

# AUTHOR TUTORIAL

Training Manual

## Abstract

Step by step process of manuscript submission by author

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## Author Dashboard

- Associate Author Submissions
- Newly Submitted Articles
- Awaiting Revision
- Incomplete Submissions
- Rejected submissions

Welcome to Dashboard

Author / Dashboard

**ASSOCIATE AUTHOR SUBMISSIONS**

Journal	Reference No.	Date	Title	Status
No Submission				

Showing 0 to 0 of 0 entries

**NEWLY SUBMITTED ARTICLES**

Journal	Reference No.	Date	Title	Status
TJL	BMS-TJL-2022-477	2022-08-27	test sub 67 fhjhjhgjukmhjkuj bcnfb	Awaiting For Initial Checking

Showing 1 to 1 of 1 entries

**AWAITING REVISION**

Journal	Reference No.	Date	Title	Status	Action
TJL	BMS-TJL-2022-480	2022-08-27	test sub for tutorial fg g g t ghtg hgt h	With Author, For Revision	<input checked="" type="checkbox"/> Continue

Showing 1 to 1 of 1 entries

**INCOMPLETE SUBMISSIONS**

Journal	Reference No.	Date	Title	Action
TJL	Not Generated	2022-08-27	empty	<input checked="" type="checkbox"/> Continue

Showing 1 to 1 of 1 entries

**REJECTED SUBMISSIONS**

Journal	Reference No.	Date	Title	Status
TJL	BMS-TJL-2022-481	2022-08-27	Test Submission for rejection . (tutorial)	Manuscript Not Accepted

Showing 1 to 1 of 1 entries

### **Associate Author Submissions:**

The Associate author can track the manuscript in which the co-author has been assigned as an associate.

**Note:** The co-author who submits the manuscript on behalf of the author can be assigned as Associate Author.

### **Newly Submitted Articles:**

The author can view newly submitted manuscripts.

### **Awaiting Revision:**

The author can view those manuscripts in which revision is required on the comments of the Cross verification department or reviewers.

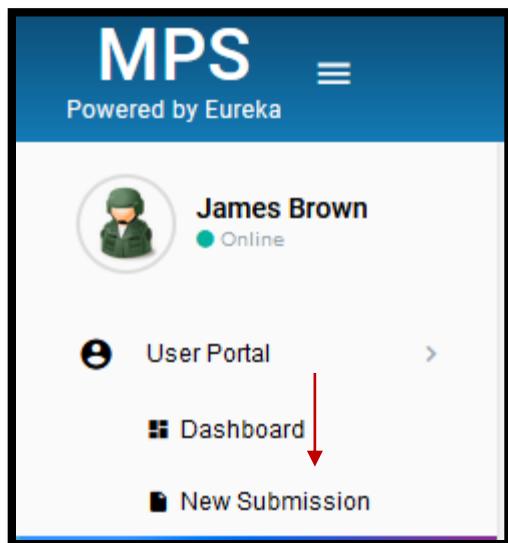
### **Incomplete Submissions:**

The author can find the incomplete submission, He/she can continue submission by clicking on the “Continue” button.

### **Rejected submissions:**

The author can view the declined manuscripts by the EIC.

## Manuscript Submission



The author can start the submission process by clicking on the “**New Submission**” option.

To find the most relevant journal, please insert appropriate keyword to facilitate search.

