



Help for Authors

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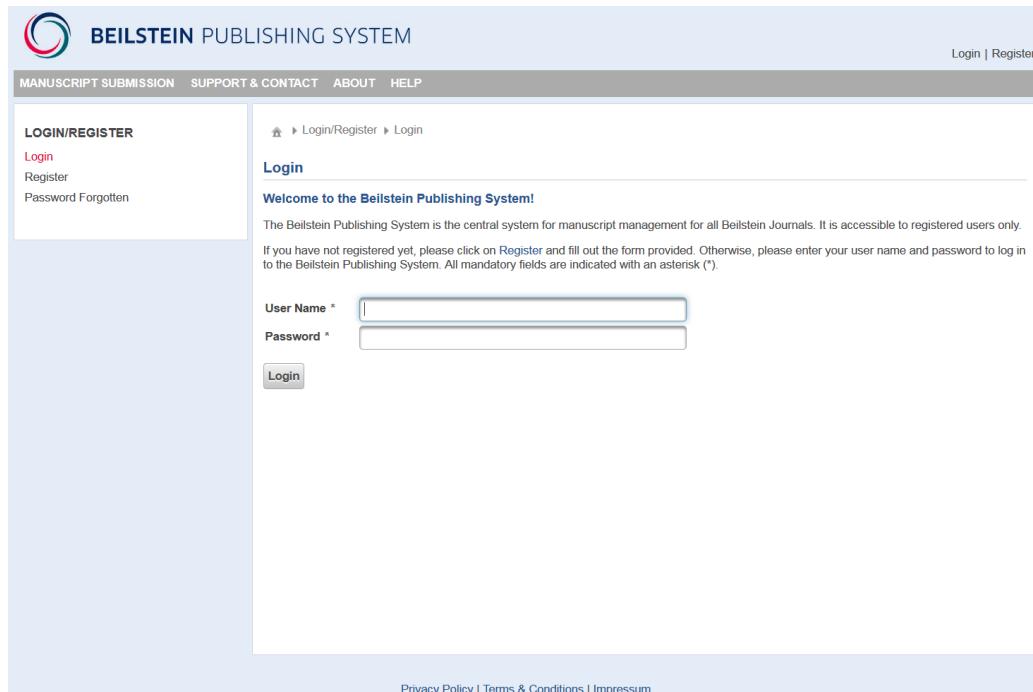
1 General Information

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. At the top, there is a navigation bar with links for 'MANUSCRIPT SUBMISSION', 'SUPPORT & CONTACT', 'ABOUT', and 'HELP'. On the far right of the bar, there are 'Login' and 'Register' buttons. The main content area has a left sidebar titled 'LOGIN/REGISTER' with links for 'Login', 'Register', and 'Password Forgotten'. The main body contains a 'Login' form with fields for 'User Name *' and 'Password *', and a 'Login' button. Above the form, there is a 'Welcome to the Beilstein Publishing System!' message and a brief description of the system's purpose. 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.

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

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

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

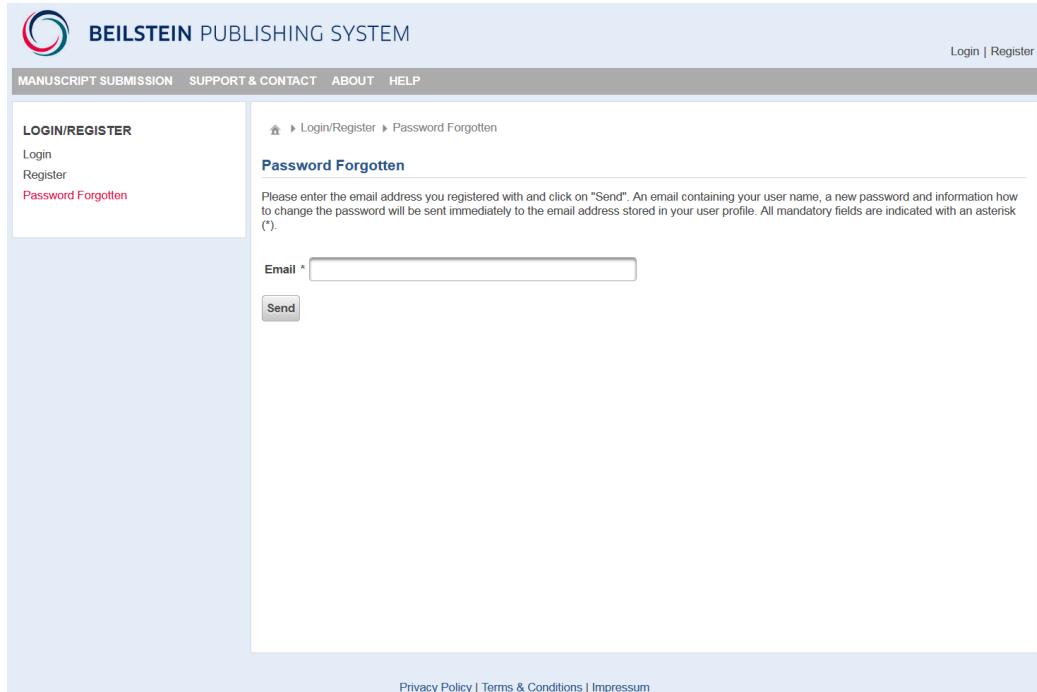
[My Details](#)
[Change Password](#)
[Delete My Profile](#)

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 has a breadcrumb trail: Home > Login/Register > Password Forgotten. It contains instructions for entering a registered email address to receive a password reset link. A text input field for 'Email *' and a 'Send' button are present. At the bottom, there are links for Privacy Policy, Terms & Conditions, and Impressum.

