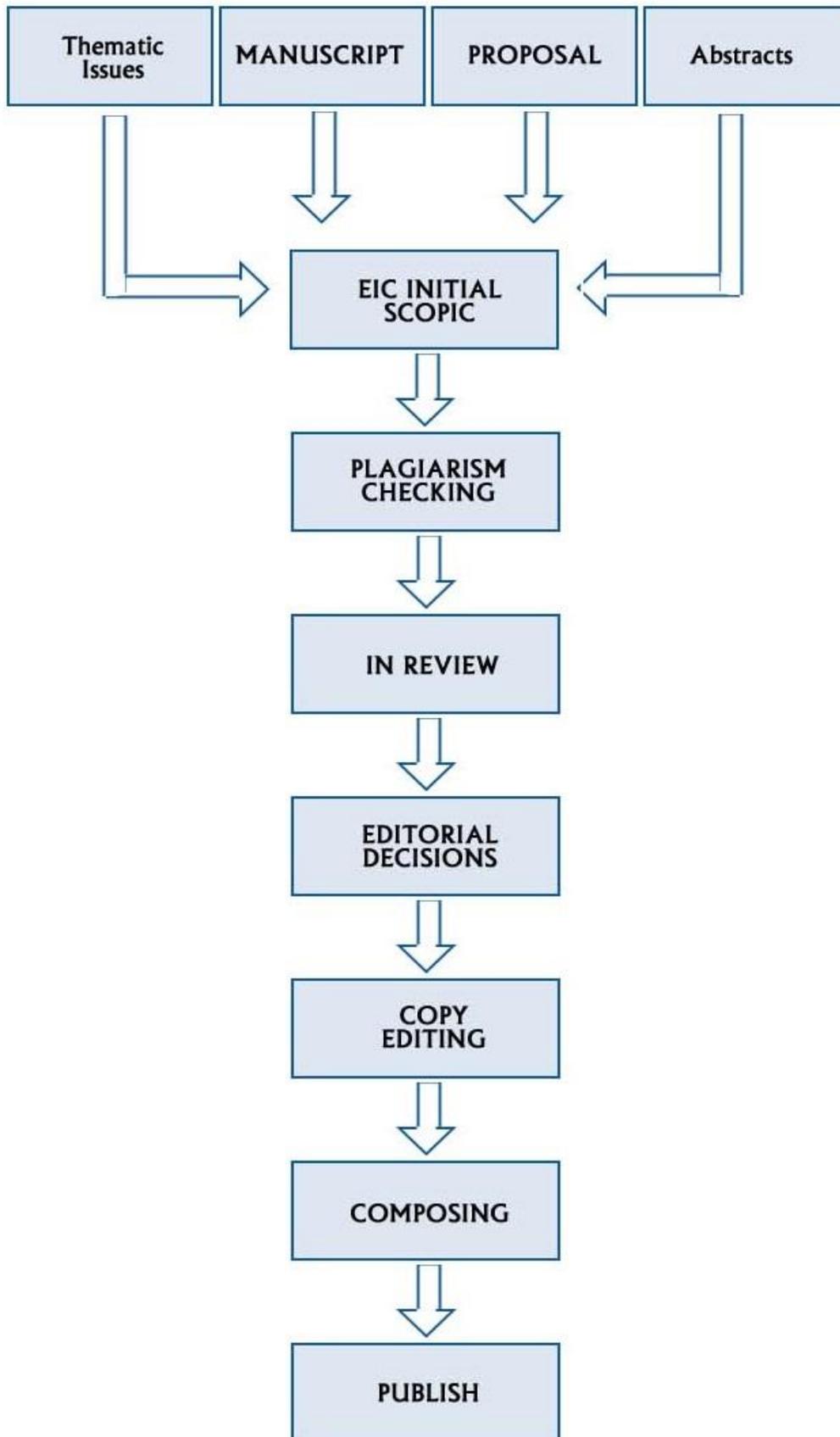


Guest Editor

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1. Signing In.

MPS
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genew@123.com

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

reCAPTCHA
Privacy - Terms

Submit

Leave a Message

Fig (1)

Please Enter the URL “bentham.manuscriptpoint.com”.

Enter “**E-mail**” and “**Password**” in appropriate fields and click on the “**Sign in**” button to log in, as shown in **Fig (1)**.

2. Proposal Submission Process

The screenshot displays the MPS Guest Editor Dashboard. The left sidebar contains navigation options: 'New Guesteditor', 'Guest Editor Portal', 'Dashboard', 'Add Reviewer', 'New Submission' (highlighted with a red box and arrow), 'User Portal', 'Read & Publish', 'Support', and 'User Manuals'. The main content area is titled 'Welcome to Dashboard' and features several sections:

- AWAITING GUEST EDITOR INITIAL APPROVAL:** A table with columns 'Journal', 'Reference No.', 'Title', 'Date', and 'Action'. It shows 'No Record Found'.
- PROPOSAL SUBMISSIONS:** A table with columns 'Journal', 'Reference No.', 'Title', 'Date', 'Status', and 'Action'. It lists three entries with status 'Proposal Accepted'.
- AWAITING REVISION:** A table with columns 'Journal', 'Reference No.', 'Title', 'Date', 'Status', and 'Action'. It shows 'No Submission'.
- REJECTED PROPOSALS & MANUSCRIPTS:** A table with columns 'Journal', 'Reference No.', 'Title', 'Date', and 'Status'. It shows 'No Submission'.
- INCOMPLETE SUBMISSIONS:** A table with columns 'Journal', 'Reference No.', 'Title', 'Date', and 'Action'. It lists one entry with a 'Delete' and 'Continue' button.

At the bottom of the dashboard, there is a 'Leave a Message' button and a copyright notice: 'Copyright 2021 © MPS. If you have found any system related bug, feel free to report Here...'.

