



Help for Authors

Table of Contents

1 General Information	1
2 Access to the Beilstein Publishing System	1
3 Change User Role.....	3
4 Manuscript Submission	3
4.1 Checklist	4
4.2 My Details	5
4.3 My ORCID iD	5
4.4 Upload Files.....	6
4.5 Author Details	7
4.6 Manuscript Details.....	8
4.7 Cover Letter.....	9
4.8 Referees	10
4.9 Preprint	11
4.10 Survey.....	13
4.11 Finalize	13
5 Tracking the Submission Progress	14
5.1 Manuscript Overview	14
5.2 Manuscript Details.....	15
5.3 Manuscript History.....	17
5.4 Manuscript Files	18
6 Manuscript Revision/Pre-revision.....	18
6.1 Upload Files.....	19
6.2 Author Details	20
6.3 Manuscript Details.....	20
6.4 Response to Review/Response to Editorial Office.....	21
6.5 Finalize	22
7 Final Proofread.....	23
8 Contact/Support.....	23

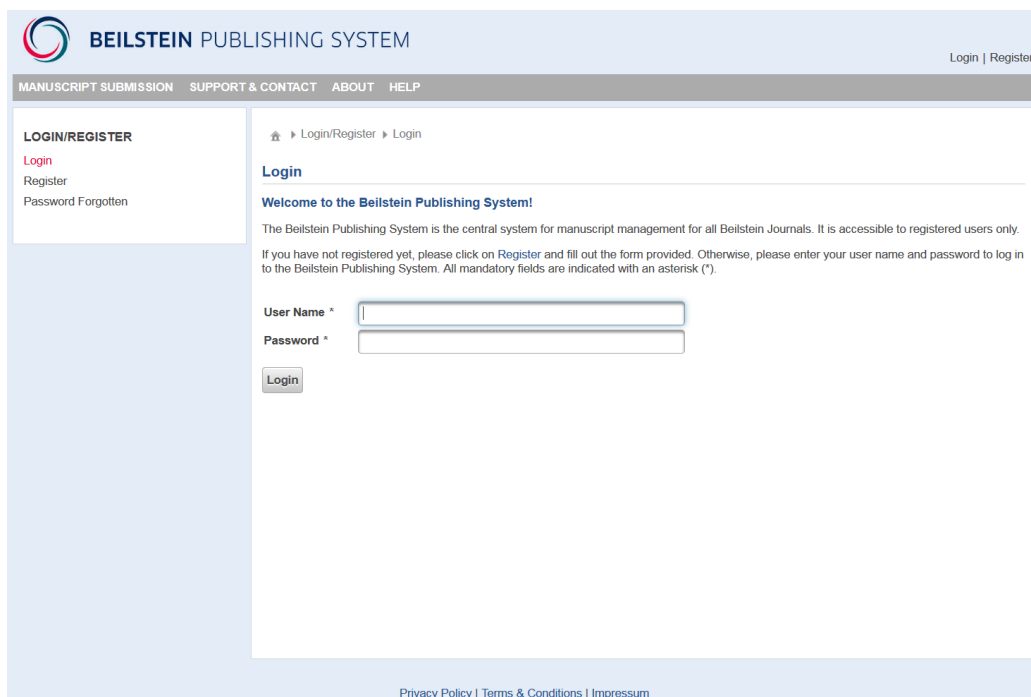
1 General Information

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.

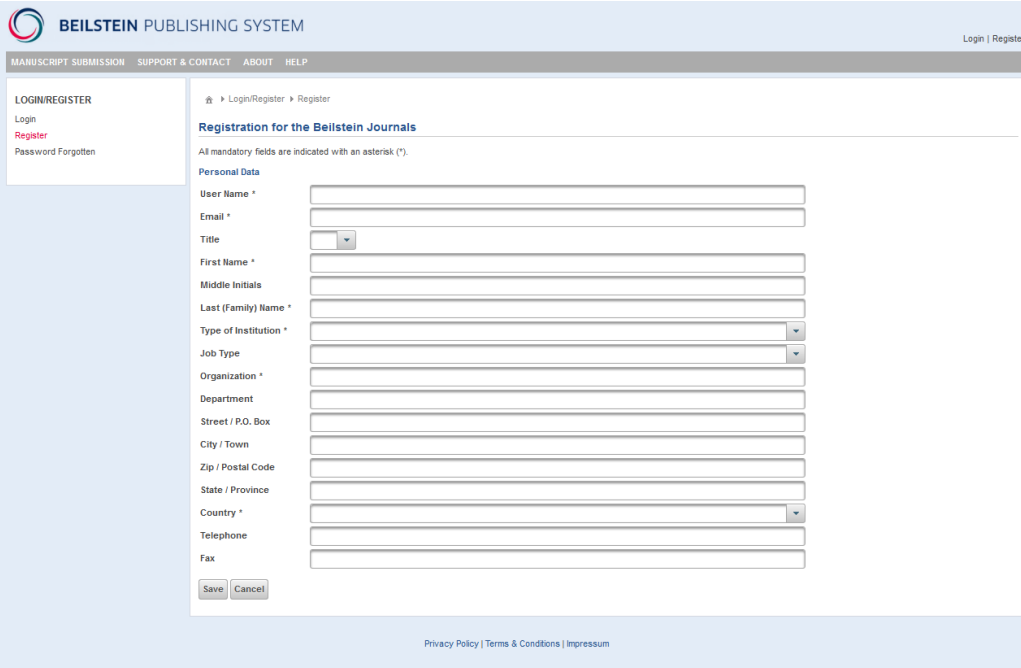
2 Access to the Beilstein Publishing System