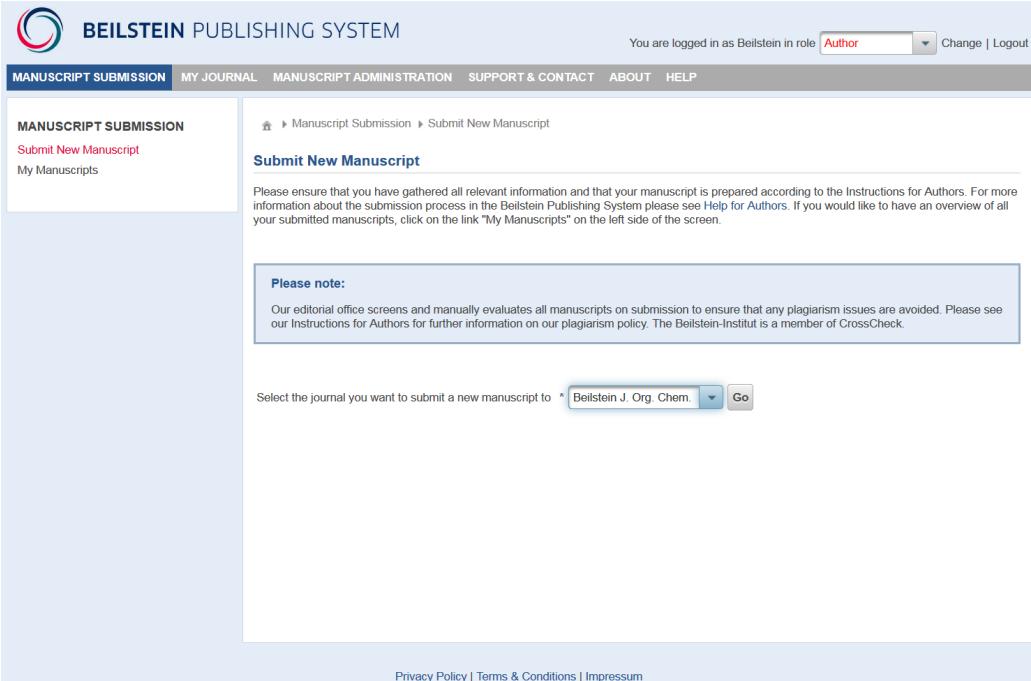
3 Change User Role

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

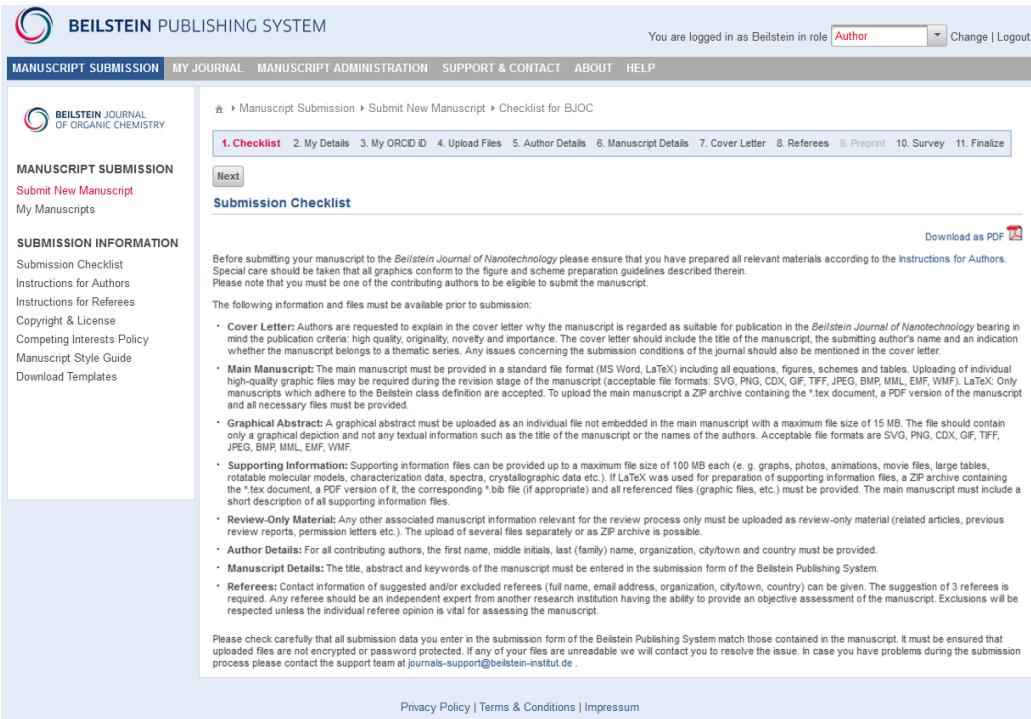
After you have logged in please open the main menu “Manuscript Submission” and click on the link “Submit New Manuscript” given on the left side of the screen. You will be directed to a new page where you have to select the Beilstein Journal you want to submit your manuscript to. After choosing the *Beilstein 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.



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 dropdown menu shows the user is logged in as 'Beilstein' in role 'Author'. The main content area is titled 'MANUSCRIPT SUBMISSION' and 'Submit New Manuscript'. It includes a note about plagiarism evaluation and a 'Please note' box about editorial office screening. A dropdown menu allows selecting the journal for submission, with 'Beilstein J. Org. Chem.' selected. At the bottom are links for 'Privacy Policy', 'Terms & Conditions', and 'Impressum'.

4.1 Checklist

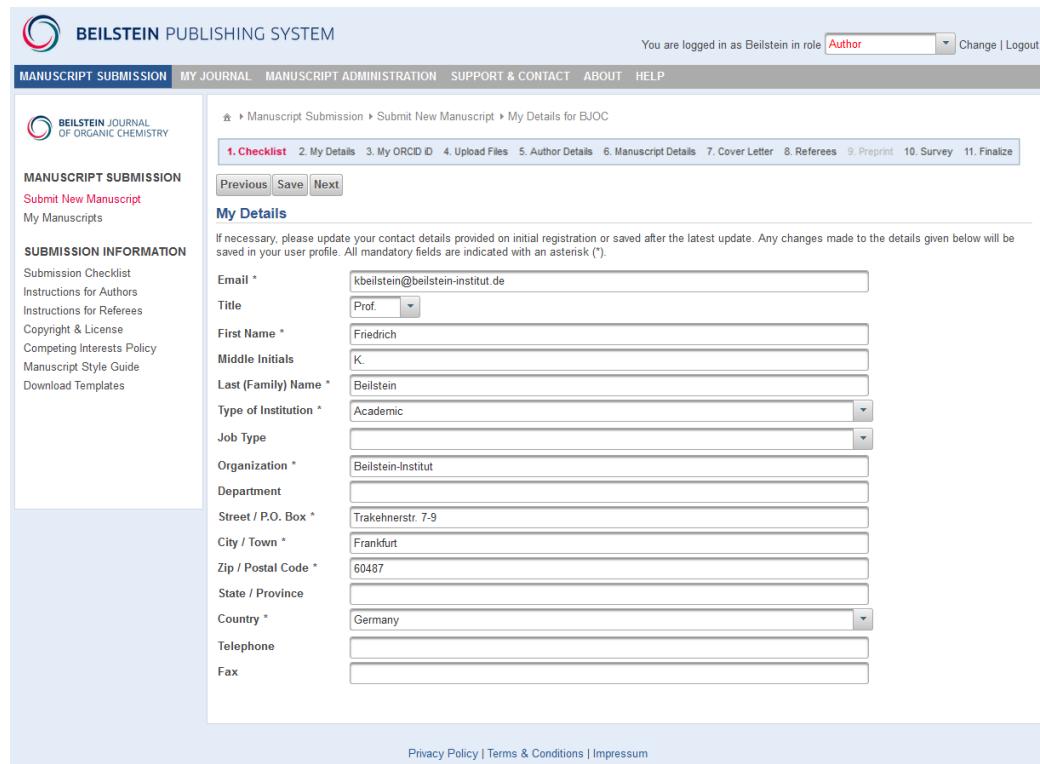
The first step in the submission process is to go through the [Submission Checklist](#) to inform yourself of all relevant data and information required for the submission process. Please also ensure that your manuscript has been prepared according to the [Instructions for Authors](#) before you start the submission of your paper. You must be one of the contributing authors to be eligible to submit the manuscript.



The screenshot shows the Beilstein Publishing System interface for the submission checklist. The top navigation bar is identical to the previous screenshot. The main content area is titled 'MANUSCRIPT SUBMISSION' and 'Checklist for BIOC'. It shows a step-by-step checklist with numbered items from 1. Checklist to 11. Finalize. A 'Next' button is visible. The 'Checklist' section contains detailed instructions for manuscript submission, including requirements for cover letters, manuscripts, graphical abstracts, supporting information files, and review-only material. A 'Download as PDF' button is available. At the bottom are links for 'Privacy Policy', 'Terms & Conditions', and 'Impressum'.

4.2 My Details

During the second step you are asked to review your contact details that were provided upon initial registration or saved after the latest update. Any changes will be saved in your user profile. As the submitting author you are responsible for the manuscript until publication. In this context you will receive all email correspondence pertaining to the manuscript and only you will be allowed to view the progress of your manuscript throughout the whole publication process.



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

BEILSTEIN JOURNAL OF ORGANIC CHEMISTRY

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

1. Checklist 2. My Details 3. My ORCID ID 4. Upload Files 5. Author Details 6. Manuscript Details 7. Cover Letter 8. Referees 9. Preprint 10. Survey 11. Finalize

Previous Save Next

My Details

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 (*).

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

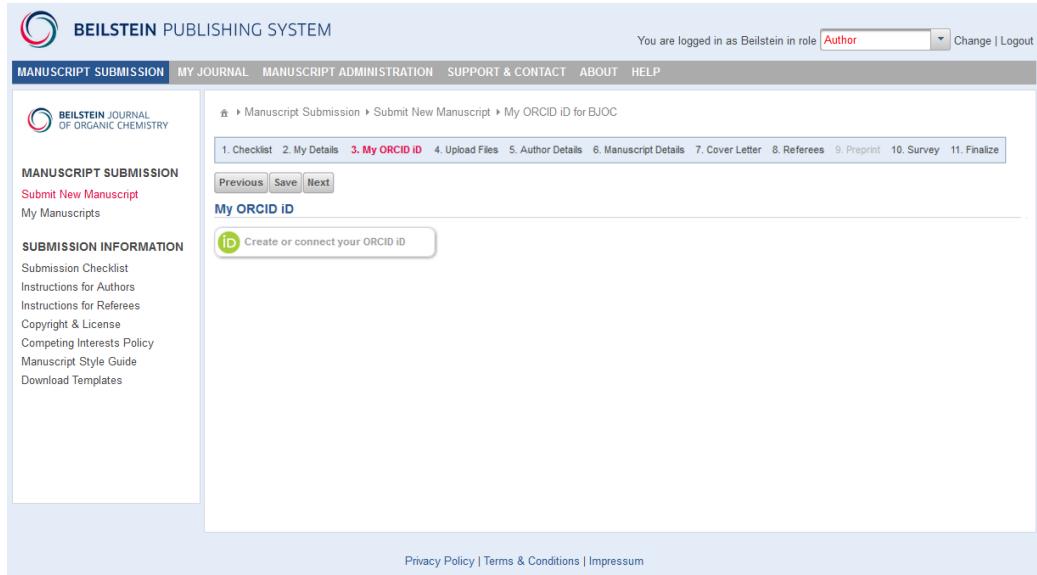
Fax

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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. 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.

Pressing the button “Create or connect your ORCID iD” opens a pop up window in which you may either register for a new account with ORCID or sign in with an already existing account. Upon verification, your ORCID iD will be saved in our manuscript tracking system and connected to you as 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 user is logged in as 'Beilstein' in the role of 'Author'. The main content area shows the 'Manuscript Submission > Submit New Manuscript > My ORCID iD for BJO' process. Step 3, 'My ORCID iD', is highlighted. Navigation buttons for 'Previous', 'Save', and 'Next' are visible. A text input field for 'My ORCID iD' is present, with a link to 'Create or connect your ORCID iD'. 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).

4.4 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 embedded in the manuscript)
- Graphical Abstract
- Supporting Information
- Review Only Material (material not intended for publication, e.g., permissions for image reuse)

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.

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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. Further files can be uploaded by repeating the upload process.

Choose File Type	File Name	Enter Comment
Main Manuscript	Browse... No file selected.	
Graphical Abstract	Browse... No file selected.	
Supporting Information	Browse... No file selected.	
Review-Only Material	Browse... No file selected.	