Fig (2)

In the Dashboard, on the Guest Editor's portal, in the left panel, there is an option **"New Submission"** Click on the **"New Submission"** to start the Proposal submission, as shown in **Fig (2)**

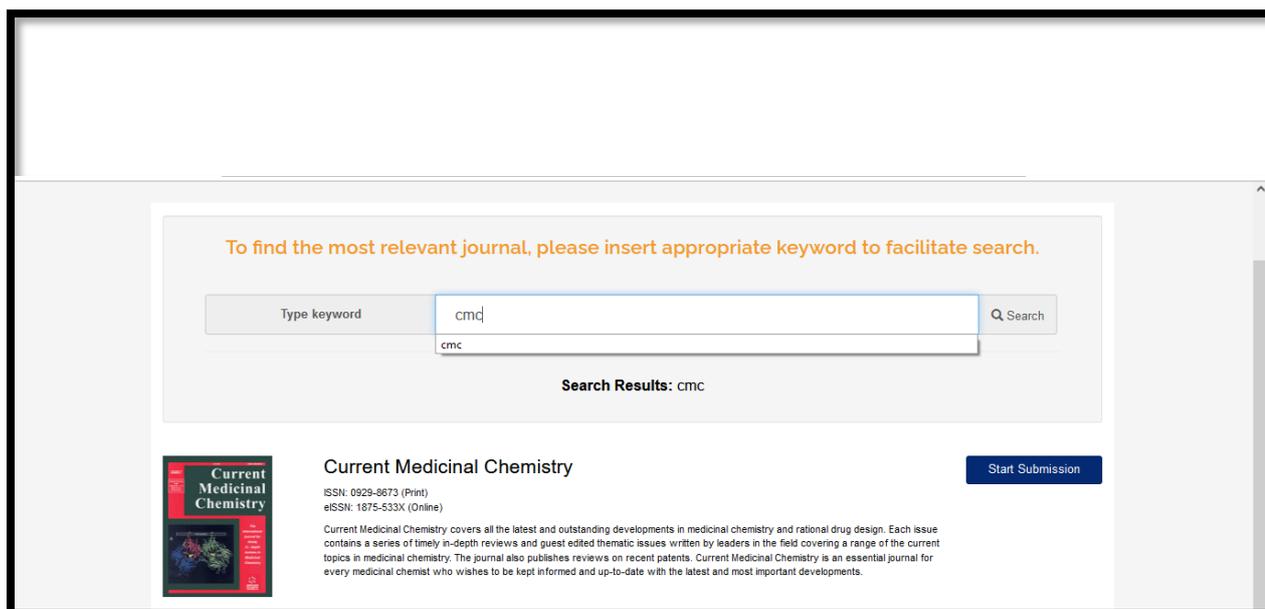


Fig (3)

Relevant journals can be searched by entering appropriate keywords in the search field, as shown in **Fig (3)**

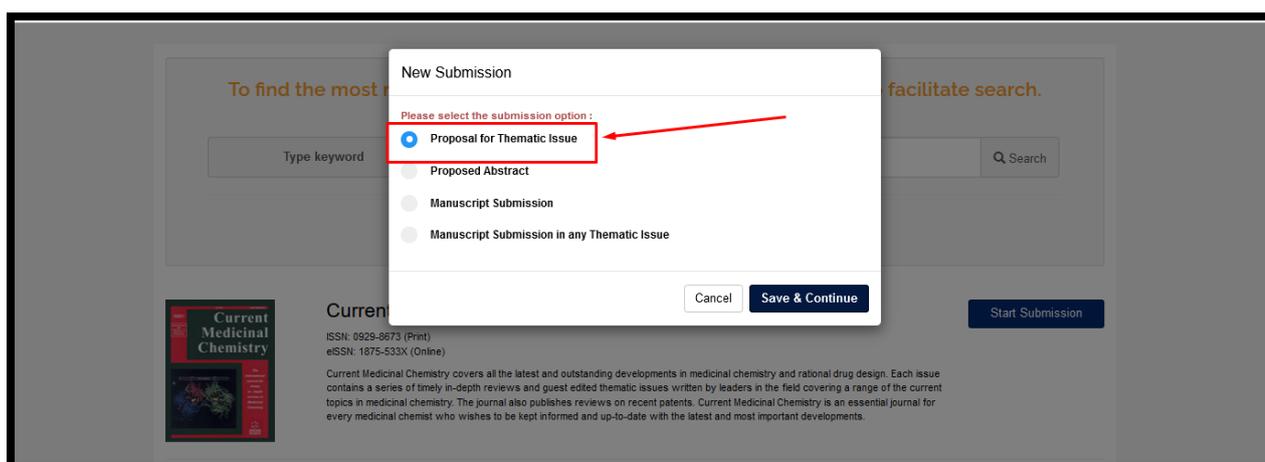


Fig (4)

A window appears, as shown in Fig (4), which gives information about the submission options. Select the **“Proposal for Thematic Issue”** option and click on the **“Save and Continue”** button to proceed to the page, as shown in Fig (5)

