



## Help for Authors

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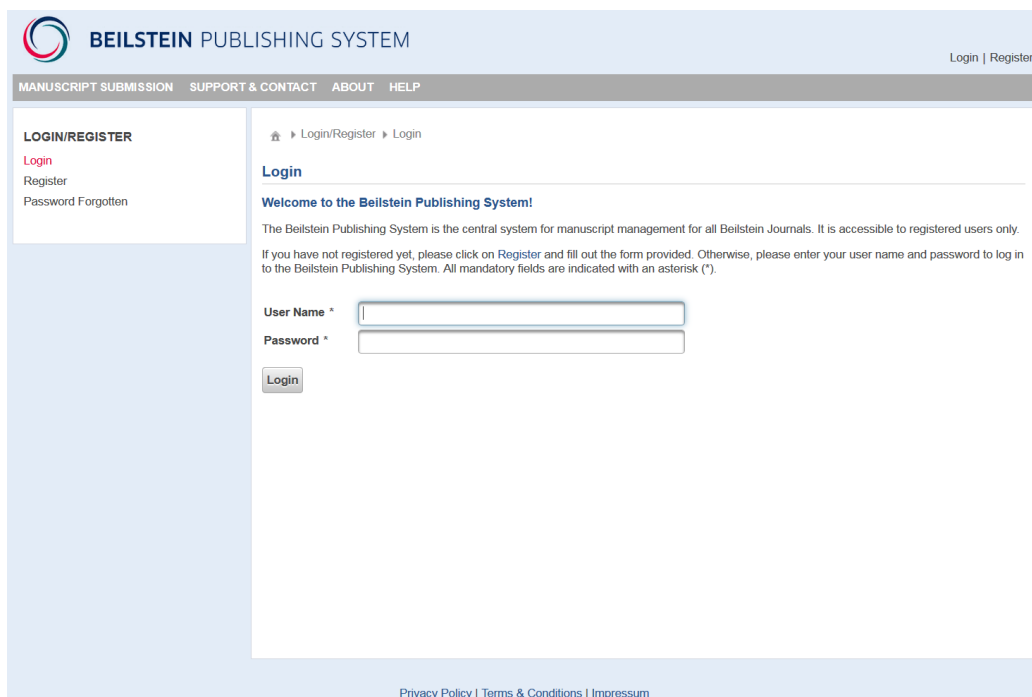
## 1 General Information

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 send cc to all co-authors. The submission or resubmission of a manuscript may be interrupted and resumed at any time. All manuscripts are given a unique manuscript number to help identify them within the Beilstein Publishing System.

This document gives authors an overview of the different steps during the submission or revision process and guides them through the Beilstein Publishing System.

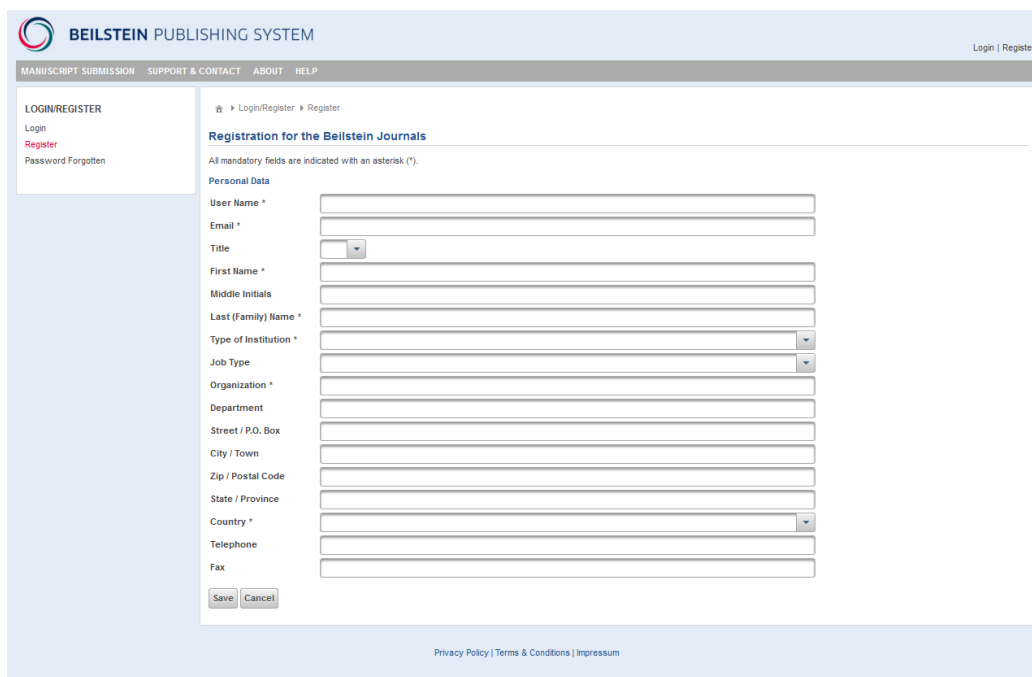
## 2 Access to the Beilstein Publishing System

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. At the top, there is a header with the Beilstein logo and the text "BEILSTEIN PUBLISHING SYSTEM". On the right side of the header, there are links for "Login" and "Register". Below the header, there is a navigation bar with links for "MANUSCRIPT SUBMISSION", "SUPPORT & CONTACT", "ABOUT", and "HELP". The main content area is divided into two columns. The left column contains a "LOGIN/REGISTER" section with links for "Login", "Register", and "Password Forgotten". The right column contains a "Login" section with a welcome message and instructions. It includes a "User Name \*" field, a "Password \*" field, and a "Login" button. At the bottom of the page, there are links for "Privacy Policy", "Terms & Conditions", and "Impressum".

If you do not have an existing user account, please click on “Register” at the top right corner of the screen or select the corresponding link from the login screen submenu. The registration form will open. Enter your personal details and a username in the corresponding text fields and verify all data before saving them by clicking the “Save” button. All mandatory fields are indicated with an asterisk (\*). After successful registration, you will receive a confirmation email containing your password.