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 left is the logo and the text "BEILSTEIN PUBLISHING SYSTEM". At the top right are links for "Login | Register". Below this is a navigation bar with "MANUSCRIPT SUBMISSION", "SUPPORT & CONTACT", "ABOUT", and "HELP". On the left side, there is a "LOGIN/REGISTER" menu with "Login" (highlighted in red), "Register", and "Password Forgotten". The main content area shows a breadcrumb trail: "Home > Login/Register > Login". Below this is a "Login" heading and a "Welcome to the Beilstein Publishing System!" message. A paragraph explains that the system is for registered users only and provides instructions for new users. There are two input fields: "User Name *" and "Password *", both with asterisks indicating they are mandatory. A "Login" button is located below the password field. At the bottom of the page, there are links for "Privacy Policy | Terms & Conditions | 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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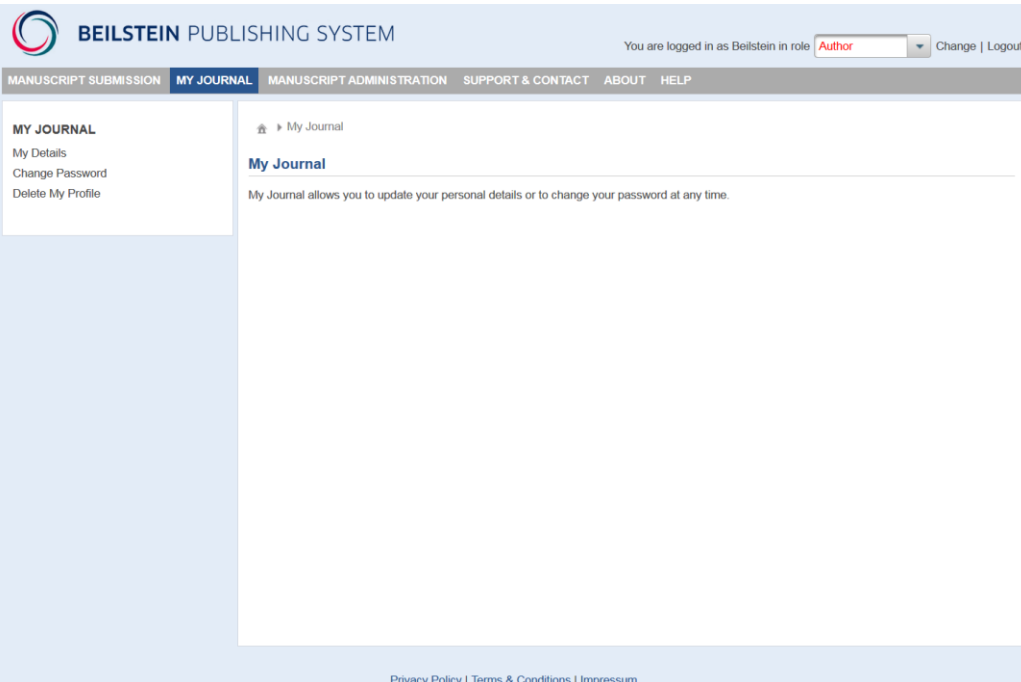
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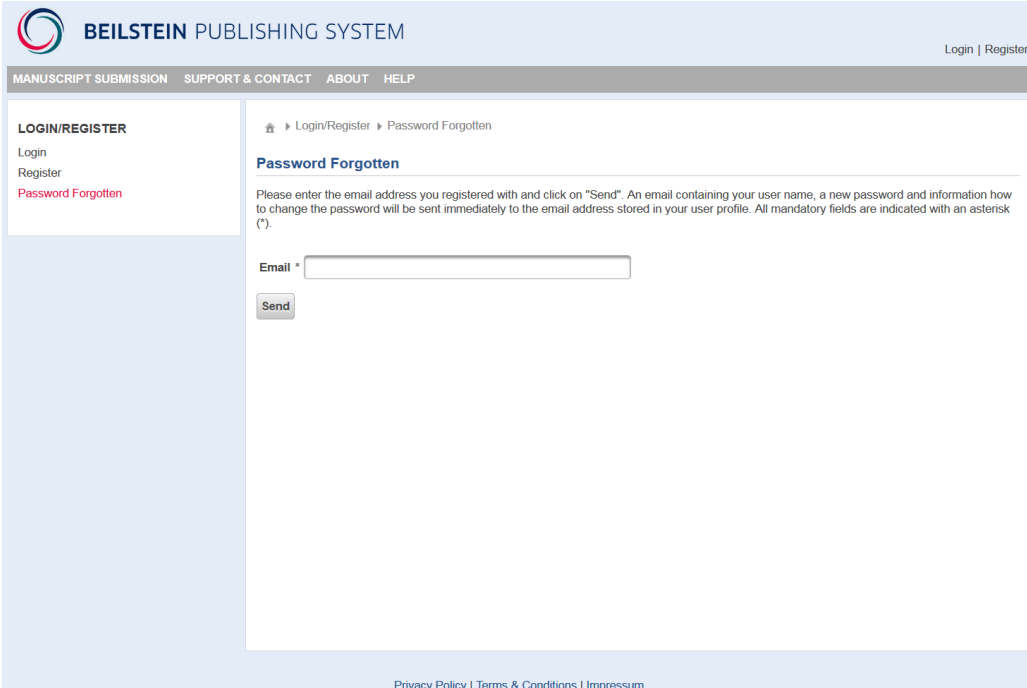
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My Journal allows you to update your personal details or to change your password at any time.

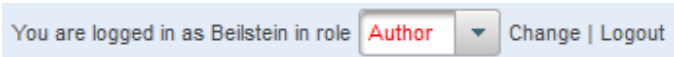
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In the event that you have forgotten your password, please select “Password Forgotten” from the login screen submenu. After entering your email address you registered with and clicking “Send”, you will be automatically sent a new password by email.



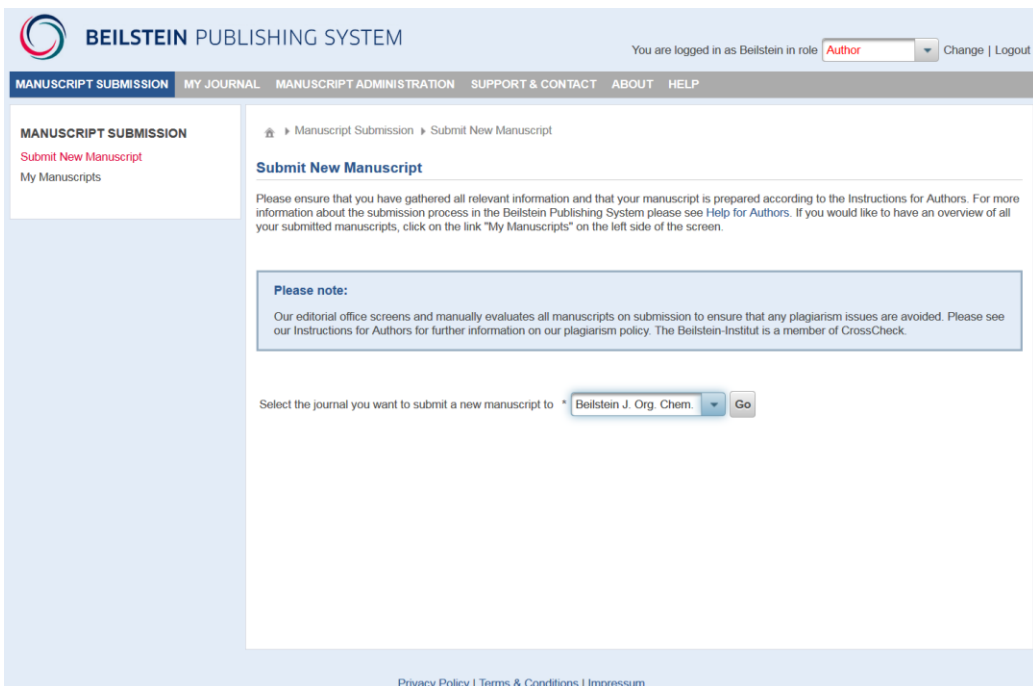
3 Change User Role

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.

Please note:

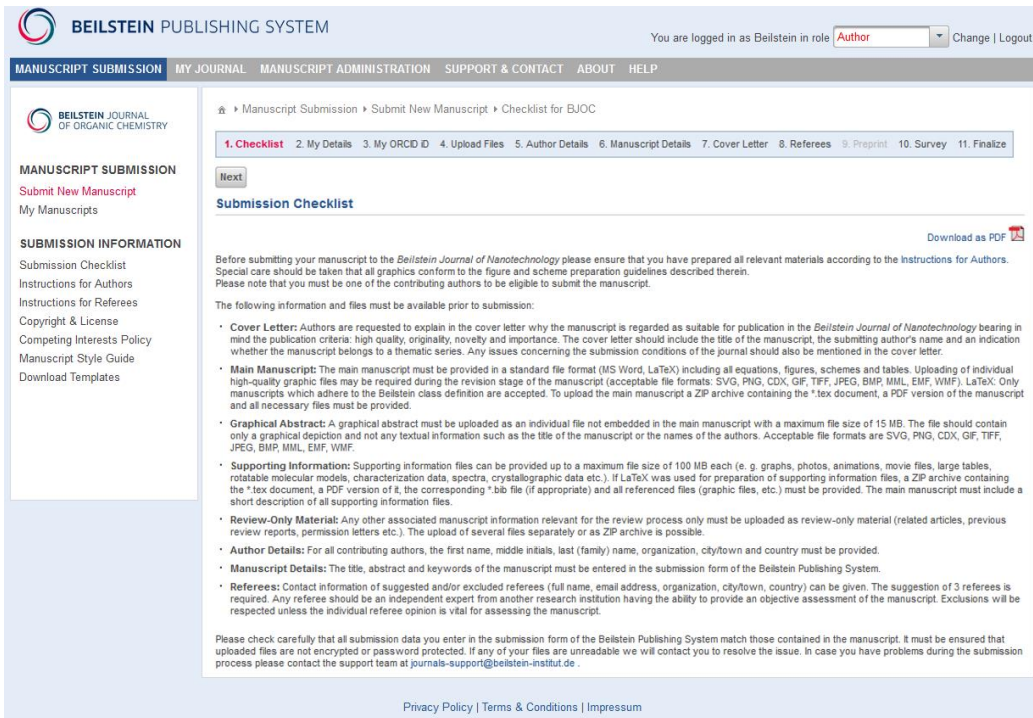
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4.1 Checklist

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.



