Guest Editor

Table of Contents

1.	Signing In	4
2.	Proposal Submission Process	5
3.	The Guest Editor Dashboard	.10
4.	Manuscript Submission in Thematic Issue	.13



1. Signing In.



Fig (1)

Please Enter the URL "<u>bentham.manuscriptpoint.com</u>". 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

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New Guesteditor	Welcome to Dashboard			Guest Editor / Dashboard
Guest Editor Portal 🗸	AWAITING GUEST EDITOR INITIAL	APPROVAL		
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Support	Journal 🕼 Reference No.	lî Title	J≣ Date ↓† Status ↓†	Action 1
🗐 User Manuals	TJL BMS-TJL-2021-HT-184	Test submission from xolva for guest editor 12	2021-07-05 Proposal Accepted	Select Options -
	TJL BMS-TJL-2020-HT-132	test submission for new HT initial proposal	2020-12-22 Proposal Accepted	Select Options -
	TJL BMS-TJL-2020-HT-130	test proposal submission for new copy editing module	2020-12-21 Proposal Accepted	Select Options -
	Showing 1 to 3 of 3 entries			Previous 1 Next
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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)**

To find the most releva	nt journal, please insert appropriate keyword to facilitate	search.
	دسد Search Results: cmc	
Current Medi issN: 0929-8673 (Print) essN: 1875-5333 (Onlin Current Medichal Chemis contains a series of time) every medicinal chemist	cinal Chemistry p) try covers all the latest and outstanding developments in medicinal chemistry and rational drug design. Each issue yin-depth reviews and guest edited thematic issues written by leaders in the field covering a range of the current try. The journal also publishes reviews on recent patent. Current Medicinal Chemistry is an essential journal for who wishes to be kept informed and up-to-date with the latest and most important developments.	Start Submission

Fig (3)

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

To find the most	New Submission	facilitate search.
	Please select the submission option :	
Type keyword	Proposal for Inematic Issue Proposed Abstract	Q Search
	Manuscript Submission	
	Manuscript Submission in any Thematic Issue	
Current Medicinal Chemistry essu: 1875	Cancel Save & Continue	Start Submission
Current Medi Contans a se topics in me every medici	chall Chemistry covers at the blest and outstanding developments in medicinal chemistry and rational drug design ties of timely in-depth reviews and guest deted thematic issues written by baders in the field overing a range chall chemistry. The journal also publishes reviews on recent patents. Current Medicinal Chemistry is an essenti all chemist who wahes to be kept informed and up-to-date with the latest and most important developments.	. Each Issue of the current J journal for

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)**

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New Guesteditor	New Submission Details Encountering difficulties ? Contact Edito	rial Office for assistance			Author / Dashboard	
Guest Editor Portal > O User Portal > II Dashboard > II New Submission	Submissio	n Title	Contributors	File Uploading		
Bublish Support User Manuals	Current Medicinal Chemistry	Current Medicina (Current Medicinal Chemistry) ISSN (Print): (0929-8673) ISSN (Online): (1875-533X.) Instructions for Authors:	al Chemistry			
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	Enter Abstract/Summary:	Test Abstract				
	Enter keywords:	tet a summan a feeting a	Inform x ated.		Save	
Leave a Message	Copyright 2021 © MPS. If you have found any system related bug, feel free to report Here					

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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New Guesteditor	New Submission De Encountering difficulties ? Con	tails tact Editorial Office for assistan	ce				Author / Da	shboard
Guest Editor Portal User Portal Stabshoard	s	ubmission Title		Contributor	5		File Uploading	
Read& Publish	Contributors List Order Article	e Title	Contributor Name	Email Address	H-In	dex ORCID	Affiliation Actic	yn I
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							Save & Continue	•
Leave a Message			if you have found	Copyright 2021 © id any system related b	MPS. Ig, feel free to re	port Here		

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)**

MPS Powered by Eureka ≡	Title, Reference Number or Author Name		٩	ې ۲				
New Guesteditor	New Submission Details Author / Dashboard Encountering difficulties ? Contact Editorial Office for assistance							
Guest Editor Portal > User Portal > Dashboard	Submission Title	Contributors		File Uploading				
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User Manuals				Total Files: 1				
	Drop files here to upload							
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Leave a Message	Copyright 2021 ● MPS. If you have found any system related bug, feel free to report Here							

Fig (7)

Upload the proposal file here in this section and click on the "Finish" button.

