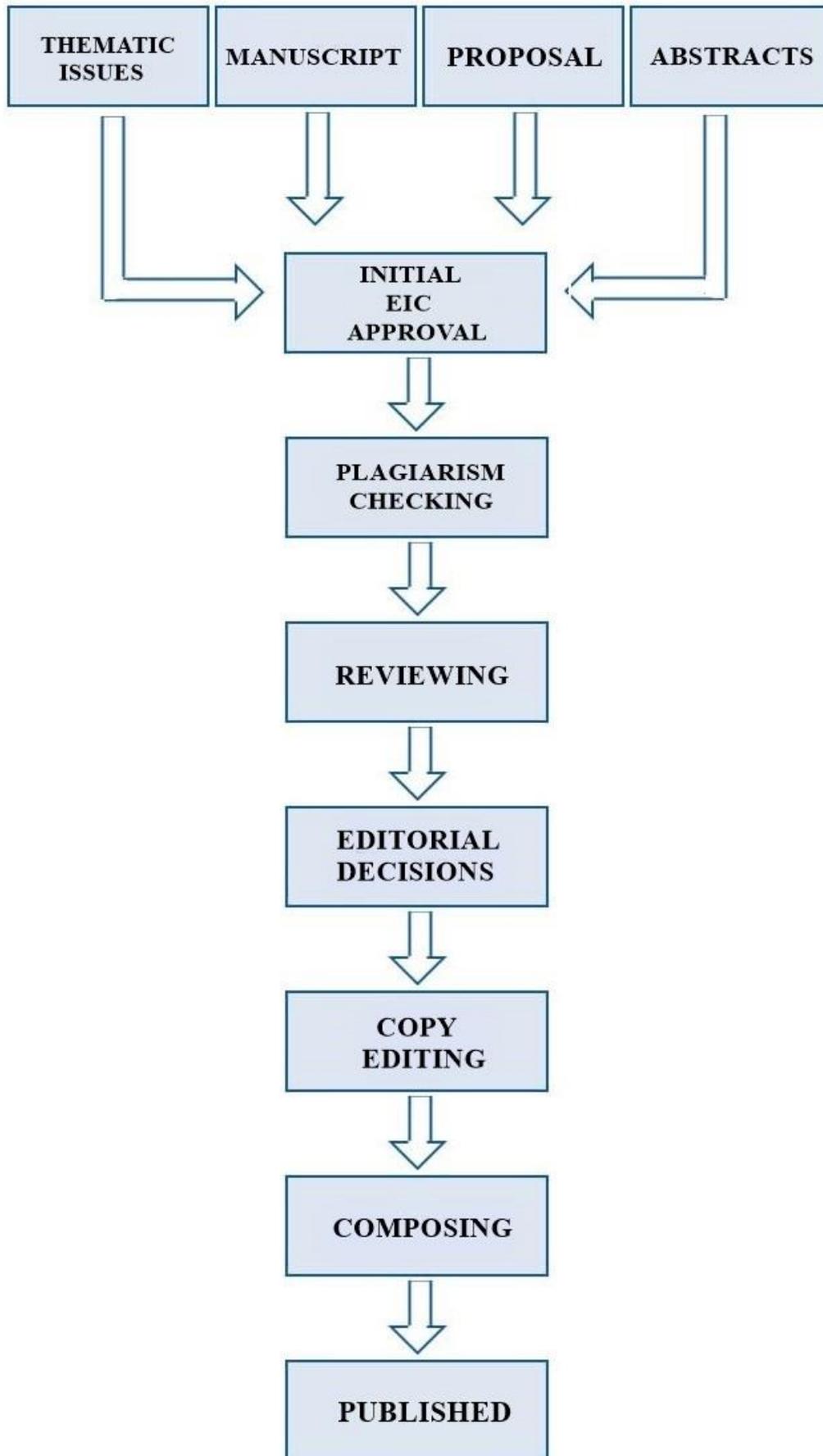


Author Tutorial

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1. Registration

Using the URL “<https://bentham.manuscriptpoint.com/>”, the registration page appears.

- ① The user can register by submitting the form given on the right side of the page as shown in **Fig (1)**. All the fields are mandatory.
- ② You can also view “[User Manual](#)” or watch “[JMS video](#)” tutorials as shown in **Fig (1)**.

MPS
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Email Password Sign in
Forgot your password?

Special Features

- Online Manuscript Processing
- Online Peer Review
- Content Plagiarism Checker
- Alerts and Notification
- Manuscript Tracking

User Manual JMS Video

Get Started... Its free!

First Name
Jane

Last Name
Doe

Email address
Email

Password
Password

I'm not a robot

Submit

By clicking on Register Now, you will get registered with JMS.
Now you have to search your field related Journal and start submitting your submissions.
Forgot your password?

Find your Journal Search

Journals Directory All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
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Leave a Message

Fig (1)

2. Signing In

Enter the “**E-mail**” and “**Password**” in appropriate fields and click on the “**Sign in**” button as shown in **Fig (2)**.

Fig (2)

After signing in, the dashboard appears as shown in **Fig (3)**. On the top right corner, there are some features which are mentioned below.

3. Search Bar

- 1 The status of any manuscript can be tracked by inserting the title, reference number or author’s name (the first name or last name is required) in the search field on the top of the page as shown in **Fig (3)**.

***Note:** The user should be online

4. Logout

- 2 To exit the system, click on the “**Logout**” button as shown in **Fig (3)**

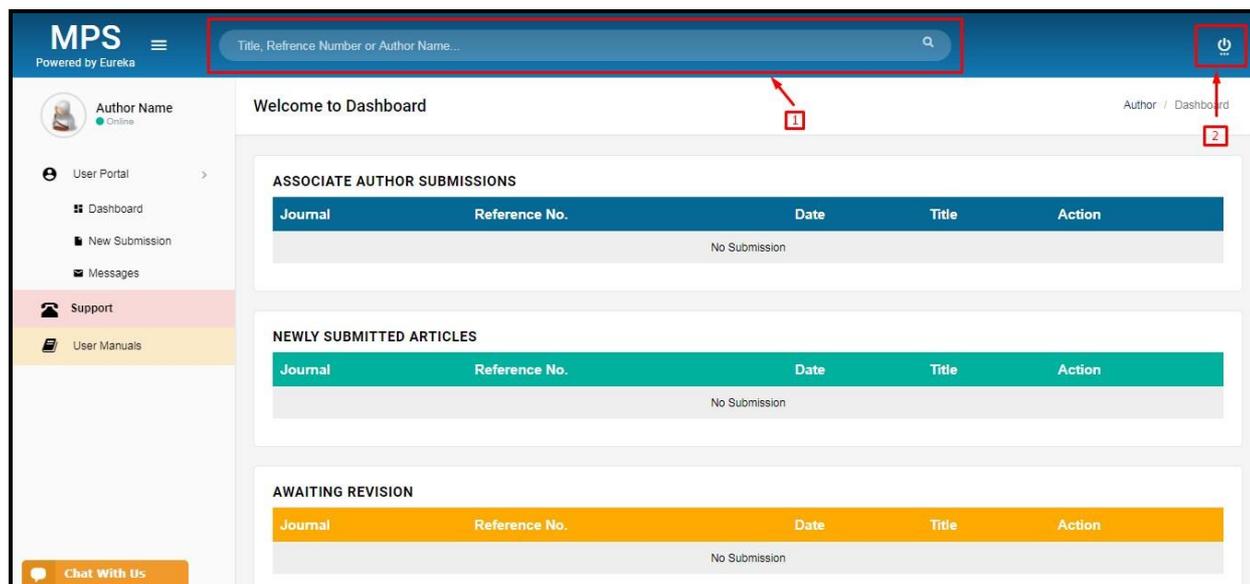


Fig (3)

5. The User Dashboard

After “**Login**”, the user Dashboard appears. Through this Dashboard, the user can track his/her manuscripts status such as: **Associate Author Submissions, Newly Submitted Articles, Awaiting Revision, Incomplete Submissions, and Rejected Submissions** as shown in **Fig (4)**.

① **ASSOCIATE AUTHOR SUBMISSIONS:** Through this option, the Associate Author can track his/her manuscript in which he/she has been assigned as an associate.

***Note:** A co-author who submits the manuscript on behalf of the author is the Associate Author.

Any user can submit a manuscript on behalf of the author.

② **NEWLY SUBMITTED ARTICLES:** Through this option, the user can view his/her newly submitted manuscripts.

③ **AWAITING REVISION:** This option gives details of articles requiring revision as suggested by the “**Cross Verification Department**” or EIC. Revisions are categorized into three types

Ⓐ **QC revision:** This revision is invoked by the QC department during plagiarism checking. At times, similarities are found in the article with another author’s article or with some other article by the same author. In this case, the author can submit the revised file by clicking on the “**Continue**” button indicated by the arrow.

Ⓑ **Review revision:** At the time of Review, the reviewer recommends changes in the manuscript which have to be addressed by the author, followed by submission of the revised manuscript. By clicking on the “**Continue**” button, the author submits the revised manuscript file after making changes, along with the rebuttal letter.

Ⓒ **Pre-revision:** “**Pre-revision and Continue**” decision taken from the EIC proceeds the submission for author’s revision. After EIC’s decision, the author can resubmit the revised file by clicking on the “**Continue**” button as indicated by the arrow.

④ **INCOMPLETE SUBMISSIONS:** The user can view his/her incomplete submissions and can continue manuscript submission by clicking on the “**Continue**” button indicated by the arrow.

⑤ **REJECTED SUBMISSIONS:** The user can view his/her submissions declined by the EIC in this section.

MPS
Powered by Bertham

Title, Reference Number or Author Name...