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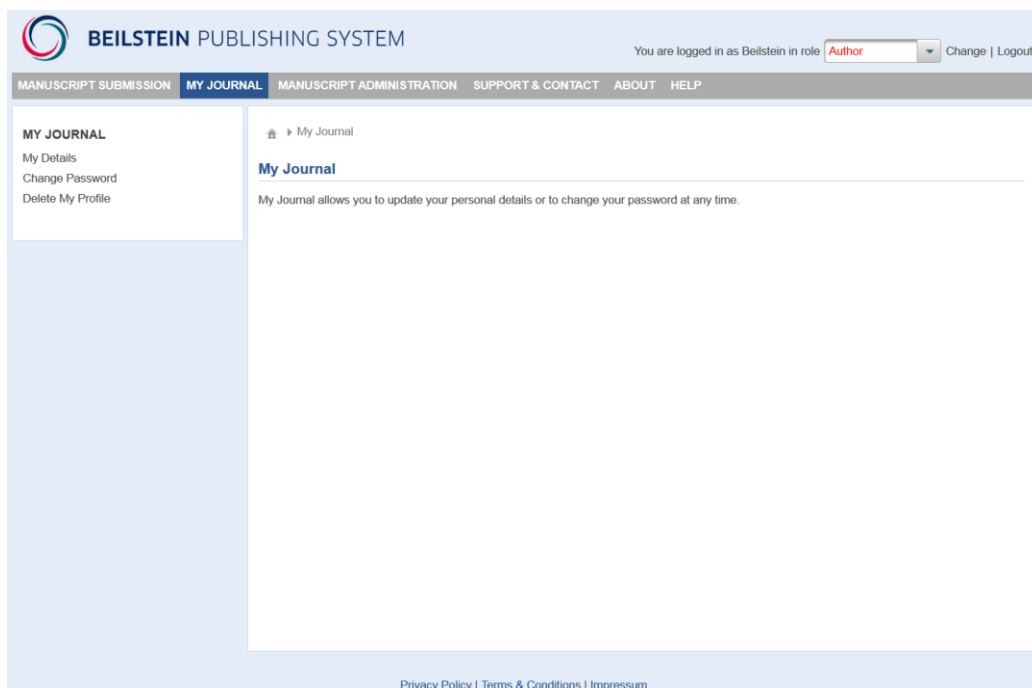
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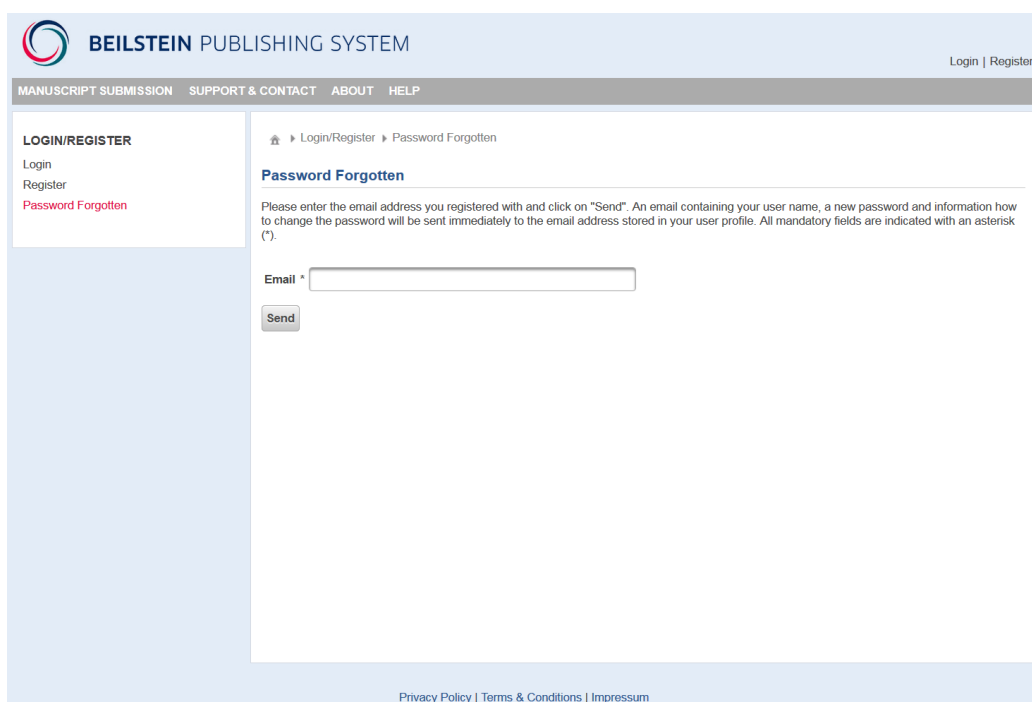
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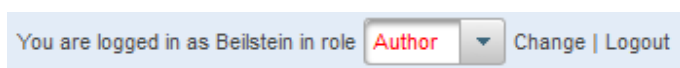
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In the event that you have forgotten your password, please select “Password Forgotten” from the login screen submenu. After entering your email address you registered with and clicking “Send”, you will be automatically sent a new password by email.




### 3 Change User Role

If you have been assigned more than one role within the Beilstein Publishing System (e. g. “Author” or “Referee”), you may easily select your required role for the task you wish to carry out. Once you are logged in, you can, if necessary, select a different role by using the drop down box which is located at the top right corner of the screen and click on “Change” to show the manuscripts associated with the new user role. You will be assigned the user role “Author” after finalization of your first submission in the Beilstein Publishing System. Before that, you will be assigned the user role “Reader”.



### 4 Manuscript Submission

After you have logged in please open the main menu “Manuscript Submission” and click on the link “Submit New Manuscript” given on the left side of the screen. You will be directed to a new page where you have to select the Beilstein Journal you want to submit your manuscript to. After choosing the *Beilstein Journal of Organic Chemistry* and clicking on the button “Go” the corresponding submission form of the Beilstein Publishing System opens which allows you to upload all relevant manuscript data step by step. Mandatory entry fields are marked with an asterisk (\*) on each submission page. You can proceed with the stepwise submission process by using the “Next” button or alternatively, save any manuscript data without continuing by choosing the “Save” button. If you would like to return to previous submission pages, please click on the “Previous” button. In general, you should avoid moving to preceding pages within the Beilstein Publishing System by using the browser “Back” button because this can lead to synchronization problems with your session on the server.


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

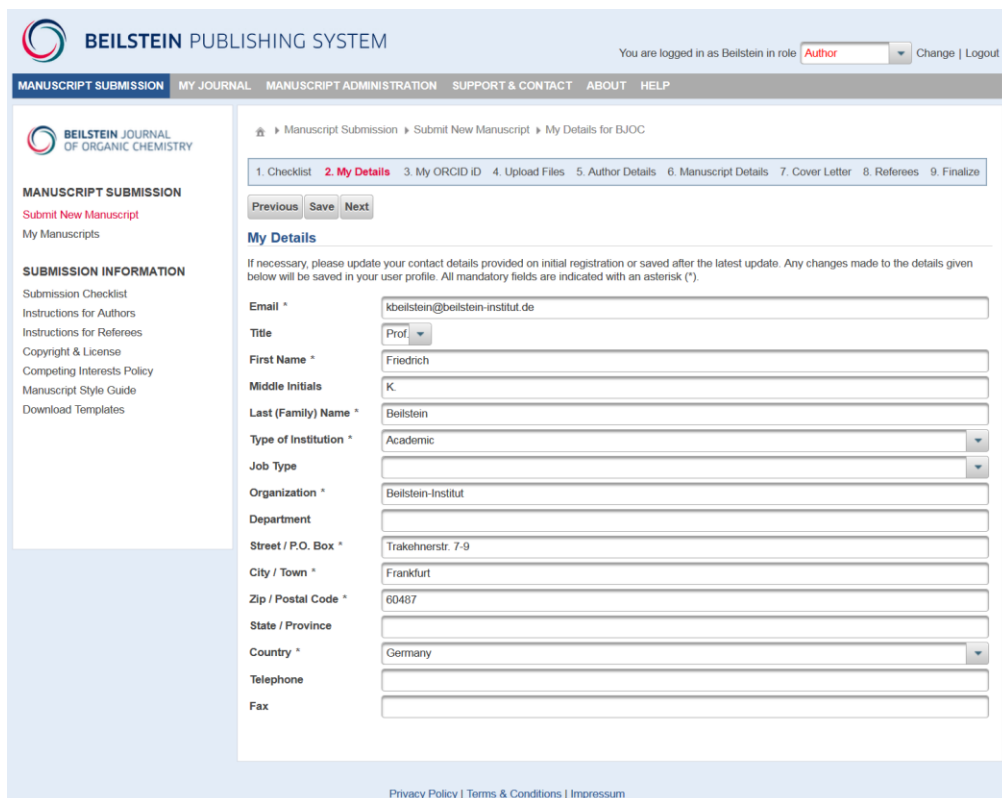
- **Cover Letter:** Authors are requested to explain in the cover letter why the manuscript is regarded as suitable for publication in the *Beilstein Journal of Organic Chemistry* bearing in mind the publication criteria: high quality, originality, novelty and importance. The cover letter should include 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.
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- **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.