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Submission Checklist

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.

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

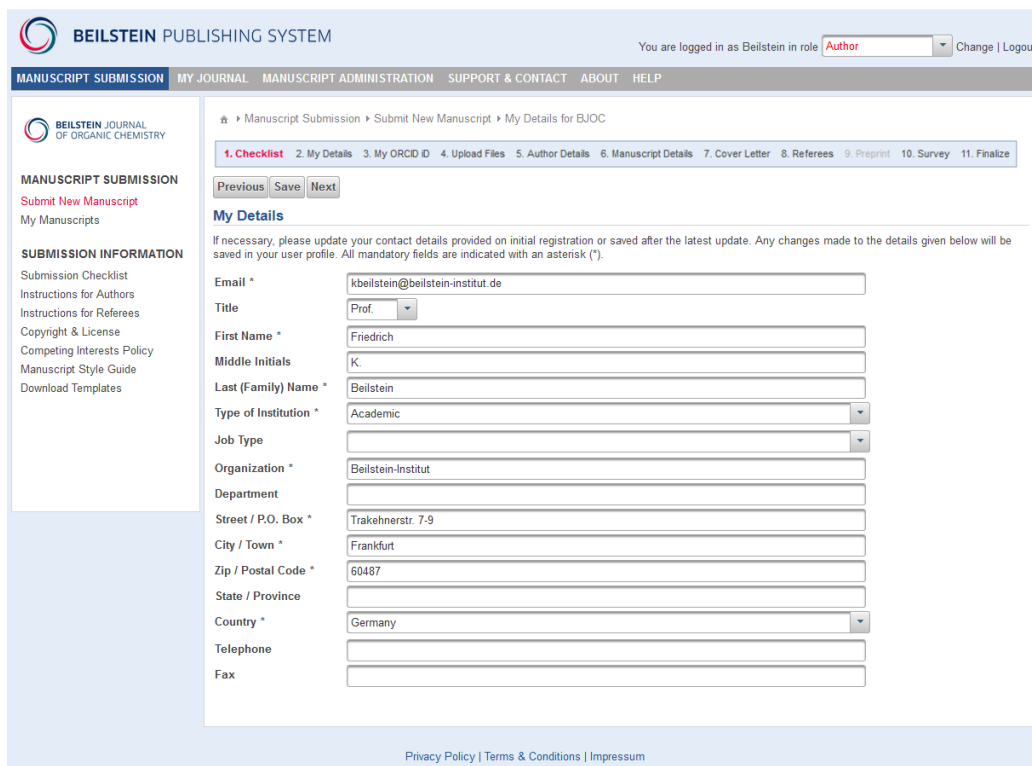
- Cover Letter:** Authors are requested to explain in the cover letter why the manuscript is regarded as suitable for publication in the *Beilstein Journal of Nanotechnology* bearing in mind the publication criteria: high quality, originality, novelty and importance. The cover letter should include the 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.
- Main Manuscript:** The main manuscript must be provided in a standard file format (MS Word, LaTeX) including all equations, figures, schemes and tables. Uploading of individual high-quality graphic files may be required during the revision stage of the manuscript (acceptable file formats: SVG, PNG, CDX, GF, TFF, JPEG, BMP, MML, EMF, WMF). LaTeX: Only manuscripts which adhere to the Beilstein class definition are accepted. To upload the main manuscript a ZIP archive containing the *.tex document, a PDF version of the manuscript and all necessary files must be provided.
- Graphical Abstract:** A graphical abstract must be uploaded as an individual file not embedded in the main manuscript with a maximum file size of 15 MB. The file should contain only a graphical depiction and not any textual information such as the title of the manuscript or the names of the authors. Acceptable file formats are SVG, PNG, CDX, GF, TFF, JPEG, BMP, MML, EMF, WMF.
- Supporting Information:** Supporting information files can be provided up to a maximum file size of 100 MB each (e. g. graphs, photos, animations, movie files, large tables, rotatable molecular models, characterization data, spectra, crystallographic data etc.). If LaTeX was used for preparation of supporting information files, a ZIP archive containing the *.tex document, a PDF version of it, the corresponding *.bib file (if appropriate) and all referenced files (graphic files, etc.) must be provided. The main manuscript must include a short description of all supporting information files.
- Review-Only Material:** Any other associated manuscript information relevant for the review process only must be uploaded as review-only material (related articles, previous review reports, permission letters etc.). The upload of several files separately or as ZIP archive is possible.
- Author Details:** For all contributing authors, the first name, middle initials, last (family) name, organization, city/town and country must be provided.
- Manuscript Details:** The title, abstract and keywords of the manuscript must be entered in the submission form of the Beilstein Publishing System.
- Referees:** Contact information of suggested and/or excluded referees (full name, email address, organization, city/town, country) can be given. The suggestion of 3 referees is required. Any referee should be an independent expert from another research institution having the ability to provide an objective assessment of the manuscript. Exclusions will be respected unless the individual referee opinion is vital for assessing the manuscript.

Please check carefully that all submission data you enter in the submission form of the Beilstein Publishing System match those contained in the manuscript. It must be ensured that uploaded files are not encrypted or password protected. If any of your files are unreadable we will contact you to resolve the issue. In case you have problems during the submission process please contact the support team at journals-support@beilstein-institut.de.

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4.2 My Details

During the second step you are asked to review your contact details 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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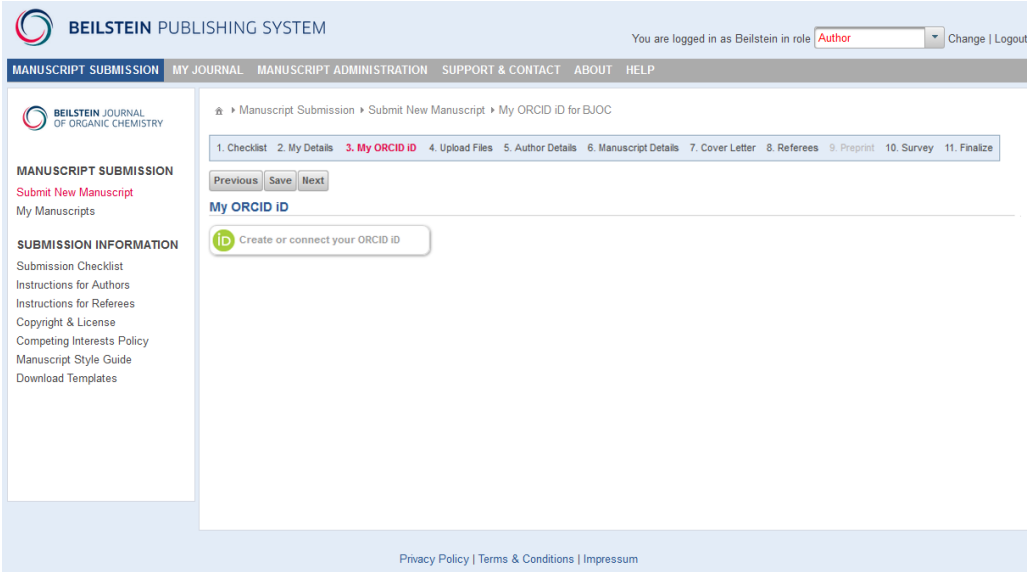
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4.3 My ORCID iD

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.