Welcome to Dashboard Author / Dashboard

ASSOCIATE AUTHOR SUBMISSIONS 1

Show 5 entries

| Journal | Reference No. | Date | Title | Status |
|---------------|---------------|------|-------|--------|
| No Submission | | | | |

Showing 0 to 0 of 0 entries

NEWLY SUBMITTED ARTICLES 2

Show 5 entries

| Journal | Reference No. | Date | Title | Status |
|---------|-----------------|------------|----------|-----------------------------------|
| CHEM | BMS-CHEM-2018-2 | 2018-03-07 | test | Awaiting for Eic Initial Approval |
| CHEM | BMS-CHEM-2018-1 | 2018-03-07 | test 33 | Awaiting for Eic Initial Approval |
| CAR | BMS-CAR-2018-59 | 2018-03-07 | fdg | Awaiting for Eic Initial Approval |
| CAR | BMS-CAR-2018-57 | 2018-03-07 | test sub | Awaiting for Eic Initial Approval |
| CAR | BMS-CAR-2018-56 | 2018-03-07 | test sub | Awaiting for Eic Initial Approval |

Showing 1 to 5 of 6 entries

AWAITING REVISION 3

Show 5 entries

| Journal | Reference No. | Date | Title | Status | Action |
|---------|-----------------|------------|----------------------|-----------------------|----------|
| CAR | BMS-CAR-2018-73 | 2018-03-17 | test manu b | Awaiting Revision | Continue |
| CAR | BMS-CAR-2018-72 | 2018-03-17 | test author a | QC Revision Awaiting | Continue |
| CAR | BMS-CAR-2018-58 | 2018-03-07 | tst 1 c | Awaiting Pre-Revision | Continue |

Showing 1 to 3 of 3 entries

INCOMPLETE SUBMISSIONS 4

Show 5 entries

| Journal | Reference No. | Date | Title | Action |
|---------|---------------|------------|-----------------|-----------------|
| CHEM | | 2018-03-07 | test manuscript | Delete Continue |
| BIOLSCI | | 2018-03-07 | test22 | Delete Continue |
| CAR | | 2018-03-07 | empty | Delete Continue |
| CHEM | | 2018-03-07 | testr | Delete Continue |

Showing 1 to 4 of 4 entries

REJECTED SUBMISSIONS 5

| Journal | Reference No. | Date | Title | Action |
|---------------|---------------|------|-------|--------|
| No Submission | | | | |

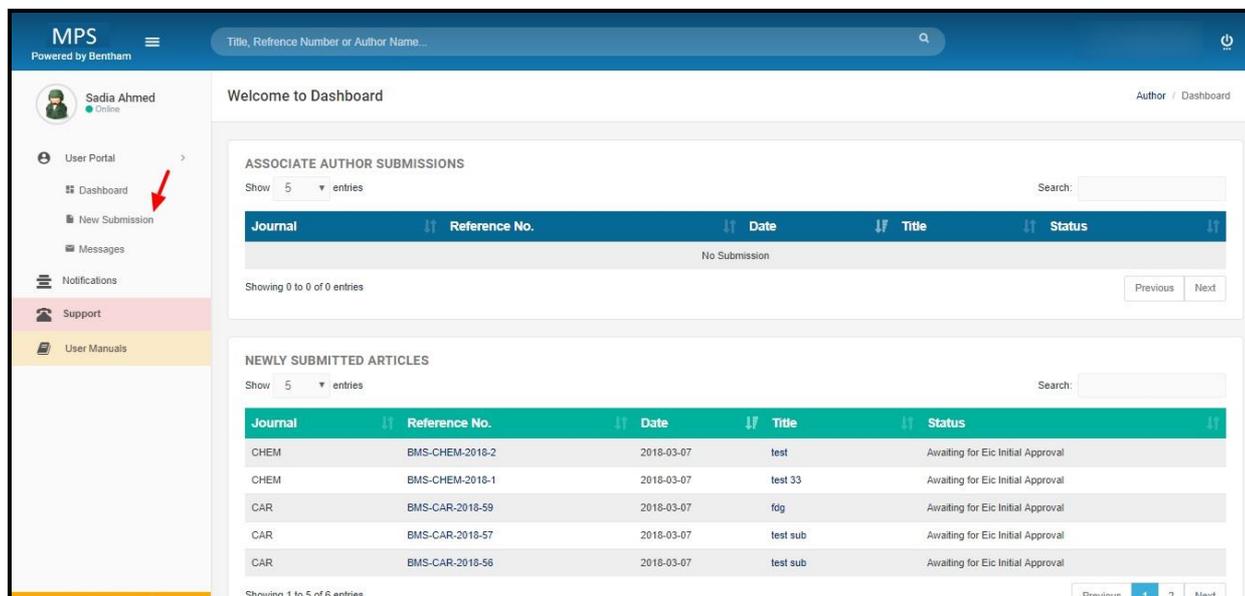
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Fig (4)

6. New Manuscript Submission Process.

In the Dashboard, on the user's portal, in the left panel, there is an option "**New Submission**".

Step 1: Click on the "**New Submission**" to start the submission as shown in **Fig (5)**.



The screenshot shows the MPS user dashboard for Sadia Ahmed. The left sidebar contains navigation options: User Portal, Dashboard, **New Submission** (highlighted with a red arrow), Messages, Notifications, Support, and User Manuals. The main content area is titled 'Welcome to Dashboard' and contains two sections:

ASSOCIATE AUTHOR SUBMISSIONS

Show 5 entries

| Journal | Reference No. | Date | Title | Status |
|---------------|---------------|------|-------|--------|
| No Submission | | | | |

Showing 0 to 0 of 0 entries

NEWLY SUBMITTED ARTICLES

Show 5 entries

| Journal | Reference No. | Date | Title | Status |
|---------|-----------------|------------|----------|-----------------------------------|
| CHEM | BMS-CHEM-2018-2 | 2018-03-07 | test | Awaiting for Eic Initial Approval |
| CHEM | BMS-CHEM-2018-1 | 2018-03-07 | test 33 | Awaiting for Eic Initial Approval |
| CAR | BMS-CAR-2018-59 | 2018-03-07 | fdg | Awaiting for Eic Initial Approval |
| CAR | BMS-CAR-2018-57 | 2018-03-07 | test sub | Awaiting for Eic Initial Approval |
| CAR | BMS-CAR-2018-56 | 2018-03-07 | test sub | Awaiting for Eic Initial Approval |

Showing 1 to 5 of 6 entries

Fig (5)

Step 2: After clicking on the "**New Submission**" option, the page shown in **Fig (6)** appears. To find the most relevant journal, please insert appropriate keyword to facilitate search and click on search button to proceed further to the page shown in **Fig (6)** and click on "**Start Submission**" button to start your submission process as shown in **Fig (6)**.

***Note:** Relevant journals can be searched by entering appropriate keywords in the search field as shown in **Fig (6)**

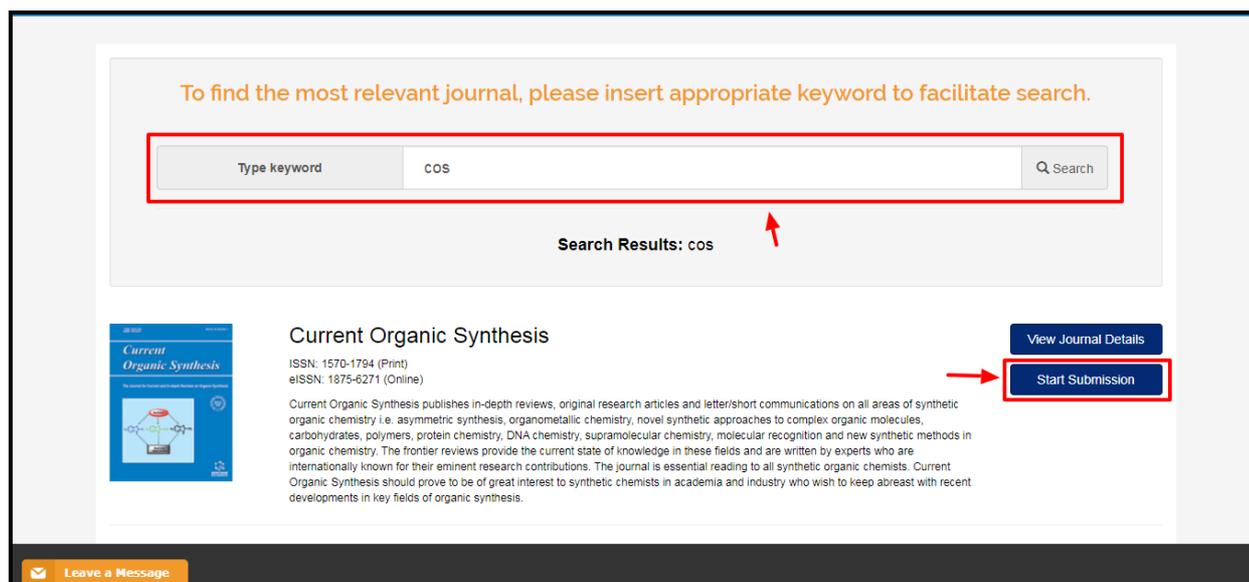


Fig (6)

Step 3: A window appears as shown in Fig (7a), which gives information about the submission options. Select the “**Manuscript Submission**” option and click on the “**Save and Continue**” button to proceed to the page shown in Fig (7b).

***Note:** “**Manuscript submission in any Thematic Issue**” option facilitates submission of a manuscript in a specific hot topic. The hot topic code (provided by the Guest Editor via Email) has to be inserted to proceed further.