Type keyword  Search

Search Results: cmd

**Current Medicinal Chemistry**

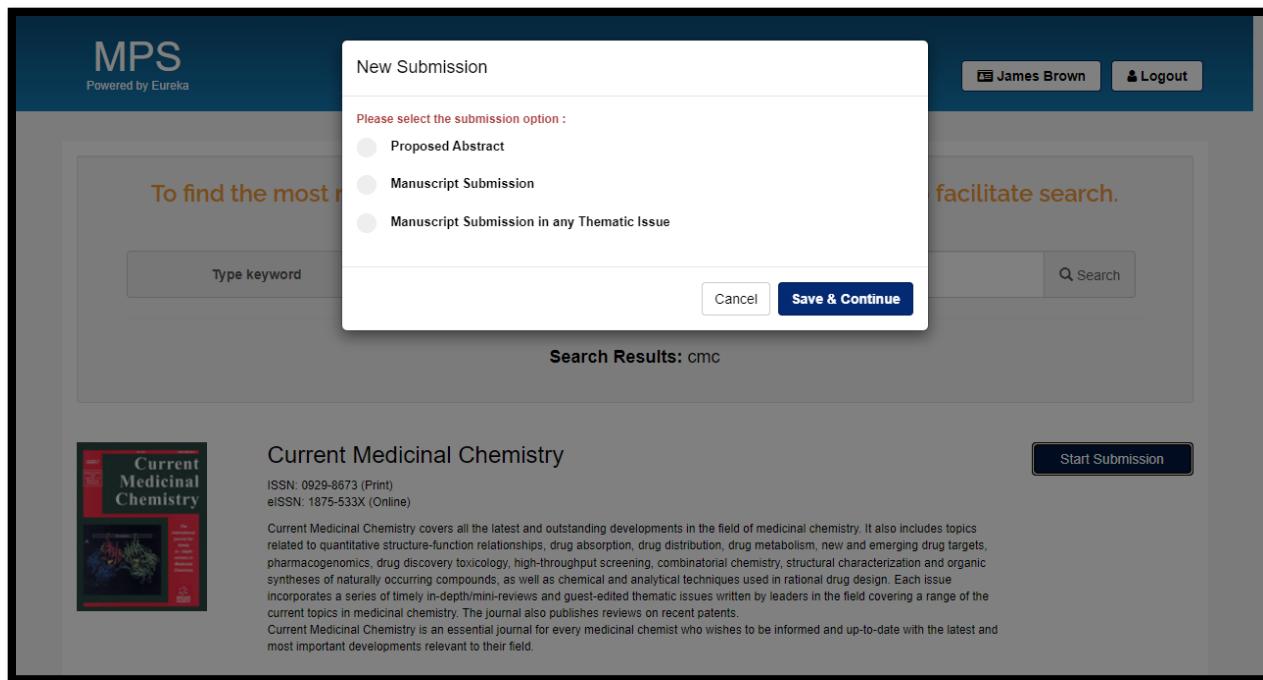
ISSN: 0929-8673 (Print)  
eISSN: 1875-533X (Online)

Current Medicinal Chemistry covers all the latest and outstanding developments in the field of medicinal chemistry. It also includes topics related to quantitative structure-function relationships, drug absorption, drug distribution, drug metabolism, new and emerging drug targets, pharmacogenomics, drug discovery toxicology, high-throughput screening, combinatorial chemistry, structural characterization and organic syntheses of naturally occurring compounds, as well as chemical and analytical techniques used in rational drug design. Each issue incorporates a series of timely in-depth/mini-reviews and guest-edited thematic issues written by leaders in the field covering a range of the current topics in medicinal chemistry. The journal also publishes reviews on recent patents.

Current Medicinal Chemistry is an essential journal for every medicinal chemist who wishes to be informed and up-to-date with the latest and most important developments relevant to their field.

Start Submission

On this page, the Author can search the relevant journal by typing “**keyword**” like “**Cancer**” system will display a list of journals related to the searched keyword, now, you can start the submission by clicking on the “**Start Submission**” option.



Below are the 3 submission options:

- Proposed Submission
- Manuscript Submission
- Manuscript Submission in any Thematic Issue

#### **Proposed Abstract:**

The author suggested a brief summary of the proposed topic and submitted to the EIC for approval. After the approval, the author can submit the full manuscript.