4.4 Upload Files

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

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

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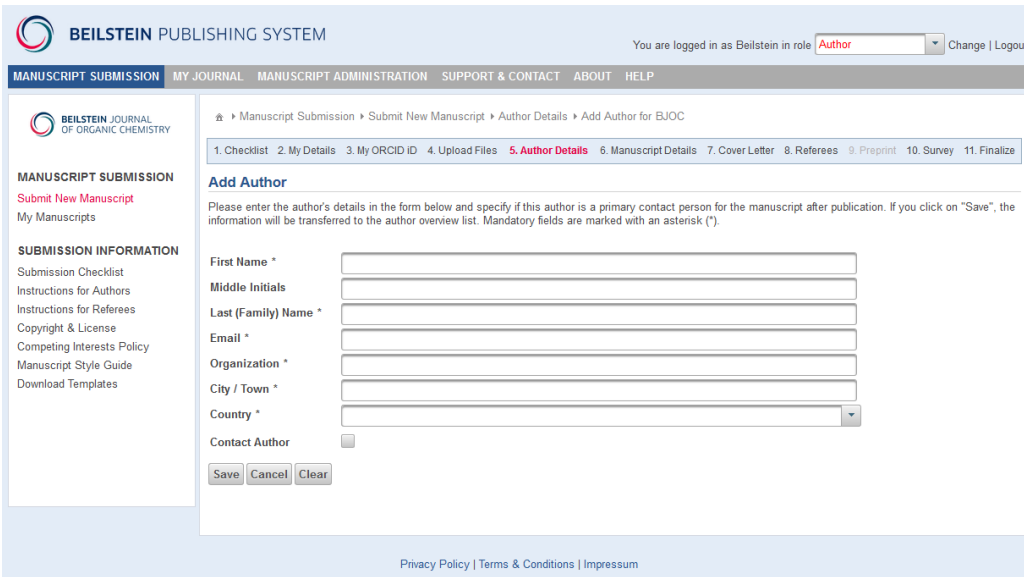
Please supply a list of all authors for this manuscript, in the order that they appear in the manuscript. As submitting author your details are already provided in the list below so please do not re-enter them. You are designated as a contact author by default. Please check whether this is correct and 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.

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In the “Add Author” screen you can add further authors who contributed to the manuscript to the author list. Please enter the author’s details and specify if the author is a primary contact person for the manuscript after publication. Do not forget to click the “Save” button to transfer the information to the author overview list.



4.6 Manuscript Details

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

- **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.

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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.

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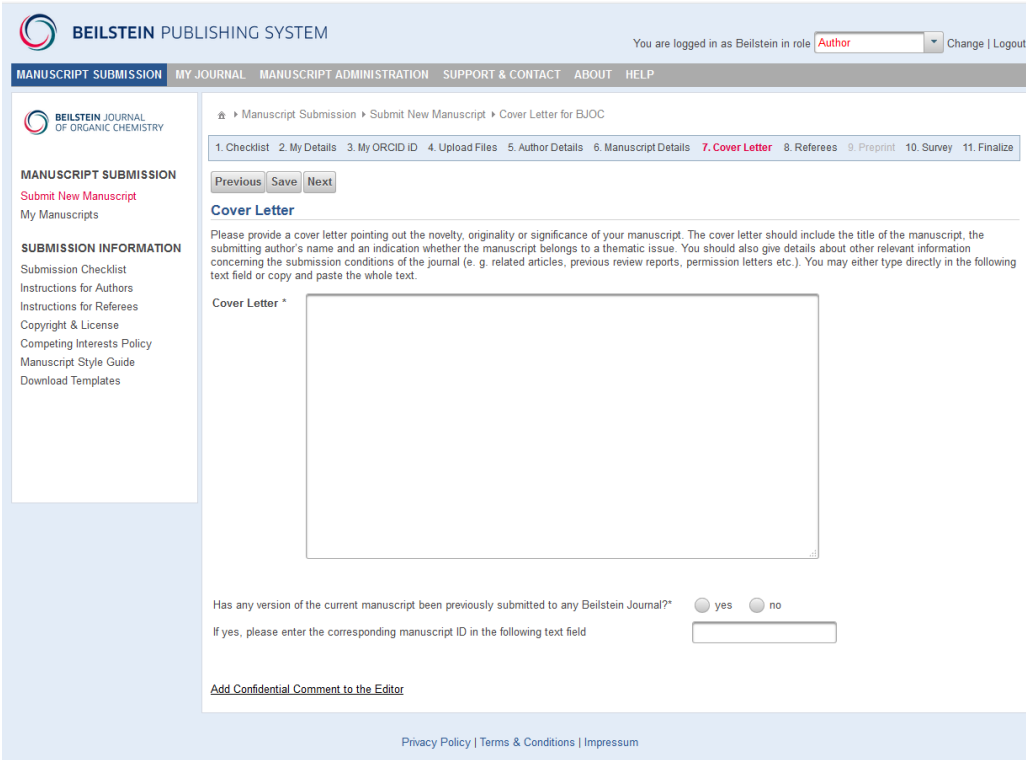
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This screen requests you to provide a cover letter indicating the novelty, originality or significance of your manuscript. The cover letter should include the title of the manuscript, the submitting author's name and an indication whether the manuscript 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.

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

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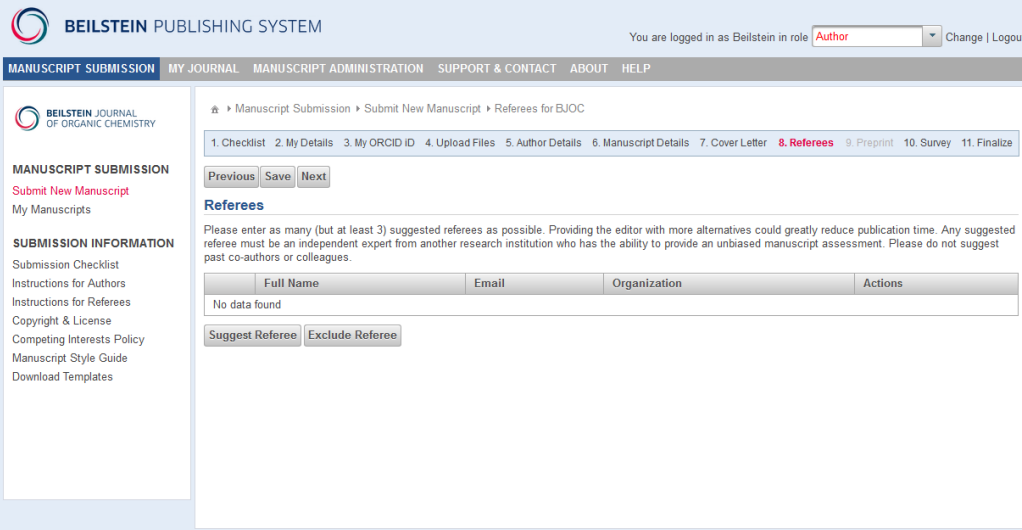
4.8 Referees

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.



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Previous Save Next

Referees

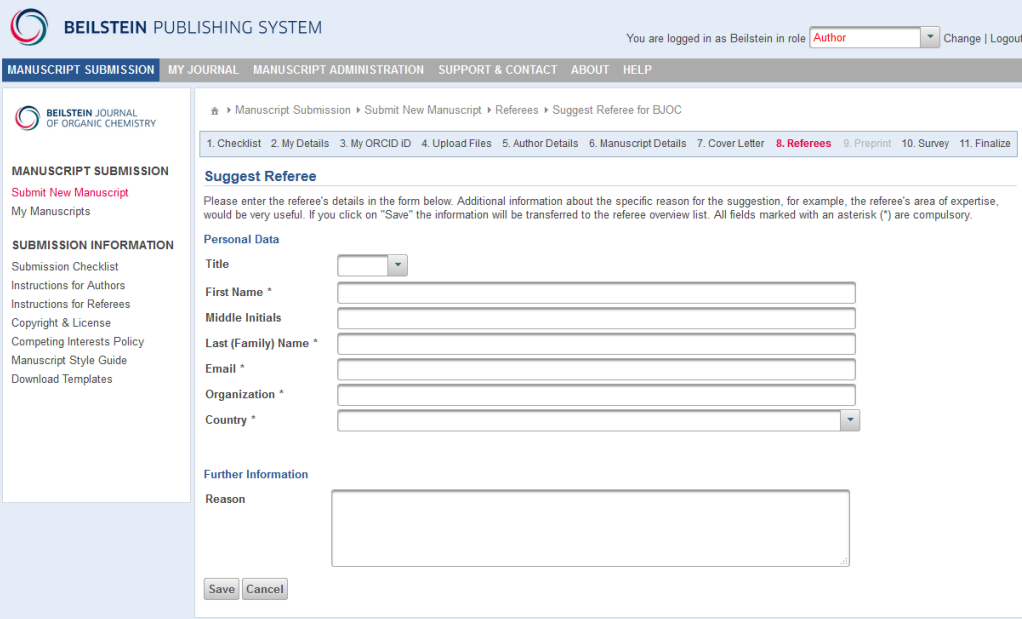
Please enter as many (but at least 3) suggested referees as possible. Providing the editor with more alternatives could greatly reduce publication time. Any suggested referee must be an independent expert from another research institution who has the ability to provide an unbiased manuscript assessment. Please do not suggest past co-authors or colleagues.