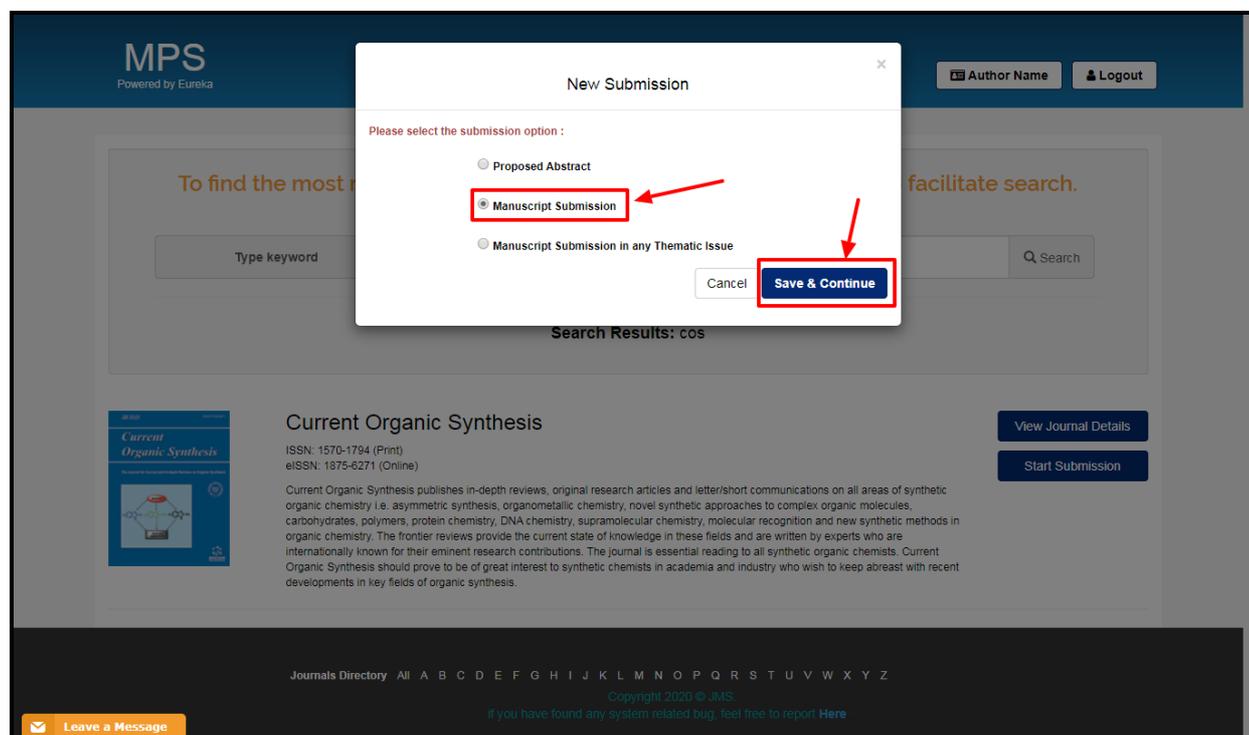


Fig (7a)

Step 4: The following steps assist in complete submission of a manuscript.

4.1: On the “**New Submission Details**” page as shown in **Fig (7b.1)**, provide the **Article Type, Article Title, Abstract, and Keywords** as shown. All the fields are mandatory. You can also add multiple funders’ on this page. Once it is done, please click on the “**Save and Continue**” button to proceed to “**Author Tab**”.

***Note:** Title should not be more than 250 characters.

***Note:** Abstract should not be more than 550 words.

***Note:** Add multiple keywords with “,” separated. (Minimum 6 keywords allowed).

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Title, Reference Number or Author Name...

Author / Dashboard

Author Name
Online

User Portal

- Dashboard
- New Submission
- Messages

Support

User Manuals

New Submission Details

Encountering difficulties? Contact Editorial Office for assistance

Submission Details | Authors | File Uploading | Preview and Submit

Current Organic Chemistry

(Current Organic Chemistry)
ISSN (Print): (1875-5348)
ISSN (Online): (1385-2728)

Instructions for Authors: [View](#)

Article Type: Review Article

Enter Title:
Test Submission for author's tutorial
Not more than 250 characters.

Enter Abstract:
rr er grg df ger te r ewr fg
Not more than 550 words.

Enter keywords:
w x er x trr x t x r x to x fd x gdf x d x
add multiple keywords with , separated. (minimum 6 keywords allowed)

Open Access Discount: ?

SEARCH FUNDER NAME

E-Institutes of Shanghai Municipal Education 22 x 24 x Insert Awards
add multiple awards with , separated.

Remove

Add More

Cancel Save & Continue →

zendesk chat
Chat with us
Type your message here

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Fig (7b.1)

- ① You can search the funder's name by inserting the funder name in the search field and you can add one or more funders name by clicking on the **"Add More"** button or remove the funder name by clicking on the remove name as shown in the fig (7b.1).

If you are selecting the article type as a “**Research Article**”, then you must define the structure abstract as shown in **Fig (7b.2)**

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Title, Reference Number or Author Name...

Author Name Online Author / Dashboard

Encountering difficulties? Contact Editorial Office for assistance

Submission Details Authors File Uploading Preview and Submit

Current Organic Synthesis
(Current Organic Synthesis)
ISSN (Print): (1570-1794)
ISSN (Online): (1875-6271)
Instructions for Authors: View

Article Type: **Research Article**

Enter Title: Test Submission for report writing
Not more than 250 characters.

Enter Abstract: Test Submission for report writing , Test Submission for report writing,Test Submission for report writing.
Not more than 550 words.

Enter keywords: cancer x drug x lung x TB x fever x respiratory x
add multiple keywords with , separated. (minimum 6 keywords allowed)

Open Access Discount: ?

STRUCTURED ABSTRACT

Aims: lorem ipsum dolor

Background: lorem ipsum dolor

Objective: lorem ipsum dolor

Method: lorem ipsum dolor

Result: lorem ipsum dolor

Conclusion: lorem ipsum dolor

Other: lorem ipsum dolor

SEARCH FUNDER NAME

Search Funder Name Insert Awards Remove
add multiple awards with , separated.

Add More

Cancel Save & Continue

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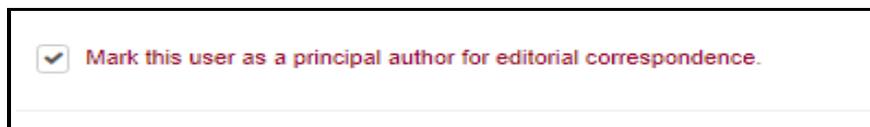
Leave a Message

Fig (7b.2)

On the “**Submission Details**” tab, click on the “**Save and Continue**” button to proceed to the page shown in **Fig (7c)**.

On the Author tab the information of the author and co-author is inserted here. To find an already registered author, enter his E-mail address in the search field as shown in **Fig(7c)** and then press the search button. The system will automatically fill the information fields. To add a new author, fill the information fields and click on the “**Add Author**” button as shown in **Fig (7c)**, please click on the “**Save and Continue**” button to proceed to “**File Uploading**” tab.

***Note:** It is necessary to make one author as the Principal Author to proceed further. To do so, please check the below mentioned field while adding the author.



Mark this user as a principal author for editorial correspondence.

- ① Email highlighted in the red shows the principal author as shown in **Fig (7c)**
- ② You can type email to search for already registered author as shown in **Fig (7c)**
- ③ It is compulsory to mark one author as a principle author as shown in **Fig (7c)**
- ④ You can add multiple authors by clicking on this button as shown in **Fig (7c)**
- ⑤ Click on save and continue button to proceed with the submission as shown in **Fig (7c)**

***Note:** Once you click on “**Save and Continue**” , A pop-up will appear displaying a message that after this stage no author information can be added as shown in **Fig (7c.1)**

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Author Name: Chris

Search: Title, Reference Number or Author Name...

Author / Dashboard

New Submission Details

Submission Details | **Authors** | File Uploading | Preview and Submit

My Author List

| Order | Name | Field of expertise | Institution, Department | E-mail | Action |
|-------|-------|--------------------|--------------------------------------------|---------------|-------------|
| 1 | Sarah | biologist | Harvard University, Biomedical Engineering | smith@abc.com | Edit Delete |

(smith@abc.com) is a principal author for editorial correspondence.

Find already registered author with the system, use author's email address to add in your author list

smith@abc.com

Add Author/Co-authors

First Name * Last Name *

Email Address * Field of Expertise *

ORCID

Note:if you don't have ORCID then Click Here to get Register yourself.

Mark this user as a principal author for editorial correspondence.

Institution / Organization

Institution * Department *

Address Country *

City * Phone

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Leave a Message

Fig (7c)

MPS Powered by Eureka

Author Name: William Smith

Search: Title, Reference Number or Author Name...

Author / Dashboard

New Submission Details

Submission Details | Authors | File Uploading | Preview and Submit

My Author List

| Order | Name | Field of expertise | Institution, Department | E-mail | Action |
|-------|---------------|--------------------|-------------------------|--------|--------|
| 1 | William Smith | | | | |

(smith@abc.com) is a principal author for editorial correspondence.

Find already registered author with the system, use author's email address to add in your author list

smith@abc.com

Add Author/Co-authors

First Name * Last Name *

Email Address * Field of Expertise *

ORCID

Note:if you don't have ORCID then Click Here to get Register yourself.

Mark this user as a principal author for editorial correspondence.

Institution / Organization

Institution * Department *

Address Country *

City * Phone

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Leave a Message

Warning!

Please ensure that you have provided the correct details of all the authors in the manuscript and in the copyright form. You will not be able to modify this information later.

Fig (7c.1)

4.2: On the **“Author tab”**, click on the **“Save and Continue”** button to proceed to the page shown in **Fig (7d)**. On the **“File Uploading”** tab, upload the manuscript/abstract, drag and drop the file on **“Drop file here to upload”** section or select the files from the desktop by clicking on the same option. A window appears where appropriate file types can be selected like **“manuscript, image, supplementary, tables etc.”** and then click on the **“Save”** button as shown in **Fig (7d)**.

- ① From here you can select the appropriate file type from the drop down box.
- ② After selecting the file type click on **“Save”** button to upload the files.
- ③ From here you can upload the files by clicking and browsing for the files or simply drag and drop the files in here.
- ④ After uploading the files click on this button to continue your submission.

The screenshot displays the 'New Submission Details' page in the MPS system. A modal window titled 'Select uploaded file type' is open, showing a table of files and their corresponding types. The files listed are 'abstract.docx', 'copyediting manuscript.docx', 'Picture1.jpg', and 'Picture2.jpg'. The types are 'Graphical Abstract', 'Manuscript', 'Figure', and 'Figure' respectively. A red circle with the number 1 points to the 'Manuscript' dropdown for the 'copyediting manuscript.docx' file. A red circle with the number 2 points to the 'Save' button in the modal. A red circle with the number 3 points to the 'Drop files here to upload' area. A red circle with the number 4 points to the 'Save & Continue' button at the bottom right of the page.

| Order | File Name | Types |
|-------|-----------------------------|--------------------|
| 1 | abstract.docx | Graphical Abstract |
| 2 | copyediting manuscript.docx | Manuscript |
| 3 | Picture1.jpg | Figure |
| 4 | Picture2.jpg | Figure |

Compulsory (Manuscript) type file is not

Total Files: 4

Save & Continue →

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Fig (7d)

The arrow shows the uploaded files as shown in **Fig (7e)** with their types. Once the file is uploaded, click on the **“Save and Continue”** button, the **“Pre-review and Submit”** tab appears.

- ① At this stage you can **“Delete”** the wrong uploaded files and re-upload as shown in **Fig (7e)**.