Upload

Type of File	File Name	Size (Bytes)	Comment	Actions
Main Manuscript	Main_Manuscript.doc	2071552		Remove
Graphical Abstract	Graphical_Abstract.jpg	62708		Remove
Supporting Information	S1.doc	74240		Remove
Supporting Information	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, 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.

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.

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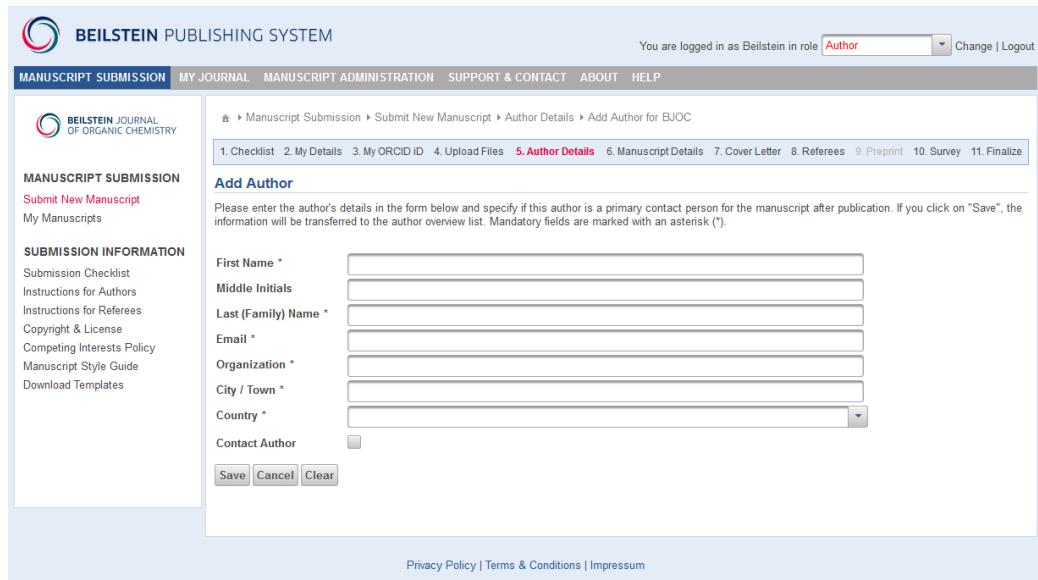
Author Details
 Please supply a list of all authors for this manuscript, in the order that they appear in the manuscript. As submitting author your details are already provided in the list below so please do not re-enter them. You are designated as a contact author by default. Please check whether this is correct and change it 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	ORCID iD	Contact Author	Actions
Author 1	Friedrich K. Beilstein	kbeilstein@beilstein-institut.de	Beilstein-Institut	<input checked="" type="checkbox"/>	Show Remove	
Author 2	Max Mustermann	mmmustermann@beilstein-institut.de	Beilstein-Institut	<input type="checkbox"/>	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.



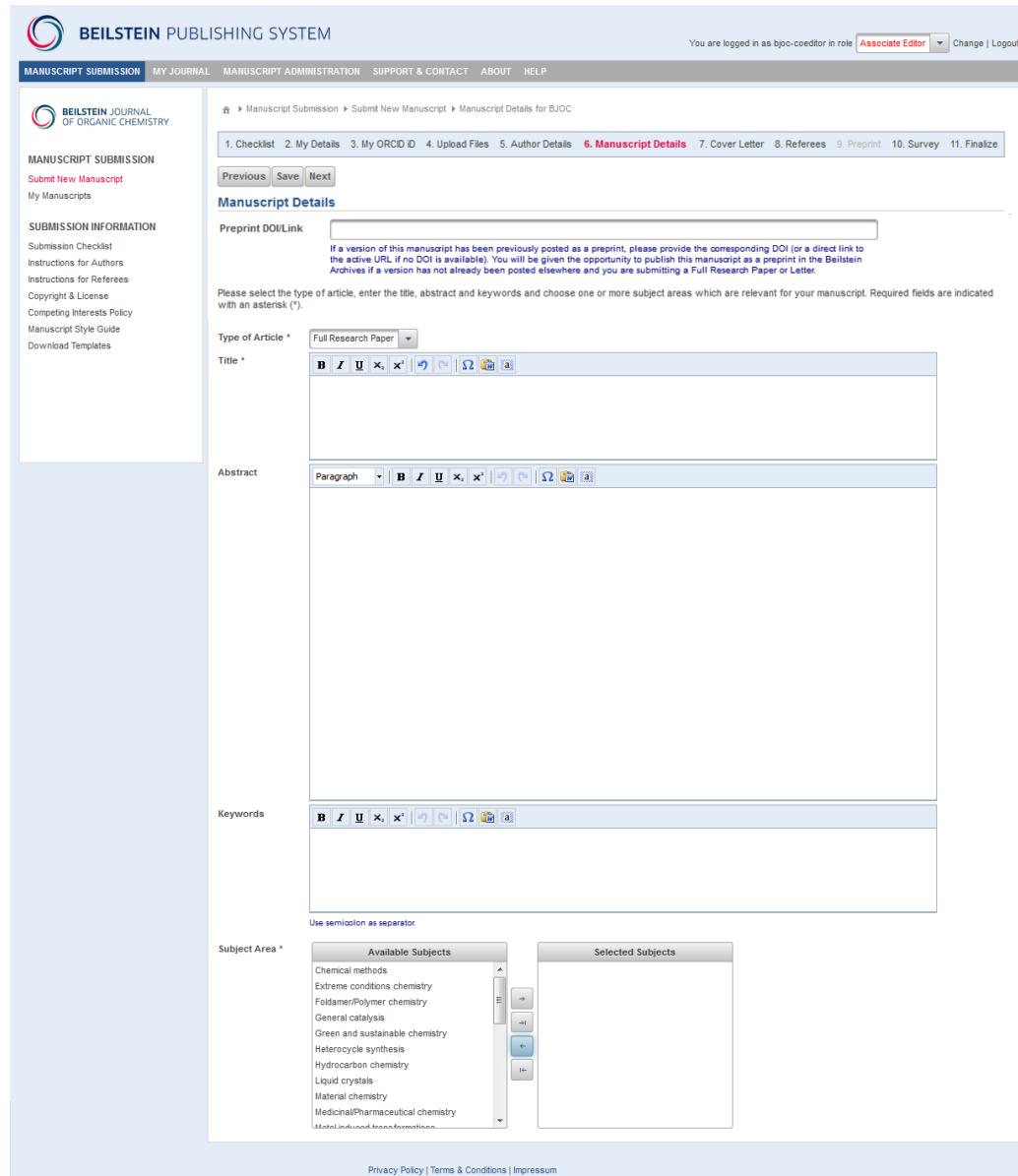
The screenshot shows the Beilstein Publishing System interface for adding an author. The top navigation bar includes links for Manuscript Submission, My Journal, Manuscript Administration, Support & Contact, About, and Help. The user is logged in as Beilstein in role Author. The main content area is titled "Add Author" and contains fields for entering author details: First Name, Middle Initials, Last (Family) Name, Email, Organization, City / Town, Country, and Contact Author. At the bottom of the form are buttons for Save, Cancel, and Clear.

4.6 Manuscript Details

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

- **Preprint DOI/Link:** If this manuscript has been previously published as a preprint, please provide a link to the preprint here (or corresponding DOI). You will be given the opportunity to publish this manuscript as a preprint in the Beilstein Archives if a version has not already been posted elsewhere and you are submitting a Full Research Paper or Letter.
- **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](#)”).



You are logged in as bpc-coeditor in role **Associate Editor** [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. Preprint 10. Survey 11. Finalize

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Manuscript Details

Preprint DOI/Link

If a version of this manuscript has been previously posted as a preprint, please provide the corresponding DOI (or a direct link to the active URL if no DOI is available). You will be given the opportunity to publish this manuscript as a preprint in the Beilstein Archives if a version has not already been posted elsewhere and you are submitting a Full Research Paper or Letter.

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 (*).

Type of Article * **Full Research Paper**

Title *

Abstract

Keywords

Use semicolon as separator.

Subject Area *

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

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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 issue. 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.

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Cover Letter

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 issue. 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.

