



## Help for Authors

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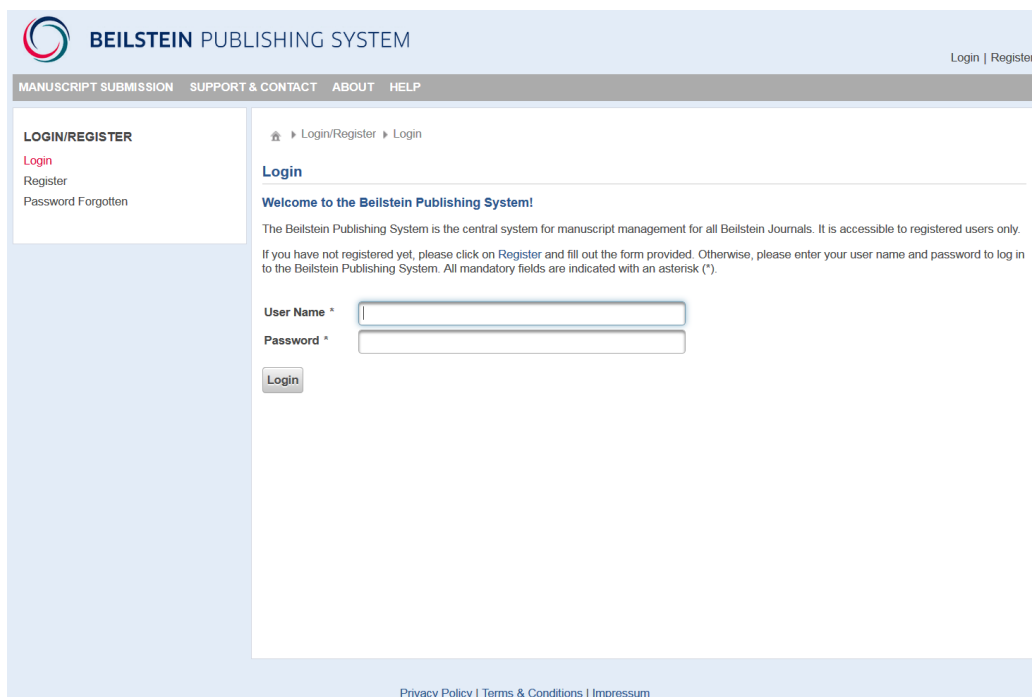
## 1 General Information

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.

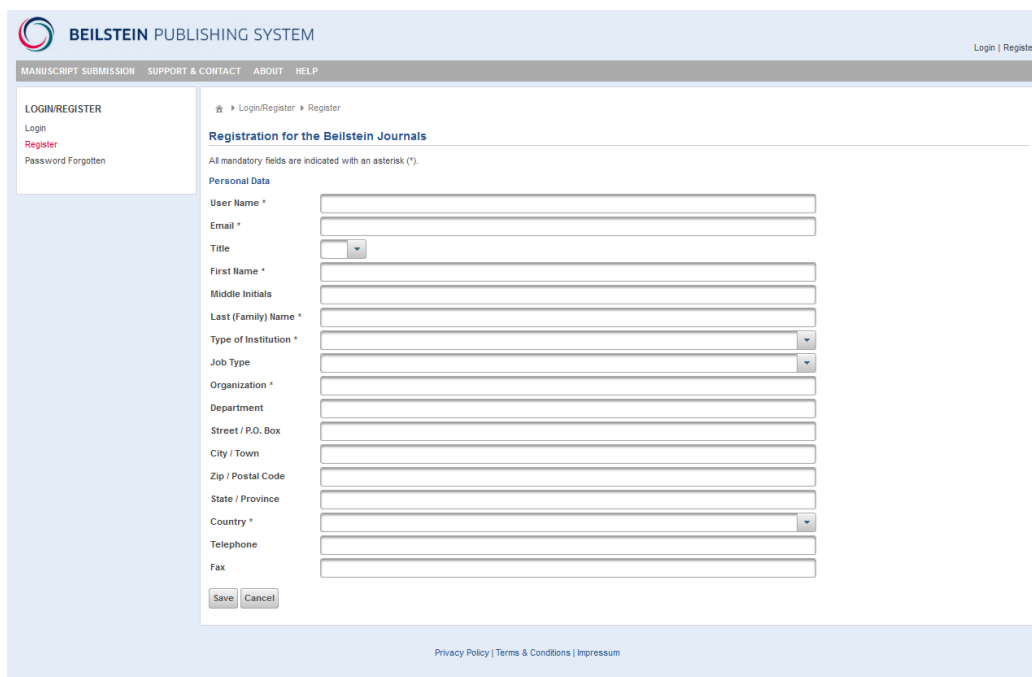
## 2 Access to the Beilstein Publishing System

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 navigation bar with the Beilstein logo and the text "BEILSTEIN PUBLISHING SYSTEM". On the right side of the navigation bar, there are links for "Login" and "Register". Below the navigation bar, there is a sidebar on the left with the heading "LOGIN/REGISTER" and links for "Login", "Register", and "Password Forgotten". The main content area has a breadcrumb trail: "Home > Login/Register > Login". Below this, there is a "Login" heading and a welcome message: "Welcome to the Beilstein Publishing System!". A paragraph explains that the system is for manuscript management and is accessible to registered users only. It also provides instructions for new users to click on "Register" and for existing users to enter their username and password. There are two input fields: "User Name \*" and "Password \*", both with asterisks indicating they are mandatory. Below the input fields is 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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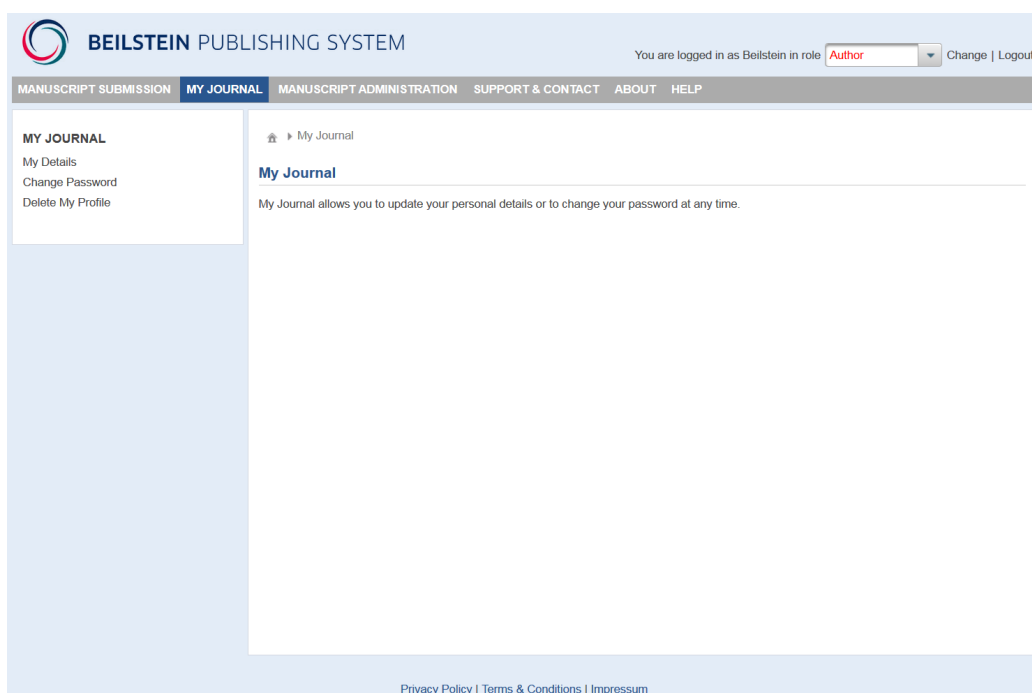
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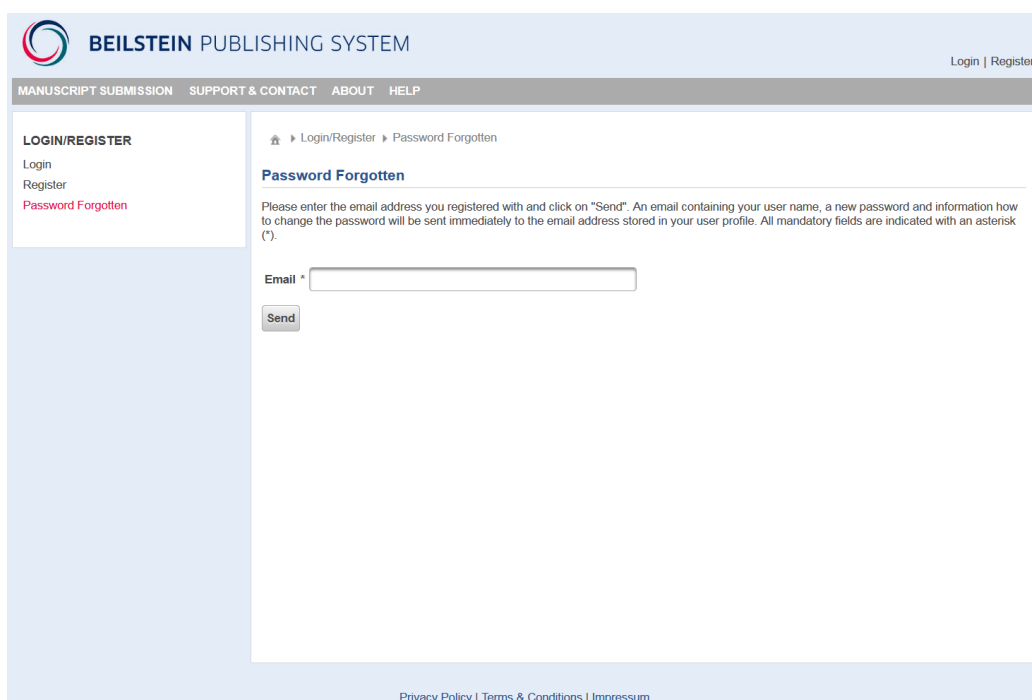
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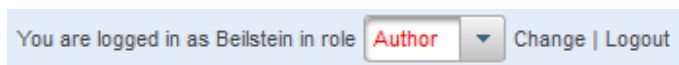
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In the event that you have forgotten your password, please select “Password Forgotten” from the login screen submenu. After entering your email address you registered with and clicking “Send”, you will be automatically sent a new password by email.