The screenshot displays the 'New Submission Details' page in the MPS system. The page is divided into several sections:

- Header:** MPS Powered by Eureka, with a search bar and a user profile icon.
- Navigation:** A sidebar menu with options like User Portal, Dashboard, New Submission, Messages, Support, and User Manuals.
- Submission Details:** A table listing uploaded files with columns for Order, File Name, File Type, Upload Date, and Uploaded By. The table contains four rows of data.
- Action:** A red 'Delete' button is visible in the 'Action' column for the first file.
- Drop Zone:** A large area with the text 'Drop files here to upload'.
- Buttons:** A 'Save & Continue' button is located at the bottom right of the submission details section.

A red arrow points from the 'Delete' button in the table to a red circle containing the number '1', which is positioned over the 'Drop files here to upload' area.

| Order | File Name | File Type | Upload Date | Uploaded By | Action |
|-------|----------------------|--------------------|-------------|-------------|--------|
| 1 | Picture1.jpg | Figure | 13-01-2020 | Author Name | Delete |
| 2 | Picture2.jpg | Figure | 13-01-2020 | Author Name | Delete |
| 3 | abstract.docx | Graphical Abstract | 13-01-2020 | Author Name | Delete |
| 4 | manuscript 1 old.doc | Manuscript | 13-01-2020 | Author Name | Delete |

Fig (7e)

4.3:

On the "**File Uploading**" tab, click on the "**Save and Continue**" button to proceed to the page shown in **Fig (7f)**.

On the "**Preview and Submit**" tab,

- ① All the information that has been filled previously can be viewed on this page. As shown in fig (7f)
- ② You can also fill the copyright form on the same page as shown in fig (7f). You can proceed further by clicking on "**Save and Continue**" button.
- ③ After filling the copyright form it is mandatory to click on "**I Agree**" button in order to proceed further. You can also edit the copyright form by clicking on "**I Disagree**" button as shown in fig (7f.1)
- ④ The Quick track option in this section offers the option of fast publication. The payment info and the payment form details can be viewed from the "**View Quick Track Info**" as shown in **Fig (7f.1)**.
- ⑤ Click on the link to download the fee form as shown in **Fig (7f.1)**
- ⑥ Finally, click on the "**Finish**" button to complete the submission as shown in Fig (7f.1).

*Note: On clicking the "**Finish**" button, a confirmation window [as shown in **Fig (7g)**] appears for the quick track option.

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Author Name

User Portal

Dashboard

New Submission

Messages

Support

User Manuals

New Submission Details

Encountering difficulties? Contact Editorial Office for assistance

Author / Dashboard

Submission Details

Authors

File Uploading

Preview and Submit

Submission Type

Review Article

Title

Test Submission for report writing

Abstract

Test Submission for report writing , Test Submission for report writing, Test Submission for report writing.

Keyword

cancer,drug,lung,TB,fever,respiratory

Structured Abstract

| Sequence | Field Name | Description | Action | |
|------------|------------|----------------|--------------------|--------------|
| Authors | | | | |
| First Name | Last Name | Email Address | Field of Expertise | Affiliations |
| xyz | test | umer@solva.com | wjwafj | Details |

(umer@solva.com) is a principal author for editorial correspondence.

Files

| Order | File Name | File Type | Upload Date | Uploaded By | Action |
|-------|----------------------|------------|-------------|-------------|-----------------|
| 1 | manuscript 1 old.doc | Manuscript | 18-01-2020 | Author Name | Download Delete |

Click here to download Fee Form.

DESCRIPTION OF WORK:

Is the Work likely to be of particular interest to pharmaceutical or biotechnology companies?

YES NO

CONFLICTS OF INTEREST

Conflicts of interest arise when authors, reviewers, or editors have interests (such as financial or personal interests) that are not made clear and that may influence their judgment on the content of their work. Authors and editors who submit work for publication with Bentham Science are required to disclose and acknowledge all forms of financial support relating to the work to be published, all commercial or financial involvement that might present an appearance of a conflict of interest in respect of the work, and all agreements relating to sponsorship of any research upon which the work is based.

Are there any actual, or potential, conflicts of interest?

YES NO

LANGUAGE AND EDITING:

Does Assignor require assistance in having the English grammar and style of the Work checked and improved by Bentham Science?

YES NO

If Yes, Bentham Science will provide a quote for this.

US GOVERNMENT EMPLOYEES / CONTRACTORS:

1. Was any Author a US government employee when the Work was created?

YES NO

(If Yes, the relevant Author(s) must each execute and submit to Bentham Science, using Bentham Science's form letter, the supplemental terms applicable to the Author.)

2. Was Author an independent contractor to the US government when the work was created?

YES NO

(If Yes, the relevant Author(s) must each execute and submit to Bentham Science, using Bentham Science's form letter, the supplemental terms applicable to the Author.)

SCHEDULE 3: PUBLISHING

| TITLE OF SUBSCRIPTION JOURNAL(S): | Current Organic Synthesis |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <p>* Open Access Plus* Option</p> <p>If the Assignor also wishes to have the Work made available on an open access basis, the Work shall be made available on an open access basis, by Bentham Science, under the terms of the Creative Commons Attribution 4.0 International Public License CC-BY 4.0, subject to the payment of a one-off Fee of [1310 US\$].</p> <p>Does the Assignor also require such "open access" publication, and agree to pay the applicable Fee in accordance with the terms below?</p> <p><input type="radio"/> YES <input type="radio"/> NO</p> | |
| <p>ANIMATED VIDEO:</p> <p>Animated Abstract Option:</p> <p>The Animated Abstract Fee, payable in respect of the publication by Bentham Science of the Work in the above stated journal is in accordance with the terms below.</p> <p>The Assignor may elect (subject to the payment of a one-off fee of US\$1,400 and provided that Bentham Science shall remain exclusively entitled to exploit the Work on a commercial basis as Bentham Science deems fit, acting in its sole discretion) to require Bentham Science to make the Work available on an "open access" basis via e-journal publication for all to view and download in accordance with the terms of Creative Commons License CC BY-NC-ND 4.0 - Attribution-NonCommercial-NoDerivatives 4.0 International.</p> <p>Assignor hereby requests such "open access" publication of the Animated abstract and agrees to pay the applicable Fee in accordance with the terms below:</p> <p><input type="radio"/> YES <input type="radio"/> NO</p> <p>The Fee shall be paid initially with a US\$ 500 advance payment on giving the Publisher the instruction to start work on the Animated Abstract, and US\$ 900 (English language edition) or US\$ 1400 (Foreign language edition) on completion of the Animated Abstract.</p> | |

[Save and Continue](#)

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Fig (7f)

Powered by Eureka

Author Name
Online

- User Portal
- Dashboard
- New Submission
- Messages
- Support
- User Manuals

New Submission Details

Encountering difficulties? Contact Editorial Office for assistance

Author / Dashboard

Submission Details
Authors
File Uploading
Preview and Submit

Submission Type

Review Article

Title

test submission by omer (24-01-2020)

Abstract

test submission by omer (24-01-2020)

Keyword

dsqsdg.sdqsgds..dgsdg.sg.sdg.sgg.s

Structured Abstract

| Sequence | Field Name | Description | Action | |
|------------|------------|---------------|--------------------|------------------------------------------------------------------------------|
| Authors | | | | |
| First Name | Last Name | Email Address | Field of Expertise | Affiliations |
| Sarah | Smith | smith@abc.com | biologist | Details |

(smith@abc.com) is a principal author for editorial correspondence.

Files

| Order | File Name | File Type | Upload Date | Uploaded By | Action |
|-------|-----------------------------|--------------------|-------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | abstract.docx | Graphical Abstract | 24-01-2020 | Author Name | Download Delete |
| 2 | copyediting manuscript.docx | Manuscript | 24-01-2020 | Author Name | Download Delete |
| 3 | Picture1.jpg | Figure | 24-01-2020 | Author Name | Download Delete |
| 4 | Picture2.jpg | Figure | 24-01-2020 | Author Name | Download Delete |

[Click here to download Fee Form.](#) ⑤

[View Copyright Letter](#)

I Agree
I Disagree
③

Quick Track Publication
You may wish to avail our new fast publication services called QUICK TRACK which allows urgent publicaion of those papers that the authors feel require rapid publication.

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View Quick Track Info ④

Click here to download Quick Track Payment form.

⑥
Finish →

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[Leave a Message](#)

Fig (7f.1)

The screenshot shows the 'New Submission Details' page in the MPS system. A modal dialog box is displayed in the center, titled 'Note'. The dialog contains the following text: 'This is to confirm that you are opting for the option of Quick Track Publication. Please note that this is a charged service and you hereby confirm that you accept to pay these charges on the acceptance of your manuscript for publication.' Below the text is an 'OK' button. The background page shows submission details including title, abstract, keyword, structured abstract, authors, and files.

Note

This is to confirm that you are opting for the option of Quick Track Publication. Please note that this is a charged service and you hereby confirm that you accept to pay these charges on the acceptance of your manuscript for publication.

OK

Structured Abstract

| Sequence | Field Name | Description | Action |
|----------|--------------------|-------------|--------|
| 1 | First Name | | |
| 2 | Last Name | | |
| 3 | Email Address | | |
| 4 | Field of Expertise | | |
| 5 | Affiliations | | |

Authors

| First Name | Last Name | Email Address | Field of Expertise | Affiliations |
|------------|-----------|---------------|--------------------|-------------------------|
| Sarah | Smith | smith@abc.com | biologist | Details |

(smith@abc.com) is a principal author for editorial correspondence.

Files

| Order | File Name | File Type | Upload Date | Uploaded By | Action |
|-------|-----------------------------|------------------|-------------|-------------|-------------------------------------------------|
| 1 | copyediting manuscript.docx | Manuscript | 24-01-2020 | Author Name | Download Delete |
| 2 | copyright_form.pdf | Copyright Letter | 24-01-2020 | Author Name | Download Delete |

[Click here to download Fee Form.](#)

[View Copyright Letter](#)

[I Disagree](#)

Quick Track Publication

You may wish to avail our new fast publication services called QUICKTRACK which allows urgent publication of those papers that the authors feel require rapid publication.

Would you like to avail quick track ?

[View Quick Track Info](#)

[Click here to download Quick Track Payment form.](#)

[Finish](#)

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Fig (7g)

- ① Once a new submission is submitted successfully, it appears on the dashboard in the **"Newly Submitted Articles"** section as shown in **Fig (7h)**.

