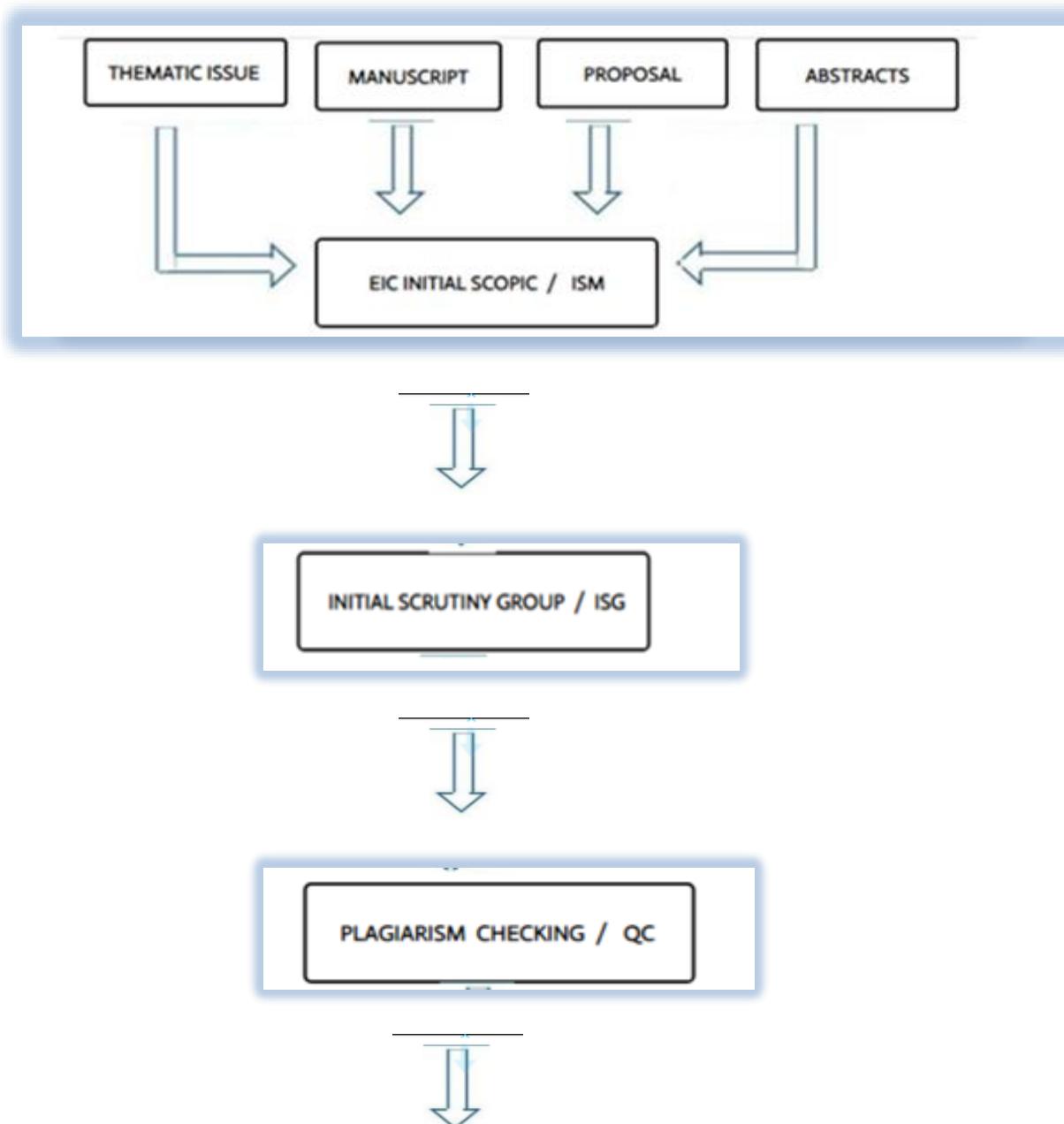


GUEST EDITOR TUTORIAL

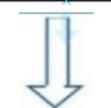
Table of Contents

1.	Flow Chart of Manuscript Submission In HT	3
2.	Sign In	6
3.	Proposal Submission Process.....	7
4.	The Guest Editor Dashboard.....	17
5.	Manuscript Submission in Thematic Issue	21

