catalyzed reactions

Abstract
Pd-catalyzed enantioselective ...

Keywords
enantioselective; palladium; ...

Subject Areas
Chemical methods

[Back](#) [<<](#) [<](#) [>](#) [>>](#)

[Privacy Policy](#) | [Terms & Conditions](#) | [Impressum](#)

On the left side of the screen, an action list allows you to perform different actions on the manuscript depending on the respective status.

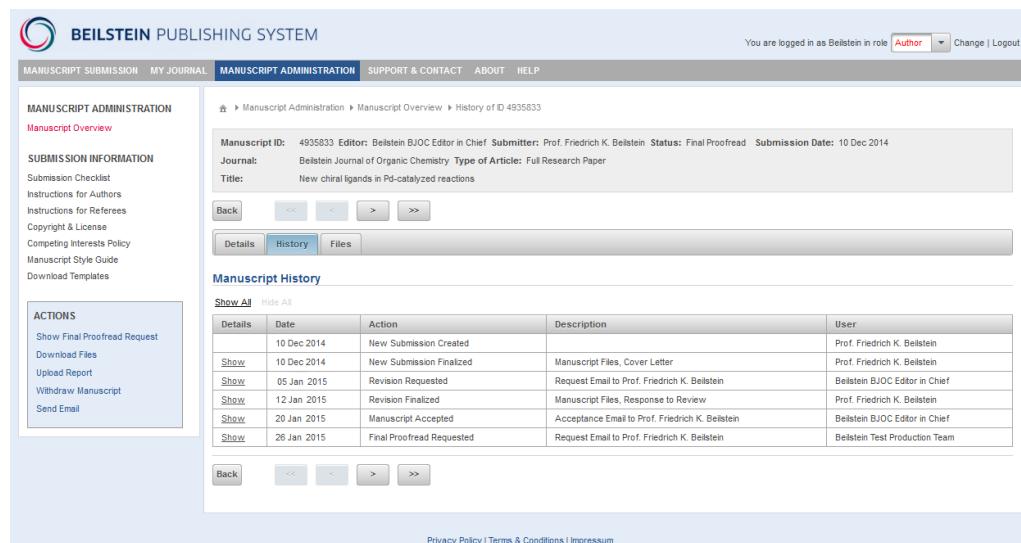
Status	Action	Comments
Incomplete Submission	Modify Submission	The submission form opens to allow continuation of an incomplete submission.
	Remove Submission	This action allows the deletion of an incomplete submission.
	Send Email	An email form opens for sending a message to the editorial office.
Review	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.