#### **Manuscript Submission:**

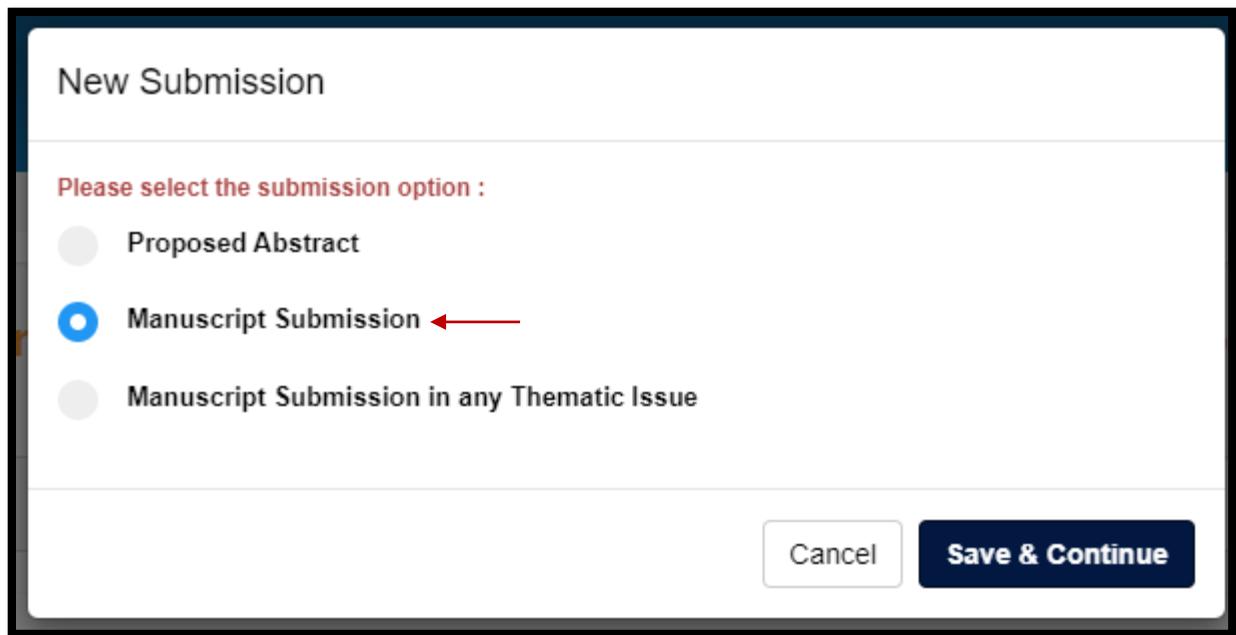
On this option, the Author can submit the full manuscript.

**Note:** A manuscript is essentially the earliest draft of a document. It is the unpublished version of a document submitted to agents and editors for publication consideration.

#### **Manuscript Submission in any Thematic Issue:**

On this option, the Author can submit the manuscript in relevant Thematic Issue.

**Note:** Thematic Issue is a collection of articles (minimum of 6 and maximum of 15 articles), Managed by the Guest Editor. The author can submit the manuscript through code or a link given by the Guest Editor. Only authorized authors can submit a manuscript in Thematic Issue.



Start the manuscript submission by clicking on the “**Manuscript Submission**” option, and clicking on “**save & continue**” button.

The screenshot shows the MPS submission interface. On the left, there's a sidebar with 'James Brown' (online), 'User Portal', 'Dashboard', 'New Submission' (highlighted in blue), 'Read & Publish', 'Support', and 'User Manuals'. The main area has tabs: 'Submission Details' (selected), 'Authors', 'File Uploading', 'Reviewers', 'Copyright', 'Services', and 'Preview and Submit'. The 'Submission Details' tab shows 'Test Journal Live' (Test Journal Live, ISSN (Print): 0, ISSN (Online): 0), 'Instructions for Authors' (View), 'Article Type' (Review Article), 'Enter Title' (Manuscript submission for tutorials), 'Enter Abstract' (enter the abstract , Test Test Test), 'Enter keywords' (word x, Keye x, stx x, althead x, enback x, undarkk x, entertik x), 'Open Access Discount' (empty field), 'Open Review' (radio buttons for Yes and No), and 'Notes' (empty field).

On the “**Submission Details**” tab, author can enter the mandatory details like Article type, Article title, Abstract, Keywords

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James Brown Online

SEARCH FUNDER NAME ▾  
If you have any funder, then search funder name

Press **F11** to exit full screen

User Portal >  
Dashboard  
New Submission

**Read & Publish**

Support  
User Manuals

SEARCH FUNDER NAME

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

Add More

**AVAILABILITY OF DATA AND MATERIALS**  
Add the data availability statement mentioning where the data associated with a paper is available, and under what conditions the data can be accessed. Also include web links(where applicable) to the data set.

Details of Repositories:   
Not more than 250 characters.

Web Links of Repositories:

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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 \$ 865. 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 \$ 865 in accordance with the terms below to make my article Open Access.

Yes  No

Cancel Save & Continue ➔

In the same section, the author can search and enter the funder's name and repositories details. Click on the “Save and Continue” button to save the detail and move forward to the next tab.