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New Guesteditor	PROPOSAL Show 5	SUBMISSIONS ✓ entries			Search:	
S Dashboard	Journal	TReference No.	if Title	.↓₹ Date .↓1	Status	Action 11
🖻 Add Reviewer	TJL	BMS-TJL-2021-HT-184	Test submission from xolva for guest editor 12	2021-07-05	Proposal Accepted	Select Options -
New Submission	TJL	BMS-TJL-2020-HT-132	test submission for new HT initial proposal	2020-12-22	Proposal Accepted	Select Options -
	TJL	BMS-TJL-2020-HT-130	test proposal submission for new copy editing module	2020-12-21	Proposal Accepted	Select Options -
Publish	СМС	BMS-CMC-2021-HT-76	Test Proposal Submission	2021-07-12	Pending	Select Options -
Support	Showing 1 to 4	of 4 entries			T	Previous 1 Next
User Manuals						
	AWAITING	REVISION				
	Journal	Reference No.	Title	Date	Status	Action
	No Submission					
Leave a Message	REJECTED	PROPOSALS & MANUSC	RIPTS			

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 "<u>Start Submission</u>" button, as shown in **Fig (9).**

3. The Guest Editor Dashboard

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e user Portal →	PROPOSAL SUBMISSIONS 2 Show 5 v entries	Search:	
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🗐 User Manuals	TJL BMS-TJL-2020-HT-132 test submission for new HT initial proposal	2.) Proposal Accepted	View Submission
	TJL BMS-TJL-2020-HT-130 test proposal submission for new copy editing module	22 2020-12-21 Proposal Accepted	Start Submission
	Showing 1 to 3 of 3 entries	(2.4)	Copy Submission Link
	3 AWAITING REVISION	Ŭ	*
	Journal Reference No. Title	Date Status	Action
	No Submission		
	4 REJECTED PROPOSALS & MANUSCRIPTS		
	Journal Reference No. Title	Date Status	
	No Submission		
	5 INCOMPLETE SUBMISSIONS	Search.	
	Journal Reference No. Title	J∓ Date 🕼 Action	Jt .
	CMC BMSCMC-2021-HT-76 Test Proposal Submission	2021-07-07 💼 Delete 🗸 Continue	
	CMC BMS-CMC-2021-HT-75 Test proposal	2021-07-07 🏦 Delete ✔ Continue	
	Showing 1 to 2 of 2 entries	Pi	revious 1 Next
🖌 Leave a Message	Copyright 2021 © M if you have found any system related bug	PS. feel free to report Here	*

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 "<u>View Submission</u>" button, the guest editor, sees the submitted manuscript in **Thematic Issue**

2.2 Clicking on the "<u>Start Submission</u>" 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 "<u>Copy Submission Link</u>", 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 by clicking on the "Continue" button

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New Submission	Proposal Summa	ary	Summary						
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Support									-
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	1	First Title	first author		first1st@xolva.com	22	view 👁	Accepted	1
	2	2nd title	2nd author		2nd@gmail.com	33	view 👁	Rejected	
	3	3rd	3rd author		3rdau@gmail.com	22	view @	Accepted	
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	BMS-TJL-2021-	HT184-3435-1	2021-07-05	test su	o for finding out		View Submi	ssion	
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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

MPS Powered by Eureka	Title, Reference Number or Author Name		٩	õ
New Guesteditor	New Submission Details Encountering difficulties ? Contact Editorial Office for ass	sistance		Author / Dashboard
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Fig (11)

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O User Portal >			
E Dashboard	Contributors:	Select Contributor 🗸	
New Submission	r	Select Contributor first sub (sub first)	
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Publish	Enter Title:	None	
Support			
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	Enter Abstract:		
		li.	
		Not more than 550 words .	
	Enter keywords:		
Leave a Message		add multiple keywords with , separated. (minimum 6 keywords allowed)	~

Fig (12)

Step 1: On the "<u>New Submission Details</u>" 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 "<u>Save and continue</u>" button.