### 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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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.


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Before submitting your manuscript to the *Beilstein Journal of Nanotechnology* 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 described therein. Please note that you must be one of the contributing authors to be eligible to submit the manuscript.

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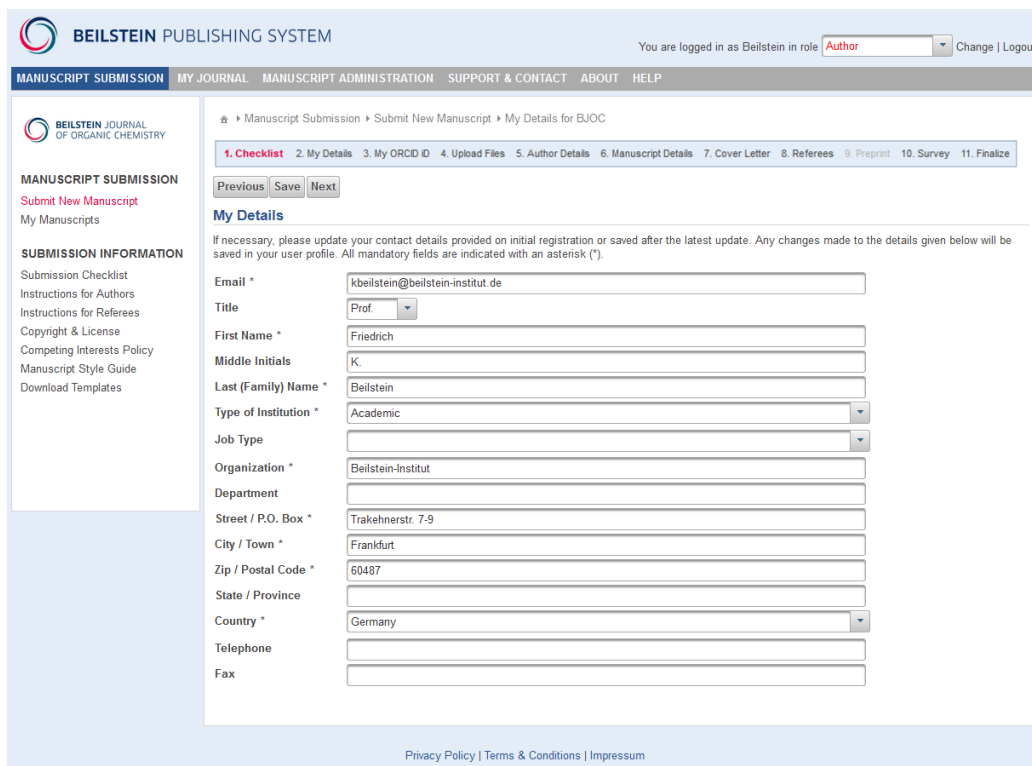
- Cover Letter:** Authors are requested to explain in the cover letter why the manuscript is regarded as suitable for publication in the *Beilstein Journal of Nanotechnology* bearing in mind the publication criteria: high quality, originality, novelty and importance. The cover letter should include the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

First Name \* Friedrich

Middle Initials K

Last (Family) Name \* Beilstein

Type of Institution \* Academic

Job Type

Organization \* Beilstein-Institut

Department

Street / P.O. Box \* Trakehnerstr. 7-9

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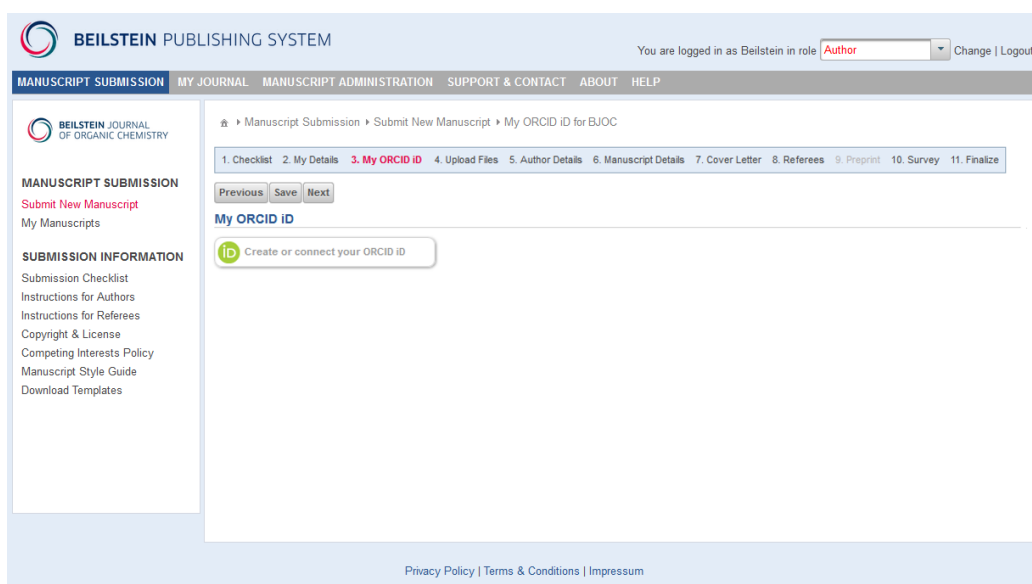
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In this step you may provide your ORCID iD. An ORCID iD is a unique and persistent digital identifier that distinguishes you from other researchers and reliably connects you with your research contributions, to ensure that your work is properly attributed. We highly encourage all authors to connect a verified ORCID iD to their article. A verified ORCID iD for the submitting author is required if you wish to publish this manuscript as a preprint in the Beilstein Archives.