Cover Letter *

Has any version of the current manuscript been previously submitted to any Beilstein Journal?* yes no

If yes, please enter the corresponding manuscript ID in the following text field:

[Add Confidential Comment to the Editor](#)

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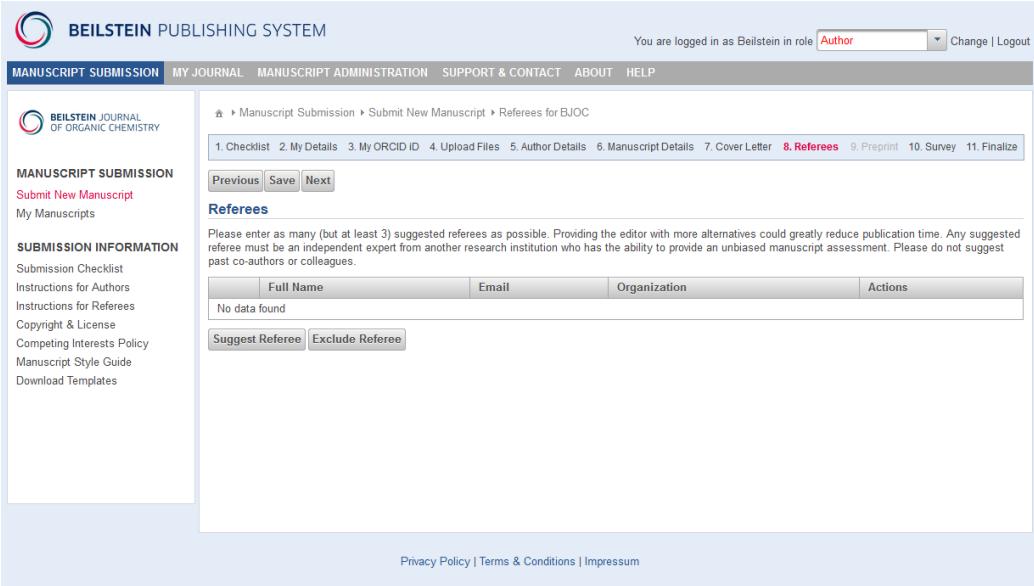
4.8 Referees

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.

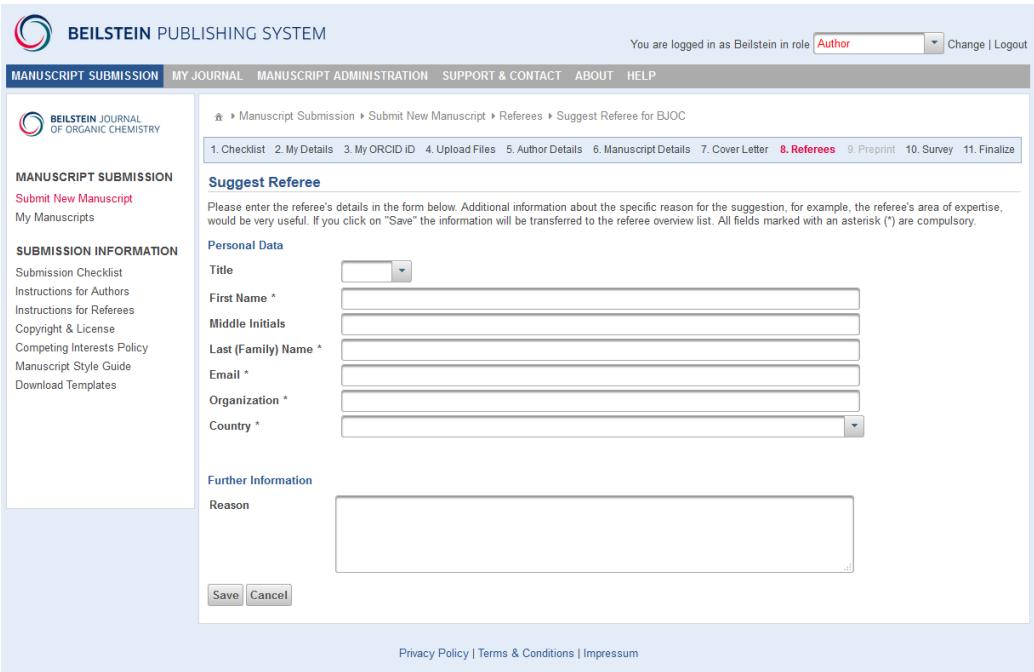
To suggest or exclude a peer reviewer, please click on either “Suggest Referee” or “Exclude Referee” and fill in the form provided with the details of the corresponding person.

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.



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.



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.

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.

To request publication of a preprint, select “yes” to the question “Would you like to publish this manuscript as a preprint in the [Beilstein Archives](#)?” or “no” if you do not wish to publish a preprint.

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.

Please carefully check the preprint PDF by pressing the “Preprint Preview” button, whereby a PDF will be generated based on your main manuscript and downloaded. Please check every page to ensure that no errors have been generated in the conversion of your main manuscript to this PDF. If you need to make changes, please return to the Upload Files step and upload a corrected version of your main manuscript and return to this tab and regenerate the PDF as many times as necessary until you are satisfied with the final PDF. Under most circumstances, the PDF will be published exactly as it appears here.

All files of type “Supporting Information” that you have uploaded in the step Upload Files will be published as supporting information along with the main text of your preprint. Please ensure that these files are all readable and appropriate as supporting information and correct as necessary in the Upload Files page. The supporting information files will be published in the file type uploaded. You may publish as many supporting files as necessary and all common file types are accepted.

Please choose one Preprint Subject Area that is the best topical fit to your manuscript. In some cases, more than one preprint subject area may be appropriate. These preprint subject areas are intended as a guide to our readers and we may recategorize your preprint at any time.

Upon publication, the preprint will be assigned a DOI and you and your co-authors will be informed via email with a link to the publication.

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[Previous](#) [Save](#) [Next](#)

Preprint

Once published, a preprint cannot be deleted under any circumstances.
Please first read the Beilstein Archives Policy and FAQ by clicking on the button below.

[Beilstein Archives Policy and FAQ](#)

Would you like to publish this manuscript as a preprint in the Beilstein Archives? yes no

Please check that your preprint is acceptable by clicking the Preview Preprint button below, whereby a PDF will be downloaded. You may return to "4. Upload Files" and upload a modified version of your document and repeat this process as many times as required until you are satisfied with the preprint PDF. In most cases, the preprint PDF will be permanently published as is, so please ensure you are satisfied with the document before finalizing this submission.

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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
Bioorganic 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

Your answer to the following question is voluntary and will not influence the processing of your manuscript.

How did you hear about this journal? Please select one or more answers:

Recommendation from a colleague
 Invitation to a thematic issue
 Call for papers flyer
 Social media (Twitter, LinkedIn, Facebook, etc.)
 Internet search

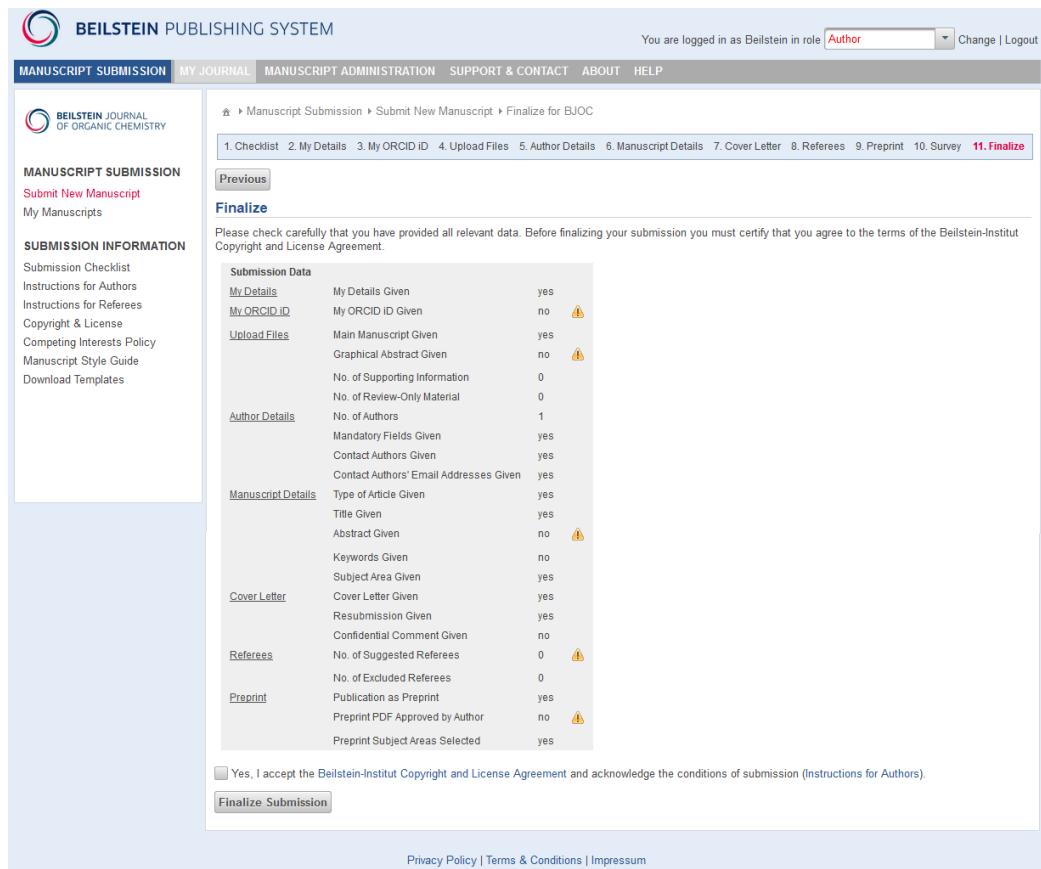
Other (please specify)

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4.11 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.



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.