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

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New Guesteditor Online	New Submission De	tails				Author / Dashbo	oard
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Read& Publish	Order I	Name Field of expertise	Insti	tution, Department	E	mail Action	
Support	(One author is compulsory for editorial correspondence.)						
User Manuais	Find already registered author with the system, use author's email address to add in your author list sadia@xolva.com Q Search						
	Add Author/Co-aut	hors					
	First Name * Email Address *	sadia sadia@xolva.com		Last Name * Field of Expertise *	ahmed		11
	ORCID 😧	eg:0000-0001-9227-8488		Scopu s ID 😧	eg : 1003338413 Optional		^
	Author Contribution:	Note:If you don't have ORCID then Click He Study Concept or Design	re to get Register yourself.				
	Mark this user as a principal author for editorial correspondence.						
	Institution / Organi	zation Academic Institution	on Corporate Organization	1			
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	City *	Select City	¥	Institution *	Select Institution	v	
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🖌 Leave a Message			Copyright ; if you have found any system rel	2021 © MPS. ated bug, feel free to repo	ort Here		~ ~

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 "<u>search</u>" 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 "<u>Add Author</u>," as shown in **Fig (13)**.

*<u>Note</u>: 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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New Guesteditor	New Submission Details Encountering difficulties ? Contact Editorial Office for assistance			Author / Dashboard				
Guest Editor Portal Viser Portal Viser Portal	Submission Details	Authors	File Uploading	Preview and Submit				
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	Authors							
	First Name Last Name	Email Address	Field of Expertise	Affiliations	H			
	(111@xolva.com) is a principal author for editorial correspon	ndence.	biologist	Details 💋				
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	Conflicts of interest arise when authors, reviewers, or editors Authors and editors who submit work for publication with Ben involvement that might present an appearance of a conflict of it	have interests (such as financial or person tham Science are required to disclose and a interest in respect of the work, and all agree	al interests) that are not made clear and that may influence their ju cknowledge all forms of financial support relating to the work to b ments relating to sponsorship of any research upon which the wo	dgment on the content of their work. e published, all commercial or financial ork is based.	L			
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	(If Yes, the relevant Author/s must each execute and submit 2. Was Author an independent contractor to the US go	to Bentham Science, using Bentham Science vernment when the work was created	's form letter, the supplemental terms applicable to the Author.) ?		ſ			
	○ YES ○ NO (If Yes, the relevant Author/s must each execute and submit to)	to Bentham Science, using Bentham Science	's form letter, the supplemental terms applicable to the Author.)					
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The Fee shall be paid initially with a US\$ 500 shounce payment on grining the Publisher the instruction to start work on the US\$ 500 (English language edition) or US\$ 1400 (Foreign language edition) on completion of the Animated Abstract								
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🖾 Leave a Message		Copyright if you have found any system re	2021 © MPS. lated bug, feel free to report Here					

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 "<u>Finish</u>" button to complete the submission process in the **Thematic** Issue as shown in Fig (15).

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Sarah Smith • Online	Hot Topic					
 Guest Editor Portal → Notifications Support 	BMS-CAR-2018-H	T-46 Proposal				
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Fig (16)

The manuscript is shown in the proposal's "<u>Thematic Issue</u>" panel in the "<u>Manuscript</u>" panel in

Fig (16).

JMS Powered by Bentham	Title, Refrence Number	or Author Name	Q	ڭ 🖨 🌢
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Guest Editor Portal 🗸	Journal :	Select Journal	v	4 1
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Notifications	Last Name:	Enter last name		
Support	Reviewer Email:	Enter email address		
User Manuals	Expertise :	Enter field of expertise		
	H-Index :	Enter H-Index		
	Affiliation:	Enter affiliation		
	Country:	Select Country	T	
	Address:	Enter address		
			Cancel Save & Continue >	

Fig (17)

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