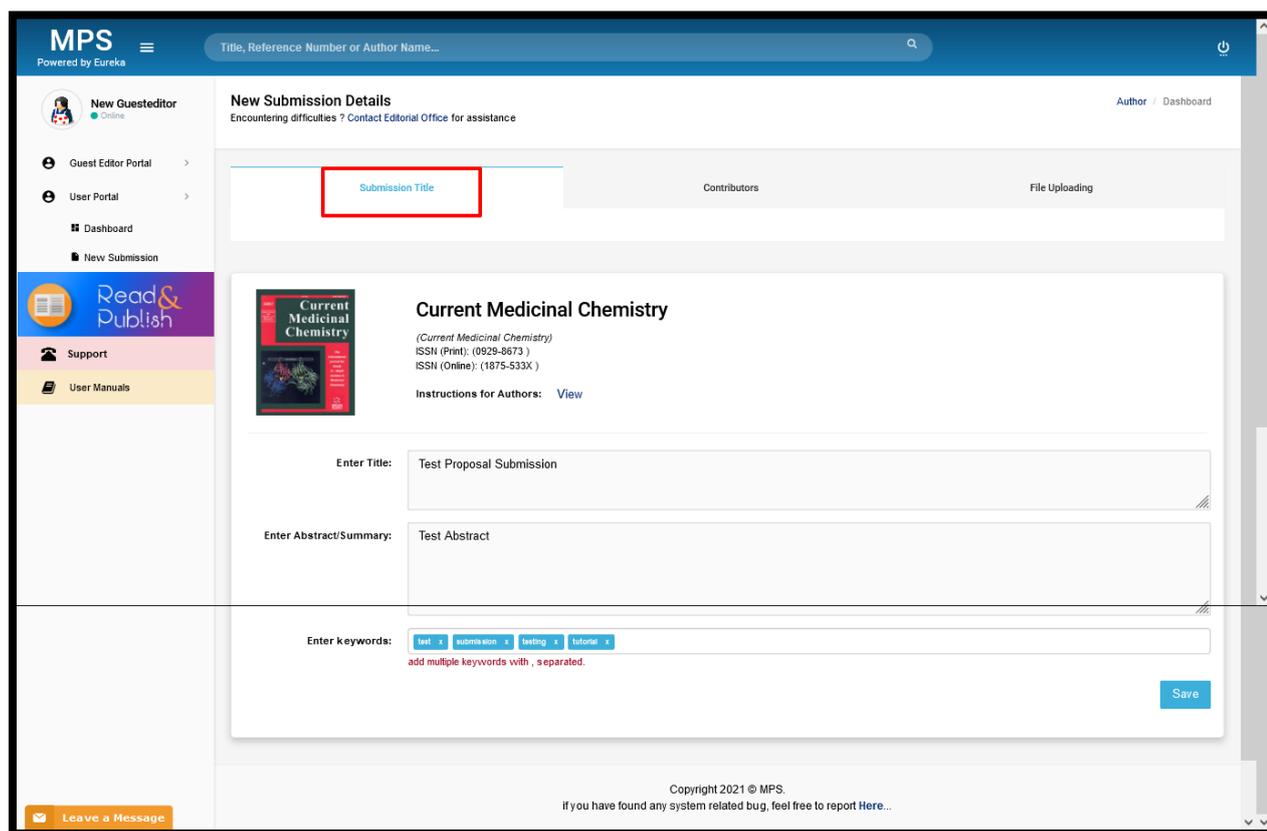


Fig (5)

On the **“New Submission Details”** page, as shown in Fig (5), provide the **Title**, **Abstract**, and **Keywords** as shown. Once it is done, please click on the **“Save and Continue”** button to proceed, as shown in Fig (6)

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Title, Reference Number or Author Name...

New Guesteditor Online

Guest Editor Portal

User Portal

Dashboard

New Submission

Read & Publish

Support

User Manuals

New Submission Details
Encountering difficulties? Contact Editorial Office for assistance

Author / Dashboard

Submission Title

Contributors

File Uploading

Contributors List

Order	Article Title	Contributor Name	Email Address	H-Index	ORCID	Affiliation	Action
	1st Submission in thematic issue	First Contributor	contributor1@gmail.com	22			View Delete

Add Submission Title

Submission Title *

2nd Submission in thematic issue

Add Principal Author Details

First Name * 2nd

Last Name * Contributor

Email Address * contributor2nd@gmail.com

Affiliation *

H-Index * 22

ORCID eg : 0000-0001-9227-8488
1100-0001-9227-8488

Note if you don't have ORCID then [Click Here](#) to get Register yourself.

Country * Bermuda

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if you have found any system related bug, feel free to report [Here...](#)

Leave a Message

Fig (6)

Provide all the information related to the contributors on this page and click on the **“Save and continue”** button to proceed to the **“File Uploading”** tab, as shown in **Fig (7)**

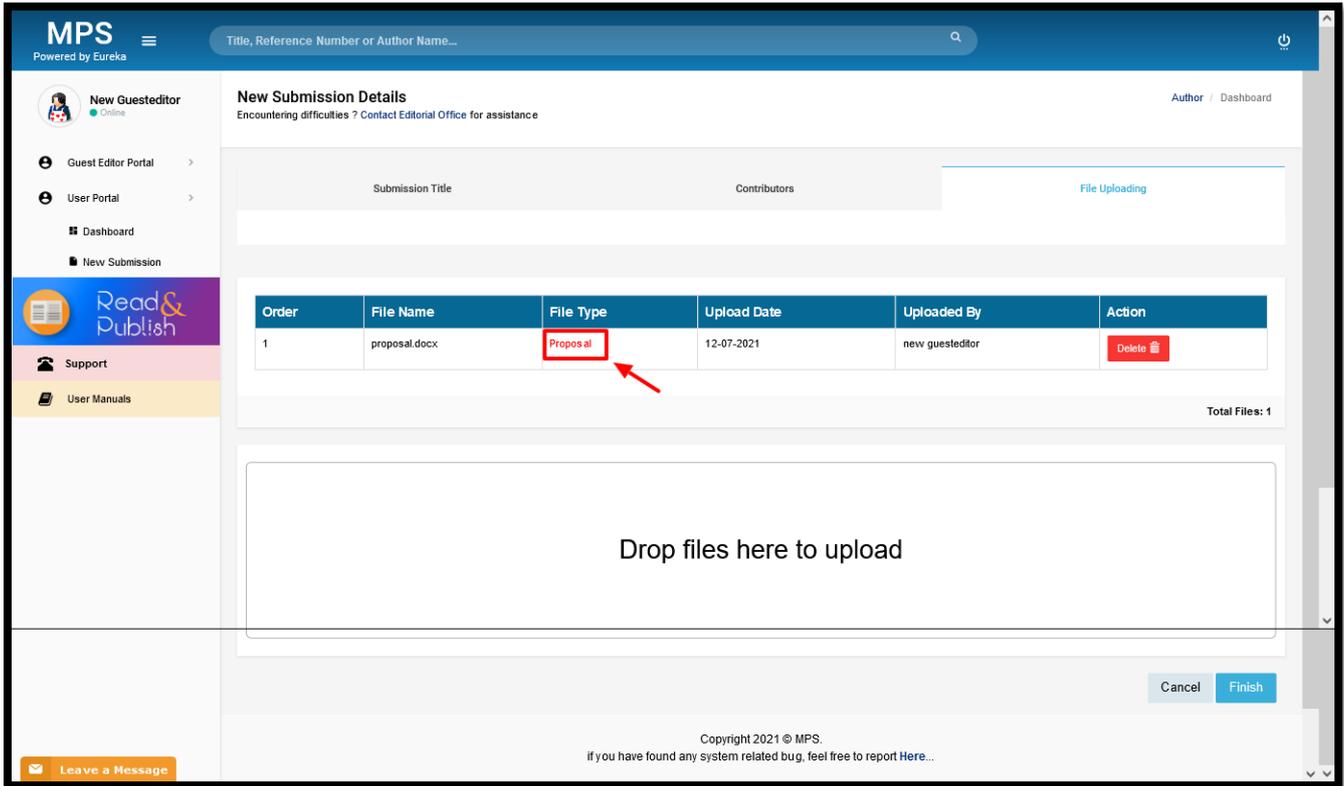


Fig (7)

Upload the proposal file here in this section and click on the **“Finish”** button.