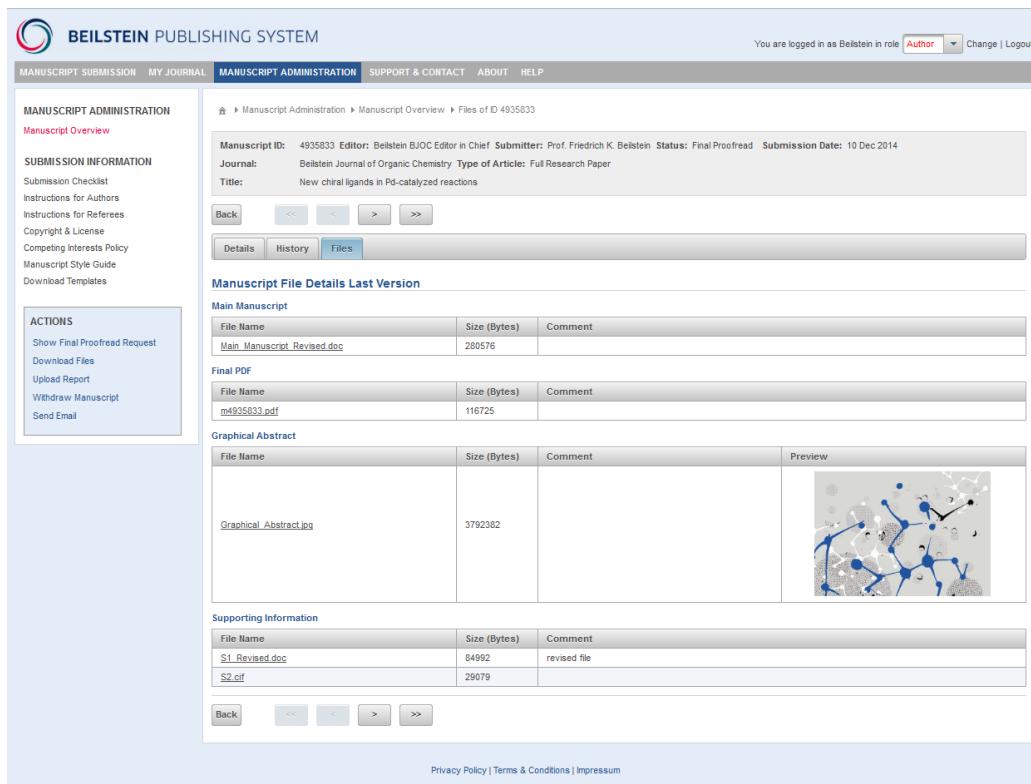


The screenshot shows the Beilstein Publishing System interface for manuscript administration. The top navigation bar includes links for Manuscript Submission, My Journal, Manuscript Administration, Support & Contact, About, and Help. The user is logged in as Beilstein in role Author. The main content area is titled "MANUSCRIPT ADMINISTRATION" and shows a "Manuscript Overview" for Manuscript ID 4935833. The "History" tab is selected, displaying a detailed history of the manuscript's status changes:

Date	Action	Description	User
10 Dec 2014	New Submission Created		Prof. Friedrich K. Beilstein
10 Dec 2014	New Submission Finalized	Manuscript Files, Cover Letter	Prof. Friedrich K. Beilstein
05 Jan 2015	Revision Requested	Request Email to Prof. Friedrich K. Beilstein	Beilstein BJOC Editor in Chief
12 Jan 2015	Revision Finalized	Manuscript Files, Response to Review	Prof. Friedrich K. Beilstein
20 Jan 2015	Manuscript Accepted	Acceptance Email to Prof. Friedrich K. Beilstein	Beilstein BJOC Editor in Chief
26 Jan 2015	Final Proofread Requested	Request Email to Prof. Friedrich K. Beilstein	Beilstein Test Production Team

5.4 Manuscript Files

Choosing the tab “Files” displays a summary of all your manuscript files belonging to the latest manuscript version. 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.



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 user is logged in as Beilstein in role Author. The main content area is titled "Manuscript Administration" and "Manuscript Overview". It shows a breadcrumb trail: Home > Manuscript Administration > Manuscript Overview > Files of ID 4935833. The manuscript details are as follows:

- Manuscript ID:** 4935833 **Editor:** Beilstein BJOC Editor in Chief **Submitter:** Prof. Friedrich K. Beilstein **Status:** Final Proofread **Submission Date:** 10 Dec 2014
- Journal:** Beilstein Journal of Organic Chemistry **Type of Article:** Full Research Paper
- Title:** New chiral ligands in Pd-catalyzed reactions

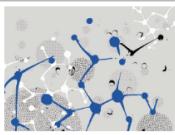
Below this are buttons for Back, Details, History, and Files. The "Files" tab is selected. The "Manuscript File Details Last Version" section shows:

Main Manuscript	File Name	Size (Bytes)	Comment
Main Manuscript	Main_Manuscript_Revised.doc	280576	

The "Final PDF" section shows:

Final PDF	File Name	Size (Bytes)	Comment
Final PDF	m4935833.pdf	116725	

The "Graphical Abstract" section shows:

Graphical Abstract	File Name	Size (Bytes)	Comment	Preview
Graphical Abstract	Graphical_Abstract.jpg	3792382		

The "Supporting Information" section shows:

Supporting Information	File Name	Size (Bytes)	Comment
Supporting Information	S1_Revised.doc	84992	revised file
	S2.cif	29078	

At the bottom are buttons for Back, <<, <, >, >>, and a link to Privacy Policy, Terms & Conditions, and Impressum.

6 Manuscript Revision

You will be notified by email if the editor decides that you need to revise your manuscript before publication. The assessment and comments resulting from the peer review, the initial check (if available), and the format check will be provided in PDF format and you will find links to these reports in the decision letter.

To submit the revised manuscript version, please log in to the Beilstein Publishing System at <http://www.beilstein-journals.org/bps>. After login the manuscript overview page opens and an overview of all your manuscripts submitted to the Beilstein Journals will be displayed. Please open the details section of the relevant manuscript in the status “Revision” and choose the action “Upload Revision” from the action list. The manuscript revision form opens to allow you to perform the 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).