MPS Powered by Eureka

Title, Reference Number or Author Name...

Author / Dashboard

Author Name

User Portal

- Dashboard
- New Submission
- Messages
- Support
- User Manuals

Welcome to Dashboard

ASSOCIATE AUTHOR SUBMISSIONS

Show 5 entries

Search:

| Journal | Reference No. | Date | Title | Status |
|---------------|---------------|------|-------|--------|
| No Submission | | | | |

Showing 0 to 0 of 0 entries

Previous Next

NEWLY SUBMITTED ARTICLES

Show 5 entries

Search:

| Journal | Reference No. | Date | Title | Status |
|---------|-----------------|------------|-----------------------|-----------------------------------|
| TJL | BMS-TJL-2020-10 | 2020-01-13 | Test submission 12345 | Awaiting for Eic Initial Approval |

Showing 1 to 1 of 1 entries

Previous 1 Next

AWAITING REVISION

Show 5 entries

Search:

| Journal | Reference No. | Date | Title | Status | Action |
|---------------|---------------|------|-------|--------|--------|
| No Submission | | | | | |

Showing 0 to 0 of 0 entries

Previous Next

INCOMPLETE SUBMISSIONS

| Journal | Reference No. | Date | Title | Action |
|---------------|---------------|------|-------|--------|
| No Submission | | | | |

REJECTED SUBMISSIONS

| Journal | Reference No. | Date | Title | Action |
|---------------|---------------|------|-------|--------|
| No Submission | | | | |

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Chat With Us

Fig (7h)

7. Awaiting Revision

On the User Dashboard page (**Fig 4**), click on the “**Awaiting Revision**” tab to proceed to the page shown in **Fig (8)**

This section gives details of all the articles requiring revision as suggested by the “**Cross Verification Department**” or EIC.

Three types of revision are undertaken by the author:

- (a) Awaiting QC revision:** For the similarities found in an article during plagiarism checking, the author makes desired changes in the article or some missing information. Submits the revised file by clicking on the “**Continue**” button as shown in **Fig (8)**.
- (b) Awaiting Author’s revision:** At the time of Review, the reviewer recommends changes in the manuscript, which have to be addressed by the author followed by submission of the revised manuscript. By clicking on the “**Continue**” button, the Author submits the revised manuscript file after making changes along with the rebuttal letter.
- (c) Pre-revision:** At the time of initial submission, the EIC either accepts the manuscript or suggests revision before the manuscript is proceeded for reviewing. By clicking the “**Continue**” button, the author uploads the revised manuscript which is then forward for reviewing.

| Journal | Reference No. | Date | Title | Status | Action |
|---------|-----------------|------------|-------------|-----------------------|----------|
| CAR | BMS-CAR-2018-73 | 2018-03-17 | test manu | Awaiting Revision | Continue |
| CAR | BMS-CAR-2018-72 | 2018-03-17 | test author | QC Revision Awaiting | Continue |
| CAR | BMS-CAR-2018-58 | 2018-03-07 | tst 1 | Awaiting Pre-Revision | Continue |

Showing 1 to 3 of 3 entries

Previous 1 Next

Fig (8)

7.1 Awaiting QC revision

Clicking the “**QC Revision Awaiting**” section marked as ‘**a**’ in the “**Continue**” button in the ‘**Awaiting Revision**’ section on **Fig (8)**, a summary page appears as shown in **Fig (9a)**.

- ① View the abstract by clicking on the “**View Abstract**” button.
- ② The author can be made an associate by clicking on the “**Associate**” button so that he can keep a track of the manuscript.
- ③ The author’s affiliation details can be viewed by clicking on the “**Details**” button.
- ④ Click on the “**Download**” button to download the files.
- ⑤ By dropping the revised manuscript file in “**Drop File Here to Upload**” section, a window appears as shown in **Fig (9b)**. Here, it is compulsory to select the file type as ‘manuscript’ from the drop-down list and click on the “**Save**” button as shown in **Fig (9b)**.
- ⑥ It is mandatory to drop the revised manuscript file.

MPS
Powered by Bentham

Title, Reference Number or Author Name...

William Smith
Online

- Reviewer Portal
- User Portal
- Dashboard
- New Submission
- Guest Editor Portal
- User Portal
- Dashboard
- New Submission
- JM Portal
- User Portal
- Dashboard
- New Submission
- E-PUB Portal
- Open Chat
- Composing Portal

Summary

BMS-CAR-2018-83

Submission Type: Manuscript

Title: Test sub. 9 April

Abstract: [View Abstract](#)

Running Head Title:

Keyword: dfsdf

Submitted Date: 2018-04-09

Author Details

| First Name | Last Name | Email Address | Field of Expertise | Affiliations | Action |
|------------|-----------|--------------------------|--------------------|-------------------------|---------------------------|
| beena | ashdar | beena@benthamscience.org | abc | Details | Associate |

(beena@benthamscience.org) is a principal author for editorial correspondence.

Files Details

| Order | File Name | File Type | Upload Date | Uploaded By | Action |
|-------|--------------------|------------------|-------------|---------------|--------------------------|
| 2 | Application 2.docx | Copyright Letter | 2018-04-09 | William Smith | Download |
| 3 | 1.doc | Manuscript | 2018-04-09 | William Smith | Download |

QC Notes

| DATE | TITLE | FILE ATTACHMENT | ACTION |
|-------------|-------|-----------------|--------|
| No Qc Notes | | | |

Eic Comments

| DATE | Comments |
|-----------------|----------|
| No Eic Comments | |

Files Details

| S NO. | File Name | File Type | Action |
|-------|-----------|-----------|--------|
|-------|-----------|-----------|--------|

Files Upload

Drop files here to upload

Note: (Manuscript file) is compulsory to upload for this submission.

Fig (9a)

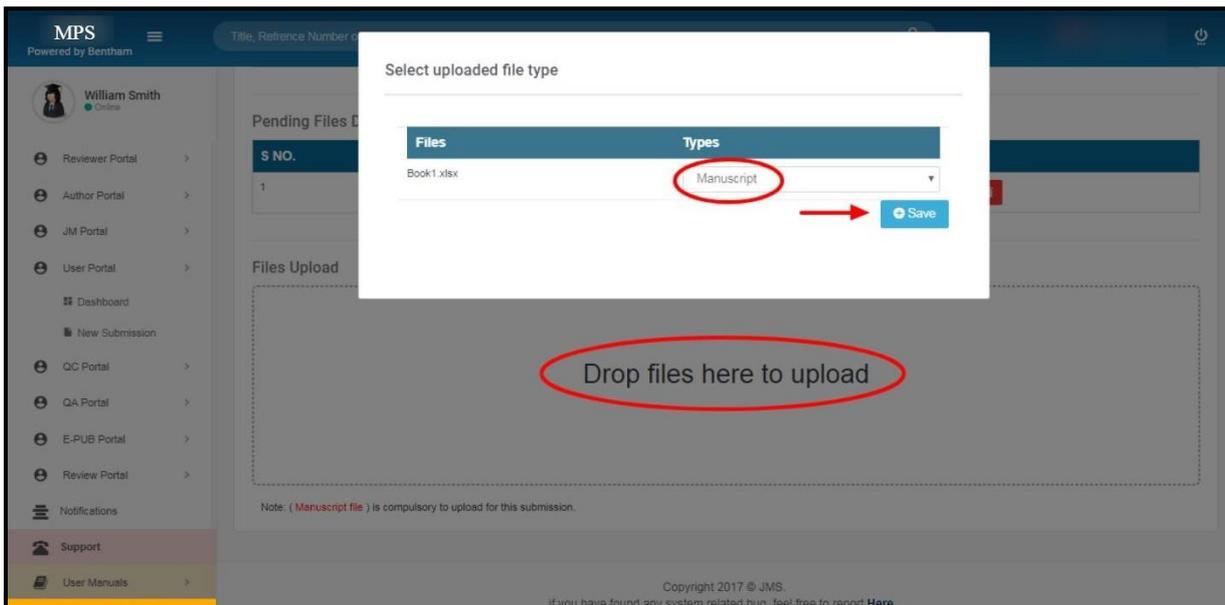


Fig (9b)

After uploading the revised file, "**Confirm Submission**" button appears as shown in Fig (10), click on the "**Confirm submission**" button to confirm the uploading of the revised submission.