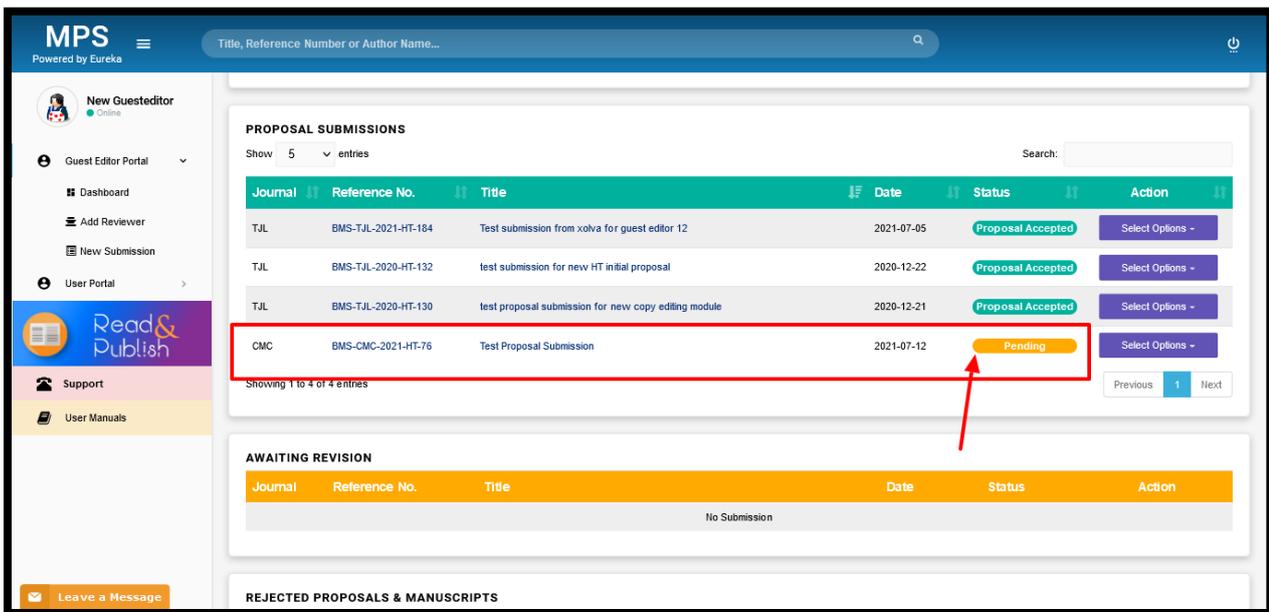


Fig (8)

Once you complete the submission process, your proposal will be shown in the “**Proposal Submission**” panel as shown in **Fig (8)**, “**Pending**” status shows that the proposal is submitted but not approved by the EIC as yet, After the acceptance of the proposal, the **Guest Editor** can start the manuscript submission in thematic issue by clicking on the “**Start Submission**” button, as shown in **Fig (9)**.