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You must supply a list of all contributing authors, in the order that they appear on the title page of the manuscript, with the full names of all authors given as in 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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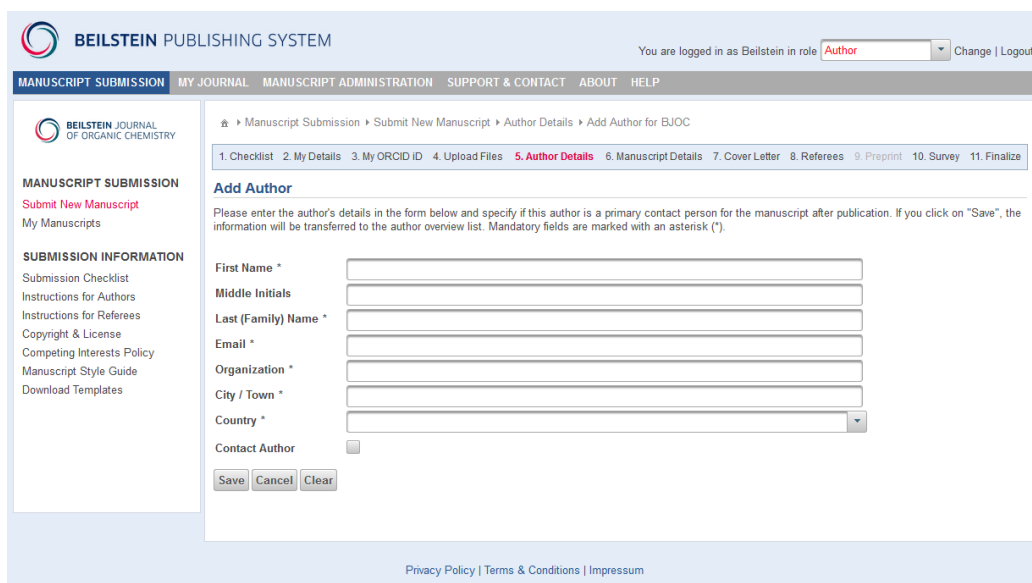
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Author 1	Friedrich K. Beilstein	kbeilstein@beilstein-institut.de	Beilstein-Institut		<input checked="" type="checkbox"/>	<a href="#">Show</a> <a href="#">Remove</a>
Author 2	Max Mustermann	mmustermann@beilstein-institut.de	Beilstein-Institut		<input 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.



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- **Title:** Enter the manuscript title in the text field.
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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. Required fields are indicated with an asterisk (\*).

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Keywords 

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Use semicolon as separator.

Subject Area \*
 

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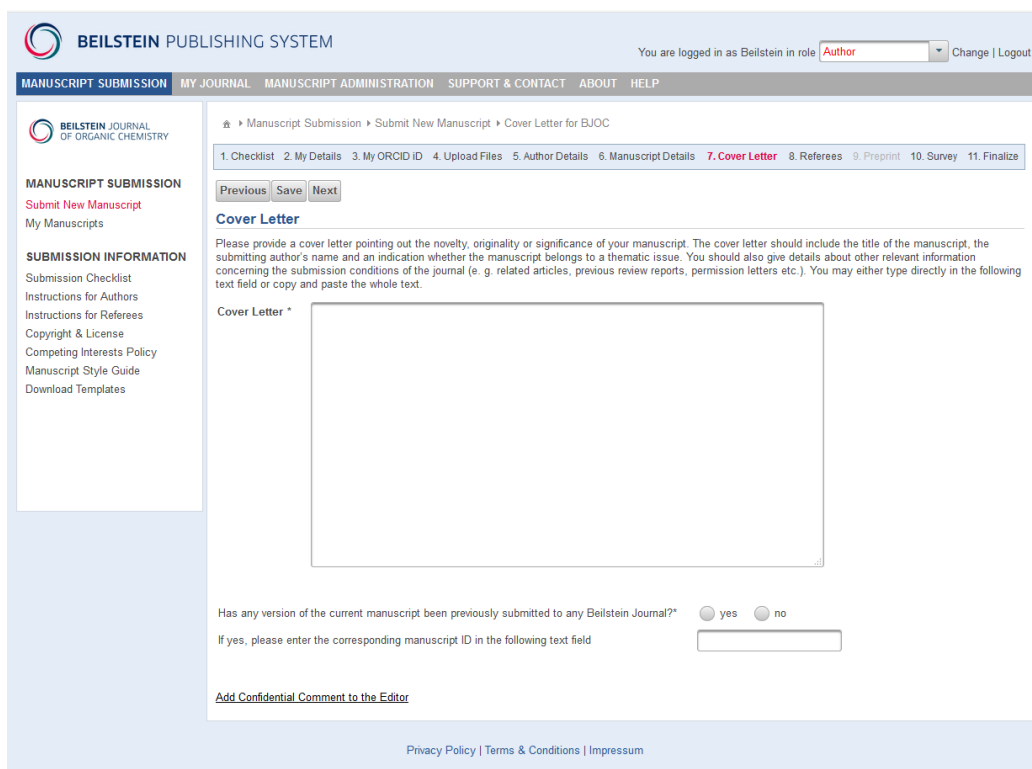
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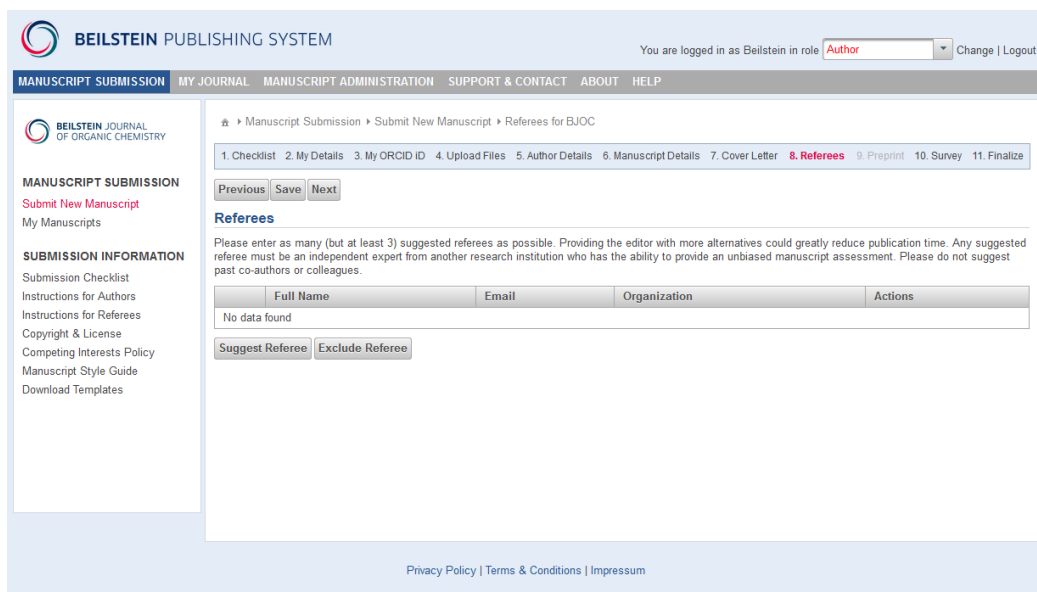
## 4.8 Referees