Full Name	Email	Organization	Actions
No data found			

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In the “Suggest Referee” screen you can add the details of a person whom you propose to be invited for the peer review process. Additional information about the specific reason for the suggestion, for example, the referee’s area of expertise, would be appreciated. Do not forget to click the “Save” button to transfer the information to the referee overview list.



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Suggest Referee

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

Personal Data

Title

First Name *

Middle Initials

Last (Family) Name *

Email *

Organization *

Country *

Further Information

Reason

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

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.

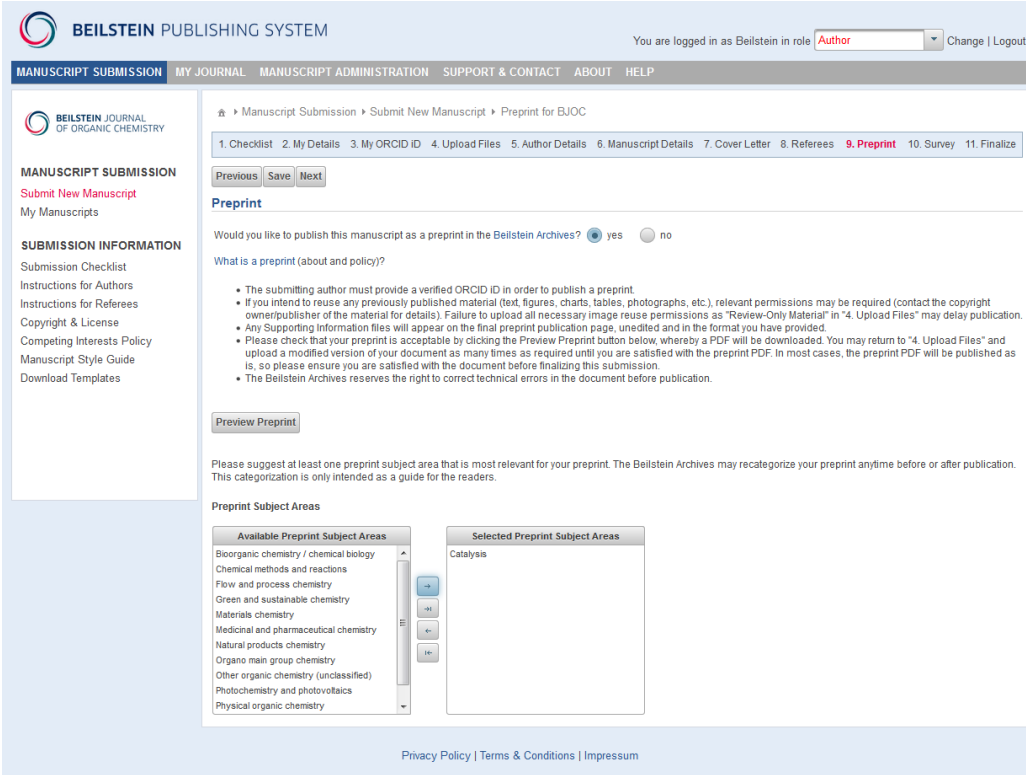
You must provide your verified ORCID iD to publish a preprint. If you have not verified your ORCID iD in the third step, please return to this page and do so in order to continue. Your co-authors will be given the opportunity to add their ORCID iD and will be sent instructions via email. All ORCID iDs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

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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.

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Instructions for Authors

Instructions for Referees

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Previous Save Next

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

What is a preprint (about and policy)?

- The submitting author must provide a verified ORCID ID in order to publish a preprint.
- If you intend to reuse any previously published material (text, figures, charts, tables, photographs, etc.), relevant permissions may be required (contact the copyright owner/publisher of the material for details). Failure to upload all necessary image reuse permissions as "Review-Only Material" in "4. Upload Files" may delay publication.
- Any Supporting Information files will appear on the final preprint publication page, unedited and in the format you have provided.
- 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 as many times as required until you are satisfied with the preprint PDF. In most cases, the preprint PDF will be published as is, so please ensure you are satisfied with the document before finalizing this submission.
- The Beilstein Archives reserves the right to correct technical errors in the document before publication.

Preview Preprint

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.

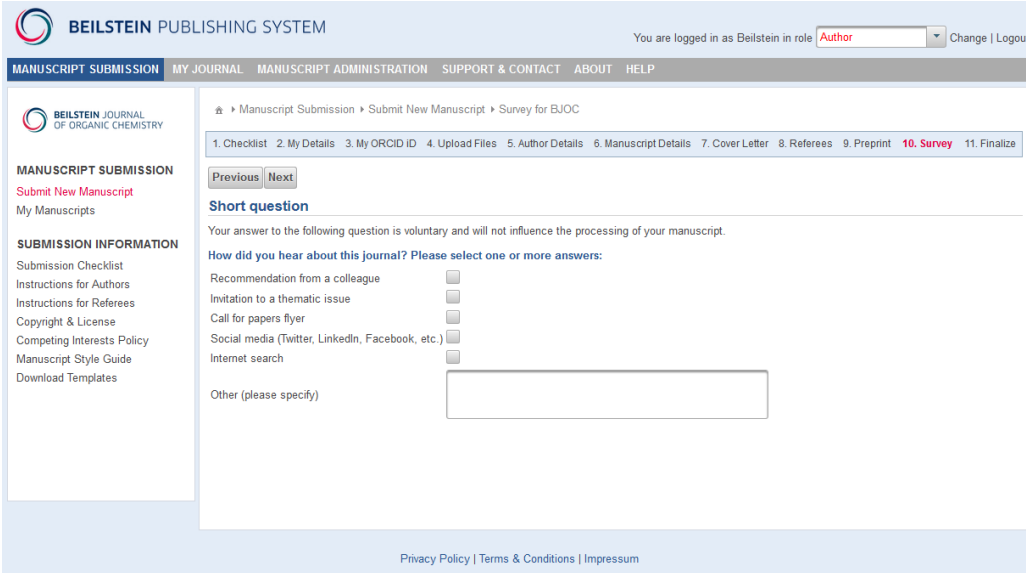
Preprint Subject Areas

Available Preprint Subject Areas	Selected Preprint Subject Areas
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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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Previous Next

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:

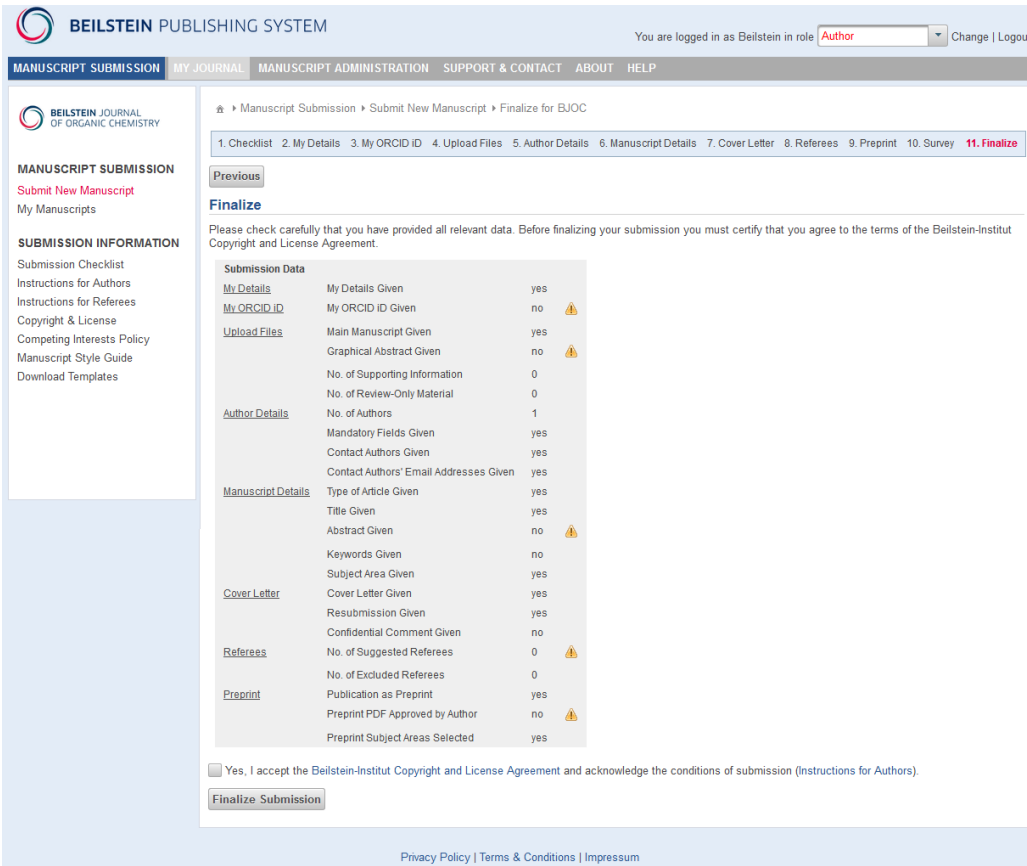
Recommendation from a colleague
 Invitation to a thematic issue
 Call for papers flyer
 Social media (Twitter, LinkedIn, Facebook, etc.)
 Internet search
 Other (please specify)

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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.



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SUBMISSION INFORMATION
Submission Checklist
Instructions for Authors
Instructions for Referees
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Competing Interests Policy
Manuscript Style Guide
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Manuscript Submission > Submit New Manuscript > Finalize for BJOC

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

Finalize

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Submission Data		
My Details	My Details Given	yes
My ORCID ID	My ORCID ID Given	no ⚠
Upload Files	Main Manuscript Given	yes
	Graphical Abstract Given	no ⚠
	No. of Supporting Information	0
	No. of Review-Only Material	0
Author Details	No. of Authors	1
	Mandatory Fields Given	yes
	Contact Authors Given	yes
	Contact Authors' Email Addresses Given	yes
Manuscript Details	Type of Article Given	yes
	Title Given	yes
	Abstract Given	no ⚠
	Keywords Given	no
	Subject Area Given	yes
	Cover Letter	Cover Letter Given
	Resubmission Given	yes
	Confidential Comment Given	no
Referees	No. of Suggested Referees	0 ⚠
	No. of Excluded Referees	0
Preprint	Publication as Preprint	yes
	Preprint PDF Approved by Author	no ⚠
	Preprint Subject Areas Selected	yes

Yes, I accept the Beilstein-Institut Copyright and License Agreement and acknowledge the conditions of submission (Instructions for Authors).

Finalize Submission

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5 Tracking the Submission Progress

5.1 Manuscript Overview

If you would like to proceed further with an incomplete manuscript submission for the *Beilstein Journal of Organic Chemistry*, to upload a revised manuscript version after peer review or to provide any proofread comments, please access the Beilstein Publishing System via <http://www.beilstein-journals.org/bps>.

You will be directly brought to the administration section of the Beilstein Publishing System which will show you an overview of all your submitted manuscripts. This allows you to track the progress and view details of all your manuscripts throughout the entire submission process.

A list provides you with the most important information about your manuscripts: the manuscript ID, the name of the Beilstein Journal the manuscript has been submitted to, the type of article, the editor assigned to the paper, the manuscript title, the submission date, an indication whether the submission process is still active or not, the status of the work progress until a final decision is made on the manuscript and the progress of the current workflow step. The following status entries for a manuscript are possible:

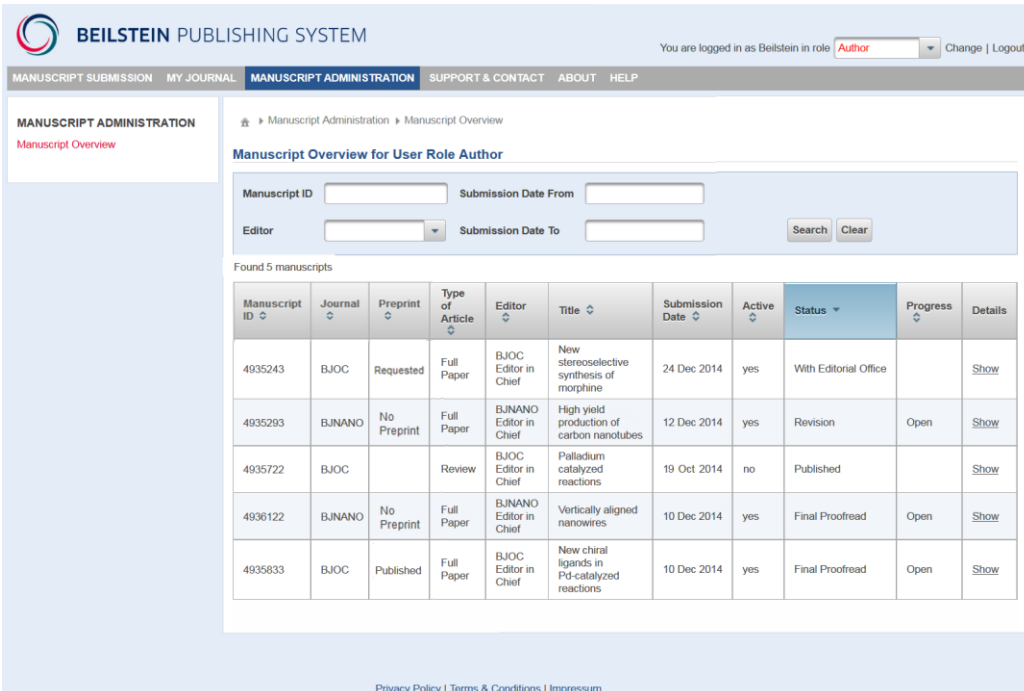
- **Incomplete Submission** (the submission process has not been finalized yet)
- **Pre-revision** (requested tasks to be performed before peer review)

- **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 Administration > Manuscript Overview

Manuscript Overview for User Role Author

Manuscript ID Submission Date From

Editor Submission Date To Search Clear

Found 5 manuscripts

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
4935633	BJOC	Published	Full Paper	BJOC Editor in Chief	New chiral ligands in Pd-catalyzed reactions	10 Dec 2014	yes	Final Proofread	Open	Show

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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.

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MANUSCRIPT ADMINISTRATION
Manuscript Overview

SUBMISSION INFORMATION
Submission Checklist
Instructions for Authors
Instructions for Referees
Copyright & License
Competing Interests Policy
Manuscript Style Guide
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ACTIONS
Show Final Proofread Request
Download Files
Upload Report
Withdraw Manuscript
Send Email

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

Back << >>

Details History Files

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

Manuscript Details

Preprint DOI Link
10.3762/bjoc.2019.34.v1

Authors

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

Type of Article
Full Research Paper

Title
New chiral ligands in Pd-catalyzed reactions

Abstract
Pd-catalyzed enantioselective ...

Keywords
enantioselective; palladium; ...