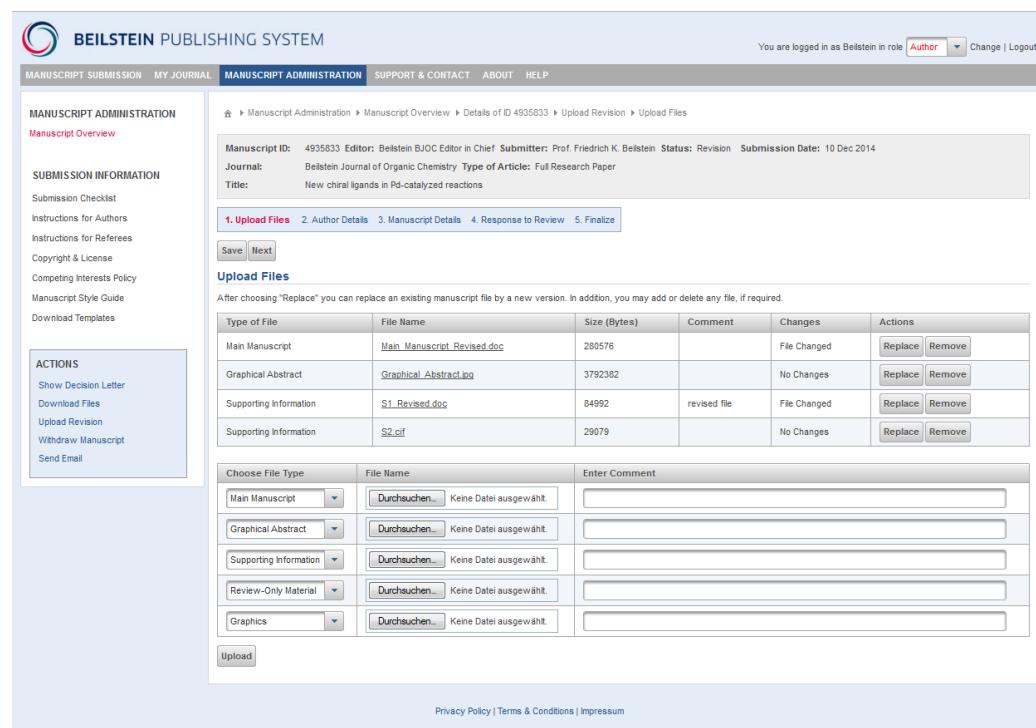
6.1 Upload Files

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. You may also upload a new file in this screen, if required. Please assign the file type for each separate file by selecting the corresponding entry from the drop down list. You can choose from the following entries:

- Main Manuscript (including all figures, schemes and tables)
- Graphical Abstract
- 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)

Browse for the individual file on your local computer, select the corresponding file name in the opened dialog box and click on “Open”. For acceptable file formats, please see the [Instructions for Authors](#). You may also enter short comments for each file in a text box.

Up to five selected files can be uploaded simultaneously by clicking the “Upload” button. Further files can be uploaded after the first file set. After successful uploading, the new files will be added to the list of already existing files. If any error occurred during file upload, 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. The column “Changes” indicates if an existing file has been changed during the revision process or if a file is completely new.



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 Author.

The main content area displays manuscript details: Manuscript ID: 4935833, Editor: Beilstein BJOC Editor in Chief, Submitter: Prof. Friedrich K. Beilstein, Status: Revision, Submission Date: 10 Dec 2014. The journal is Beilstein Journal of Organic Chemistry and the type of article is Full Research Paper. The title is "New chiral ligands in Pd-catalyzed reactions".

Below this, a navigation bar shows steps: 1. Upload Files, 2. Author Details, 3. Manuscript Details, 4. Response to Review, 5. Finalize. Buttons for Save and Next are present.