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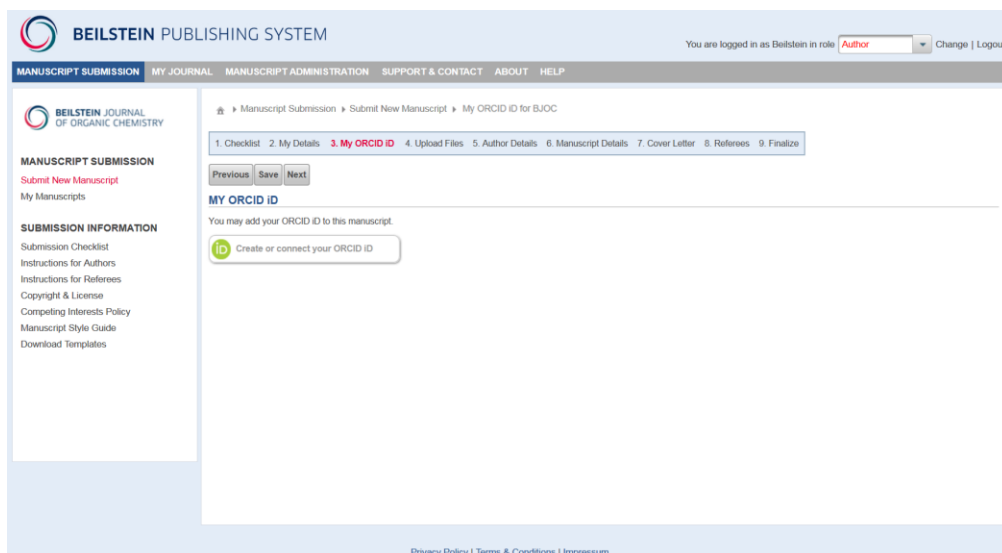
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## 4.3 My ORCID iD

In this step you may provide your ORCID iD. An ORCID iD is a unique and persistent digital identifier that distinguishes you from other researchers and reliably connects you with your research contributions, to ensure that your work is properly attributed.

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.



## 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:

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- 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.

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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.

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- The order of authors may be rearranged by clicking the “Up” button.


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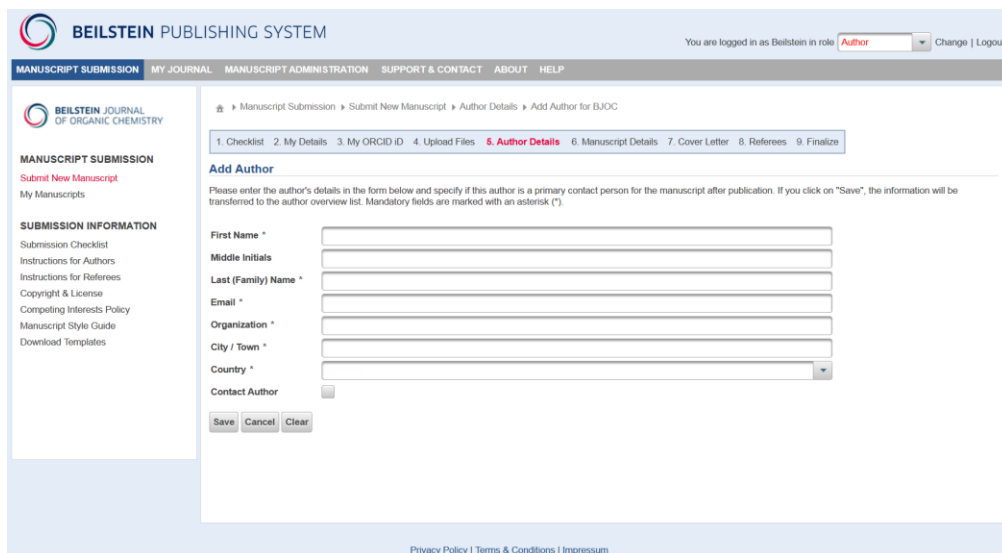
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Author 2	Max Mustermann	mmustermann@beilstein-institut.de	Beilstein-Institut	<input type="checkbox"/>	<a href="#">Show</a> <a href="#">Remove</a> <a href="#">Up</a>

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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.




## 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.

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Foldamer/Polymer chemistry		
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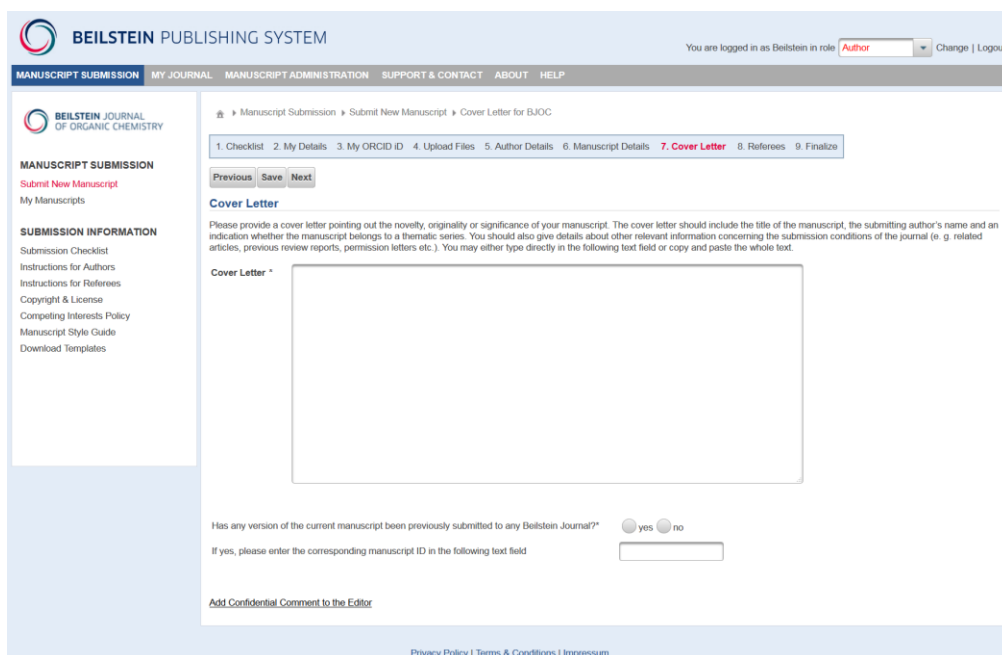
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Any confidential comments you would like to send to the editor only may be entered by choosing the corresponding link below the cover letter text box.

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Please provide a cover letter pointing out 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 the submission conditions of the journal (e. g. related articles, previous review reports, permission letters etc.). You may either type directly in the following text field or copy and paste the whole text.

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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:

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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.