**MPS** 

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 James Brown 

- [User Portal](#)
- [Dashboard](#)
- [New Submission](#)

 Read & Publish

- [Support](#)
- [User Manuals](#)

### New Submission Details

Author / Dashboard

Submission Details	Authors	File Uploading	Reviewers	Copyright	Services	Preview and Submit																				
<b>My Author List</b>																										
Order	Name	Field of expertise	Institution, Department	E-mail	Action																					
No Authors list ( One author is compulsory for editorial correspondence. )																										
Find already registered author with the system, use author's email address to add in your author list <input style="width: 200px; margin-right: 10px;" type="text"/> <input style="background-color: #0072BC; color: white;" type="button" value="Search"/>																										
<b>Add Author/Co-authors</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">First Name *</td> <td style="width: 30%;">Conan</td> <td style="width: 15%;">Middle Name</td> <td style="width: 30%;">Grey</td> </tr> <tr> <td>Last Name *</td> <td>Williams</td> <td>Email Address *</td> <td>CGwilliams@gmail.com</td> </tr> <tr> <td>Field of Expertise *</td> <td>Biologist</td> <td>Scopus ID </td> <td>eg : 1003338413 Optional</td> </tr> <tr> <td>ORCID </td> <td>eg : 0000-0001-9227-8488</td> <td>Author Contribution:</td> <td>Data Collection </td> </tr> <tr> <td colspan="4" style="text-align: center; font-size: small;">Note:If you don't have ORCID then Click Here to get Register yourself.</td> </tr> </table>							First Name *	Conan	Middle Name	Grey	Last Name *	Williams	Email Address *	CGwilliams@gmail.com	Field of Expertise *	Biologist	Scopus ID 	eg : 1003338413 Optional	ORCID 	eg : 0000-0001-9227-8488	Author Contribution:	Data Collection 	Note:If you don't have ORCID then Click Here to get Register yourself.			
First Name *	Conan	Middle Name	Grey																							
Last Name *	Williams	Email Address *	CGwilliams@gmail.com																							
Field of Expertise *	Biologist	Scopus ID 	eg : 1003338413 Optional																							
ORCID 	eg : 0000-0001-9227-8488	Author Contribution:	Data Collection 																							
Note:If you don't have ORCID then Click Here to get Register yourself.																										

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 James Brown 

- [User Portal](#)
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- [New Submission](#)

 Read & Publish

- [Support](#)
- [User Manuals](#)

### Add Author/Co-authors

First Name *	Conan	Middle Name	Grey
Last Name *	Williams	Email Address *	CGwilliams@gmail.com
Field of Expertise *	Biologist	Scopus ID 	eg : 1003338413 Optional
ORCID 	eg : 0000-0001-9227-8488	Author Contribution:	Data Collection 
Note:If you don't have ORCID then Click Here to get Register yourself.			
<input checked="" type="checkbox"/> Mark this user as a principal author for editorial correspondence.			
<b>Institution / Organization</b> <input checked="" type="radio"/> Academic Institution <input type="radio"/> Corporate Organization			
Note: If "Academic Institution" not found in the list, feel free to contact <a href="#">Here</a> .			
Country *	United States	State	Arizona
City *	Kingman	Institution *	Mohave Community College
Address	City of Kingman   354 North 8th Street, Kingman, AGF 86451	Department *	Biomedical Engineering
Phone	(928) 678-6674		
<input style="background-color: #0072BC; color: white;" type="button" value="Save Author"/>		<input style="background-color: #0072BC; color: white;" type="button" value="Save &amp; Continue"/>	

On the “**Author**” section, fill out all the mandatory authors’ Fields. Make sure to enter the correct details of all the authors because you will not be able to make the changes in later stages.

Some more important features of this section are described below:

- Principal Author
- Author Contribution
- Society
- Institution / Organization

#### **Principal Author:**

It is mandatory to mark at least one author as “**Principal Author**”, He or She is responsible for the changes as suggested by the EIC and receive the emails on every decision.

**Mark this user as a principal author for editorial correspondence.**

#### **Author Contribution:**

Choose the relevant author contribution of the individual author on the specific part of the manuscript.