The "Upload Files" section contains a table of existing files:

Type of File	File Name	Size (Bytes)	Comment	Changes	Actions
Main Manuscript	Main_Manuscript_Revised.doc	280576		File Changed	Replace Remove
Graphical Abstract	Graphical_Abstract.jpg	3792382		No Changes	Replace Remove
Supporting Information	S1_Revised.doc	84992	revised file	File Changed	Replace Remove
Supporting Information	S2.cif	29079		No Changes	Replace Remove

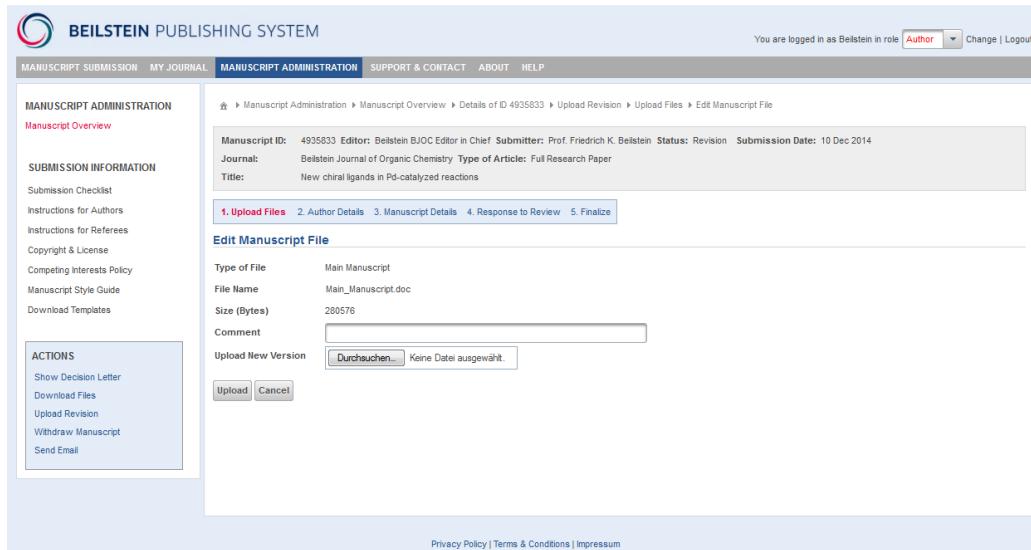
Below the table is a section for choosing file types and entering comments:

Choose File Type	File Name	Enter Comment
Main Manuscript	Durchsuchen...	Keine Datei ausgewählt.
Graphical Abstract	Durchsuchen...	Keine Datei ausgewählt.
Supporting Information	Durchsuchen...	Keine Datei ausgewählt.
Review-Only Material	Durchsuchen...	Keine Datei ausgewählt.
Graphics	Durchsuchen...	Keine Datei ausgewählt.

A "Upload" button is located at the bottom of this section.

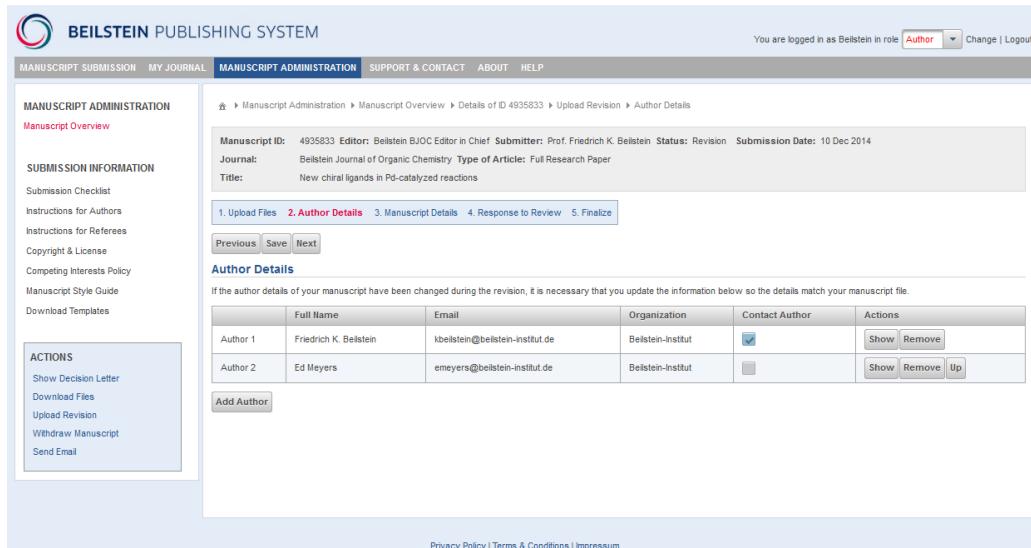
At the bottom of the page, there are links for Privacy Policy, Terms & Conditions, and Impressum.

The “Edit Manuscript File” screen allows you to replace any separate file with a new version or to change any comment. Please click the “Browse” button to locate the appropriate new file version on your computer. Click “Upload” to permanently save all changes.