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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 \*

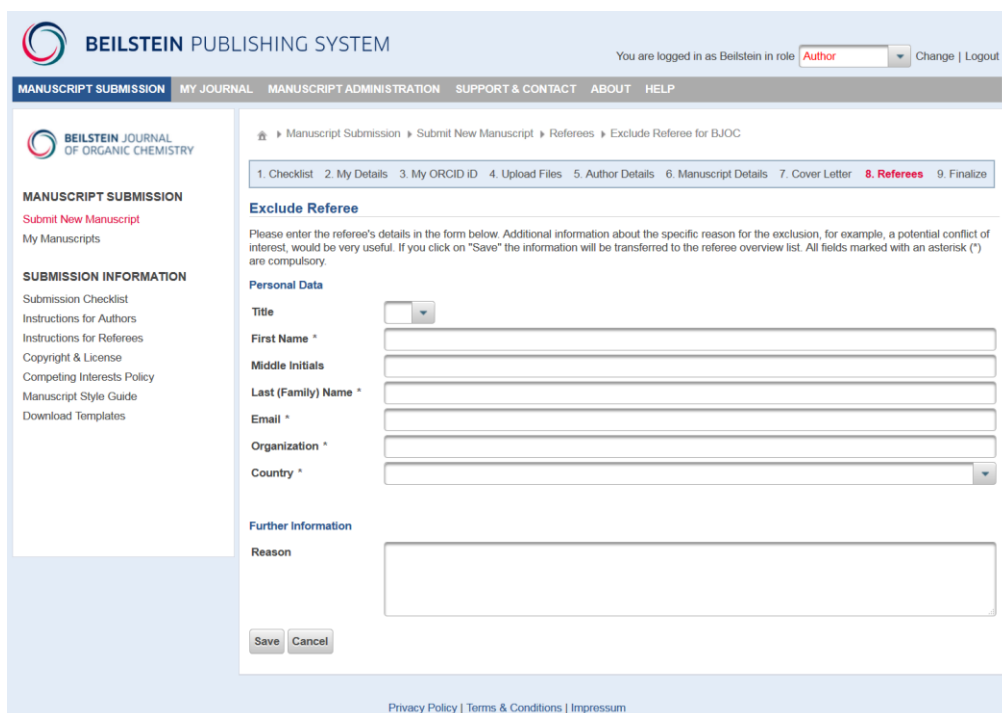
**Further Information**

Reason

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

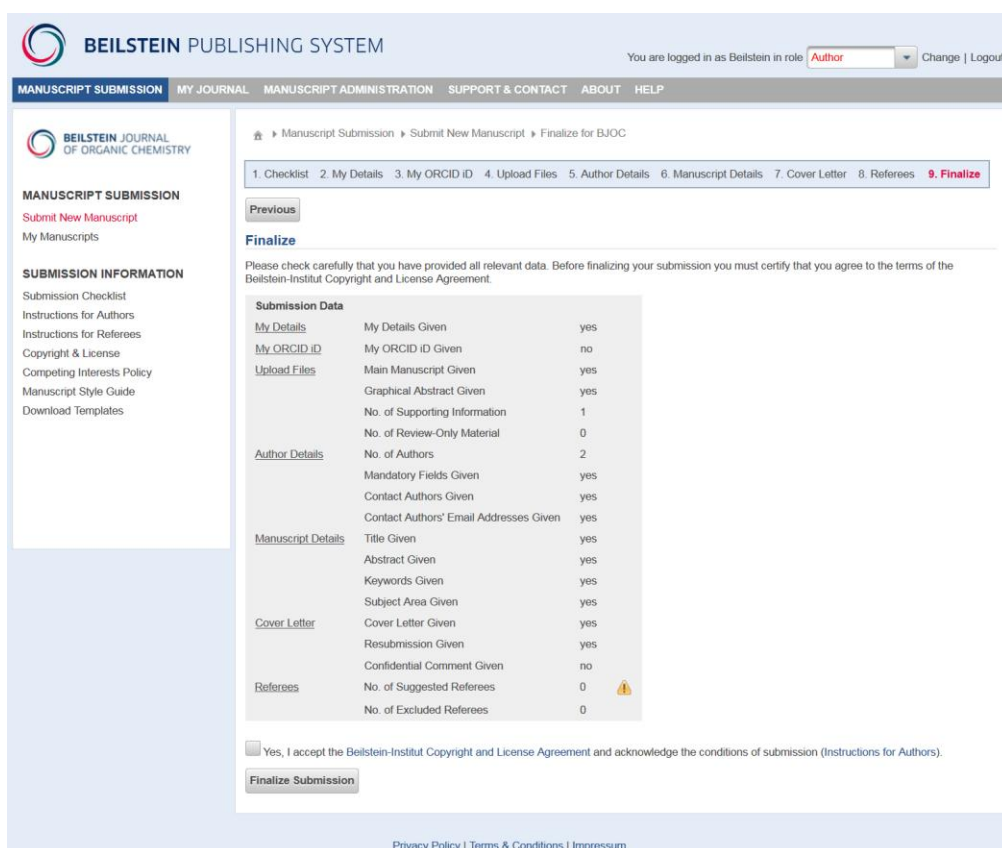


The screenshot shows the 'Exclude Referee' form in the Beilstein Publishing System. The page header includes the Beilstein logo and 'BEILSTEIN PUBLISHING SYSTEM'. A navigation bar at the top contains links: MANUSCRIPT SUBMISSION, MY JOURNAL, MANUSCRIPT ADMINISTRATION, SUPPORT & CONTACT, ABOUT, and HELP. A user status bar indicates 'You are logged in as Beilstein in role Author' with a 'Change | Logout' link. The left sidebar contains a 'MANUSCRIPT SUBMISSION' section with links like 'Submit New Manuscript', 'My Manuscripts', and 'SUBMISSION INFORMATION'. The main content area has a breadcrumb trail: 'Manuscript Submission > Submit New Manuscript > Referees > Exclude Referee for BJOC'. Below this is a progress bar with steps 1-9, where '8. Referees' is highlighted. The form title is 'Exclude Referee'. A note states: 'Please enter the referee's details in the form below. Additional information about the specific reason for the exclusion, for example, a potential conflict of interest, 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.' The form is divided into two sections: 'Personal Data' and 'Further Information'. 'Personal Data' includes fields for Title (dropdown), First Name \*, Middle Initials, Last (Family) Name \*, Email \*, Organization \*, and Country \*. 'Further Information' includes a 'Reason' text area. At the bottom are 'Save' and 'Cancel' buttons. A footer contains links for 'Privacy Policy | Terms & Conditions | Impressum'.

## 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.



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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.