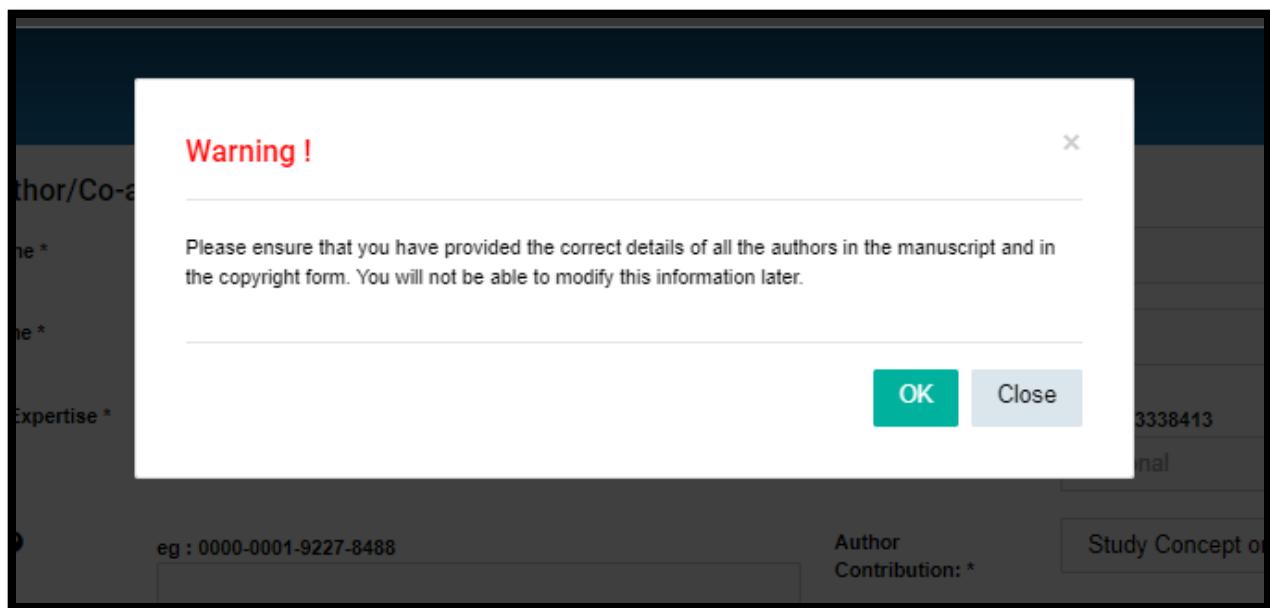
#### **Society:**

Academic Societies are present on the author’s tab, and you can select them from the list.

#### **Institution / Organization:**

In this section, fill out the complete details of the institution / organization, including country, state, city, institution, address, department, and phone.

**Note:** Please contact us if your academic institution is not present on the list.



By clicking on the “Save and Continue” button, a pop-up appears to check the author’s affiliation.

New Submission Details

Submission Details Authors File Uploading Reviewers Copyright Services Preview and Submit

Order	File Name	File Type	Upload Date	Uploaded By	Action
No File Uploaded					

Drop files here to upload

[Download manuscript sample file](#)

**Save & Continue ➔**

Upload all the files here and select the appropriate file types, Manuscript file is mandatory to upload.

MPS

New Submission Details

Submission Details Authors File Uploading Reviewers Copyright Services Preview and Submit

**Recommended Reviewer**

(Please recommend a reviewer who is an expert in the field of this article.)  
Note: Fields with an asterisk(\*) are to be filled mandatory

Full Name *	Email *	H - Index	Orcid id	Select Country	Field of expertise Enter skills separated by comma
Full Name *	Email *	H - Index	Orcid id	Select Country	Field of expertise Enter skills separated by comma
Full Name *	Email *	H - Index	Orcid id	Select Country	Field of expertise Enter skills separated by comma
Full Name *	Email *	H - Index	Orcid id	Select Country	Field of expertise Enter skills separated by comma

**Skip ➔** **Save & Continue ➔**

At this stage, the Author can recommend the reviewers by adding the reviewer's affiliations. If you don't want to recommend the reviewer, then simply skip this step by clicking on the "Skip" button

New Submission Details  
Encountering difficulties? Contact Editorial Office for assistance

Author / Dashboard

Submission Details Authors File Uploading Reviewers Copyright Services Preview and Submit

Is the Work likely to be of particular interest to pharmaceutical or biotechnology companies or any other corporate entities?  
 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

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Are there any actual, or potential, conflicts of interest?  
 YES  NO

**US GOVERNMENT EMPLOYEES / INDEPENDENT CONTRACTORS:**  
Was any Author a US government employee or 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.)