***Note: Fig (10) is the lower section of Fig (9).**

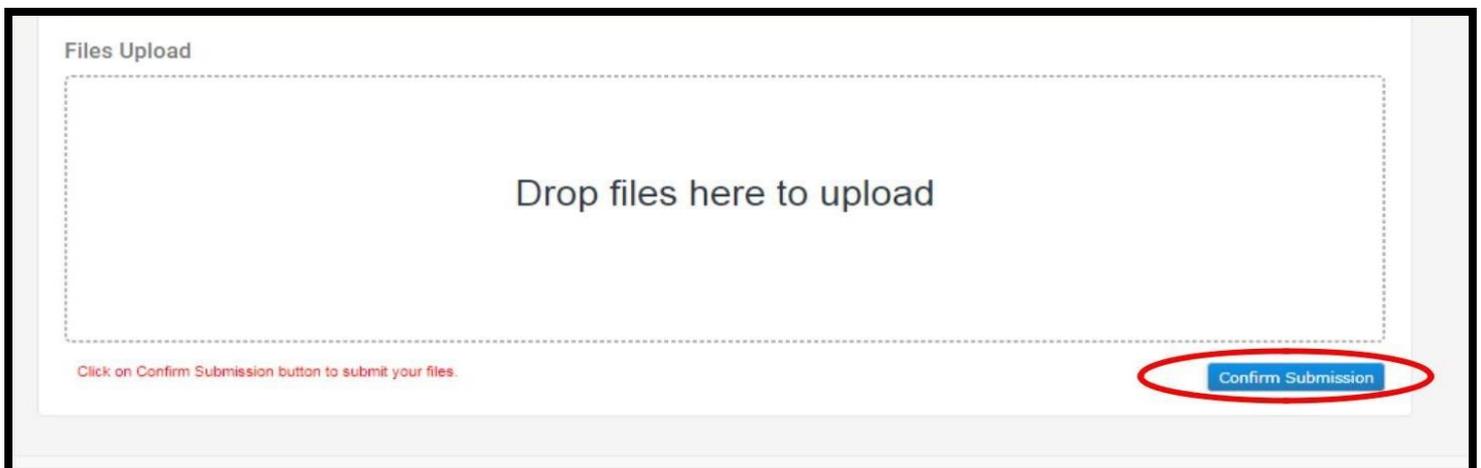
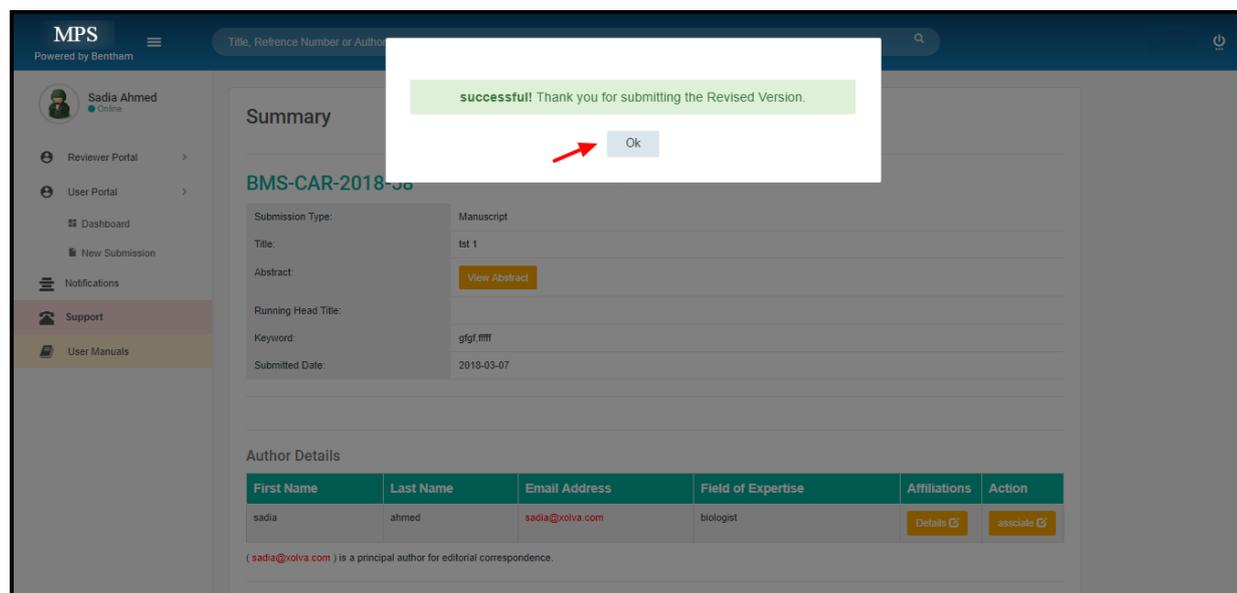


Fig (10)

Once you click on “**Confirm Submission**” button, a message appears as shown in **Fig (11)** and click ‘OK’.



The screenshot displays the MPS interface. A central modal window shows a green message: "successful! Thank you for submitting the Revised Version." with an "Ok" button. A red arrow points to the "Ok" button. The background shows the "Summary" page for a submission titled "BMS-CAR-2018-36". The submission details are as follows:

| | |
|---------------------|-------------------------------|
| Submission Type: | Manuscript |
| Title: | tst 1 |
| Abstract: | View Abstract |
| Running Head Title: | |
| Keyword: | gfgf.mff |
| Submitted Date: | 2018-03-07 |

Below the submission details is an "Author Details" table:

| First Name | Last Name | Email Address | Field of Expertise | Affiliations | Action |
|------------|-----------|-----------------|--------------------|-------------------------|---------------------------|
| sadia | ahmed | sadia@xolva.com | biologist | Details | Associate |

(sadia@xolva.com) is a principal author for editorial correspondence.

Fig (11)

7.2 Awaiting revision

By clicking on the “**Continue**” button in the “**Awaiting Revision**” section marked as ⑥ in the “**Awaiting Revision**” page in **Fig (8)**, a summary page appears as shown in **Fig (12a)**.

- ① View the abstract by clicking on the “**View Abstract**” button.
- ② The author can be made an associate by clicking on the “**Associate**” button so that he can keep track of the manuscript.
- ③ The author affiliation details can be viewed by click on the “**Details**” button.
- ④ Click on the “**Download**” button to download the files.
- ⑤ By dropping the revised manuscript file and rebuttal letter in “**Drop File Here to Upload**” section, a window appears as shown in **Fig (12b)** and **Fig (12c)**. It is compulsory to select the file type as “**Manuscript**” and “**Rebuttal letter**” from the drop-down list and click on the “**Save**” button as shown in **Fig (12b)** and **Fig (12c)**.
- ⑥ It is mandatory to drop the revised manuscript file and rebuttal letter.

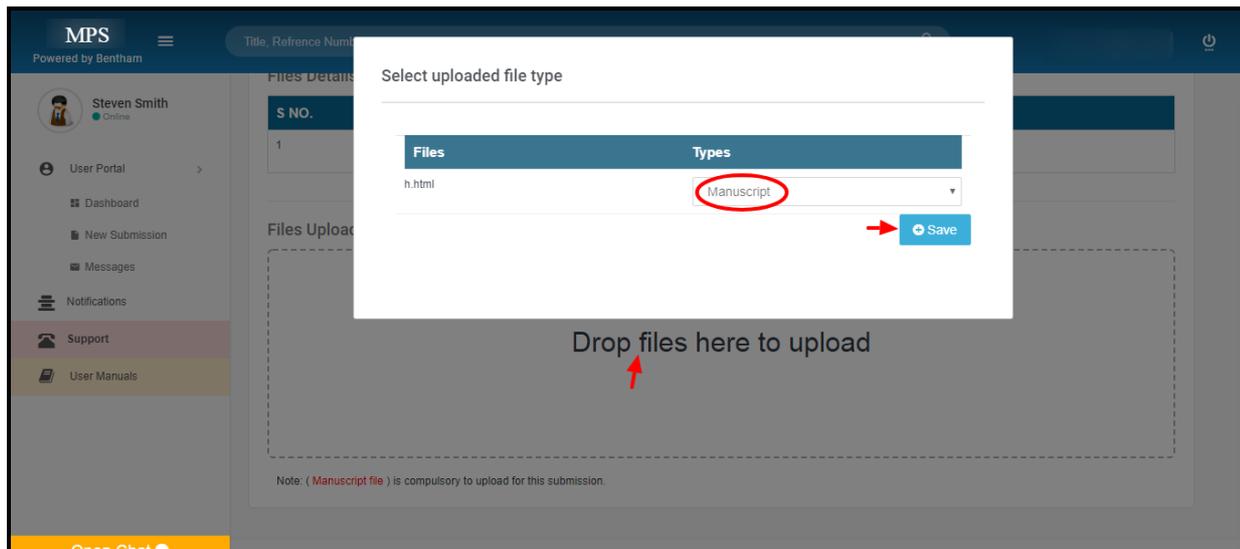


Fig (12b)

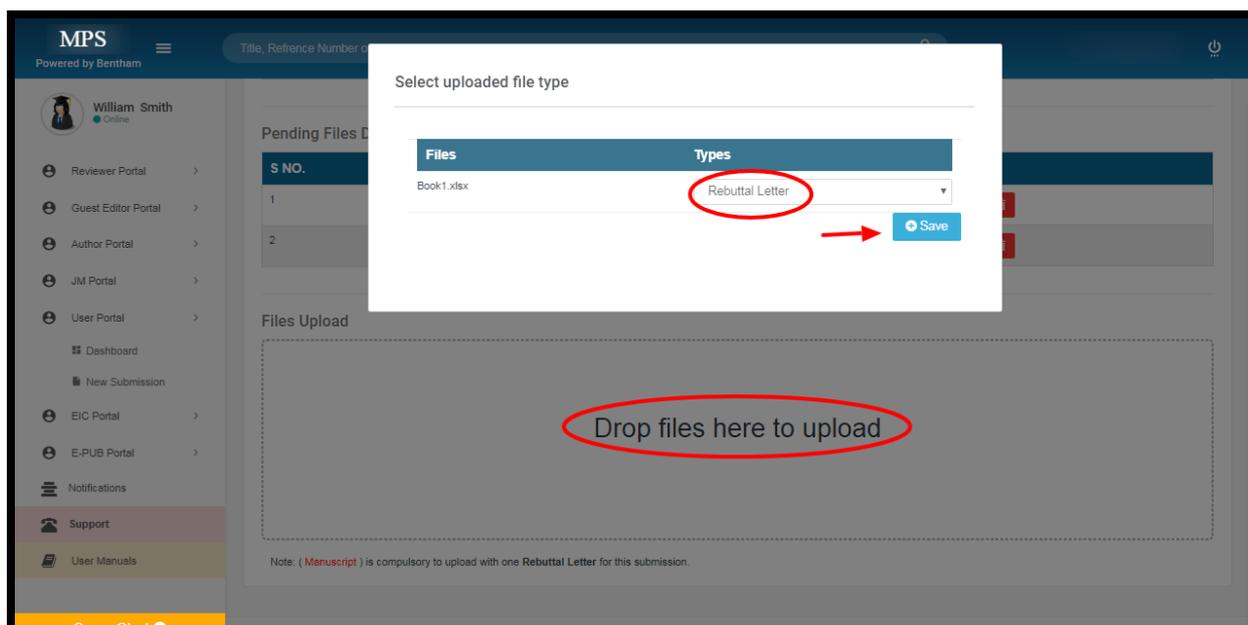


Fig (12c)

By clicking on the **“Confirm Submission”** button as shown in **Fig (13)** finally confirms the revised submission.