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

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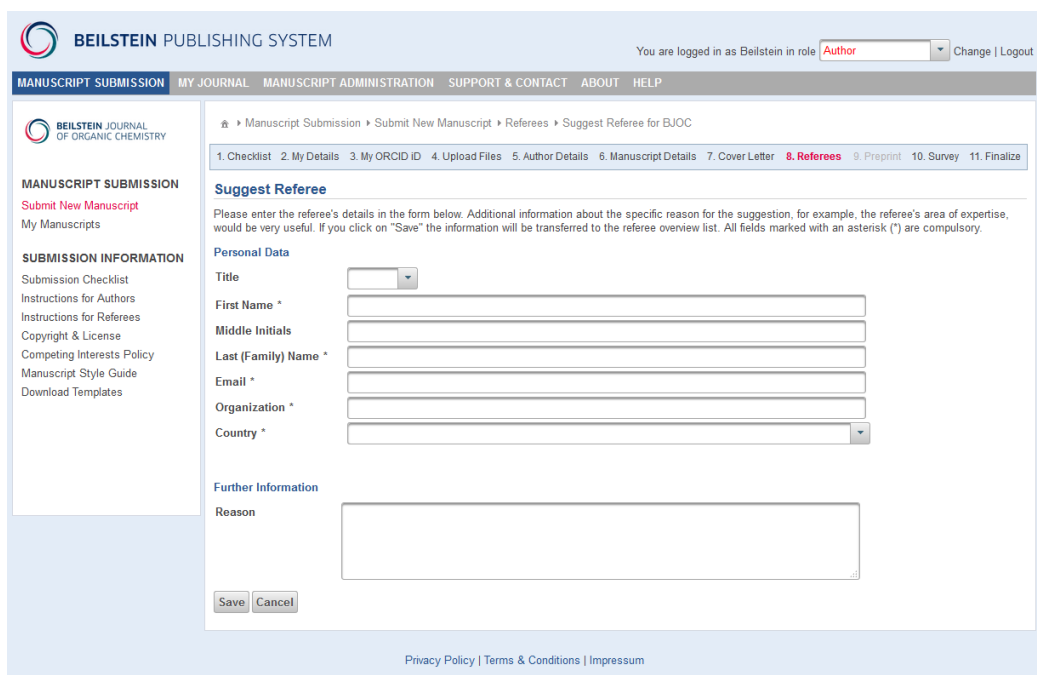
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## 4.9 Preprint

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

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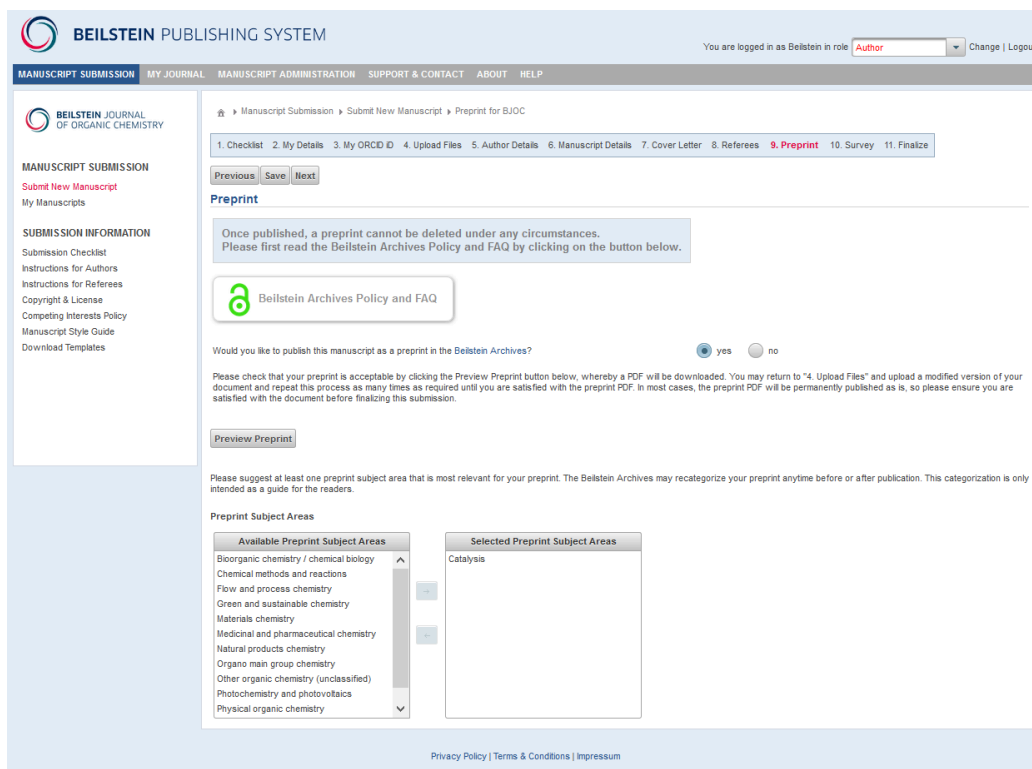
You must provide your verified ORCID iD to publish a preprint. If you have not verified your ORCID iD in the third step, please return to this page and do so in order to continue. Your co-authors will be given the opportunity to add their ORCID iD and will be sent instructions via email. All ORCID iDs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

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Please suggest at least one preprint subject area that is most relevant for your preprint. The Beilstein Archives may recategorize your preprint anytime before or after publication. This categorization is only intended as a guide for the readers.

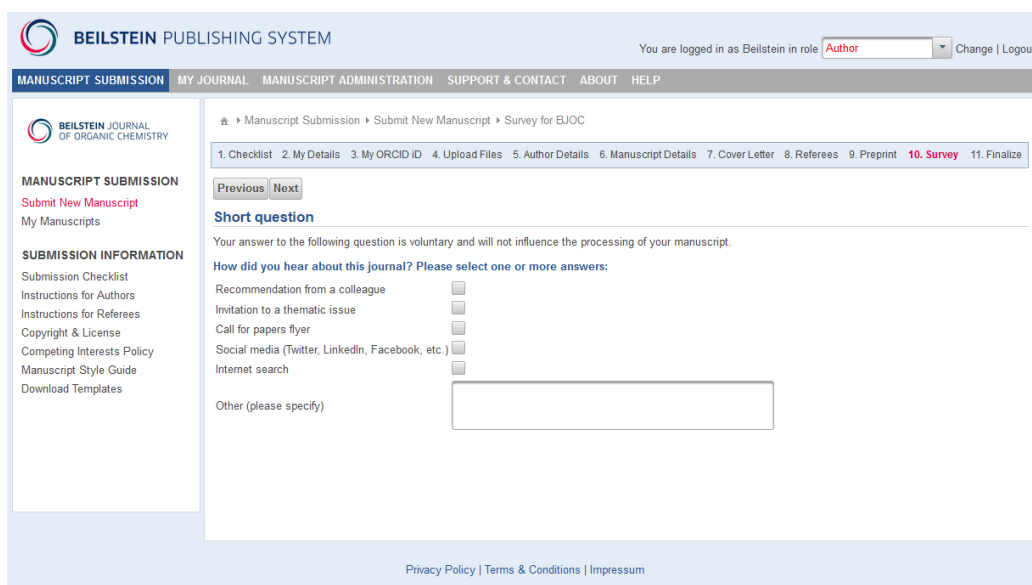
**Preprint Subject Areas**

Available Preprint Subject Areas	Selected Preprint Subject Areas
Biorganic chemistry / chemical biology Chemical methods and reactions Flow and process chemistry Green and sustainable chemistry Materials chemistry Medicinal and pharmaceutical chemistry Natural products chemistry Organo main group chemistry Other organic chemistry (unclassified) Photochemistry and photovoltaics Physical organic chemistry	Catalysis