3. The Guest Editor Dashboard

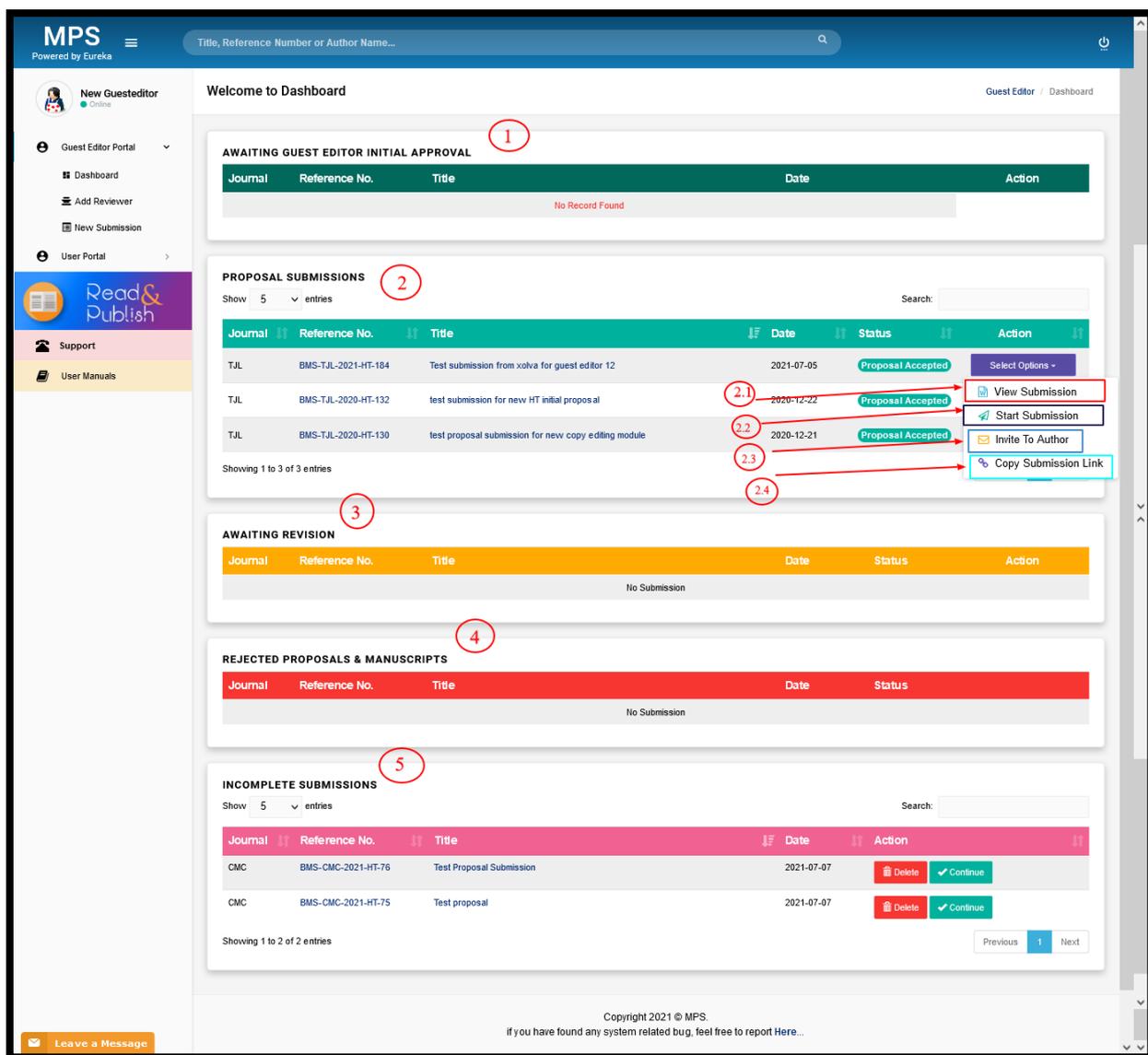


Fig (9)

① **Awaiting Guest Editor Initial Approval.**

Awaiting Guest Editor Initial Approval displays the total number of HT manuscripts submitted and awaiting initial Guest Editor's approval. Guest Editor can approve and reject the manuscript in this section.

② **Proposal Submission.**

Guest Editor can track all the submitted proposals here in this section. Moreover, he can do the other activities as mentioned below:

2.1 Clicking on the "**View Submission**" button, the guest editor, sees the submitted manuscript in **Thematic Issue**

2.2 Clicking on the "**Start Submission**" button, the **Guest Editor** can directly submit the manuscript in the **Thematic issue**

2.3 Clicking on the "**Invite to Author**" button, the **Guest Editor** can invite the authors to contribute to **Thematic Issue** through Email

2.4 Clicking on the "**Copy Submission Link**", the **Guest Editor** can copy the thematic issue submission link and share it with the colleagues via e-mail or chat for submission in the thematic issue.

③ **Awaiting Revision:**

Through this section, The Guest Editor can submit the revised manuscript by clicking on the "Continue" button.

④ **Rejected Proposals and Manuscripts:** Through this option, the **Guest Editor** can view proposals and manuscripts declined by the **EIC**.

⑤ **Incomplete sub:**

The Guest Editor can delete his/her incomplete submission by clicking on the “Delete” button and view his/her incomplete submissions and continue with proposal submission Portal by clicking on the “Continue” button

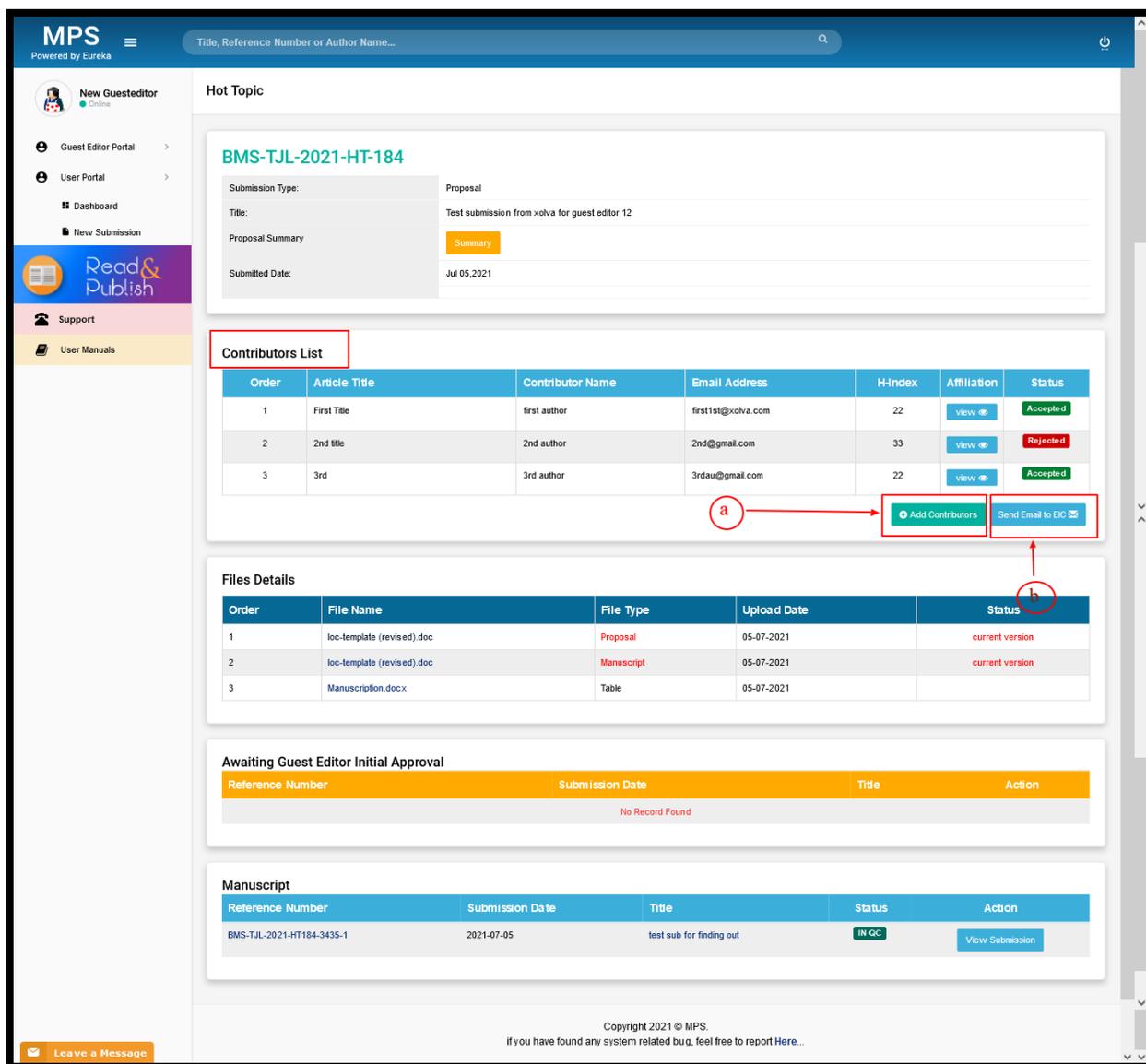


Fig (10)