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

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## 5 Tracking the Submission Progress

### 5.1 Manuscript Overview

If you would like to proceed further with an incomplete manuscript submission for the *Beilstein Journal of 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:

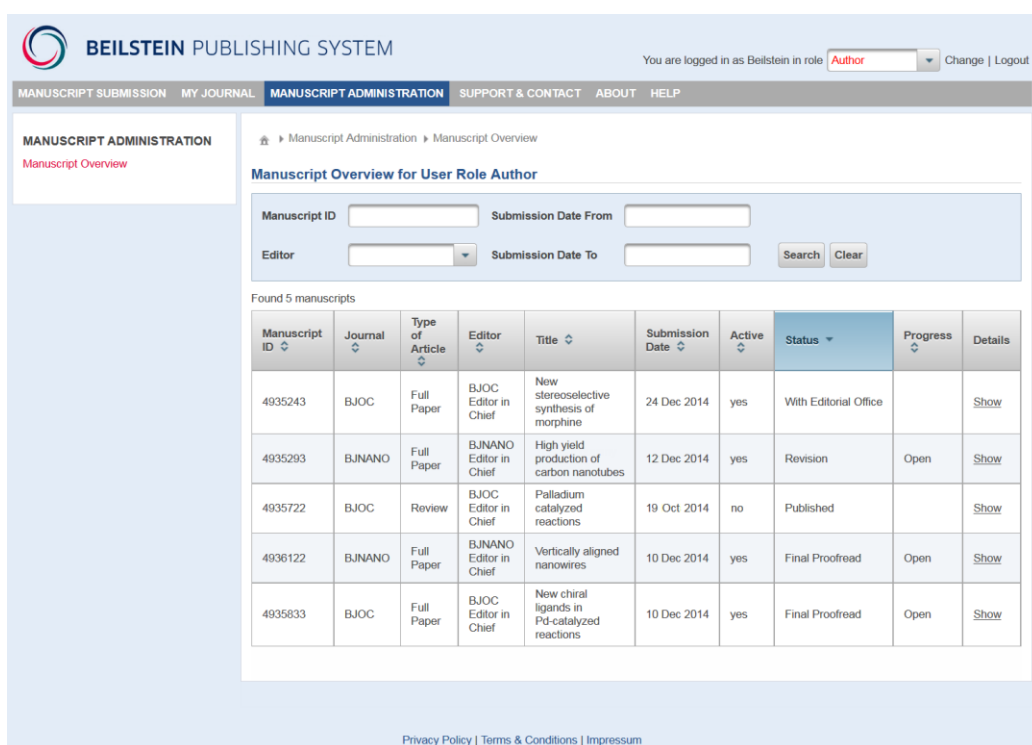
- **Incomplete Submission** (the submission process has not been finalized yet)
- **Review** (during peer review)
- **Revision** (request for a revised manuscript version after peer review)
- **Accepted** (the manuscript is, in principle, accepted for publication)
- **Final Proofread** (request for final 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.



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**Manuscript Overview for User Role Author**

Manuscript ID  Submission Date From

Editor  Submission Date To  [Search](#) [Clear](#)

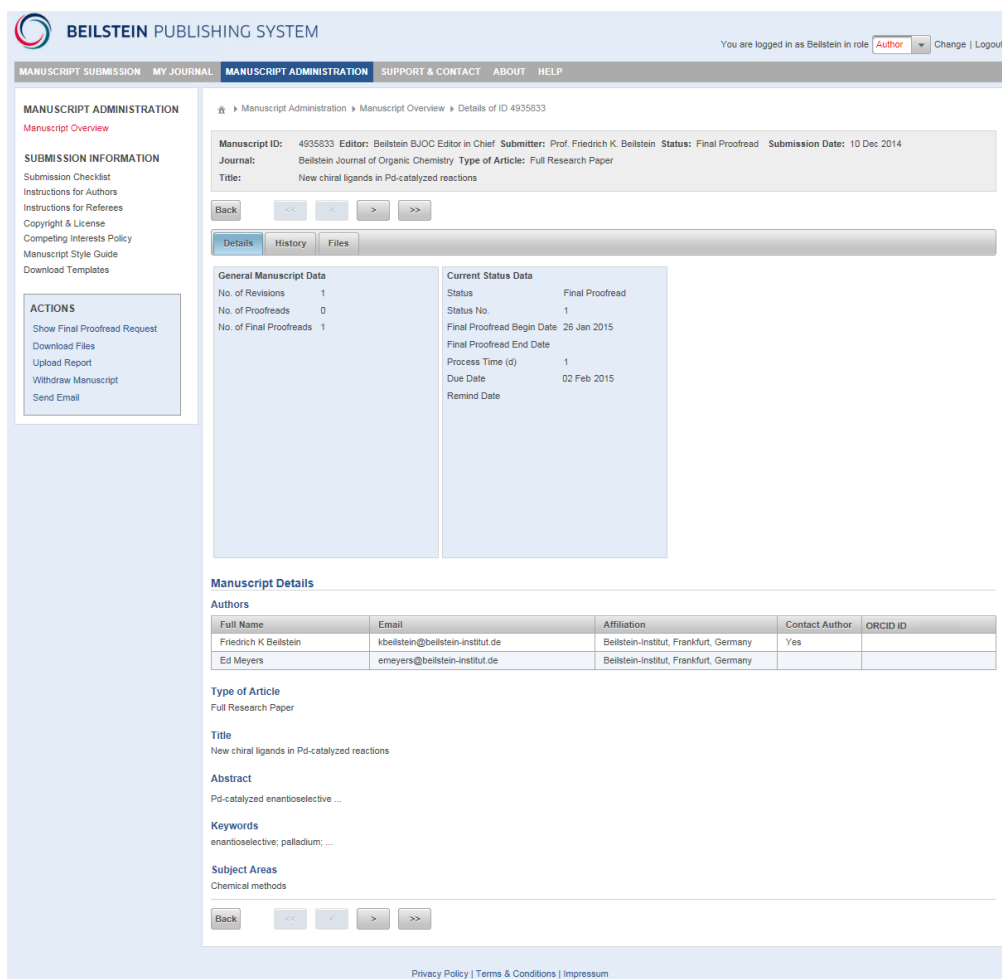
Found 5 manuscripts

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		<a href="#">Show</a>
4935293	BJNANO	Full Paper	BJNANO Editor in Chief	High yield production of carbon nanotubes	12 Dec 2014	yes	Revision	Open	<a href="#">Show</a>
4935722	BJOC	Review	BJOC Editor in Chief	Palladium catalyzed reactions	19 Oct 2014	no	Published		<a href="#">Show</a>
4936122	BJNANO	Full Paper	BJNANO Editor in Chief	Vertically aligned nanowires	10 Dec 2014	yes	Final Proofread	Open	<a href="#">Show</a>
4935833	BJOC	Full Paper	BJOC Editor in Chief	New chiral ligands in Pd-catalyzed reactions	10 Dec 2014	yes	Final Proofread	Open	<a href="#">Show</a>

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## 5.2 Manuscript Details

After opening the details section of the manuscript concerned, the “Details” tab is selected by default. Below the tab bar some general manuscript data and current status data are provided.



The screenshot displays the 'MANUSCRIPT ADMINISTRATION' interface. The top navigation bar includes links for MANUSCRIPT SUBMISSION, MY JOURNAL, MANUSCRIPT ADMINISTRATION (selected), SUPPORT & CONTACT, ABOUT, and HELP. The user is logged in as 'Author'. The left sidebar contains 'SUBMISSION INFORMATION' (Submission Checklist, Instructions for Authors, Instructions for Referees, Copyright & License, Competing Interests Policy, Manuscript Style Guide, Download Templates) and 'ACTIONS' (Show Final Proofread Request, Download Files, Upload Report, Withdraw Manuscript, Send Email). The main content area shows the 'Details' tab for manuscript ID 4935833. It includes submission information (Journal: Beilstein Journal of Organic Chemistry, Type of Article: Full Research Paper, Title: New chiral ligands in Pd-catalyzed reactions) and a tab bar with 'Details' (selected), 'History', and 'Files'. Below the tab bar, there are two columns: 'General Manuscript Data' (No. of Revisions: 1, No. of Proofreads: 0, No. of Final Proofreads: 1) and 'Current Status Data' (Status: Final Proofread, Status No.: 1, Final Proofread Begin Date: 26 Jan 2015, Final Proofread End Date: 02 Feb 2015, Process Time (d): 1, Due Date: 02 Feb 2015, Remind Date: 02 Feb 2015). The 'Manuscript Details' section includes a table of authors (Friedrich K. Beilstein, Ed Meyers), the type of article (Full Research Paper), title, abstract, keywords, and subject areas. Navigation buttons (Back, <<, <, >, >>) are present at the bottom of the details section.