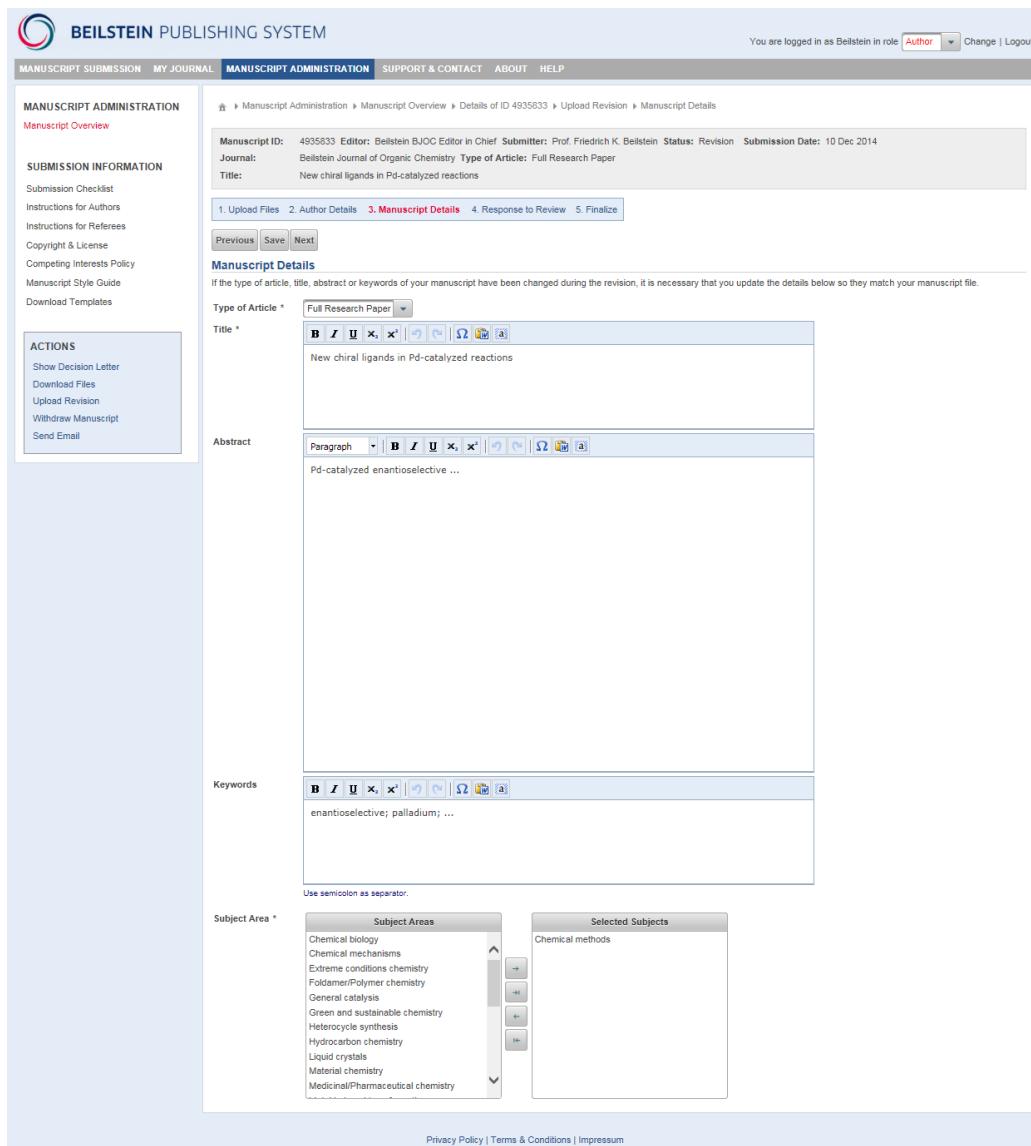
6.2 Author Details

If the author details have been changed during the manuscript revision, it will be necessary to update the corresponding information provided during manuscript submission so that the details match your manuscript file. After choosing the “Show” button, you can view and edit the details of a particular author mentioned in the list (see also 4.4). You may also add a new author or delete an author separately from the list, if required. The order of authors can be rearranged by clicking the “Up” button.



6.3 Manuscript Details

This screen shows the manuscript details you provided during manuscript submission and allows you to update the type of article, title, abstract or keywords, if these details have been changed during manuscript revision. In case any errors occurred, the subject area may be changed too.