The guest editor can add more contributors at a later stage and send it to the EIC by clicking on “Add Contributor” button and click on the “Send Email to EIC” button for approval.

4. Manuscript Submission in Thematic Issue

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Title, Reference Number or Author Name...

New Guest Editor (Online) | Author / Dashboard

Encountering difficulties? Contact Editorial Office for assistance

Submission Details | Authors | File Uploading | Preview and Submit

Test Journal Live

(Test Journal Live)
ISSN (Print): (Test)
ISSN (Online): (Test)
Instructions for Authors: [View](#)

Thematic Issue Title: Test submission from xolva for guest editor 12
Reference Number: BMS-TJL-2021-HT-184
Guest Editor: new.guesteditor

Contributors:

Article Type:

Enter Title:
Not more than 250 characters.

Enter Abstract:
Not more than 550 words.

Enter keywords:
add multiple keywords with , separated. (minimum 6 keywords allowed)

Open Access Discount: Yes No

Open Review: Yes No

SEARCH FUNDER NAME

add multiple awards with , separated.

WELLCOME TRUST POLICY

Dear researcher please note that The Wellcome Trust Policy encourages authors who have used them as a funding source to make their research available as Open Access on PMC as soon as it is accepted/published. The Article Processing Charges (APC) for this journal is US \$ 5. Please let us know if you want to have this article Open Accessed after paying this fee. Making your article Open Access will help you get more citations for this article by making it accessible to everyone.

I agree to pay the applicable APC of US \$ 5 in accordance with the terms below to make my article Open Access:

Yes No

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Leave a Message

Fig (11)

MPS
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Title, Reference Number or Author Name...

Thematic Issue Title: Test submission from xolva for guest editor 12
Reference Number: BMS-TJL-2021-HT-184
Guest Editor: new guesteditor

Contributors: Select Contributor
Select Contributor

Article Type: first sub (sub first)
test submission from xolva (2nd author)
None

Enter Title:
Not more than 250 characters.

Enter Abstract:
Not more than 550 words .

Enter keywords:
add multiple keywords with , separated. (minimum 6 keywords allowed)

New Guesteditor
Guest Editor Portal
User Portal
Dashboard
New Submission
Read & Publish
Support
User Manuals
Leave a Message

Fig (12)

Step 1: On the “New Submission Details” page, please select contributors from the approved contributor list who are supposed to submit the manuscript, **Article Type**, **Article Title**, **Abstract**, and **keywords**, as shown in **Fig (12)**. These all fields are mandatory. Once it is done, please click on the “Save and continue” button.

Note: If the contributor is not in the approved list, you may choose “None”.