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## 4.10 Survey

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



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**Short question**


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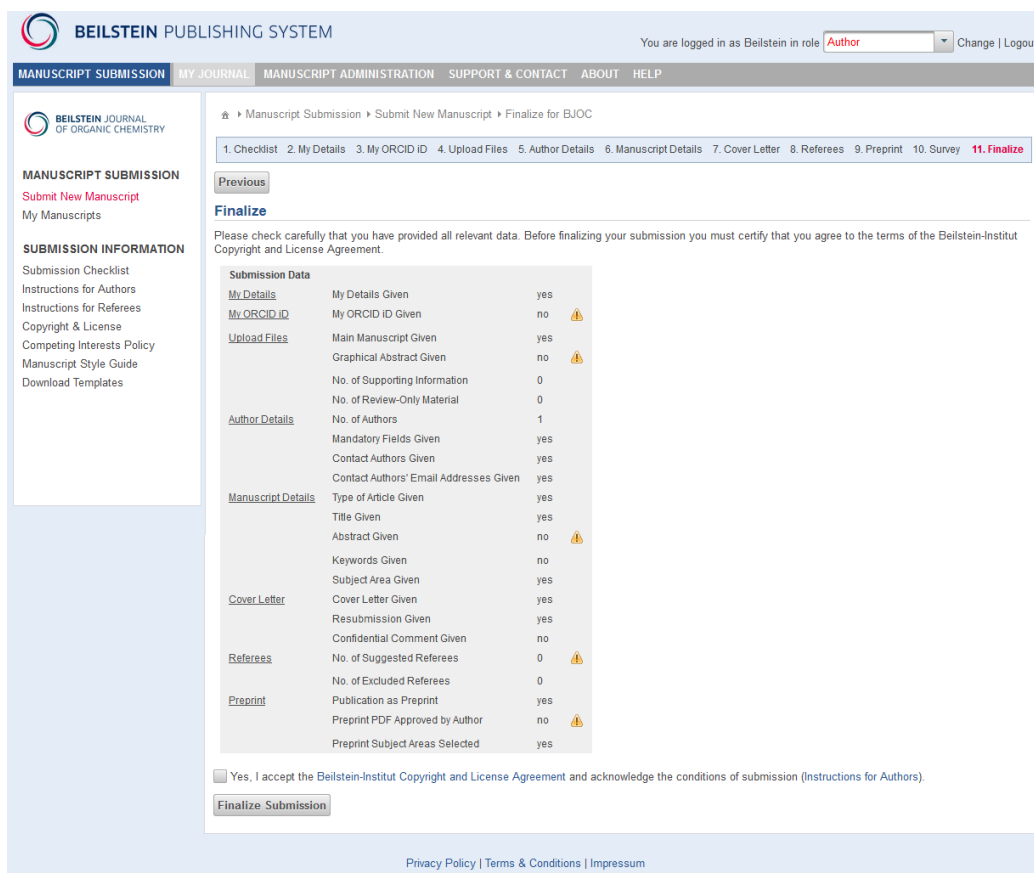
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The last screen summarizes the data you have entered throughout the different submission steps. Any required but missing items will be indicated by . Please check carefully whether you have provided all relevant data. If necessary, return to the corresponding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

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**Finalize**

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	Graphical Abstract Given	no ⚠
	No. of Supporting Information	0
	No. of Review-Only Material	0
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	Preprint Subject Areas Selected	yes

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## 5 Tracking the Submission Progress

### 5.1 Manuscript Overview

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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.