BEILSTEIN PUBLISHING SYSTEM

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

MANUSCRIPT SUBMISSION MY JOURNAL MANUSCRIPT ADMINISTRATION SUPPORT & CONTACT ABOUT HELP

Manuscript ID: 4935833 Editor: Beilstein BJOC Editor in Chief Submitter: Prof. Friedrich K. Beilstein Status: Revision Submission Date: 10 Dec 2014

Journal: Beilstein Journal of Organic Chemistry Type of Article: Full Research Paper

Title: New chiral ligands in Pd-catalyzed reactions

1. Upload Files 2. Author Details **3. Manuscript Details** 4. Response to Review 5. Finalize

Previous Save Next

Manuscript Details

If the type of article, title, abstract or keywords of your manuscript have been changed during the revision, it is necessary that you update the details below so they match your manuscript file.

Type of Article * **Full Research Paper**

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

Abstract **Pd-catalyzed enantioselective ...**

Keywords **enantioselective; palladium; ...**

Use semicolon as separator.

Subject Area * **Selected Subjects**

Subject Areas

- Chemical biology
- Chemical mechanisms
- Extreme conditions chemistry
- Fullderene/Polymer chemistry
- General catalysis
- Green and sustainable chemistry
- Heterocycle synthesis
- Hydrocarbon chemistry
- Liquid crystals
- Material chemistry
- Medicinal/Pharmaceutical chemistry

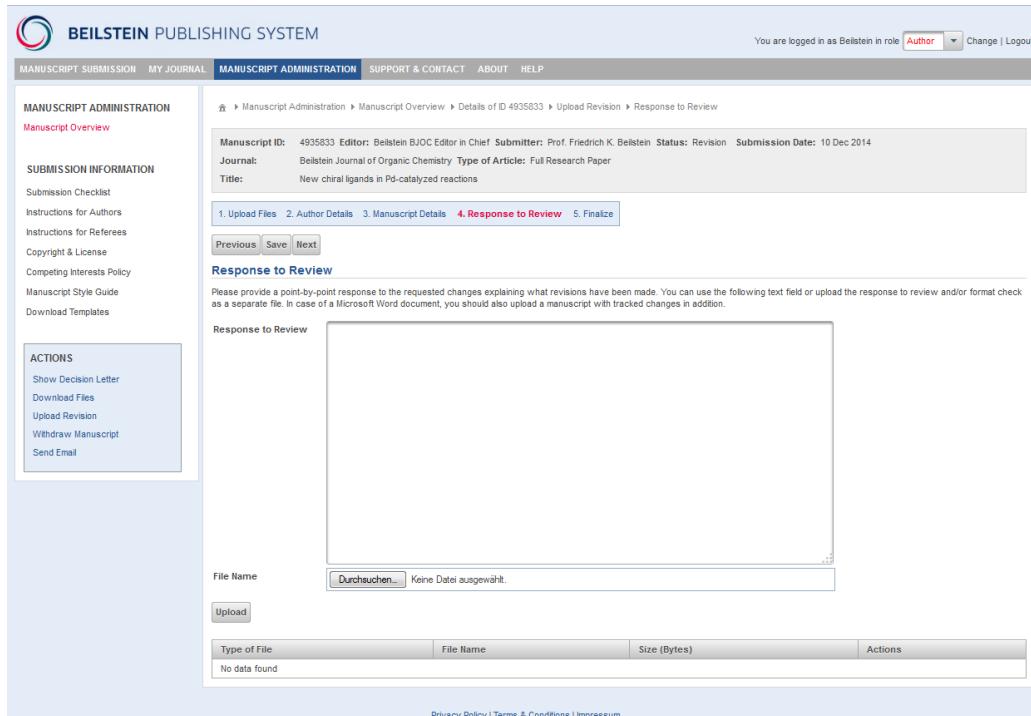
Selected Subjects

- Chemical methods

Privacy Policy | Terms & Conditions | Impressum

6.4 Response to Review

You are requested to provide a point-by-point response to all comments arising from the peer review, the initial check and the format check explaining where and how your manuscript has been revised or why any requested changes have not been made. Please enter your response either using the text box provided or upload it as a separate file. A manuscript with tracked changes should be uploaded as well in case of a Microsoft Word document.



