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 "<u>User Manual</u>" or watch "<u>JMS video</u>" tutorials as shown in Fig (1).



Fig (1)

2. Signing In

Enter the **"E-mail"** and **"Password"** in appropriate fields and click on the **"<u>Sign in</u>"** 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.



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



2 To exit the system, click on the "Logout" button as shown in Fig (3)

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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.

②NEWLY 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

(a) <u>QC revision</u>: 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 "<u>Continue</u>" button indicated by the arrow.

(b) <u>Review revision</u>: 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 "<u>Continue</u>" button, the author submits the revised manuscript file after making changes, along with the rebuttal letter.

© <u>Pre-revision</u>: "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 "<u>Continue</u>" 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 "<u>Continue</u>" button indicated by the arrow.

③ REJECTED SUBMISSIONS: The user can view his/her submissions declined by the EIC in this section.

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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 "<u>New</u> <u>Submission</u>".

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



Fig (5)

Step 2: After clicking on the "<u>New Submission</u>" 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 "<u>Start Submission</u>" button to start your submission process as shown in **Fig (6)**.

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

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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: "<u>Manuscript submission in any Thematic Issue</u>" 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.

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Step 4: The following steps assist in complete submission of a manuscript.
4.1: On the "<u>New Submission Details</u>" 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 "<u>Save and Continue</u>" button to proceed to "<u>Author Tab</u>".

*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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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 <u>"Add</u> <u>More"</u> 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 "<u>Research Article</u>", then you must define the structure abstract as shown in Fig (7b.2)

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On the "<u>Submission Details</u>" tab, click on the "<u>Save and Continue</u>" 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 "<u>Add Author</u>" button as shown in **Fig (7c)**, please click on the "<u>Save and</u> <u>Continue</u>" button to proceed to "<u>File Uploading</u>" tab.

*<u>Note</u>: 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 <u>"Save and Continue</u>", 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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Fig (7c)

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4.2: On the "<u>Author tab</u>", click on the "<u>Save and Continue</u>" button to proceed to the page shown in **Fig (7d).** On the <u>"File Uploading"</u> tab, upload the manuscript/abstract, drag and drop the file on "<u>Drop file here to upload</u>" 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 "<u>Save</u>" 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 "<u>Save</u>" 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.

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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 "<u>Save and Continue</u>" button, the "<u>Pre-review and Submit</u>" tab appears.

① At this stage you can "<u>Delete</u>" the wrong uploaded files and re-upload as shown in **Fig (7e).**



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 <u>"Save and Continue"</u> button.
- ③After filling the copyright form it is mandatory to click on <u>"I Agree"</u> button in order to proceed further. You can also edit the copyright form by clicking on <u>"I Disagree"</u> 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 "<u>View Quick</u> <u>Track Info</u>" as shown in **Fig (7f.1).**

- ^⑤ Click on the link to download the fee form as shown in **Fig (7f.1**)
- ⑤ Finally, click on the <u>"Finish"</u> button to complete the submission as shown in Fig (7f.1).

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

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7. Awaiting Revision

On the User Dashboard page (Fig 4), click on the "<u>Awaiting Revision</u>" tab to proceed to the page shown in Fig (8)

This section gives details of all the articles requiring revision as suggested by the "<u>Cross Verification Department</u>" or EIC.

Three types of revision are undertaken by the author:

- (a) Awaiting <u>QC revision</u>: 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 "<u>Continue</u>" button as shown in Fig (8).
- (b) <u>Awaiting Author's revision</u>: 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 "<u>Continue</u>" button, the Author submits the revised manuscript file after making changes along with the rebuttal letter.
- © <u>Pre-revision</u>: 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 "<u>Continue</u>" button, the author uploads the revised manuscript which is then forward for reviewing.

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7.1 Awaiting QC revision

Clicking the **"QC Revision Awaiting"** section marked as **(a)** 'in the **"<u>Continue</u>"** 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 "<u>View Abstract</u>" button.

- ② The author can be made an associate by clicking on the "<u>Associate</u>" 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 "<u>Drop File Here to Upload</u>" 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 "<u>Save</u>" button as shown in Fig (9b).

[©] It is mandatory to drop the revised manuscript file.

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Once you click on "<u>Confirm Submission</u>" button, a message appears as shown in Fig (11) and click 'Ok'.

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	(sadia@xolva.com) is a principa	al author for editorial correspo	indence.				

Fig (11)

7.2 Awaiting revision

By clicking on the "<u>Continue</u>" button in the "Awaiting Revision" section marked as (b) 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 "<u>View Abstract</u>" button.

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

[©] It is mandatory to drop the revised manuscript file and rebuttal letter.

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Fig (12a)

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Fig (12b)

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Fig (12c)

By clicking on the "<u>Confirm Submission</u>" button as shown in Fig (13) finally confirms the revised submission.

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Fig (13)

By clicking on the "<u>Confirm Submission</u>" button, a message appears as shown in Fig (14) and Click "Ok".

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Fig (14)

7.3 Pre-revision

By clicking on the "<u>Continue</u>" button in the "<u>Awaiting Pre-revision</u>" section marked "©" in the "<u>Awaiting Revision</u>" page in Fig (8), a summary page appears as shown in Fig (15a).

- ① View the abstract by clicking on the "<u>View Abstract</u>" button.
- ⁽²⁾ The author can be made an associate by clicking on the "<u>Associate</u>" button so that he can keep a track of the manuscript.
- ③ The author's affiliation details can be viewed by clicking on "<u>Details</u>" button.
- ④ Click on "<u>Download</u>" button to download the files.
- (5) By dropping the revised manuscript file in "<u>Drop File Here to Upload</u>" 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 "<u>Save</u>" button as shown in Fig (15b).

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Fig (15b)

Clicking on the "<u>Confirm Submission</u>" button as shown in Fig (16) confirms the uploading of the revised submission.

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Fig (16)

By clicking on the "<u>Confirm submission</u>" button, a message appears as shown in Fig (17) and click "<u>Ok</u>".

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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 "<u>Support</u>" option given on the left panel as shown in **Fig (18)**, "<u>Open a</u> <u>New Ticket</u>" section appears as shown in **Fig (19)**.

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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 "<u>Ticket Details</u>" section.

2.1 The file can be uploaded by clicking on the "<u>Choose file</u>" link or drag and drop the file.

- ③ The "<u>Reset</u>" button clears all the boxes and gives a reset option.
- ④ Clicking on the "<u>Create Ticket</u>" button, a new ticket is generated.
- ⑤ To cancel the ticket, click on the "Cancel" button.

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Email: 1 been Client: been	a@benthamscience.net la Xolva	
Help Topic Access Issue		
Ticket Details Please Describe Your Issue Issue Summary *		
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Details on the reason(s) for opening the ticket.		
Drop files here or choose file	t Cancel	

Fig (19)

By clicking on the "<u>Create Ticket</u>" 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 Uiew the ticket number.

 $\ensuremath{\textcircled{}^{\texttt{O}}}$ View the information about the ticket and user.

 $\ensuremath{\textcircled{}}$ 3 Send the reply.

- ④ Print the page by clicking on the "<u>Print</u>" button.
- ⑤ Clicking on the "<u>Edit</u>" button, to edit the given details.

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By clicking on the "<u>Ticket</u>" 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 "<u>Search</u>" button displays all the tickets. Open tickets can be viewed by clicking on the "<u>Open</u>" link as shown in **Fig (20a)** indicated by the red arrow marked as '②', or closed by clicking on the "<u>Closed</u>" 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.

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