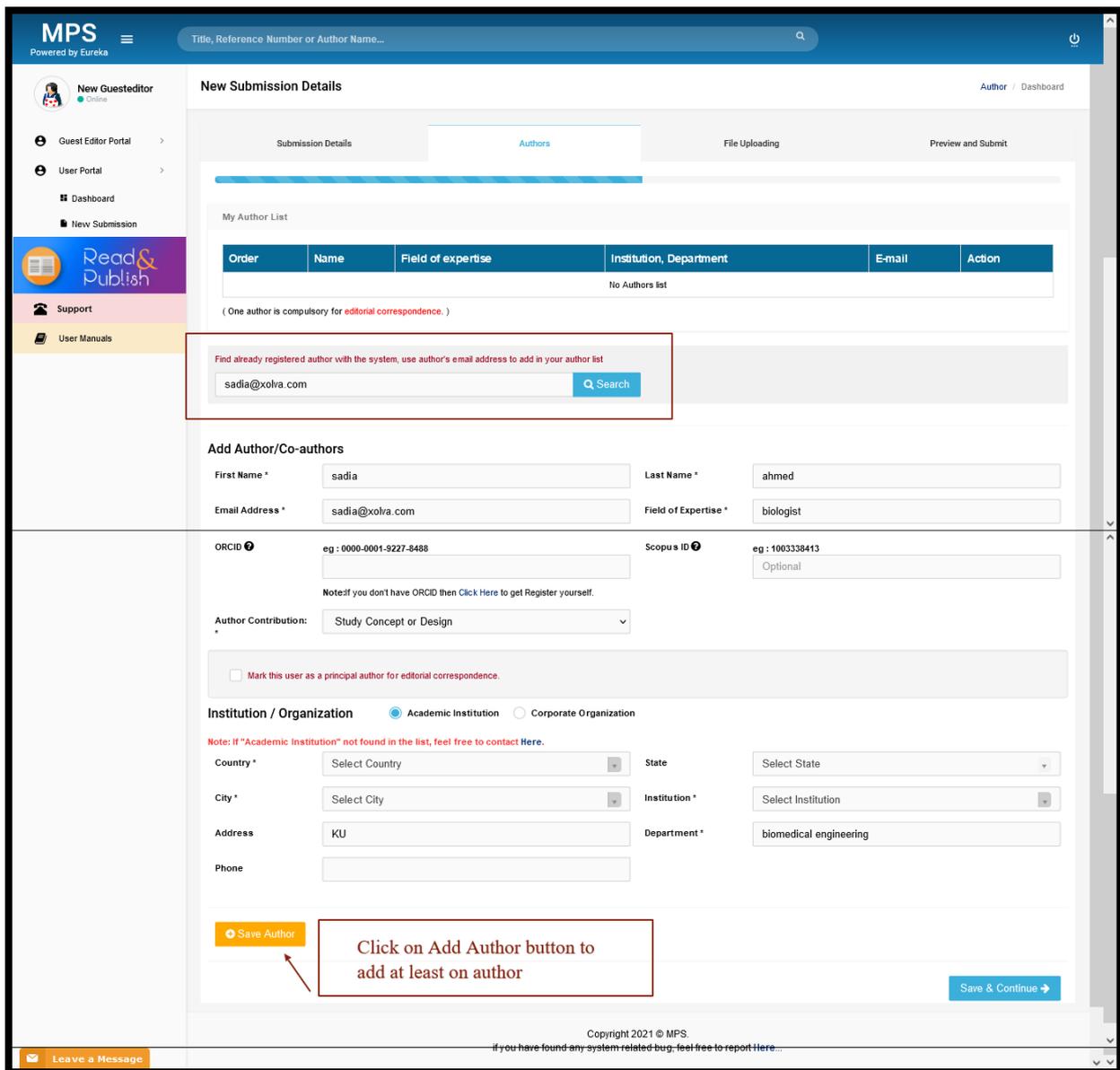


Fig (13)

The information of the author and Co-author can be added here. To find an already registered author, enter his Email address in the “**search**” field as shown **Fig (13)** and then press the search button. The system will automatically fill the information fields. To add a new author, fill in the information fields and click on “**Add Author,**” as shown in **Fig (13)**.

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

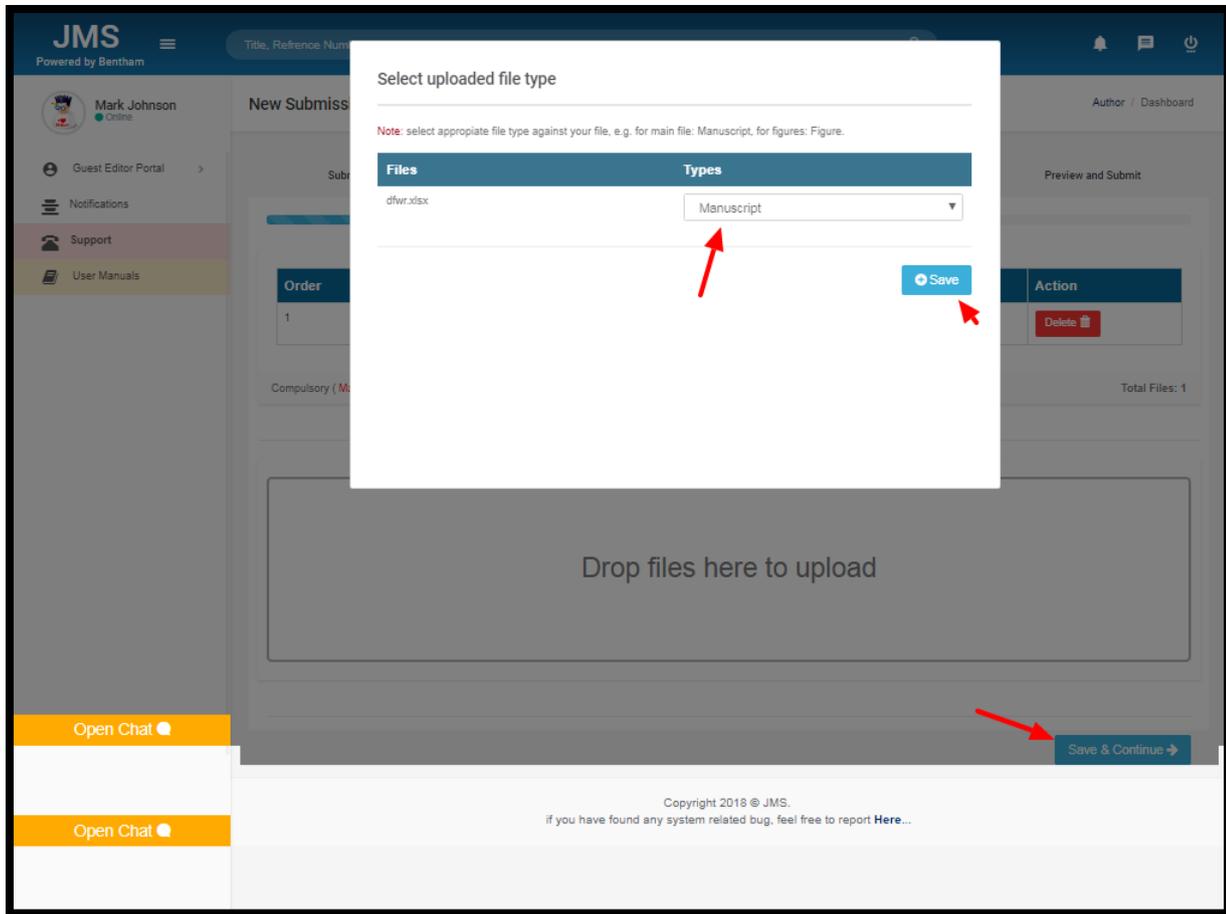


Fig (14)

Step 2: To upload the manuscript, drag and drop the file on the “**Drop file here to upload**” option or select the files by clicking on the same option. A window appears, select the file type as “**Manuscript,**” and then click the “**Save**” button as shown in **Fig (14)**.

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Title, Reference Number or Author Name...

New Guesteditor
Online

Guest Editor Portal
User Portal
Dashboard
New Submission

Read & Publish

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

Letter to the Editor

Title
ef v v v d v v v

Abstract
e

Keyword
s.f.t.g.v.r.f.g.v.r.f.g.v.r.f.g.v.r

Structured Abstract

Sequence	Field Name	Description	Action		
Authors					
First Name	Last Name	Email Address	Field of Expertise		
sada	ahmed	111@xolva.com	biologist		
<input type="button" value="Details"/>					
(111@xolva.com) is a principal author for editorial correspondence.					
Files					
Order	File Name	File Type	Upload Date	Uploaded By	Action
1	Xu-Ms.DOCX	Manuscript	25-07-2021	new.guesteditor	<input type="button" value="Download"/> <input type="button" value="Delete"/>

DESCRIPTION OF WORK:

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

YES NO

DECLARATION OF COMPLIANCE WITH APPLICABLE STANDARDS:

1. Does the Work report experiments involving human subjects?
 YES NO

2. Does the Work report experiments involving animals?
 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):	Test Journal Live
* Open Access Plus - Option	<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 [\$ USD].</p> <p>Does the Assignor also require such "open access" publication, and agree to pay the applicable Fee in accordance with the terms below? <input type="radio"/> YES <input type="radio"/> NO</p>

ANIMATED VIDEO:

Animated Abstract Option:

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.