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

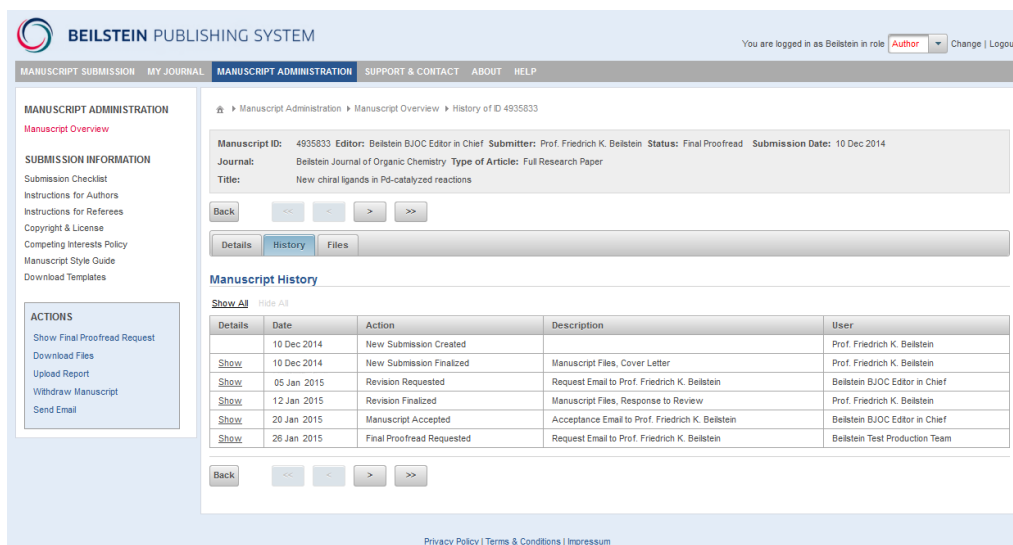
Status	Action	Comments
Incomplete Submission	Modify Submission	The submission form opens to allow continuation of an incomplete submission.
	Remove Submission	This action allows the deletion of an incomplete submission.
	Send Email	An email form opens for sending a message to the editorial office.
Review	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. The user is logged in as 'Author'. The 'MANUSCRIPT ADMINISTRATION' tab is selected, leading to the 'History of ID 4935833' page. The manuscript details are as follows:

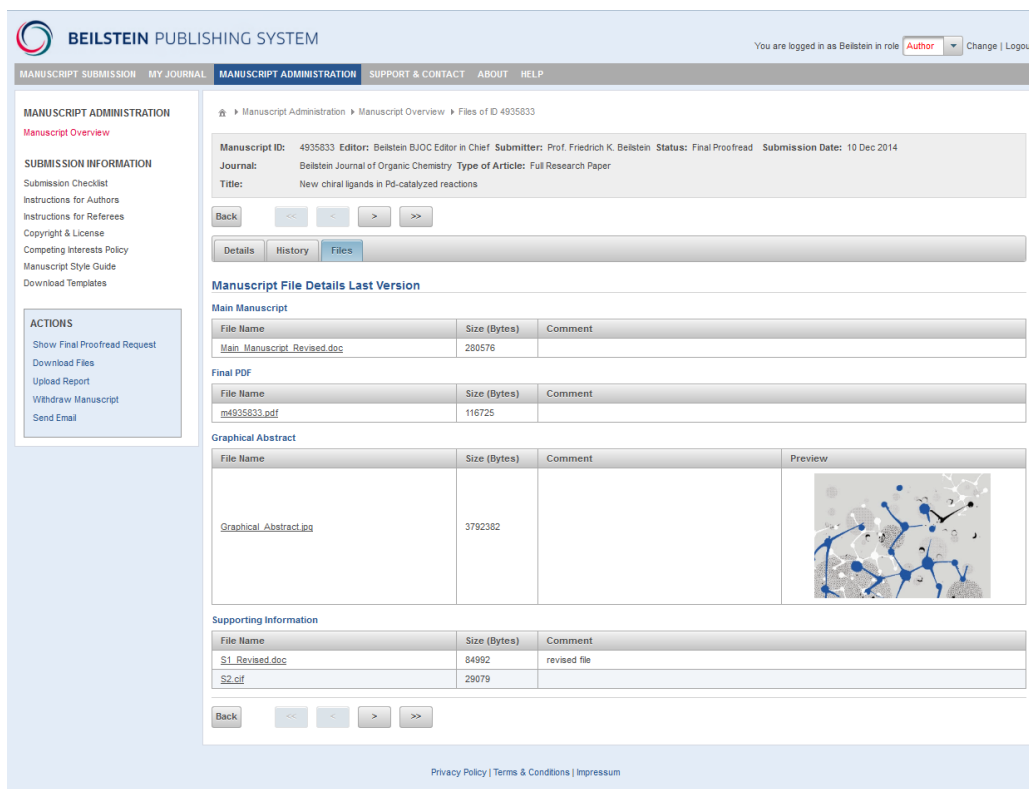
- Manuscript ID:** 4935833
- Editor:** Beilstein BJOC Editor in Chief
- Submitter:** Prof. Friedrich K. Beilstein
- Status:** Final Proofread
- Submission Date:** 10 Dec 2014
- Journal:** Beilstein Journal of Organic Chemistry
- Type of Article:** Full Research Paper
- Title:** New chiral ligands in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

The 'History' tab is active, displaying a table of manuscript events:

Details	Date	Action	Description	User
Show	10 Dec 2014	New Submission Created		Prof. Friedrich K. Beilstein
Show	10 Dec 2014	New Submission Finalized	Manuscript Files, Cover Letter	Prof. Friedrich K. Beilstein
Show	05 Jan 2015	Revision Requested	Request Email to Prof. Friedrich K. Beilstein	Beilstein BJOC Editor in Chief
Show	12 Jan 2015	Revision Finalized	Manuscript Files, Response to Review	Prof. Friedrich K. Beilstein
Show	20 Jan 2015	Manuscript Accepted	Acceptance Email to Prof. Friedrich K. Beilstein	Beilstein BJOC Editor in Chief
Show	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, SUPPORT & CONTACT, ABOUT, and HELP. The user is logged in as 'Author'. The main content area is titled 'MANUSCRIPT ADMINISTRATION' and shows the 'Manuscript Overview' for ID 4935833. The manuscript details include: 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, and Title: New chiral ligands in Pd-catalyzed reactions. The 'Files' tab is selected, showing a table of manuscript files. The table has columns for File Name, Size (Bytes), and Comment. The files listed are: Main Manuscript Revised.doc (280576 bytes), Final PDF (md935833.pdf, 116725 bytes), Graphical Abstract (Graphical Abstract.jpg, 3792382 bytes), and Supporting Information (S1 Revised.doc, 84992 bytes; S2.tif, 29079 bytes). A preview of the Graphical Abstract is shown on the right. The interface also includes a sidebar with submission information and actions, and a footer with privacy policy and terms of conditions links.