**Save and Continue**



Fill in the copyright and click on the “Save and Continue” button to check the details.

Copyright Form Preview

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BENTHAM SCIENCE PUBLISHERS LTD  
Executive Suite Y-2  
PO Box 7917, Saif Zone, Sharjah  
UNITED ARAB EMIRATES

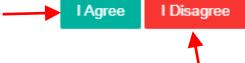
Date: 2022-08-27

Fax: +971-6-557-1134 (UAE)  
Email: [benthams@emirates.net.ae](mailto:benthams@emirates.net.ae) / [jmanager10@gmail.com](mailto:jmanager10@gmail.com), [xolva2233@gmail.com](mailto:xolva2233@gmail.com)

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Please find attached a copy of Bentham Science Publishers Ltd's ("Bentham Science") Subscription Journal Publication Terms & Conditions, along with Schedules related to the subject copyright work (the "Work"), namely:

I Agree  I Disagree



Click on the “I Agree” button to move forward to the next tab or if you want to make changes, click on the “I Disagree” button.

The screenshot shows the MPS (Powered by Eureka) submission interface. On the left, there's a sidebar with a user profile for James Brown (Online), navigation links for User Portal, Dashboard, New Submission, Read & Publish (with a sub-menu for Support and User Manuals), and a bottom section for Quick Track Publication Fee.

The main content area is titled "Author Services". It includes sections for "PUBLICATION VIA JOURNAL", "OPEN ACCESS PLUS", "ANIMATED VIDEO", and "QUICK TRACK PUBLICATION FEE".

- PUBLICATION VIA JOURNAL:** Title of subscription journal is "Test Journal Live".
- OPEN ACCESS PLUS:** Describes the option for open access publication. It includes a fee of \$ 865/- and a choice between YES (radio button checked) and NO.
- ANIMATED VIDEO:** Describes the "Animated Abstract Option". It includes a fee of \$ 1190/- and a choice between YES (radio button checked) and NO.
- QUICK TRACK PUBLICATION FEE:** Describes the "QUICK TRACK" service. It includes a fee of \$ 3000/- and a choice between YES (radio button checked) and NO.

A "Save your choice" button is located at the bottom right of the form.

Below mentioned are the services provided by Bentham Science. Select “Yes” or “No” according to your choice.

**OPEN ACCESS PLUS:** Bentham Science offers authors the choice of “Open Access Plus” paid publication of articles. This will allow articles to be spread to a much wider audience.

**ANIMATED ABSTRACTS:** An animated abstract will help summarize the essential discoveries/ key findings of your published research or review article. Each professionally produced full-colored animated abstract in video format (length 3 – 5 minutes) is accompanied by an English-spoken or foreign language commentary. The animated abstract will be published online along with the published article.

**Quick Track Publication Fee:** An optional fast publication fee-based service called QUICK TRACK is available to authors for their submitted manuscripts. QUICK TRACK allows online publication within 2 weeks of receipt of the final approved galley proofs from the authors.

**PROFORMA INVOICE**

Qty	Description	Your Order / Reference	Unit Price	Amount US\$
1	<b>Open Access Plus</b> This payment will be due once your article is finally accepted.	Reference number: Article Title: Manuscript submission for tutorials Journal : Test Journal Live		865
1	<b>ANIMATED VIDEO</b> This payment will be due once your article is finally accepted.	Reference number: Article Title: Manuscript submission for tutorials Journal : Test Journal Live		1190
1	<b>Quick Track Publication Fee</b> The Quick track advance payment of \$315 will be due once your article is accepted by BASS, before final acceptance	Reference number: Article Title: Manuscript submission for tutorials Journal : Test Journal Live		3000
			Total Amount:	5055
			TOTAL US\$:	5055

Open Payment: 5055      Change your choice      Continue →

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Click on the “Continue” button to move to the next last tab.