MANUSCRIPT SUBMISSION MY JOURNAL MANUSCRIPT ADMINISTRATION SUPPORT & CONTACT ABOUT HELP

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

MANUSCRIPT ADMINISTRATION

Manuscript Overview

SUBMISSION INFORMATION

Submission Checklist
Instructions for Authors
Instructions for Referees
Copyright & License
Competing Interests Policy
Manuscript Style Guide
Download Templates

ACTIONS

Show Decision Letter
Download Files
Upload Revision
Withdraw Manuscript
Send Email

Manuscript ID: 4935833 Editor: Beilstein BJOC Editor in Chief Submitter: Prof. Friedrich K. Beilstein Status: Revision Submission Date: 10 Dec 2014
Journal: Beilstein Journal of Organic Chemistry Type of Article: Full Research Paper
Title: New chiral ligands in Pd-catalyzed reactions

1. Upload Files 2. Author Details 3. Manuscript Details 4. Response to Review 5. Finalize

Previous Save Next

Response to Review

Please provide a point-by-point response to the requested changes explaining what revisions have been made. You can use the following text field or upload the response to review and/or format check as a separate file. In case of a Microsoft Word document, you should also upload a manuscript with tracked changes in addition.

Response to Review

File Name
Upload

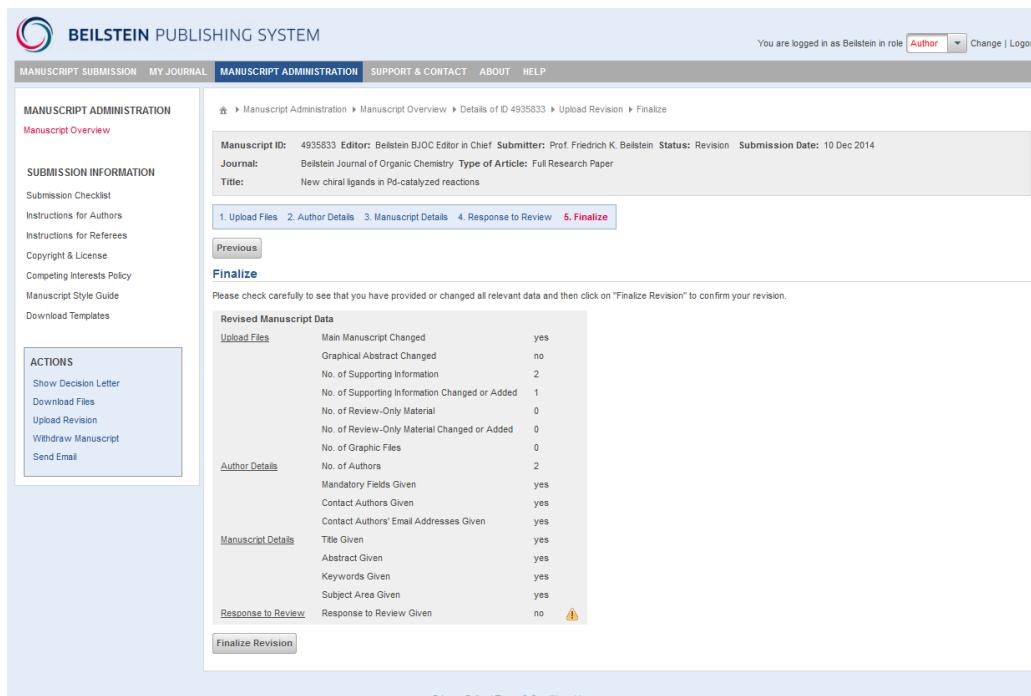
Type of File File Name Size (Bytes) Actions

No data found

Privacy Policy | Terms & Conditions | Impressum

6.5 Finalize

On the finalize screen you are asked to check carefully if you have provided or changed all relevant manuscript data. Any required but missing items will be indicated by . If necessary, return to the corresponding step in the revision process and amend or alter the existing data. Once you have performed all changes, please click on the button “Finalize Revision” to confirm the correctness of all data and to finish the revision process.