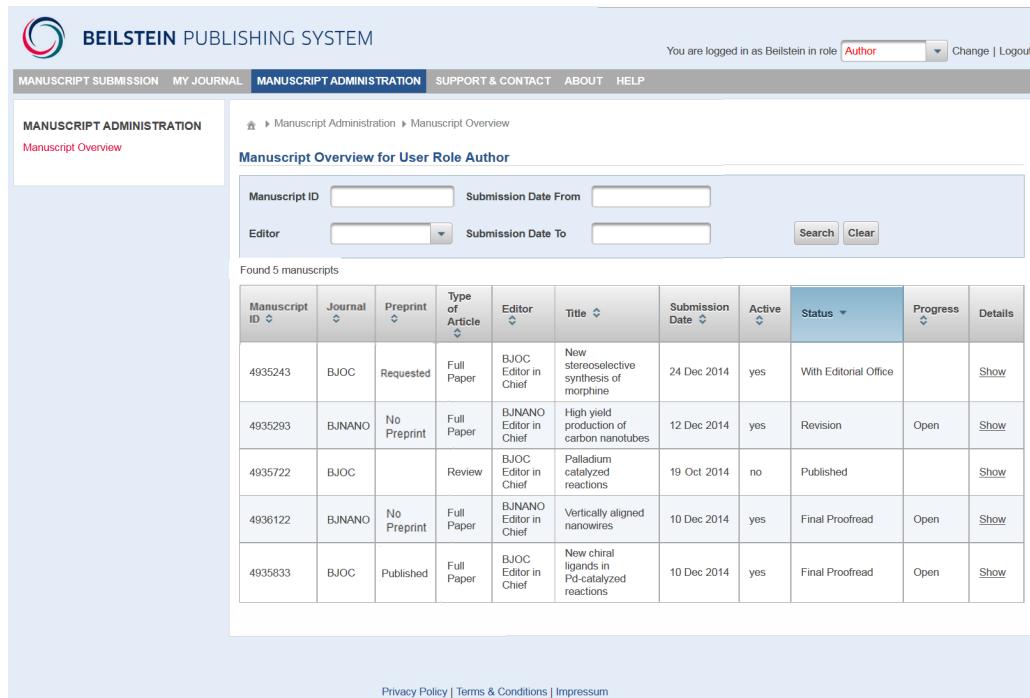
A list provides you with the most important information about your manuscripts: the manuscript ID, the name of the Beilstein Journal the manuscript has been submitted to, the type of article, the editor assigned to the paper, the manuscript title, the submission date, an indication whether the submission 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)
- **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.

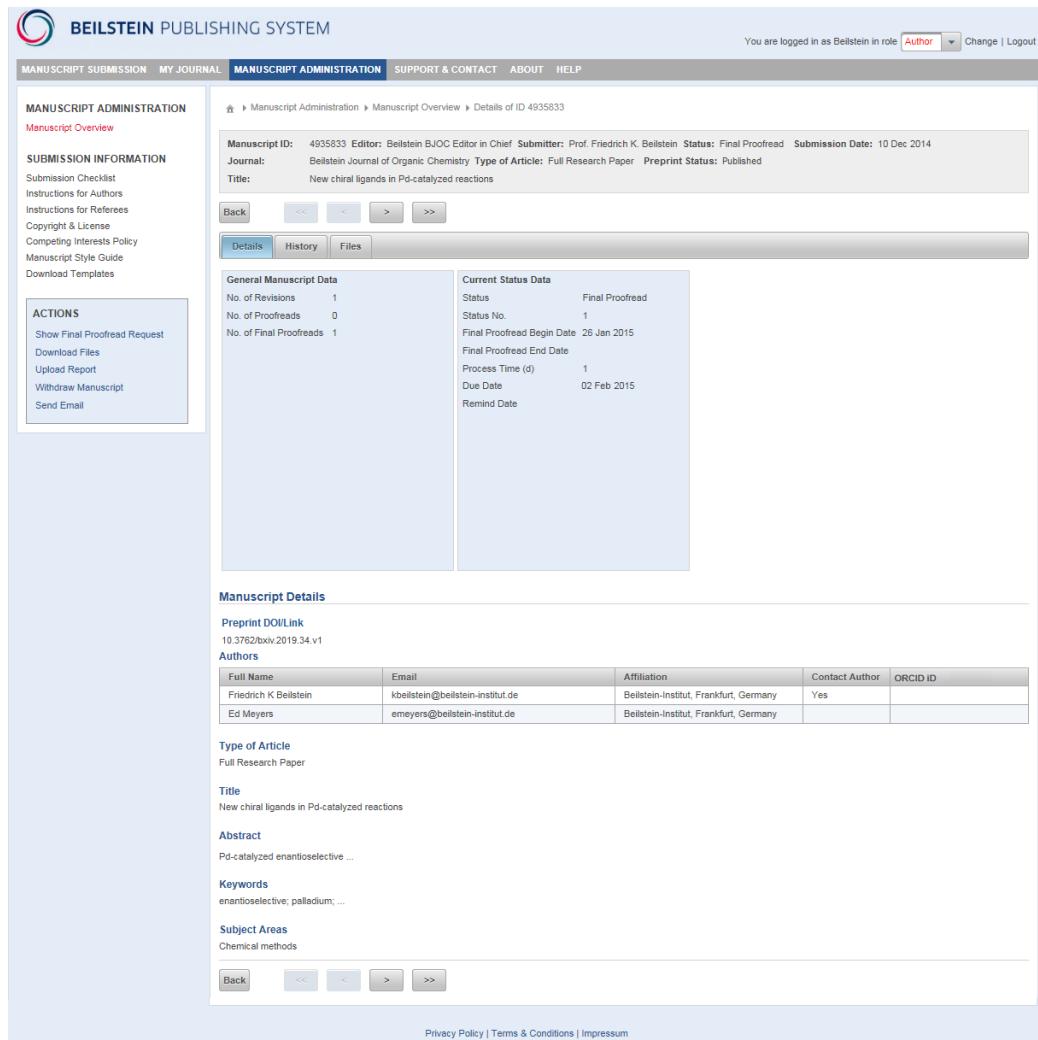


Manuscript Overview for User Role Author

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		Show
4935293	BJNANO	No Preprint	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	No Preprint	Full Paper	BJNANO Editor in Chief	Vertically aligned nanowires	10 Dec 2014	yes	Final Proofread	Open	Show
4935833	BJOC	Published	Full Paper	BJOC Editor in Chief	New chiral ligands in Pd-catalyzed reactions	10 Dec 2014	yes	Final Proofread	Open	Show

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 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 > Manuscript Overview > Details of ID 4935833". The "Details" tab is selected. The "General Manuscript Data" section shows 1 revision, 0 proofs, and 1 final proofread. The "Current Status Data" section shows the status as "Final Proofread" with a begin date of 26 Jan 2015 and an end date of 02 Feb 2015. The "Manuscript Details" section includes a preprint DOI/Link (10.3762/bjoc.2019.34.v1), authors (Friedrich K. Beilstein and Ed Meyers), article type (Full Research Paper), title (New chiral ligands in Pd-catalyzed reactions), abstract (Pd-catalyzed enantioselective ...), keywords (enantioselective, palladium, ...), and subject areas (Chemical methods). Navigation buttons for back, forward, and search are visible at the bottom of the main content area.

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

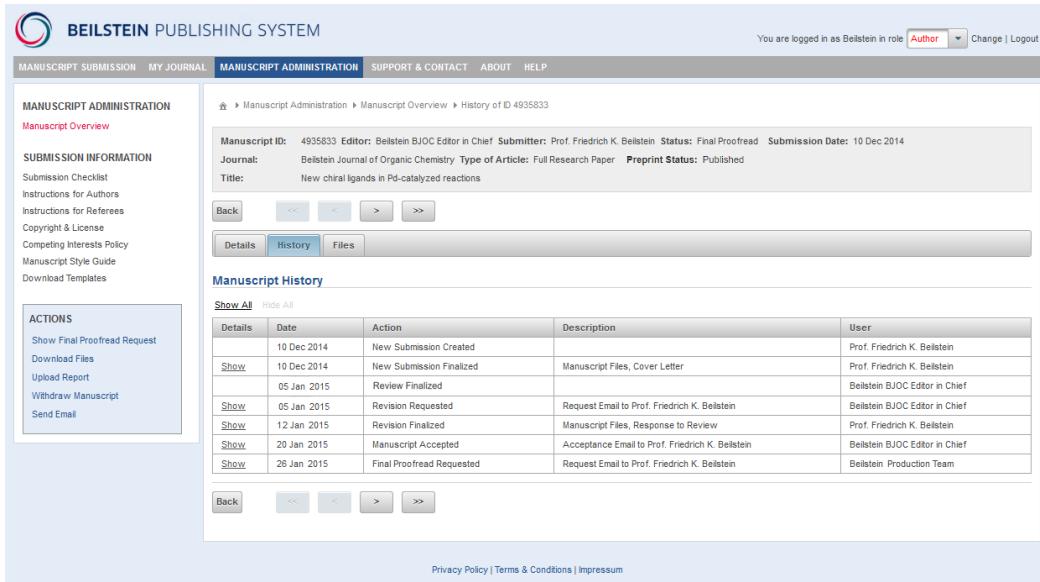
Status	Action	Comments
Incomplete Submission	Modify Submission	The submission form opens to allow continuation of an incomplete submission.
	Remove Submission	This action allows the deletion of an incomplete submission.
	Send Email	An email form opens for sending a message to the editorial office.
Pre-revision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