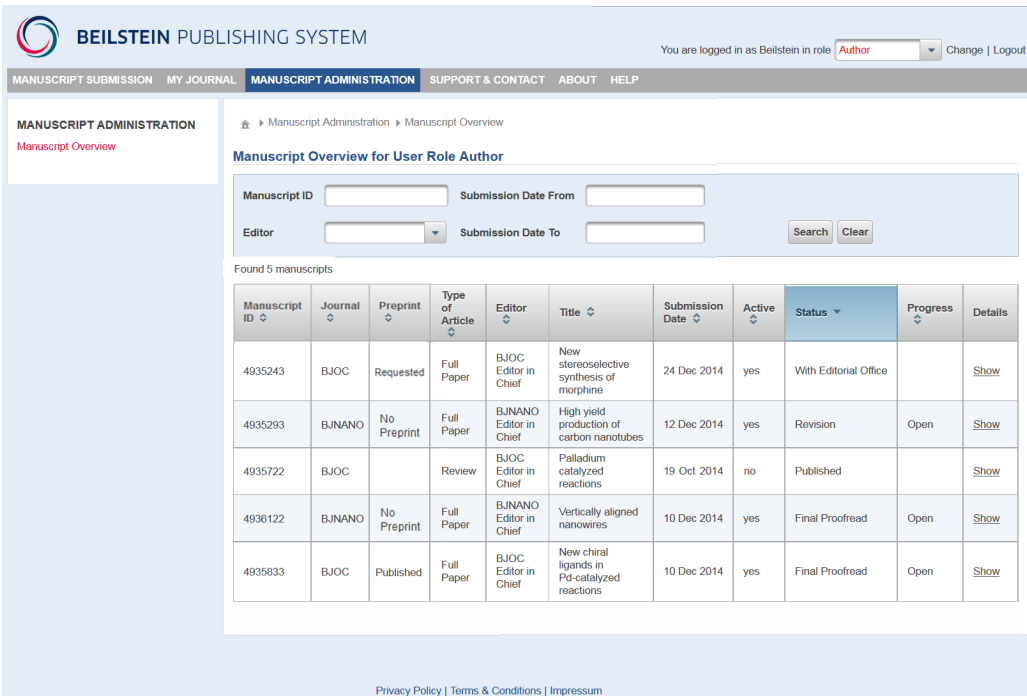
A list provides you with the most important information about your manuscripts: the manuscript ID, the name of the Beilstein Journal the manuscript has been submitted to, the type of article, the editor assigned to the paper, the manuscript title, the submission date, an indication whether the submission 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)
- **Pre-revision** (requested tasks to be performed before peer review)
- **Review** (during peer review)
- **Revision** (request for a revised manuscript version after peer review)
- **Accepted** (the manuscript is, in principle, accepted for publication)
- **Final Proofread** (request for final proofreading of the layouted manuscript version resulting in the final PDF and the full text 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 full text 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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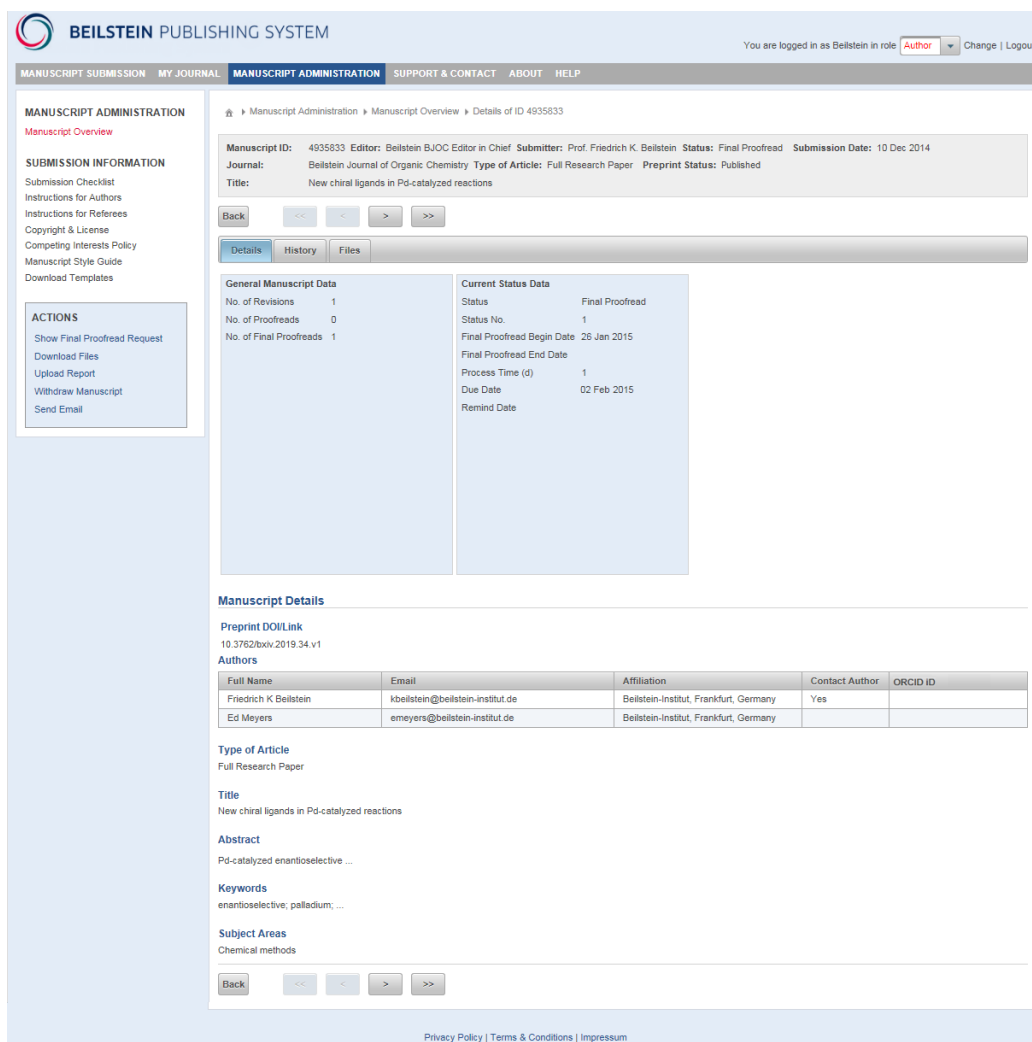
Manuscript ID	Journal	Preprint	Type of Article	Editor	Title	Submission Date	Active	Status	Progress	Details
4935243	BJOC	Requested	Full Paper	BJOC Editor in Chief	New stereoselective synthesis of morphine	24 Dec 2014	yes	With Editorial Office		<a href="#">Show</a>
4935293	BJNANO	No Preprint	Full Paper	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	No Preprint	Full Paper	BJNANO Editor in Chief	Vertically aligned nanowires	10 Dec 2014	yes	Final Proofread	Open	<a href="#">Show</a>
4935833	BJOC	Published	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, Preprint Status: Published, Title: New chiral ligands in Pd-catalyzed reactions), 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). Below this, there is a 'Manuscript Details' section with a Preprint DOI Link (10.3762/bxiv.2019.34.v1), a list of authors (Friedrich K. Beilstein, Ed Meyers), the type of article (Full Research Paper), the title (New chiral ligands in Pd-catalyzed reactions), an abstract (Pd-catalyzed enantioselective ...), keywords (enantioselective; palladium; ...), and subject areas (Chemical methods).

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

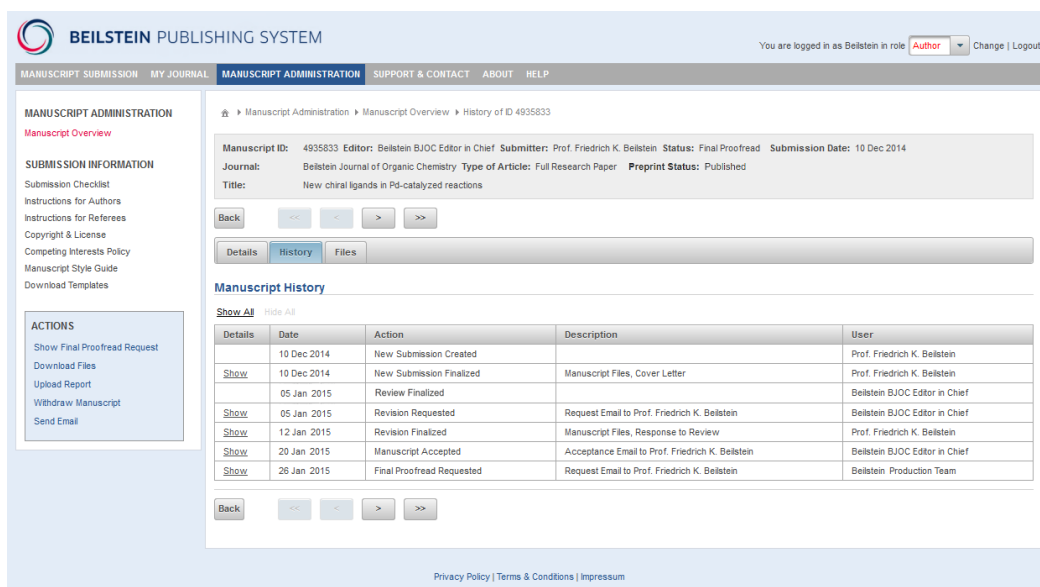
Status	Action	Comments
Incomplete Submission	Modify Submission	The submission form opens to allow continuation of an incomplete submission.
	Remove Submission	This action allows the deletion of an incomplete submission.
	Send Email	An email form opens for sending a message to the editorial office.
Pre-revision	Download Files	The tab “Files” opens for downloading the latest version of the manuscript files.
	Resubmit Manuscript	This action allows you to upload your revised manuscript, as requested by the Editorial Office.
	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.
	Send Email	An email form opens for sending a message to the editorial office.
Review	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.

	Send Email	An email form opens for sending a message to the editorial office.
Revision	Upload Revision	The revision form opens to allow the replacement of an existing manuscript file with a new version or to add any new file. In addition, a point-by-point response to the requested changes is necessary.
	Download Files	The tab “Files” opens for downloading the latest version of the manuscript files.
	Decision Letter	The tab “History” opens showing the decision letter.
	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.
	Send Email	An email form opens for sending a message to the editorial office.
Accepted	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.
	Send Email	An email form opens for sending a message to the editorial office.
Final Proofread	Upload Report	The proofread form opens for uploading the final proofread report.
	Show Final Proofread Request	The tab “History” opens showing the final proofread request email.
	Download Files	The tab “Files” opens for downloading the latest version of the manuscript files.
	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal. This action is only available for unpublished manuscripts.
	Send Email	An email form opens for sending a message to the editorial office.
With Editorial Office	Withdraw Manuscript	This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.
	Send Email	An email form opens for sending a message to the editorial office.
Published	Send Email	An email form opens for sending a message to the editorial office.