MANUSCRIPT SUBMISSION MY JOURNAL MANUSCRIPT ADMINISTRATION SUPPORT & CONTACT ABOUT HELP

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

MANUSCRIPT ADMINISTRATION

Manuscript Overview

SUBMISSION INFORMATION

Submission Checklist
Instructions for Authors
Instructions for Referees
Copyright & License
Competing Interests Policy
Manuscript Style Guide
Download Templates

ACTIONS

Show Decision Letter
Download Files
Upload Revision
Withdraw Manuscript
Send Email

Manuscript ID: 4935833 Editor: Beilstein BJOC Editor in Chief Submitter: Prof. Friedrich K. Beilstein Status: Revision Submission Date: 10 Dec 2014
Journal: Beilstein Journal of Organic Chemistry Type of Article: Full Research Paper
Title: New chiral ligands in Pd-catalyzed reactions

1. Upload Files 2. Author Details 3. Manuscript Details 4. Response to Review 5. Finalize

Previous

Finalize

Please check carefully to see that you have provided or changed all relevant data and then click on “Finalize Revision” to confirm your revision.

Revised Manuscript Data		
Upload Files	Main Manuscript Changed	yes
	Graphical Abstract Changed	no
	No. of Supporting Information	2
	No. of Supporting Information Changed or Added	1
	No. of Review-Only Material	0
	No. of Review-Only Material Changed or Added	0
	No. of Graphic Files	0
Author Details	No. of Authors	2
	Mandatory Fields Given	yes
	Contact Authors Given	yes
	Contact Authors' Email Addresses Given	yes
Manuscript Details	Title Given	yes
	Abstract Given	yes
	Keywords Given	yes
	Subject Area Given	yes
Response to Review	Response to Review Given	no 

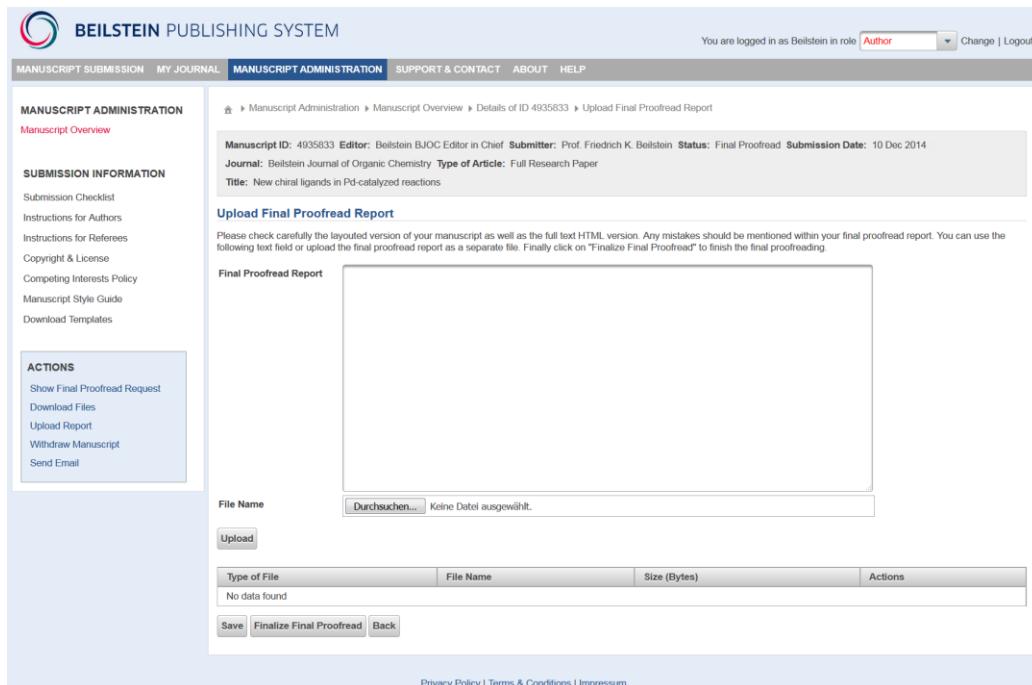
Finalize Revision

Privacy Policy | Terms & Conditions | Impressum

7 Final Proofread

Before publication of the final PDF, you are requested by email to check carefully the layouted PDF as well as the full text HTML version of your manuscript. Any errors should be entered as final proofread report in the Beilstein Publishing System.

Please log in to the manuscript overview page at <http://www.beilstein-journals.org/bps> and open the details section of the relevant manuscript in the status “Final Proofread”. After selecting the action “Upload Report” from the action list, the final proofread page will open. Please enter your report in either the text box provided or upload it as a separate file. In the end you have to finish the final proofreading by clicking the button “Finalize Final Proofread”. Once all corrections are performed by the Beilstein Journals production team, the final PDF and the full text HTML version will be published.



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8 Contact/Support

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