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.

Assignor hereby requests such "open access" publication of the Animated abstract and agrees to pay the applicable Fee in accordance with the terms below:

YES NO

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.

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Leave a Message

Fig (15)

Step 3:

- All the information that you have been filled in previously. Moreover, the copyright letter can be filled here
- Click on the **“Finish”** button to complete the submission process in the **Thematic Issue** as shown in **Fig (15)**.

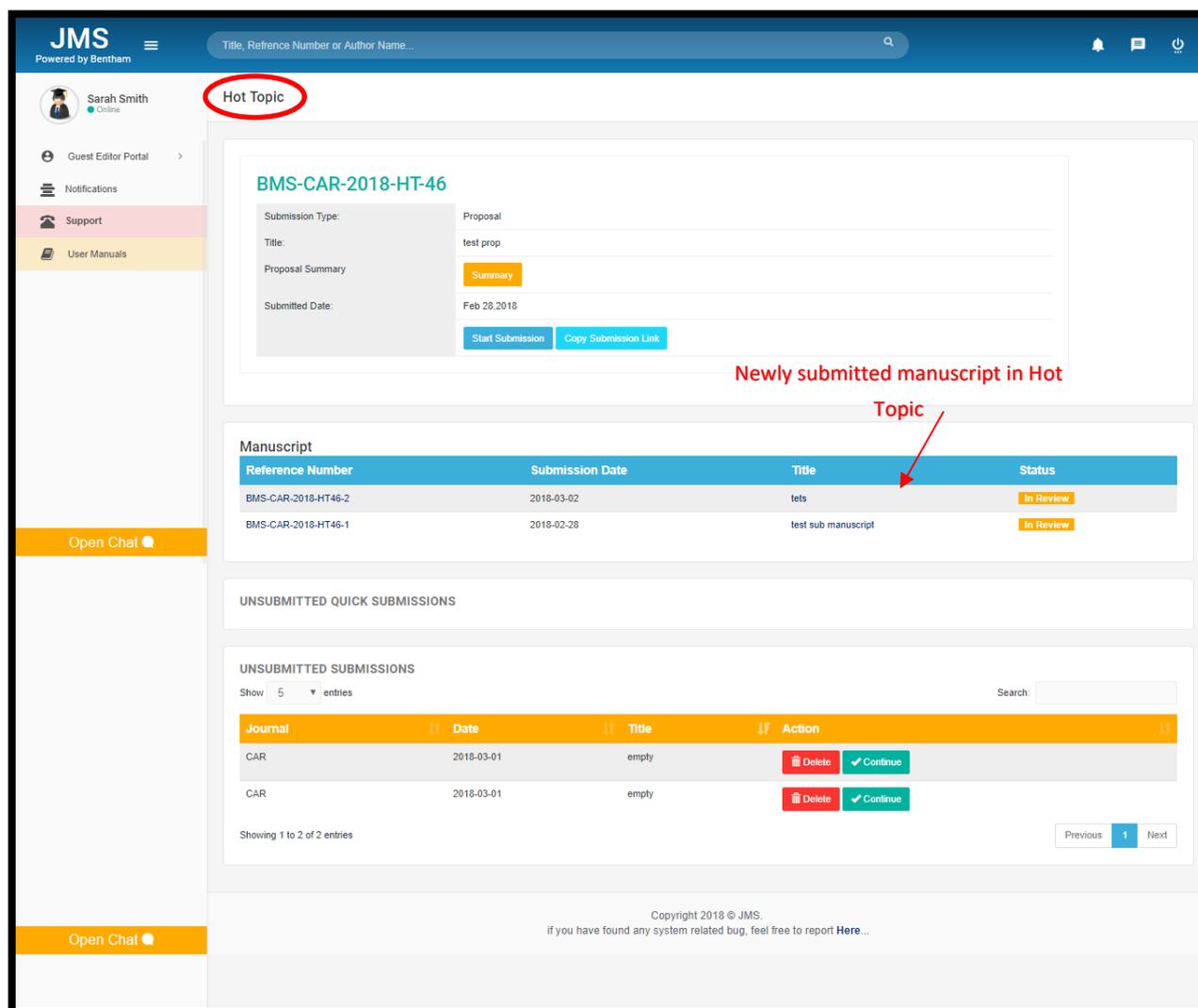


Fig (16)

The manuscript is shown in the proposal’s **“Thematic Issue”** panel in the **“Manuscript”** panel in

Fig (16).

The screenshot shows the JMS (Journal Management System) interface. The top navigation bar includes the JMS logo, a search bar, and user profile information for Mark Johnson. The left sidebar contains a menu with options: Guest Editor Portal, Dashboard, Add Reviewer (highlighted with a red arrow), New Submission, Notifications, Support, and User Manuals. The main content area is titled 'Add New Reviewer' and contains a form with the following fields: Journal (dropdown menu), Suffix (dropdown menu), First Name (text input), Last Name (text input), Reviewer Email (text input), Expertise (text input), H-Index (text input), Affiliation (text input), Country (dropdown menu), and Address (text input). At the bottom right of the form are two buttons: 'Cancel' and 'Save & Continue'. A red arrow points from the 'Add Reviewer' tab in the sidebar to the 'Journal' dropdown menu. Another red arrow points from the 'Save & Continue' button to the 'Journal' dropdown menu.

Fig (17)

Clicking on the **“Add Reviewer”** tab, a new reviewer can be added. All the required information is filled in the boxes and saved with the **“Save & Continue”** button, as shown in **Fig (17)**.