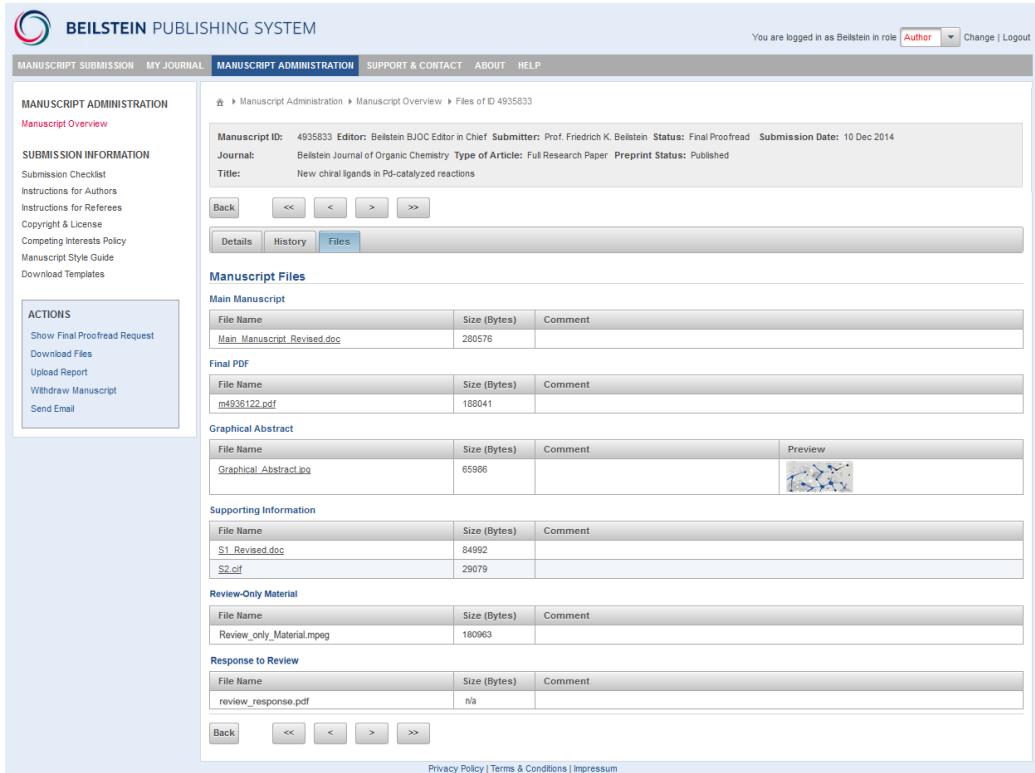


Manuscript ID: 4935833 Editor: Beilstein BJOC Editor in Chief Submitter: Prof. Friedrich K. Beilstein Status: Final Proofread Submission Date: 10 Dec 2014
Journal: Beilstein Journal of Organic Chemistry Type of Article: Full Research Paper Preprint Status: Published
Title: New chiral ligands in Pd-catalyzed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

Details	History	Files		
Manuscript History				
Show All Hide All				
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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Manuscript ID: 4935833 Editor: Beilstein BIOC 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 Preprint Status: Published

Title: New chiral ligands in Pd-catalyzed reactions

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Details History Files

Manuscript Files

Main Manuscript

File Name	Size (Bytes)	Comment
Main_Manuscript_Revised.doc	280576	

Final PDF

File Name	Size (Bytes)	Comment
m4936122.pdf	188041	

Graphical Abstract

File Name	Size (Bytes)	Comment	Preview
Graphical_Abstract.jpg	65986		

Supporting Information

File Name	Size (Bytes)	Comment
S1_Revised.doc	84992	
S2.cif	29079	

Review-Only Material

File Name	Size (Bytes)	Comment
Review_only_Material.mpeg	180963	

Response to Review

File Name	Size (Bytes)	Comment
review_response.pdf	n/a	

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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).

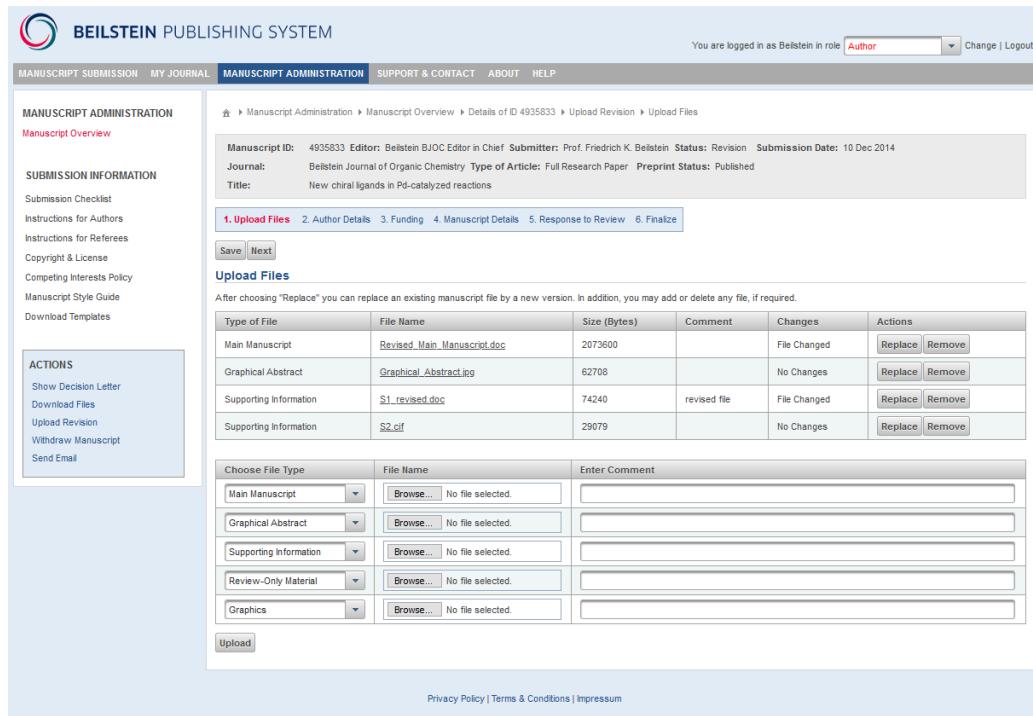
6.1 Upload Files

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:

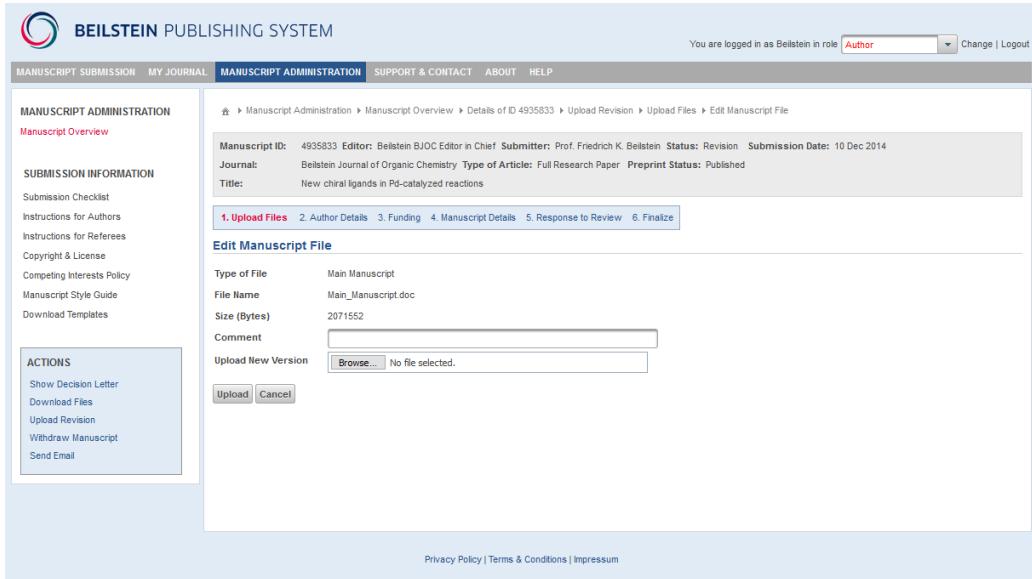
- Main Manuscript (including all figures, schemes and tables)
- Graphical Abstract
- Supporting Information
- Review Only Material (not intended for publication)
- Graphics (if the author is requested to upload any graphic separately; this file type may be uploaded as a Zip archive or as individual files)

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.