## 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).

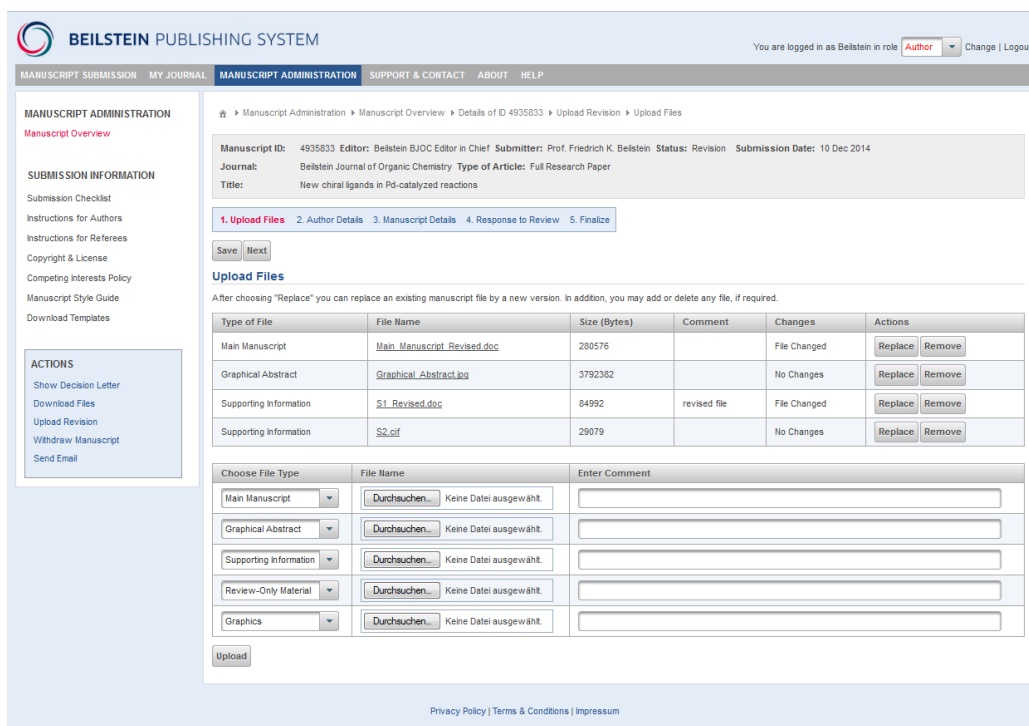
## 6.1 Upload Files

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.



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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

Save | Next

**Upload Files**

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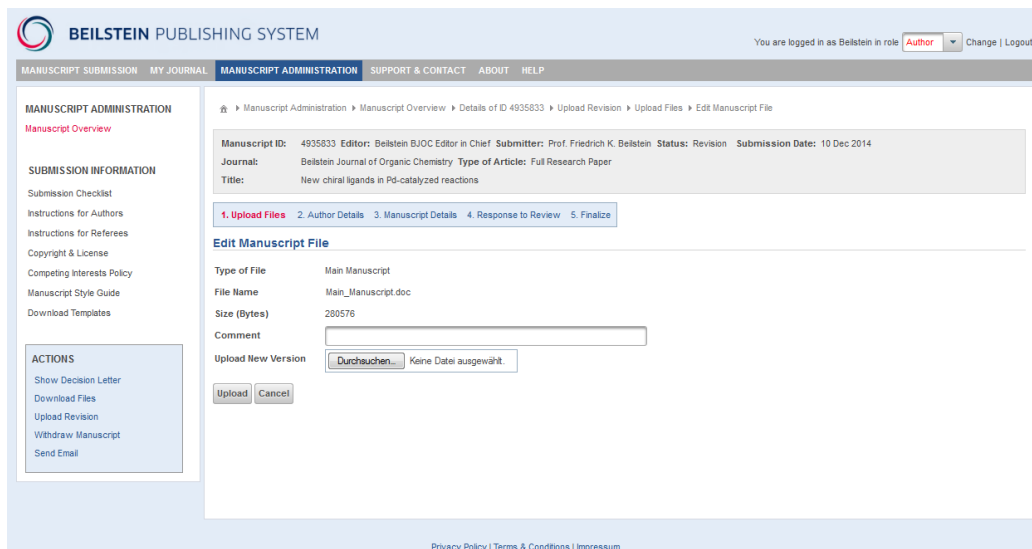
Type of File	File Name	Size (Bytes)	Comment	Changes	Actions
Main Manuscript	Main_Manuscript_Revised.doc	280576		File Changed	Replace Remove
Graphical Abstract	Graphical_Abstract.jpg	3792382		No Changes	Replace Remove
Supporting Information	S1_Revised.doc	84992	revised file	File Changed	Replace Remove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

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.	

Upload

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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.



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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

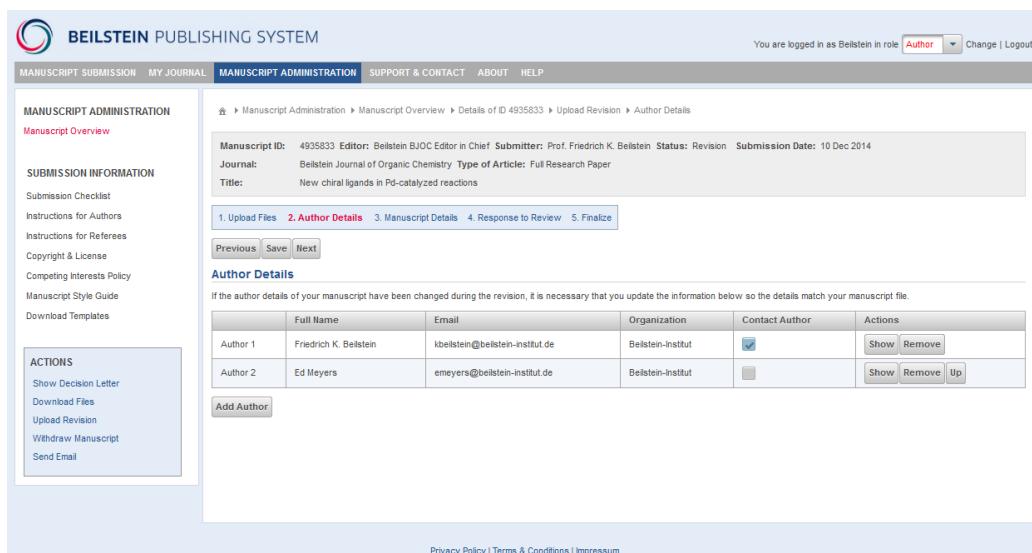
**Edit Manuscript File**

Type of File: Main Manuscript  
 File Name: Main\_Manuscript.doc  
 Size (Bytes): 280576  
 Comment:   
 Upload New Version:  Keine Datei ausgewählt.

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## 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.