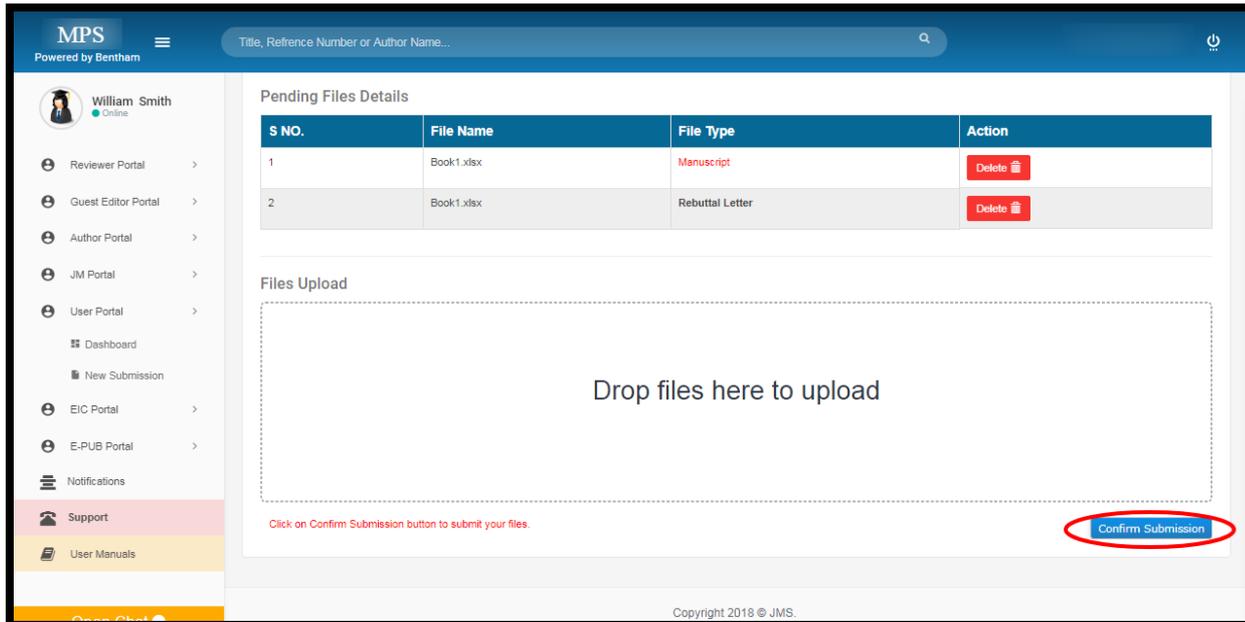


Fig (13)

By clicking on the **“Confirm Submission”** button, a message appears as shown in Fig (14) and Click **“OK”**.

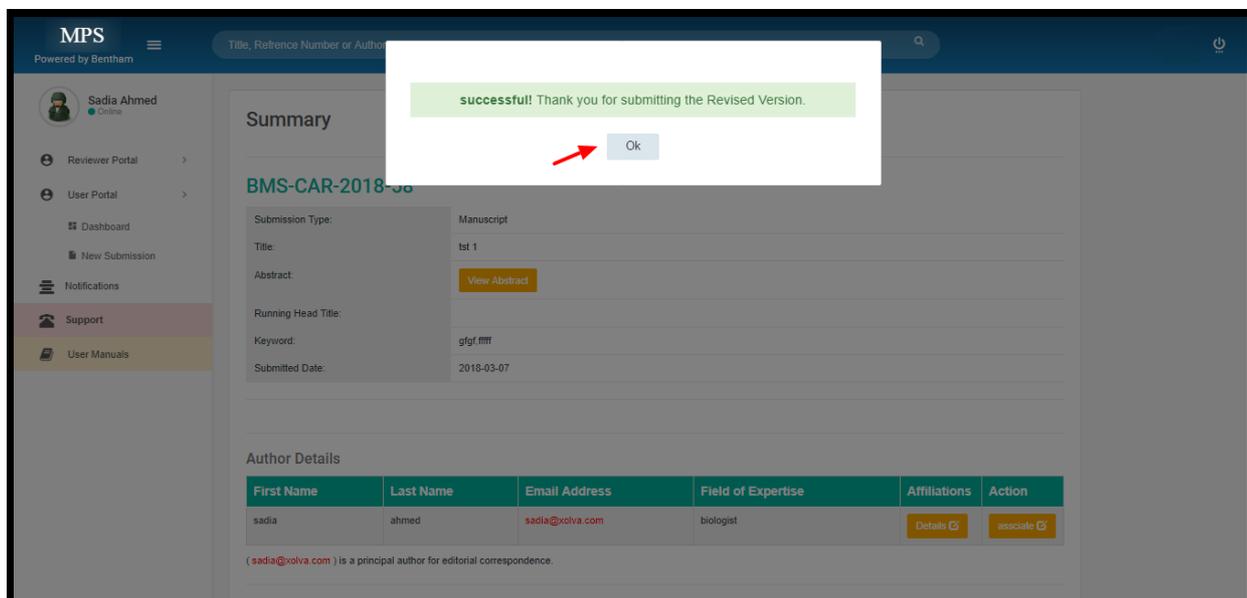


Fig (14)

7.3 Pre-revision

By clicking on the “**Continue**” button in the “**Awaiting Pre-revision**” section marked “©” in the “**Awaiting Revision**” page in **Fig (8)**, a summary page appears as shown in **Fig (15a)**.

- ① View the abstract by clicking on the “**View Abstract**” button.
- ② The author can be made an associate by clicking on the “**Associate**” button so that he can keep a track of the manuscript.
- ③ The author’s affiliation details can be viewed by clicking on “**Details**” button.
- ④ Click on “**Download**” button to download the files.
- ⑤ By dropping the revised manuscript file in “**Drop File Here to Upload**” section, a window appears as shown in **Fig (15b)**. Here, it is compulsory to select the file type as manuscript from the drop-down list and click on the “**Save**” button as shown in **Fig (15b)**.

MPS Powered by Bentham Title, Reference Number or Author Name... Q ☰

Steven Smith Online

- User Portal
- Dashboard
- New Submission
- Messages
- Notifications
- Support
- User Manuals

Open Chat

Summary

BMS-CAR-2018-37

Submission Type: Manuscript

Title: ddeerr

Abstract: [View Abstract](#) 1

Running Head Title:

Keyword: sdfsf,sfsdfst

Submitted Date: 2018-04-03

Author Details

| First Name | Last Name | Email Address | Field of Expertise | Affiliations | Action |
|------------|-----------|------------------------------------------------------------------------|--------------------|----------------------------------------|------------------------------------------|
| beea | ashdar | beena@benthamscience.org | abc | Details 3 | associate 2 |

(beena@benthamscience.org) is a principal author for editorial correspondence.

Files Details

| Order | File Name | File Type | Upload Date | Uploaded By | Action |
|-------|------------------|------------------|-------------|--------------|-----------------------------------------|
| 2 | _coverLetter.pdf | Copyright Letter | 2018-04-03 | steven smith | Download 4 |
| 3 | h.html | Manuscript | 2018-04-03 | steven smith | Download |

QC Notes

| DATE | TITLE | FILE ATTACHMENT | ACTION |
|-------------|-------|-----------------|--------|
| No Qc Notes | | | |

Eic Comments

| DATE | Comments |
|-----------------|----------|
| No Eic Comments | |

Files Details

| S NO. | File Name | File Type | Action |
|-------|-----------|-----------|--------|
|-------|-----------|-----------|--------|

Files Upload

Drop files here to upload 5

Note: (**Manuscript file**) is compulsory to upload for this submission.

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Open Chat

Fig (15a)

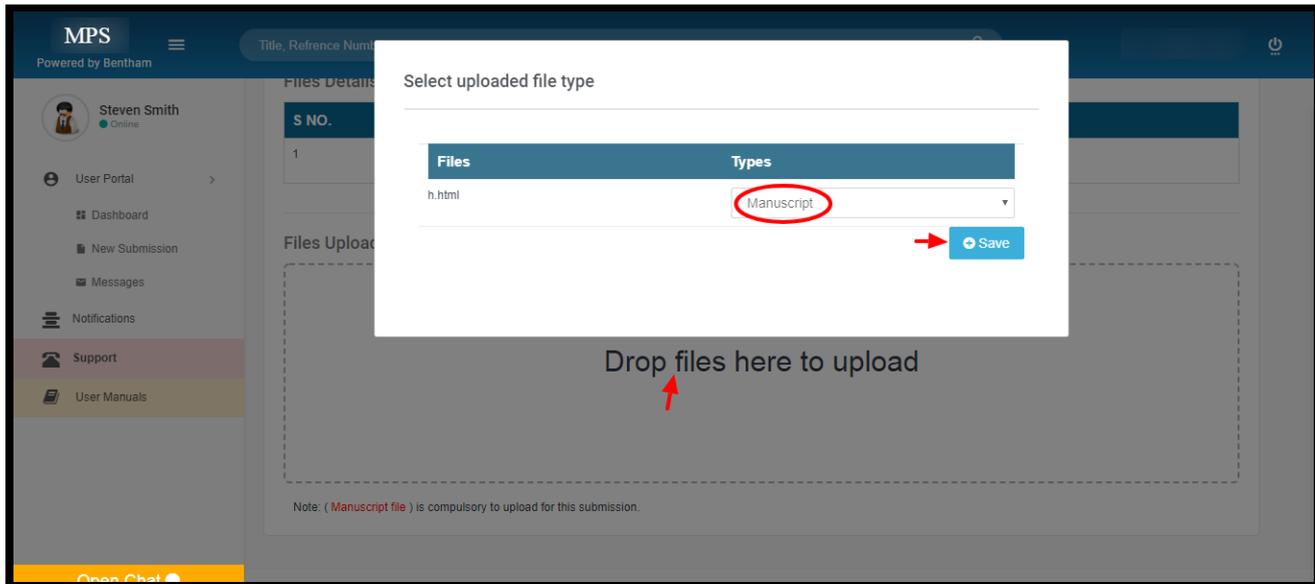


Fig (15b)

Clicking on the **“Confirm Submission”** button as shown in **Fig (16)** confirms the uploading of the revised submission.