Subject Areas
Chemical methods

Back << >>

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

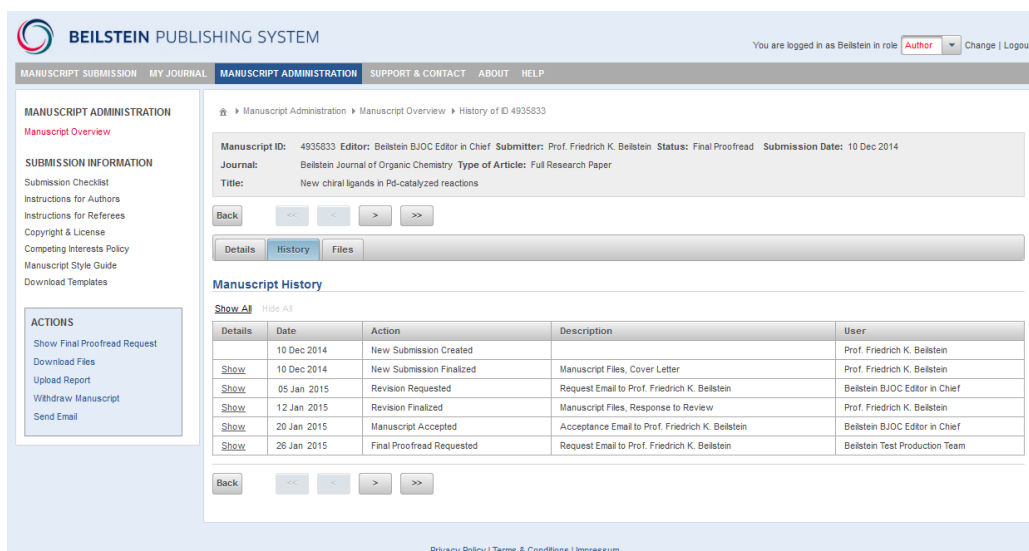
Status	Action	Comments
Incomplete Submission	Modify Submission	The submission form opens to allow continuation of an incomplete submission.
	Remove Submission	This action allows the deletion of an incomplete submission.
	Send Email	An email form opens for sending a message to the editorial office.
Pre-revision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

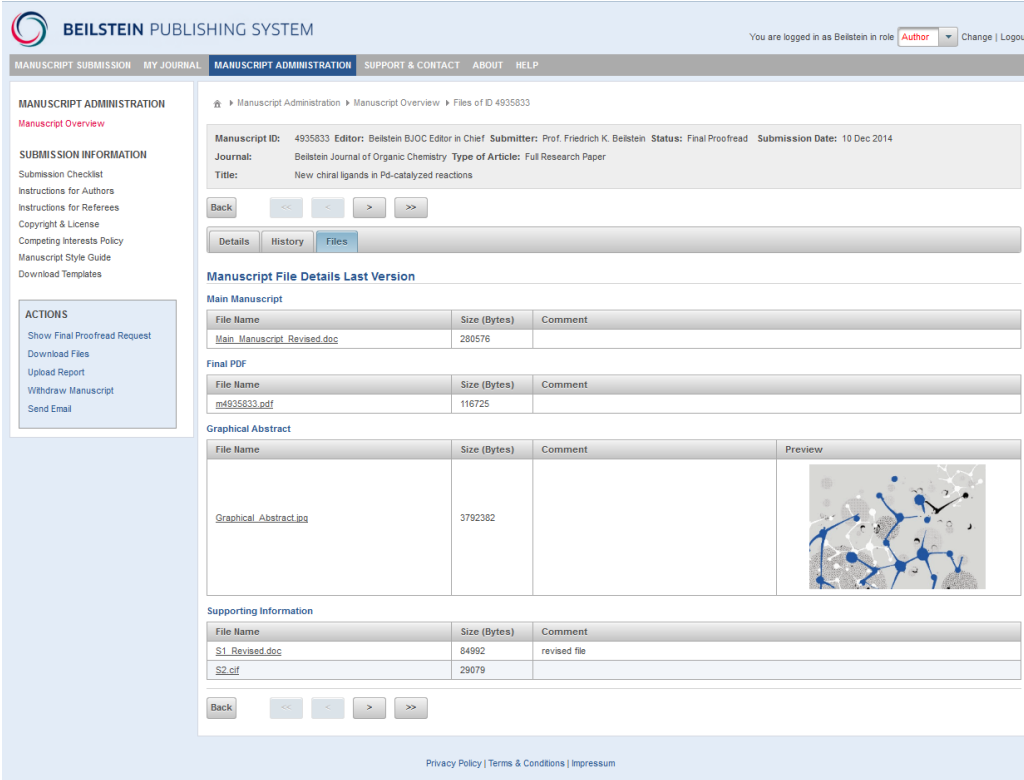


The screenshot shows the 'Manuscript History' page in the Beilstein Publishing System. The page header includes the logo and 'BEILSTEIN PUBLISHING SYSTEM'. The user is logged in as 'Author'. The navigation menu includes 'MANUSCRIPT SUBMISSION', 'MY JOURNAL', 'MANUSCRIPT ADMINISTRATION', 'SUPPORT & CONTACT', 'ABOUT', and 'HELP'. The left sidebar contains 'MANUSCRIPT ADMINISTRATION' with a 'Manuscript Overview' link, and 'ACTIONS' with links for 'Show Final Proofread Request', 'Download Files', 'Upload Report', 'Withdraw Manuscript', and 'Send Email'. The main content area shows the manuscript details for ID 4935833, submitted on 10 Dec 2014. The 'History' tab is active, displaying a table of events:

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
Show	05 Jan 2015	Revision Requested	Request Email to Prof. Friedrich K. Beilstein	Beilstein BJOC Editor in Chief
Show	12 Jan 2015	Revision Finalized	Manuscript Files, Response to Review	Prof. Friedrich K. Beilstein
Show	20 Jan 2015	Manuscript Accepted	Acceptance Email to Prof. Friedrich K. Beilstein	Beilstein BJOC Editor in Chief
Show	26 Jan 2015	Final Proofread Requested	Request Email to Prof. Friedrich K. Beilstein	Beilstein Test Production Team

5.4 Manuscript Files

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



The screenshot shows the Beilstein Publishing System interface. The user is logged in as 'Author'. The page title is 'MANUSCRIPT ADMINISTRATION'. The breadcrumb trail is 'Manuscript Administration > Manuscript Overview > Files of ID 4935833'. The manuscript details are: Manuscript ID: 4935833, Editor: Beilstein BJOC Editor in Chief, Submitter: Prof. Friedrich K. Beilstein, Status: Final Proofread, Submission Date: 10 Dec 2014. Journal: Beilstein Journal of Organic Chemistry, Type of Article: Full Research Paper. Title: New chiral ligands in Pd-catalyzed reactions.

The 'Files' tab is active, showing 'Manuscript File Details Last Version'. It lists three categories of files:

File Name	Size (Bytes)	Comment
Main Manuscript		
Main Manuscript Revised.doc	280576	
Final PDF		
md4935833.pdf	116725	
Graphical Abstract		
Graphical Abstract.jpg	3792382	
Supporting Information		
S1 Revised.doc	84992	revised file
S2.tif	29079	

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

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).

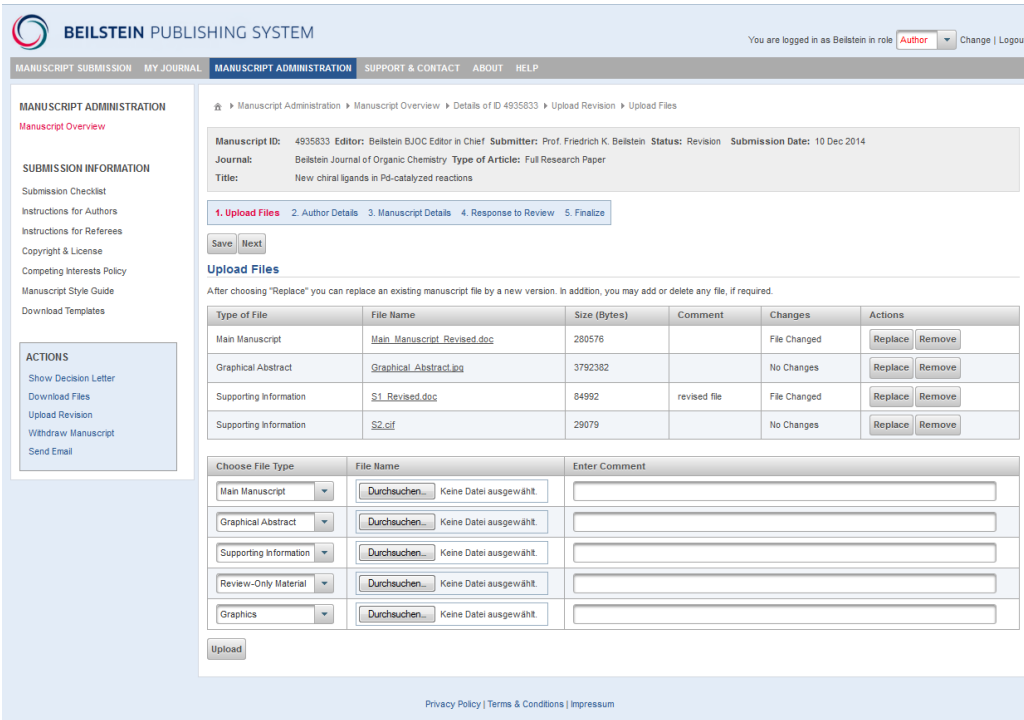
6.1 Upload Files

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.