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

## 5.3 Manuscript History

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

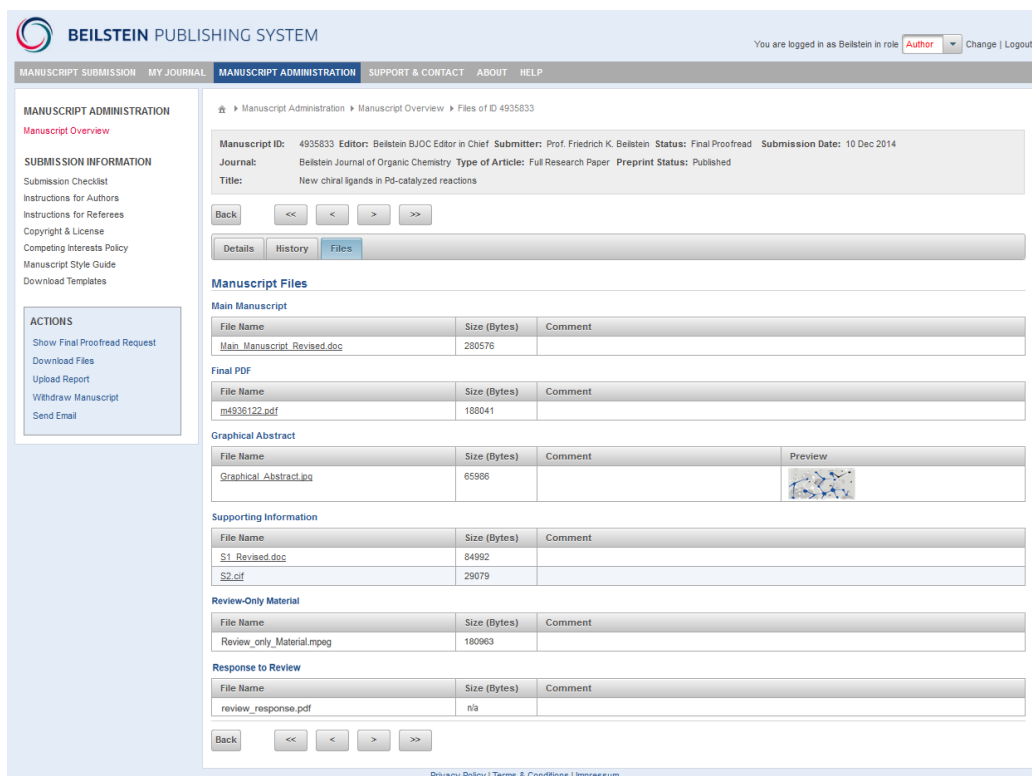


The screenshot shows the 'Manuscript History' tab selected in the Beilstein Publishing System. The page displays a list of actions taken on manuscript ID 4935833, including submission, review, and final proofreading. The table below summarizes the history entries shown on the page.

Details	Date	Action	Description	User
	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
	05 Jan 2015	Review Finalized		Beilstein BJOC Editor in Chief
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 Production Team

## 5.4 Manuscript Files

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



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Journal: Beilstein Journal of Organic Chemistry Type of Article: Full Research Paper Preprint Status: Published  
Title: New chiral ligands in Pd-catalyzed reactions

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Details History **Files**

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**Main Manuscript**

File Name	Size (Bytes)	Comment
Main_Manuscript_Revised.doc	280576	

**Final PDF**

File Name	Size (Bytes)	Comment
m49358122.pdf	188041	

**Graphical Abstract**

File Name	Size (Bytes)	Comment	Preview
Graphical_Abstract.jpg	65966		

**Supporting Information**

File Name	Size (Bytes)	Comment
S1_Revised.doc	84962	
S2.tif	29079	

**Review-Only Material**

File Name	Size (Bytes)	Comment
Review_only_Material.mpeg	180963	

**Response to Review**

File Name	Size (Bytes)	Comment
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## 6 Manuscript Revision/Pre-revision

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

To submit the revised manuscript version, please log in to the Beilstein Publishing System at <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. If the editor has requested a revision, please open the details section of the relevant manuscript in the status “Revision” and choose the action “Upload Revision” from the action list. If the Editorial Office has requested a pre-revision please choose the action “Resubmit Manuscript” to upload your revised document.

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

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

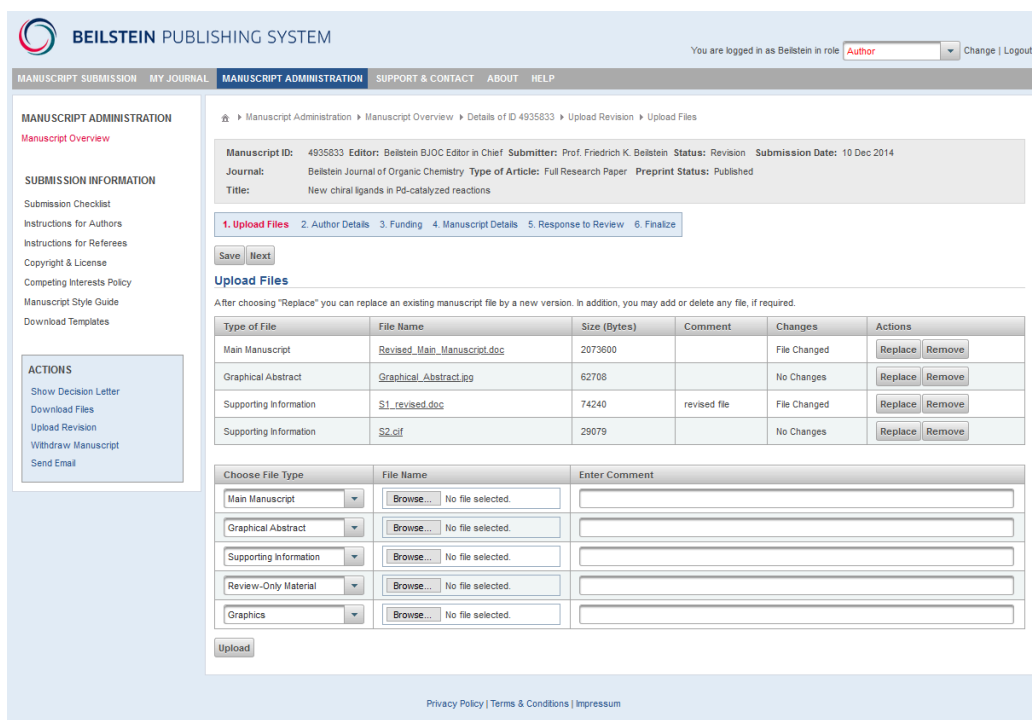
## 6.1 Upload Files

The first page of the manuscript revision form provides a list of all files currently associated with your manuscript. After choosing “Replace”, you can replace the main manuscript or any other manuscript file with a new version. You do not need to replace files which have not been changed. 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:

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- Graphical Abstract
- Supporting Information
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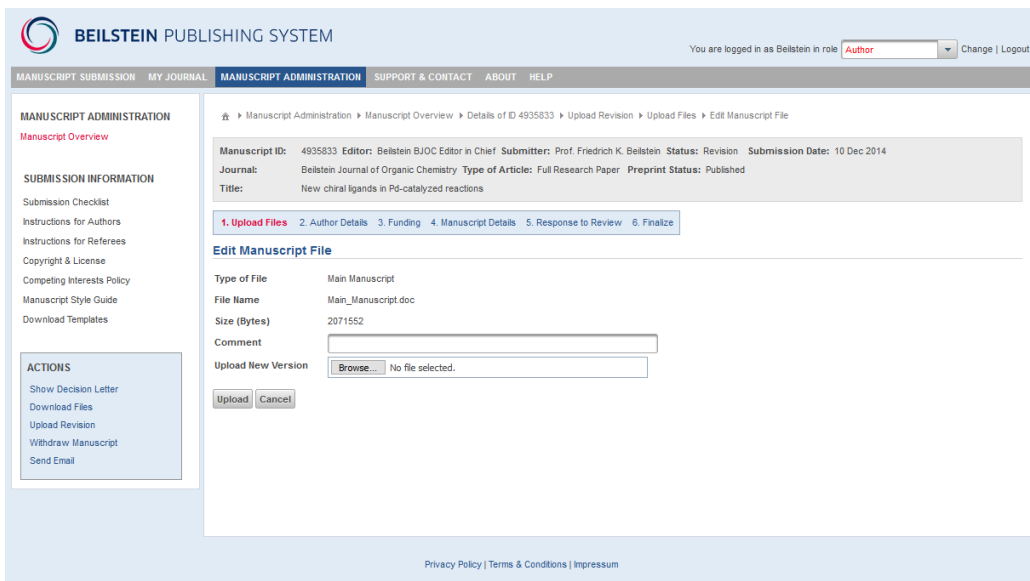
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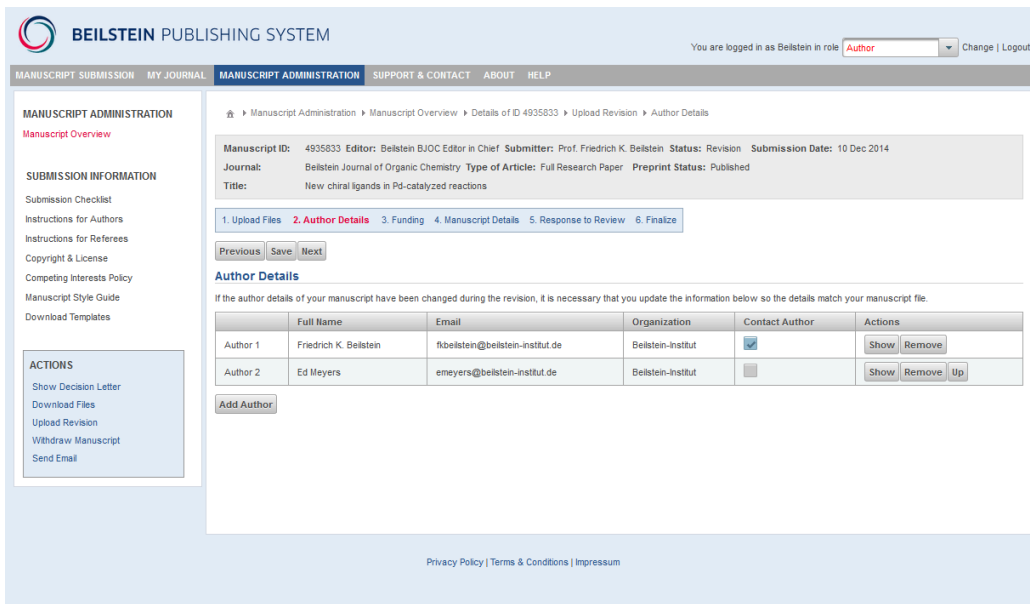
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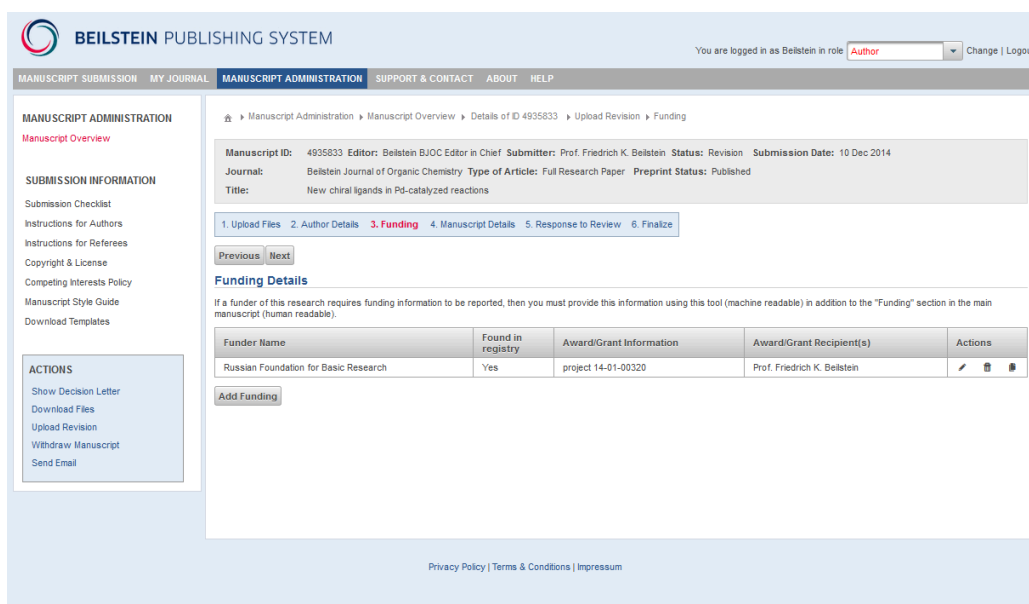
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**Award/Grant Recipient(s)**


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**Abstract**  
 Paragraph  
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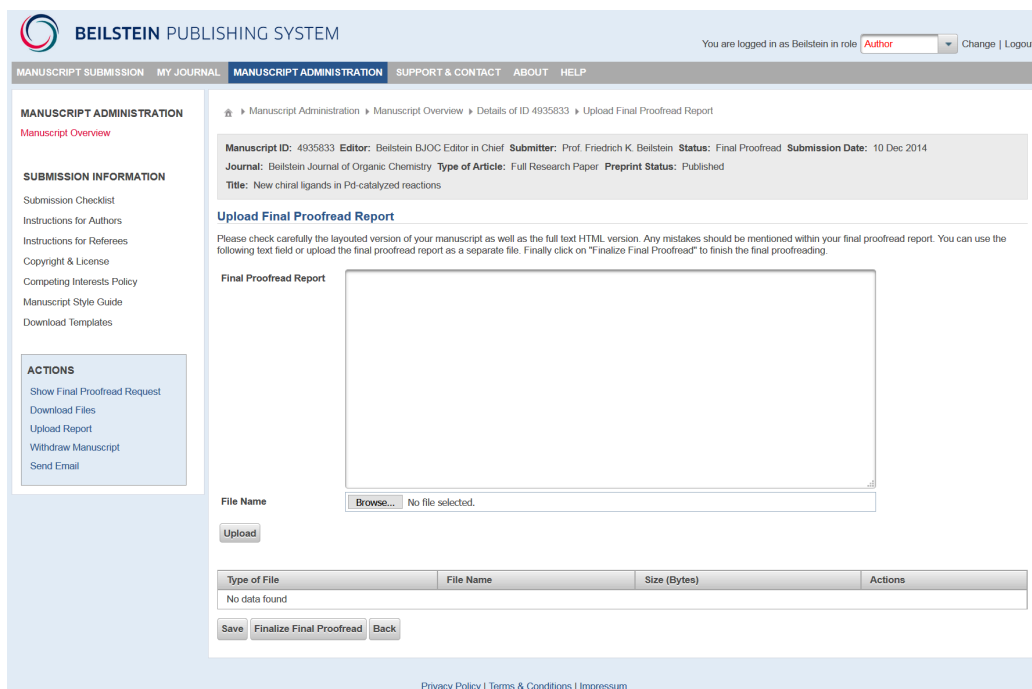
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