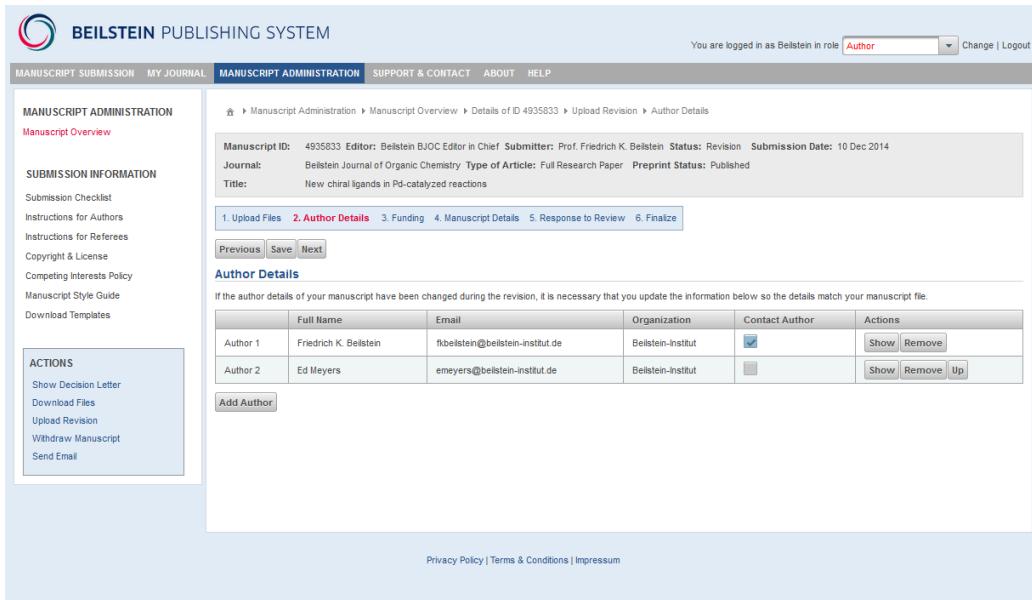
The “Edit Manuscript File” screen allows you to replace any separate file with a new version or to change any comment. Please click the “Browse” button to locate the appropriate new file version on your computer. Click “Upload” to permanently save all changes.



Whenever the main manuscript is replaced by a new version during pre-revision and preprint is requested, you have to approve the Preprint PDF by clicking on the button “Preview Preprint” before finalizing the resubmission.

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.

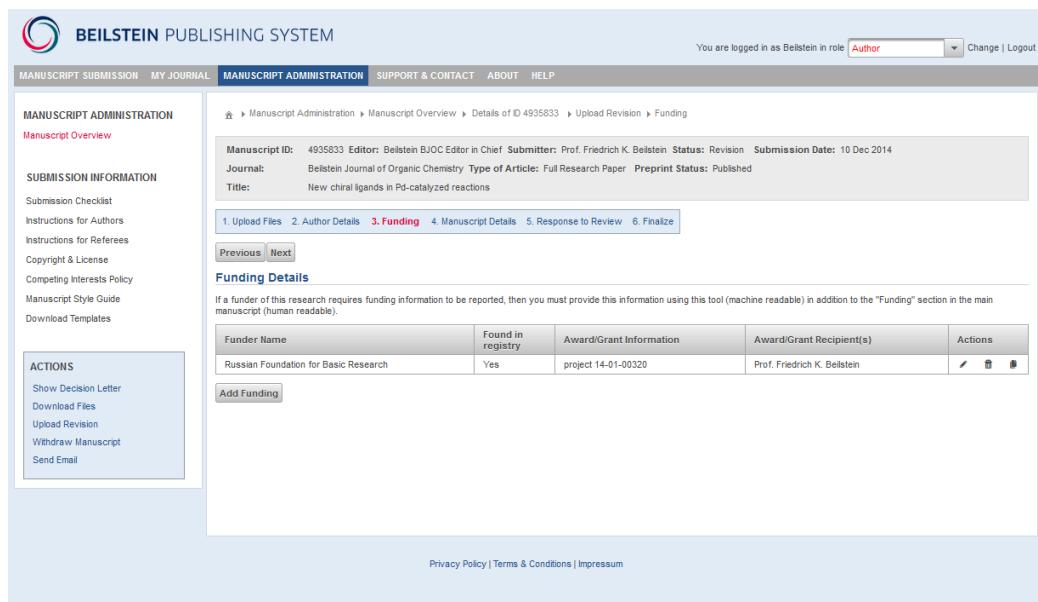


6.3 Funding

This section only applies to the revision wizard (not to the pre-revision wizard).

If a funder requires the funding information to be reported, then you must provide this information using this tool. Entering this information in a structured manner ensures that it is machine readable and can be delivered to Crossref and Pubmed as metadata, fulfilling most funder reporting requirements. Please note that this section is independent from the human-readable section "Funding" in the main manuscript, which alone does not satisfy most funder reporting requirements.

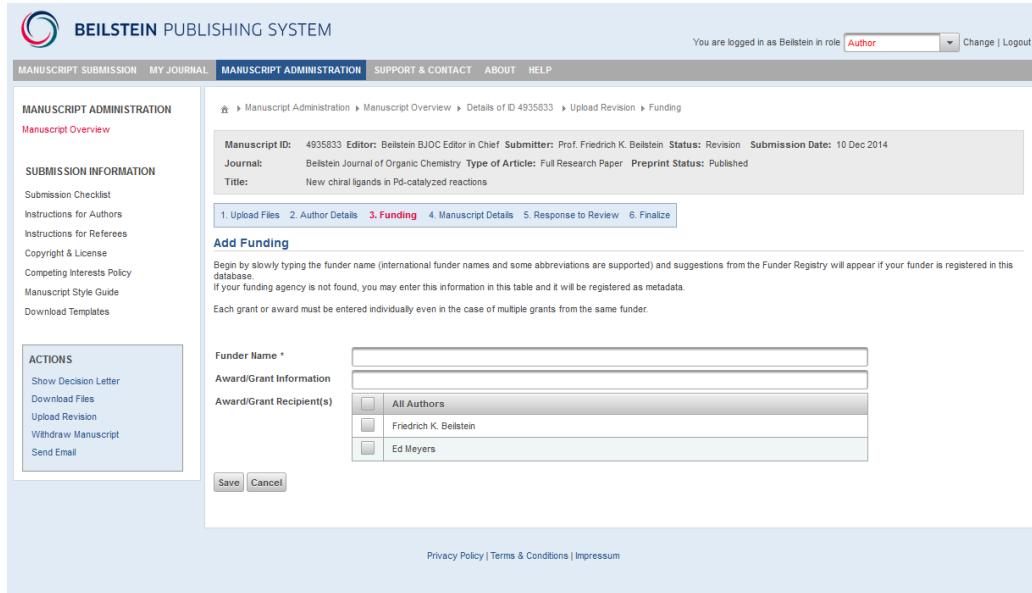
To add the funding information in a machine-readable format, please click on "Add Funding" and fill in the form provided. The funding details can be edited, deleted or duplicated by using the corresponding action icons given in the last column of the table.



The screenshot shows the Beilstein Publishing System manuscript administration interface. The top navigation bar includes links for Manuscript Submission, My Journal, Manuscript Administration (which is the active tab), Support & Contact, About, and Help. A user status message indicates they are logged in as Beilstein in role Author, with options to Change or Logout. The main content area displays a breadcrumb trail: Manuscript Administration > Manuscript Overview > Details of ID 4935833 > Upload Revision > Funding. Below this, a summary box shows the manuscript ID (4935833), Editor (Beilstein BIOC Editor in Chief), Submitter (Prof. Friedrich K. Beilstein), Status (Revision), and Submission Date (10 Dec 2014). The journal is identified as Beilstein Journal of Organic Chemistry, and the type of article is Full Research Paper. The preprint status is Published. The title of the manuscript is "New chiral ligands in Pd-catalyzed reactions". Below the summary is a navigation bar with steps 1. Upload Files, 2. Author Details, 3. Funding (which is highlighted in blue), 4. Manuscript Details, 5. Response to Review, and 6. Finalize. Buttons for Previous and Next are also present. The "Funding Details" section contains a note: "If a funder of this research requires funding information to be reported, then you must provide this information using this tool (machine readable) in addition to the 'Funding' section in the main manuscript (human readable)." A table is provided for entering funding details, with columns for Funder Name, Found in registry, Award/Grant Information, Award/Grant Recipient(s), and Actions. The table shows one entry: Russian Foundation for Basic Research, Yes, project 14-01-00320, Prof. Friedrich K. Beilstein. Action icons (edit, delete, duplicate) are available for each row. A "Add Funding" button is located at the bottom of the table. At the bottom of the page are links for Privacy Policy, Terms & Conditions, and Impressum.

In the "Add Funding" screen you can select the funder name from a list provided by the Funder Registry. Begin by slowly typing the funder name (international funder names and some abbreviations are supported) and suggestions from the Funder Registry will appear if your funder is registered in this database. Even if your funding agency is not found in this database, you may still enter this information in this table. In both cases, the funding information you enter in this step will be delivered as metadata upon publication of your manuscript. You will have the opportunity to review this information again during the final proofread step. If more details are available regarding the award number or grant information, this information can be entered in the corresponding text field. The funding information can be assigned to any author listed in the previous "Author Details" step. Finally, please click the "Save" button.