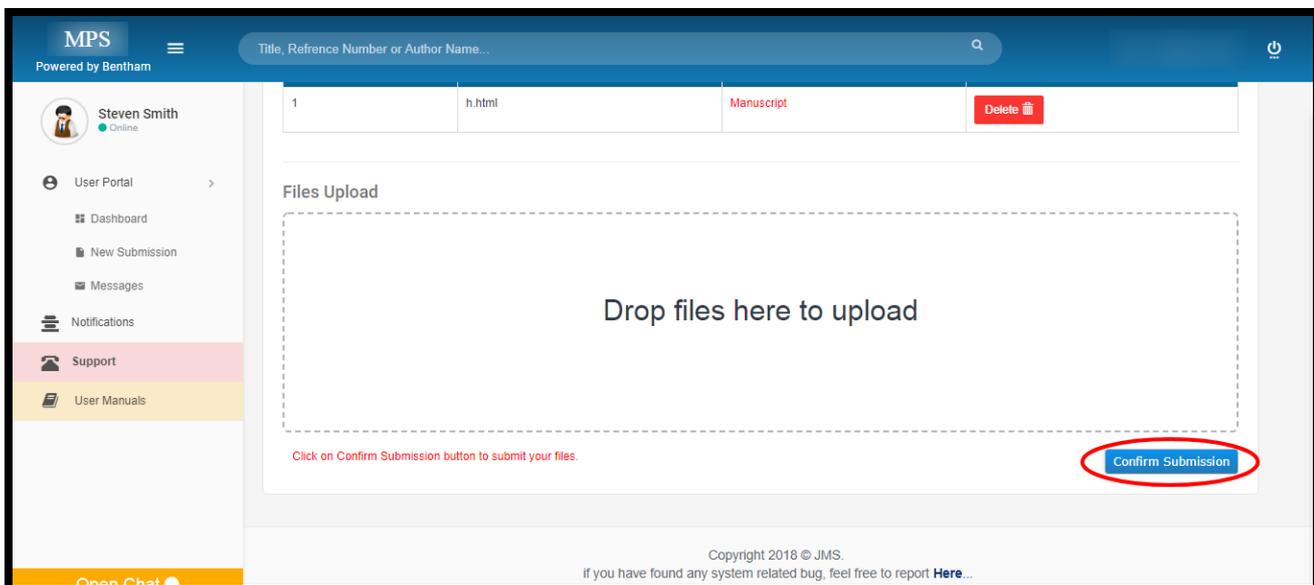


Fig (16)

By clicking on the **“Confirm submission”** button, a message appears as shown in **Fig (17)** and click **“Ok”**.

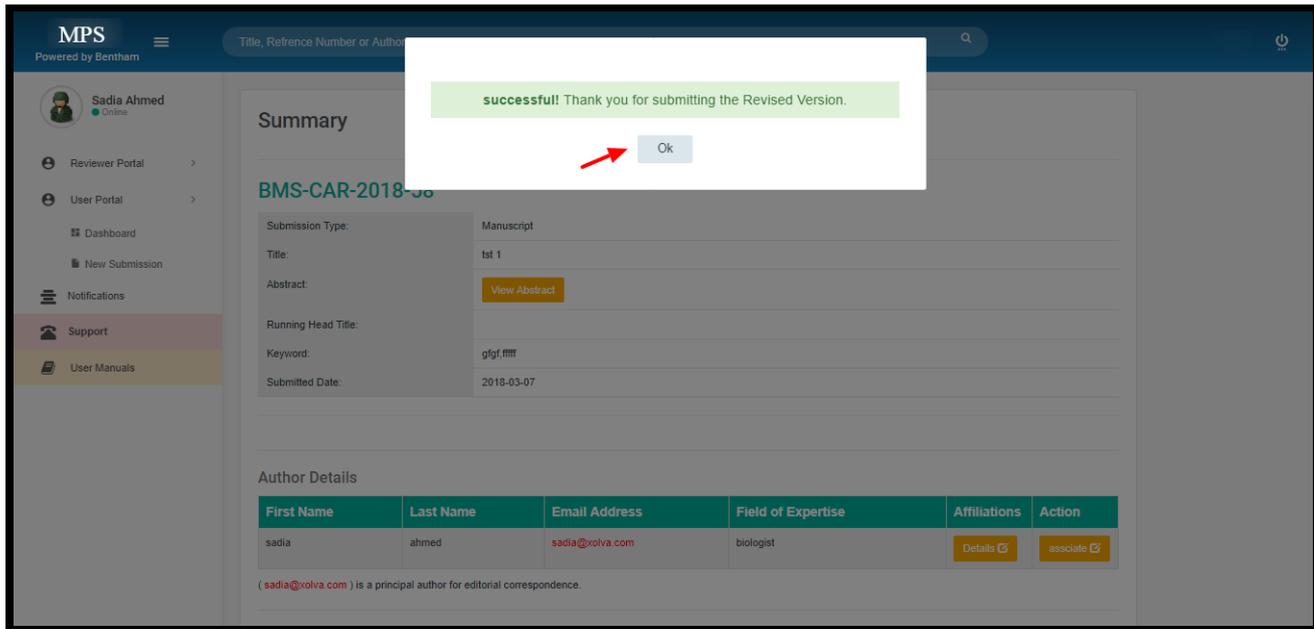


Fig (17)

8. Support

In case of any query/suggestion, you can use our online support system to create a ticket. Our Support department will reply as soon as possible. To generate a new ticket, ① Click on the **“Support”** option given on the left panel as shown in **Fig (18)**, **“Open a New Ticket”** section appears as shown in **Fig (19)**.

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Author Name (Online)

User Portal

- Dashboard
- New Submission
- Messages
- Support**
- User Manuals

Welcome to Dashboard

ASSOCIATE AUTHOR SUBMISSIONS

| Journal | Reference No. | Date | Title | Action |
|---------------|---------------|------|-------|--------|
| No Submission | | | | |

NEWLY SUBMITTED ARTICLES

Show 5 entries

Search:

| Journal | Reference No. | Date | Title | Status |
|---------|-----------------|------------|-----------------------|-----------------------------------|
| TJL | BMS-TJL-2020-10 | 2020-01-13 | Test submission 12345 | Awaiting for Eic Initial Approval |

Showing 1 to 1 of 1 entries

AWAITING REVISION

Show 5 entries

Search:

| Journal | Reference No. | Date | Title | Status | Action |
|---------------|---------------|------|-------|--------|--------|
| No Submission | | | | | |

Showing 0 to 0 of 0 entries

INCOMPLETE SUBMISSIONS

| Journal | Reference No. | Date | Title | Action |
|---------------|---------------|------|-------|--------|
| No Submission | | | | |

REJECTED SUBMISSIONS

| Journal | Reference No. | Date | Title | Action |
|---------------|---------------|------|-------|--------|
| No Submission | | | | |

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Chat With Us

Fig (18)

8.1 Open a New Ticket

As shown in Fig (19).

- ① The desired "**Help Topic**" can be selected, which leads to "**Ticket Details**".
- ② The details can be provided in the "**Ticket Details**" section.
 - ②.1 The file can be uploaded by clicking on the "**Choose file**" link or drag and drop the file.
- ③ The "**Reset**" button clears all the boxes and gives a reset option.
- ④ Clicking on the "**Create Ticket**" button, a new ticket is generated.
- ⑤ To cancel the ticket, click on the "**Cancel**" button.

SUPPORT CENTER
Support Ticket System

beena Xolva | Tickets (1) - Sign Out

Open a New Ticket Tickets (1)

Open a New Ticket

Please fill in the form below to open a new ticket.

Email: beena@benthamsience.net
Client: beena Xolva

Help Topic
Access Issue

Ticket Details
Please Describe Your Issue

Issue Summary *

Drop files here or choose file

Create Ticket Reset Cancel

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powered by osTicket

Fig (19)

By clicking on the **“Create Ticket”** button marked as ‘④’ on the page in **Fig (19)**, the ticket panel appears in this section as shown in **Fig (20)**, which gives the following options

- ① View the ticket number.
- ② View the information about the ticket and user.
- ③ Send the reply.
- ④ Print the page by clicking on the **“Print”** button.
- ⑤ Clicking on the **“Edit”** button, to edit the given details.

SUPPORT CENTER Sarah Smith | Tickets (1) - Sign Out
Support Ticket System

Open a New Ticket Tickets (1)

CVXV #625036 Print Edit

| Basic Ticket Information | User Information |
|-------------------------------------|----------------------|
| Ticket Status: Open | Name: Sarah Smith |
| Department: Support | Email: smith@abc.com |
| Create Date: 01/01/2018 02:21:55 PM | Phone: |

Sarah Smith posted 01/01/2018 02:21:55 PM
vbgthf

Created by Sarah Smith 01/01/2018 02:21:55 PM

Beena Ashdar posted 01/01/2018 02:24:04 PM
Hi,
How can i help yopu?
Beena

Post a Reply

To best assist you, we request that you be specific and detailed *

Rich text editor with toolbar and file upload area.

Post Reply Reset Cancel

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powered by osTicket

Fig (20)

By clicking on the **“Ticket”** tab on **Fig (20)** the tab shown in **Fig (20a)** appears. A specific ticket can be searched by entering the ticket number indicated by the red arrow marked as ‘①’.

Clicking on the **“Search”** button displays all the tickets. Open tickets can be viewed by clicking on the **“Open”** link as shown in **Fig (20a)** indicated by the red arrow marked as ‘②’, or closed by clicking on the **“Closed”** link as shown in **Fig (20b)** indicated by the red arrow marked as ‘③’.

Open Ticket: Open ticket means that the question has not been answered or the issue has not been resolved.

Closed Ticket: Closed ticket means that the team has resolved the issue related to the question.

The screenshot shows the 'SUPPORT CENTER' interface. At the top, there is a navigation bar with 'Support Center Home', 'Open a New Ticket', and 'Tickets (1)'. Below this is a search bar with a 'Search' button, highlighted by a red arrow and circled number 1. To the right of the search bar is a 'Help Topic' dropdown menu, also highlighted by a red arrow and circled number 2. Below the search bar is a 'Tickets' section with a table showing one open ticket. The table has columns for Ticket #, Create Date, Status, Subject, and Department. The ticket shown is #466506, created on 12/13/2017, with status 'Open' and subject 'gdhtyhg'. The department is 'Support'. The page number is [1].

| Ticket # | Create Date | Status | Subject | Department |
|----------|-------------|--------|---------|------------|
| 466506 | 12/13/2017 | Open | gdhtyhg | Support |

Page: [1]

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powered by OcsTicket

Fig (20a)

SUPPORT CENTER

Support Ticket System

Sarah Smith | Tickets (2) - Sign Out

[Open a New Ticket](#) [Tickets \(2\)](#)

Help Topic: — All Help Topics —

Clear all filters and sort 3 

[Tickets](#) [Open](#) | [Closed](#)

Showing 1 - 2 of 2 Closed Tickets

| Ticket # | Create Date | Status | Subject | Department |
|------------------------------------------------------------------------------------------|-------------|--------|-----------|------------|
|  887257 | 12/13/2017 | Closed | rferewrwr | Support |

Page: **[1]**

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Fig (20b)