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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

**Author Details**

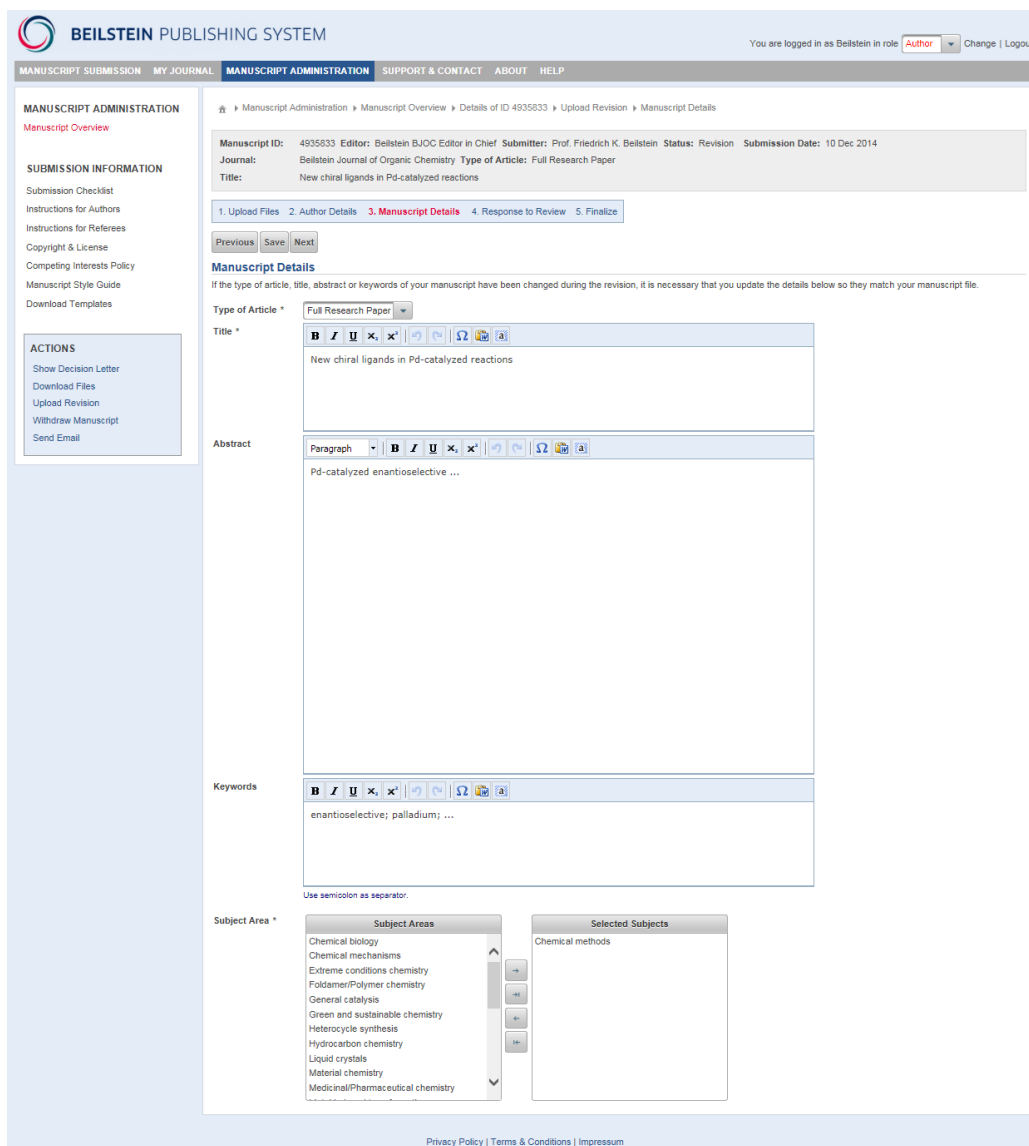
If the author details of your manuscript have been changed during the revision, it is necessary that you update the information below so the details match your manuscript file.

	Full Name	Email	Organization	Contact Author	Actions
Author 1	Friedrich K. Beilstein	kbeilstein@beilstein-institut.de	Beilstein-Institut	<input checked="" type="checkbox"/>	<input type="button" value="Show"/> <input type="button" value="Remove"/>
Author 2	Ed Meyers	emeyers@beilstein-institut.de	Beilstein-Institut	<input type="checkbox"/>	<input type="button" value="Show"/> <input type="button" value="Remove"/> <input type="button" value="Up"/>

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## 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.



The screenshot shows the 'Manuscript Details' page in the Beilstein Publishing System. The page is divided into a left sidebar and a main content area. The sidebar contains links for 'MANUSCRIPT ADMINISTRATION', 'SUBMISSION INFORMATION', and 'ACTIONS'. The main content area displays manuscript details and editing options.

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Upload Revision  
Withdraw Manuscript  
Send Email

**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.

**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

**Type of Article \*** Full Research Paper

**Title \***

New chiral ligands in Pd-catalyzed reactions

**Abstract**

Paragraph

Pd-catalyzed enantioselective ...

**Keywords**

enantioselective; palladium; ...

Use semicolon as separator.

**Subject Area \***

**Subject Areas**

- Chemical biology
- Chemical mechanisms
- Extreme conditions chemistry
- Foldamer/Polymer chemistry
- General catalysis
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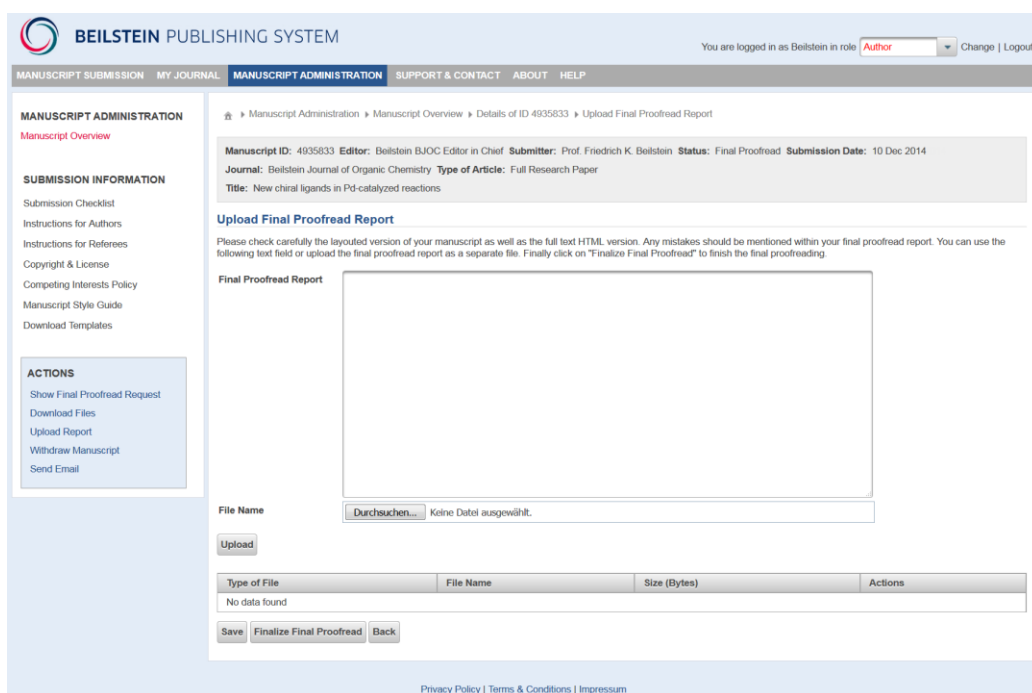
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