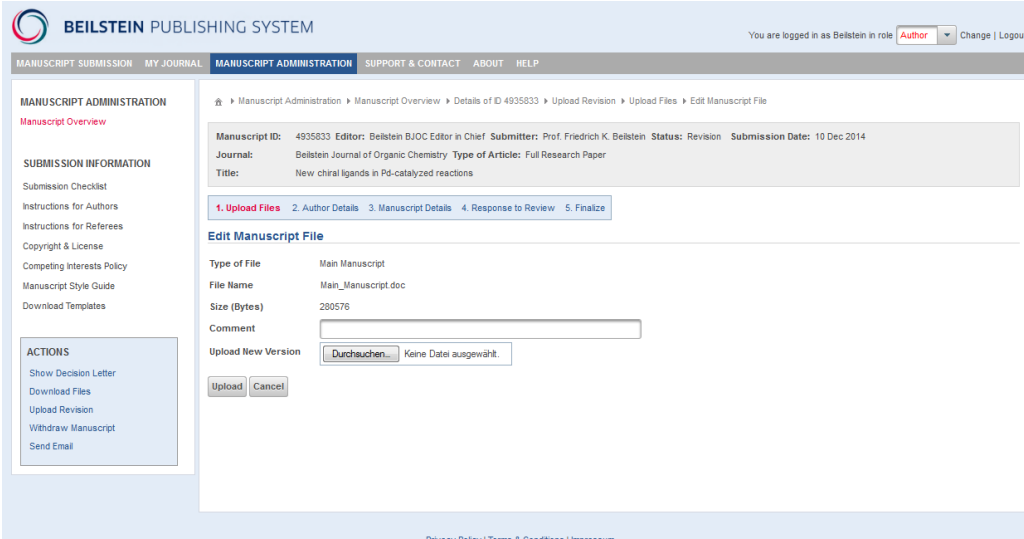


The screenshot displays the 'Upload Files' interface within the Beilstein Publishing System. At the top, the user is logged in as 'Author'. The main content area shows manuscript details for ID 4935833, including the journal name 'Beilstein Journal of Organic Chemistry' and the article title 'New chiral ligands in Pd-catalyzed reactions'. A progress bar indicates the current step is '1. Upload Files'. Below this, there is a table listing existing files with columns for 'Type of File', 'File Name', 'Size (Bytes)', 'Comment', 'Changes', and 'Actions'. The table contains four entries: 'Main Manuscript' (280576 bytes, File Changed), 'Graphical Abstract' (3792382 bytes, No Changes), 'Supporting Information' (84992 bytes, File Changed), and another 'Supporting Information' (29079 bytes, No Changes). Below the table is a form to upload new files, with columns for 'Choose File Type', 'File Name', and 'Enter Comment'. The form includes dropdown menus for file types and buttons for 'Durchsuchen...' (Browse) and 'Upload'.

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

Choose File Type	File Name	Enter Comment
Main Manuscript	Durchsuchen... Keine Datei ausgewählt.	
Graphical Abstract	Durchsuchen... Keine Datei ausgewählt.	
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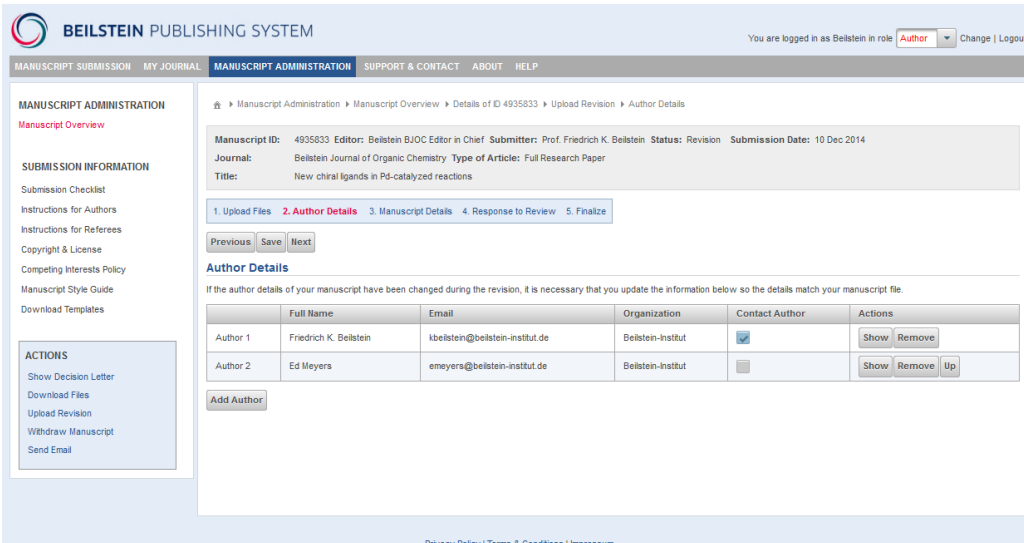
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
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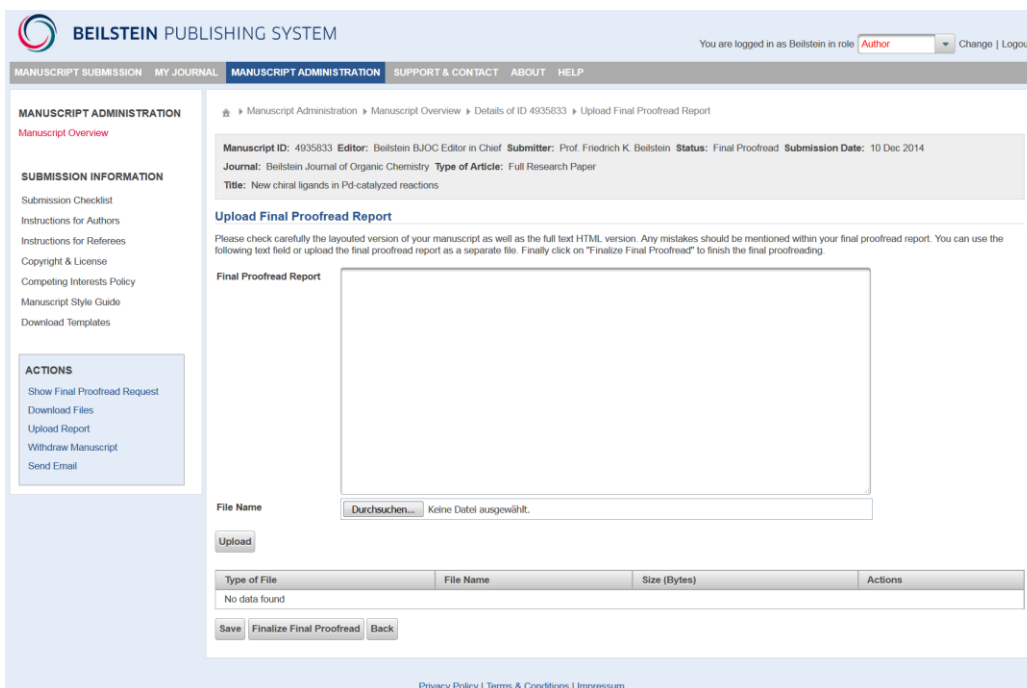
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