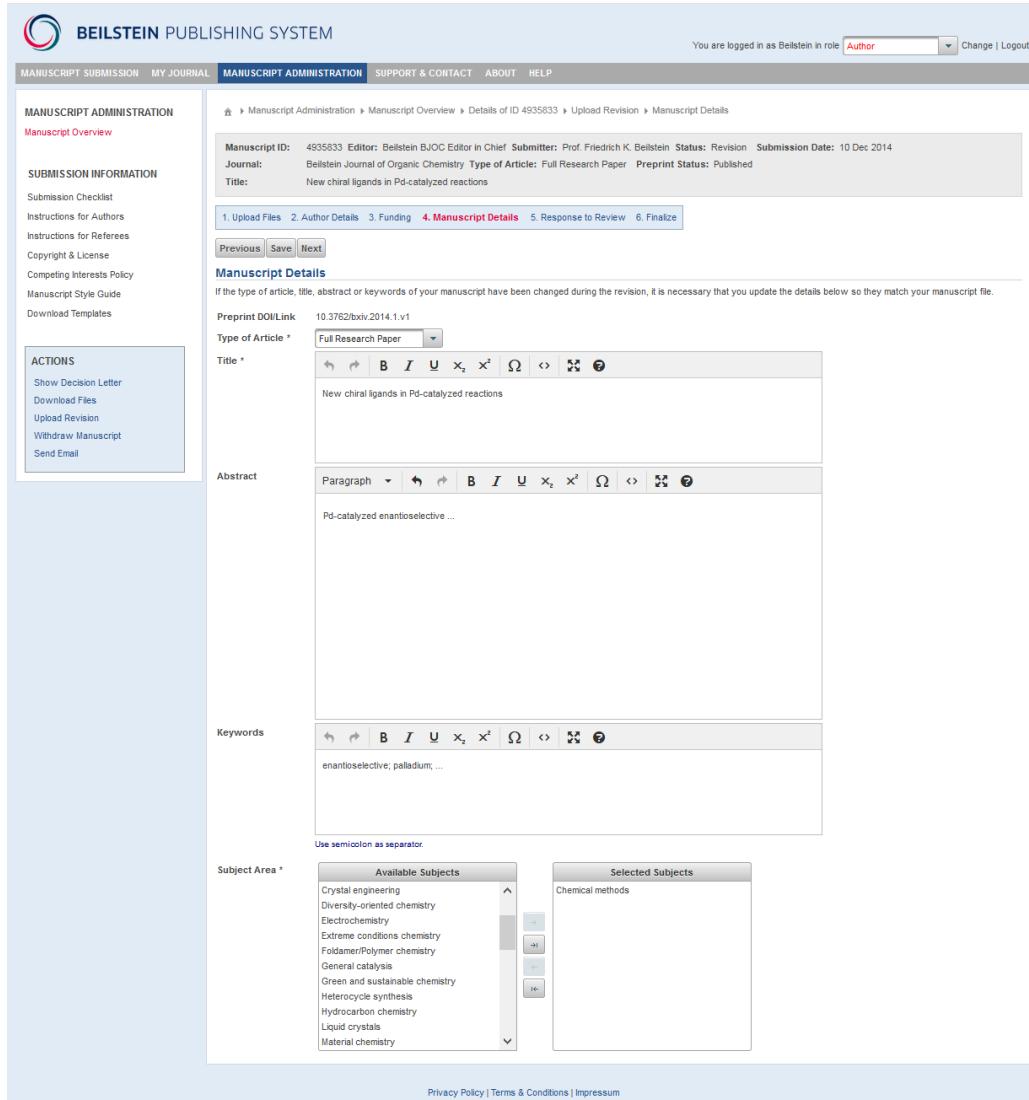
Please be aware that each grant or award must be entered individually even in the case of multiple grants from the same funder.



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 shows a breadcrumb trail: Home > Manuscript Administration > Manuscript Overview > Details of ID 4935833 > Upload Revision > Funding. The manuscript details are: Manuscript ID: 4935833, Editor: Beilstein BJOC Editor in Chief, Submitter: Prof. Friedrich K. Beilstein, Status: Revision, Submission Date: 10 Dec 2014. The journal is Belstein Journal of Organic Chemistry, the type of article is Full Research Paper, and the print status is Published. The title of the manuscript is "New chiral ligands in Pd-catalyzed reactions". Below this, a navigation bar includes links for 1. Upload Files, 2. Author Details, 3. Funding (which is selected and highlighted in blue), 4. Manuscript Details, 5. Response to Review, and 6. Finalize. A section titled "Add Funding" instructs the user to begin by slowly typing the funder name (international funder names and some abbreviations are supported) and suggests from the Funder Registry if the funder is registered in the database. It notes that if the funding agency is not found, the information may be entered as metadata. A note states that each grant or award must be entered individually even in the case of multiple grants from the same funder. The "Funder Name" field is empty. The "Award/Grant Information" section shows a table with three rows: "All Authors" (selected), "Friedrich K. Beilstein", and "Ed Meyers". At the bottom are "Save" and "Cancel" buttons. The footer links include Privacy Policy, Terms & Conditions, and Impressum.

6.4 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.



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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 **Preprint Status:** Published
Title: New chiral ligands in Pd-catalyzed reactions

1. Upload Files **2. Author Details** **3. Funding** **4. Manuscript Details** **5. Response to Review** **6. 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.

Preprint DOI/Link: 10.3762/bjoc.2014.1.v1
Type of Article *: Full Research Paper

Title *
New chiral ligands in Pd-catalyzed reactions

Abstract
Paragraph **Abstract** **B** **I** **U** **x** **x²** **Ω** **↔** **☒** **?**
Pd-catalyzed enantioselective ...

Keywords
Paragraph **Keywords** **B** **I** **U** **x** **x²** **Ω** **↔** **☒** **?**
enantioselective; palladium; ...

Subject Area *

Available Subjects	Selected Subjects
Crystal engineering Diversity-oriented chemistry Electrochemistry Extreme conditions chemistry Foldamer/Polymer chemistry General catalysis Green and sustainable chemistry Heterocycle synthesis Hydrocarbon chemistry Liquid crystals Material chemistry	Chemical methods

Use semicolon as separator.

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6.5 Response to Review/Response to Editorial Office

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. If the Editorial Office has requested a pre-revision, please provide a short description confirming that the changes were implemented or a reason why they were not. 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.

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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 Preprint Status: Published
Title: New chiral ligands in Pd-catalyzed reactions

1. Upload Files 2. Author Details 3. Funding 4. Manuscript Details 5. Response to Review 6. Finalize

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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 initial check/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 [Browse...](#) No file selected.

[Upload](#)

Type of File	File Name	Size (Bytes)	Actions
No data found			

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6.6 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.

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Title: New chiral ligands in Pd-catalyzed reactions

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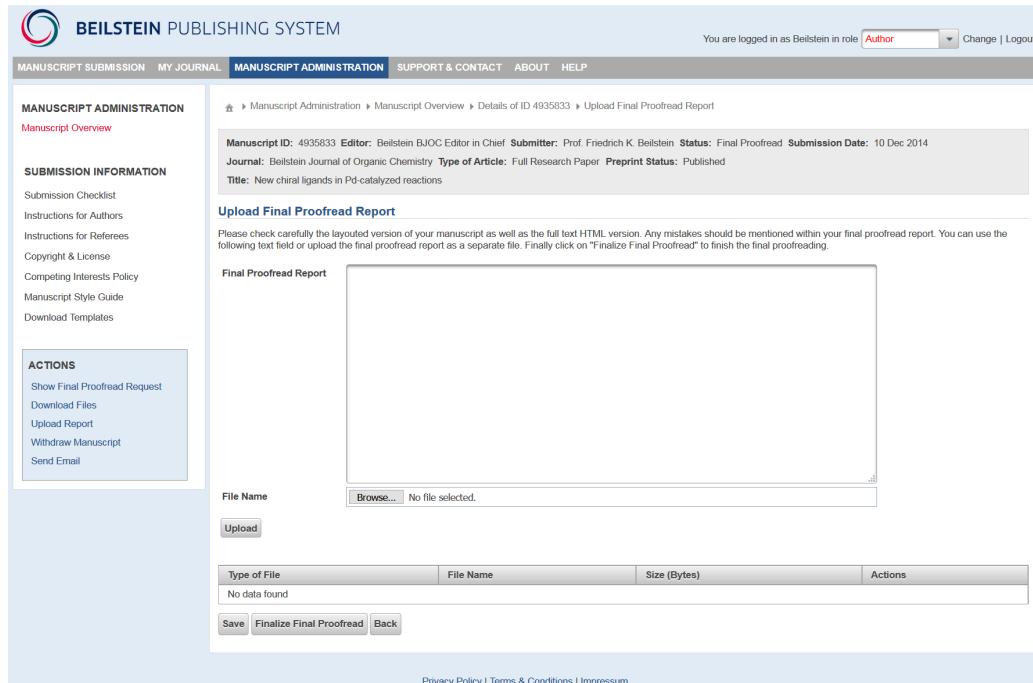
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