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 https://www.beilstein-journals.org/bps with your user name and password.

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.
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.

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.
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.
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.

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 must be uploaded in this step. You can upload the individual files by either clicking on the “+” button related to the corresponding file type or by simply using the drag and drop functionality. The following file types are possible:

- 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)

A maximum of 20 supporting information files and 50 review-only material files may be uploaded at a time. For acceptable file formats, please see the Instructions for Authors. 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 upper 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, or you may enter short comments by clicking on the pencil icon.
4.5 Author Details

You must supply a list of all contributing author full names, in the same way and order that they appear on the title page of the manuscript. To add a new author, please click on “Add Author” and fill in the form provided with the author’s details. If necessary, the order of authors may be rearranged by clicking the “Up” button(s).

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, and if not, click on ”Edit” to deselect the corresponding check mark. On the Edit screen you can also add your author contribution role(s) or edit the details of a particular co-author, if changes are necessary. When choosing “Remove” you can remove an author separately from the list.
In the “Add Author” screen you can add a further author 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. Indicating the CRediT contributor roles is optional. If you choose to do this, please make sure that contributor roles are given for ALL authors. 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, Review, Letter, Perspective, Commentary or Editorial).

- **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”).
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. Also, please disclose whether you have any competing interests and, if there are any, please mention them in the text field at the bottom of the page.

4.8 Data Availability

A data availability statement (DAS) must be provided on this page to let the reader know if any additional corresponding data are available for the manuscript. You may either enter any free text and/or copy appropriate template text from the template table with the button "Add to statement" to the resulting DAS text editor. When using template text, there might be some placeholders in square brackets such as [repository name] or [DOI], which must be filled in. For technical reasons, please do not put any DOIs in round brackets.
When your data availability statement is ready, please click on the button “Confirm”. Afterwards a pop-up window will open to ask you to carefully check and confirm each DOI found in the statement. If a DOI is correct but not registered yet, please confirm this too. Please also check if all DOIs were found. Depending on the result of your check, you may either proceed with a click on “OK” or a click on “Edit” to make any corrections in the text editor.

Please note that the data availability statement will be part of the published article.
4.9 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.

4.10 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.

**4.11 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.
4.12 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 https://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** (the manuscript was published including the final PDF and the full text HTML version of the manuscript)
- **Withdrawn** (the manuscript was withdrawn by the author)
- **Rejected** (the manuscript was rejected before or after peer review)
- **Retracted** (the manuscript was retracted 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.
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.

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete Submission</td>
<td>Modify Submission</td>
<td>The submission form opens to allow continuation of an incomplete submission.</td>
</tr>
<tr>
<td></td>
<td>Remove Submission</td>
<td>This action allows the deletion of an incomplete submission.</td>
</tr>
<tr>
<td></td>
<td>Send Email</td>
<td>An email form opens for sending a message to the editorial office.</td>
</tr>
<tr>
<td>Pre-revision</td>
<td>Download Files</td>
<td>The tab “Files” opens for downloading the latest version of the manuscript files.</td>
</tr>
<tr>
<td></td>
<td>Resubmit Manuscript</td>
<td>This action allows you to upload your revised manuscript, as requested by the Editorial Office.</td>
</tr>
<tr>
<td>Action</td>
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<tr>
<td>Withdraw Manuscript</td>
<td>This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.</td>
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<tr>
<td>Send Email</td>
<td>An email form opens for sending a message to the editorial office.</td>
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<td>Review Withdraw Manuscript</td>
<td>This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.</td>
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<td>Send Email</td>
<td>An email form opens for sending a message to the editorial office.</td>
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</tr>
<tr>
<td>Revision Upload Revision</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Download Files</td>
<td>The tab “Files” opens for downloading the latest version of the manuscript files.</td>
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</tr>
<tr>
<td>Decision Letter</td>
<td>The tab “History” opens showing the decision letter.</td>
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<tr>
<td>Withdraw Manuscript</td>
<td>This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.</td>
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<td>Send Email</td>
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<td>Accepted Withdraw Manuscript</td>
<td>This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.</td>
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<td>Send Email</td>
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<tr>
<td>Final Proofread Upload Report</td>
<td>The proofread form opens for uploading the final proofread report.</td>
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<td>Show Final Proofread Request</td>
<td>The tab “History” opens showing the final proofread request email.</td>
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<tr>
<td>Download Files</td>
<td>The tab “Files” opens for downloading the latest version of the manuscript files.</td>
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<td>Withdraw Manuscript</td>
<td>This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.</td>
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<td>With Editorial Office Withdraw Manuscript</td>
<td>This action allows you to withdraw a manuscript and to enter a reason for the withdrawal.</td>
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<td>Published Send Email</td>
<td>An email form opens for sending a message to the editorial office.</td>
<td></td>
</tr>
</tbody>
</table>

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.
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.
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 https://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. If required, you may also upload new files in this screen by either clicking on the “+” button related to the corresponding file type or by simply using the drag and drop functionality. The following file types are possible:

- 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)

A maximum of 20 supporting information files, 100 review-only material files or 100 graphics may be uploaded at a time. For acceptable file formats, please see the Instructions for Authors.

After successful uploading, the new files will be added to the list of already existing files. If any error occurred with the file selection, 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, or you may enter short comments by clicking on the pencil icon. The column “Changes” indicates if an existing file has been changed during the revision process or if a file is completely new.
The “Replace Manuscript File” screen allows you to replace any individual file with a new version or to adapt any comment.

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 “Edit” button, you can edit the details of a particular author.
mentioned in the list (see also chapter 4.5). 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.

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.
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.

6.5 Data Availability

If any changes are required regarding your data availability statement, please click on the button “Edit” and afterwards confirm all DOIs found in the statement.
6.6 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.
6.7 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.

7 Final Proofread

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

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

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Email: info@beilstein-institut.de
URL: https://www.beilstein-institut.de

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Authors may appeal directly to the editor who handled their manuscript and/or to the managing editor (managing-editor-bjoc@beilstein-institut.de) if they regard a decision to reject the manuscript as unfair or unjust.