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 James Brown Online

-  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	Reviewers	Copyright	Services	Preview and Submit
Submission Type						
Research Article						
Title						
Manuscript submission for tutorials						
Abstract						
enter the abstract , Test Test Test						
Keyword						
word, Keys,six, atleast.enterk.enterkk.enterlllk						

**MPS** 

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-  User Portal
-  Dashboard
-  New Submission

**Read & Publish**

-  Support
-  User Manuals

### Structured Abstract

Sequence	Field Name	Description	Action
1	aims	df	<button style="background-color: red; color: white; border: none; padding: 2px 5px;">Delete </button>
2	background	gdgdf	<button style="background-color: red; color: white; border: none; padding: 2px 5px;">Delete </button>
3	objective	gf	<button style="background-color: red; color: white; border: none; padding: 2px 5px;">Delete </button>
4	method	gfgf	<button style="background-color: red; color: white; border: none; padding: 2px 5px;">Delete </button>
5	result	dgfdgfd	<button style="background-color: red; color: white; border: none; padding: 2px 5px;">Delete </button>
6	conclusion	gfdgfd	<button style="background-color: red; color: white; border: none; padding: 2px 5px;">Delete </button>
7	other	gfdg	<button style="background-color: red; color: white; border: none; padding: 2px 5px;">Delete </button>

### Authors

First Name	Last Name	Email Address	Field of Expertise	Affiliations
Conan	Williams	CGwilliams@gmail.com	Biologist	<button style="background-color: orange; color: white; border: none; padding: 2px 5px;">Details </button>

( CGwilliams@gmail.com ) is a principal author for editorial correspondence.

All the information that has been filled in previously can be viewed on this page. This page allows you to check all the entered data so that you can make the changes before submitting the manuscript. Finally, click on the “Finish” button to complete the submission.

## APC Charges:

On selecting the article type as a research article, if the quick track option is not selected on the “Author Services” tab, then the author has to select the Payment Agreement option. Without this, you cannot submit the manuscript.

The screenshot shows a yellow-themed step titled "Payment Agreement". It contains a single checkbox agreement: "This is to confirm that if my submitted article is approved for publication in "Test Journal Live", I agree to pay the Article Processing Charges of US \$1000, (Inclusive of Open Access charges) for my article. I also understand that this amount will be payable immediately after the provisional acceptance for publication, of my paper, prior to actual publication." A "Close" button is visible at the bottom right of the step.

The screenshot shows a modal dialog box with a red header "Warning" and a message "Please Agree to Pay Article Processing charges." A "Close" button is visible at the bottom right of the dialog.

## Author's Revision:

The screenshot shows the MPS platform interface. On the left, there is a sidebar with user information (James Brown, Online), navigation links (User Portal, Dashboard, New Submission, Read & Publish, Support, User Manuals), and a search bar. The main content area is titled "AWAITING REVISION" and displays two entries in a table format. The columns are: Journal, Reference No., Date, Title, Status, and Action. The first entry is for "TJL" with Reference No. "BMS-TJL-2022-488", Date "2022-08-29", Title "Manuscript submission for tutorials", Status "With Author, For Revision", and Action "Continue". The second entry is for "TJL" with Reference No. "BMS-TJL-2022-480", Date "2022-08-27", Title "test sub for tutorial fg g t ghtg hgt h", Status "With Author, For Revision", and Action "Continue". A red arrow points to the "Continue" button for the second entry. At the bottom of the table, it says "Showing 1 to 2 of 2 entries".

The author can submit the revised file on “Continue” button.

Order	File Name	File Type	Upload Date	Uploaded By	Action
1	CPA-17-6-822-f1.jpg	Figure	2022-08-27	James Brown	<a href="#">Download</a>
2	copyright_form.pdf	Copyright Letter	2022-08-29	James Brown	<a href="#">Download</a>
3	015-Abualhasan6-MS.docx	Manuscript	2022-08-29	James Brown	<a href="#">Download</a>
4	ACCTRA.jpg	Table	2022-08-29	Journal manager	<a href="#">Download</a>

S NO.	File Name	File Type	Action
1	updated.docx	Manuscript	<a href="#">Delete</a>

Drop files here to upload

Click on Confirm Submission button to submit your files.

[Confirm Submission](#)

At this stage, the corresponding author has already received the suggestion file by email. According to the EIC comments, make the changes in manuscript and upload the file in “**Drop file here to upload**” section. Select the file type as manuscript and click on “**Confirm Submission**” to complete this process.

**Noted:** Manuscript file is mandatory to upload and for the Reviewer’s revision case, Rebuttal letter and the manuscript are mandatory. Click on the “**Confirm submission**” button to submit the revised manuscript.