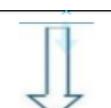
FLOW CHART OF MANUSCRIPT SUBMISSION IN HT



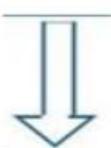
PEER REVIEW PROCESS



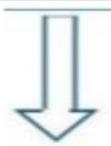
GUEST EDITORIAL DECISION



EDITORIAL DECISION

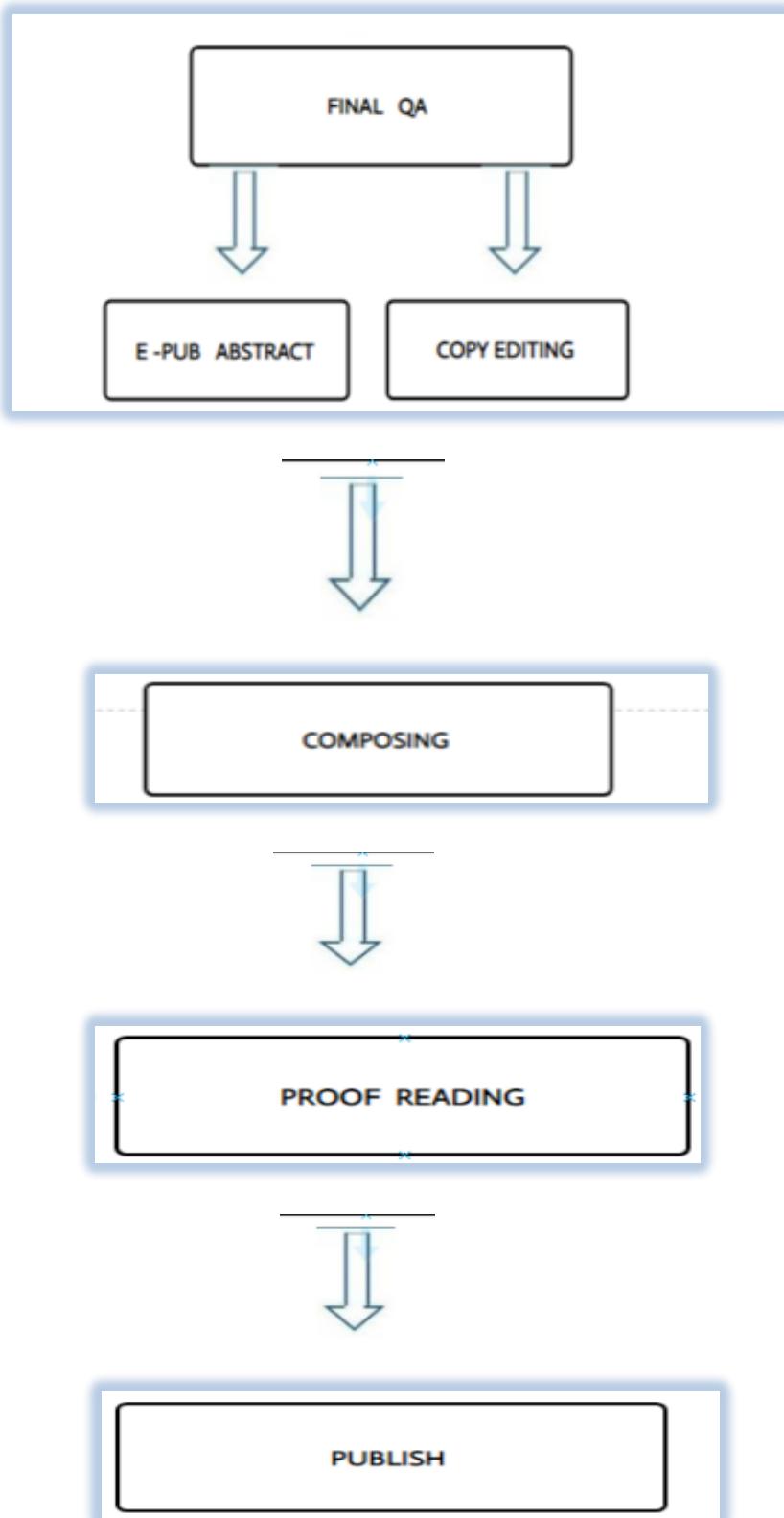


INITIAL QA



REFRENCE VERIFICATION





1. Sign In

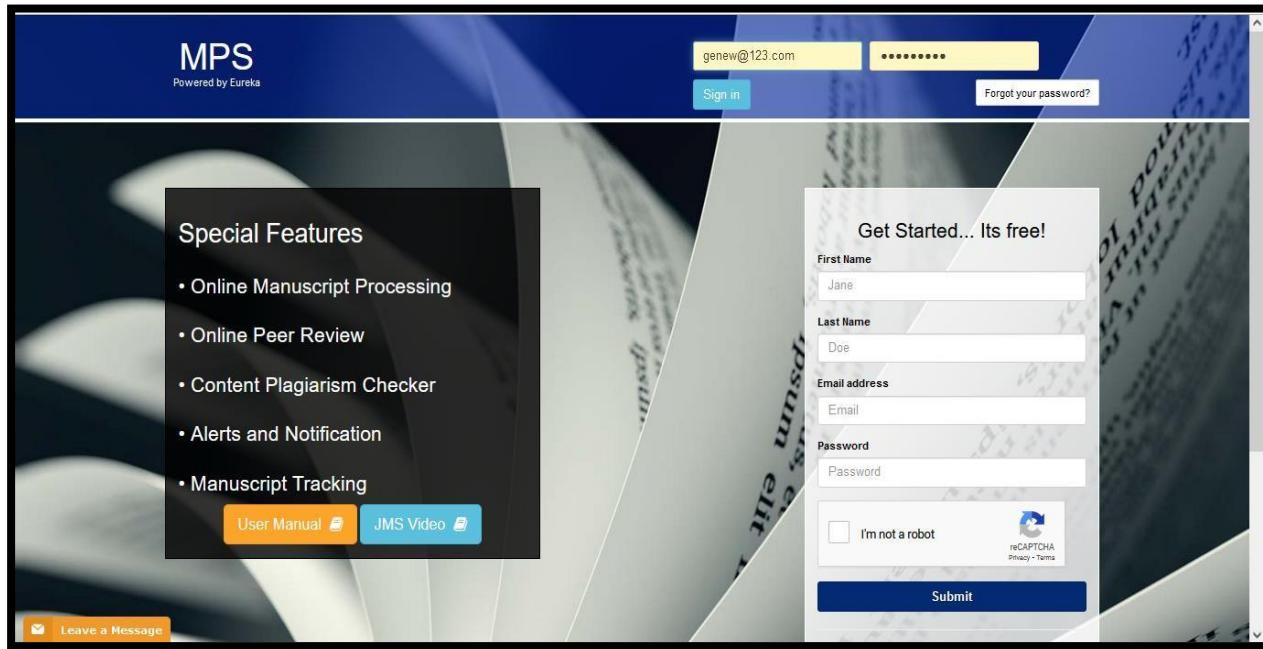


Fig (1)

- Enter the URL "bentham.manuscriptpoint.com"
- Login with your **Guest Editor's** MPS account credentials by entering the valid 'email' and 'password' in appropriate fields.
- Click on 'Sign in' button to log in as shown in **Fig (1)**.

2. Proposal Submission Process

The screenshot shows the MPS Guest Editor Dashboard. On the left sidebar, under the 'Guest Editor Portal' section, there is a red box highlighting the 'New Submission' option. The main content area displays several sections: 'AWAITING GUEST EDITOR INITIAL APPROVAL', 'PROPOSAL SUBMISSIONS', 'AWAITING REVISION', 'REJECTED PROPOSALS & MANUSCRIPTS', and 'INCOMPLETE SUBMISSIONS'. Each section contains a table with columns for Journal, Reference No., Title, Date, Status, and Action. The 'PROPOSAL SUBMISSIONS' section shows three entries, all marked as 'Proposal Accepted'. The 'INCOMPLETE SUBMISSIONS' section shows one entry for 'Test proposal' by 'CMC' on '2021-07-07', with 'Delete' and 'Continue' buttons.

Fig (2)

- After log in, please find the “**New Submission**” option under the Guest Editor portal of your dashboard, in the left panel. Click the “**New Submission**” option to start the Proposal submission, as shown in **Fig (2)**.

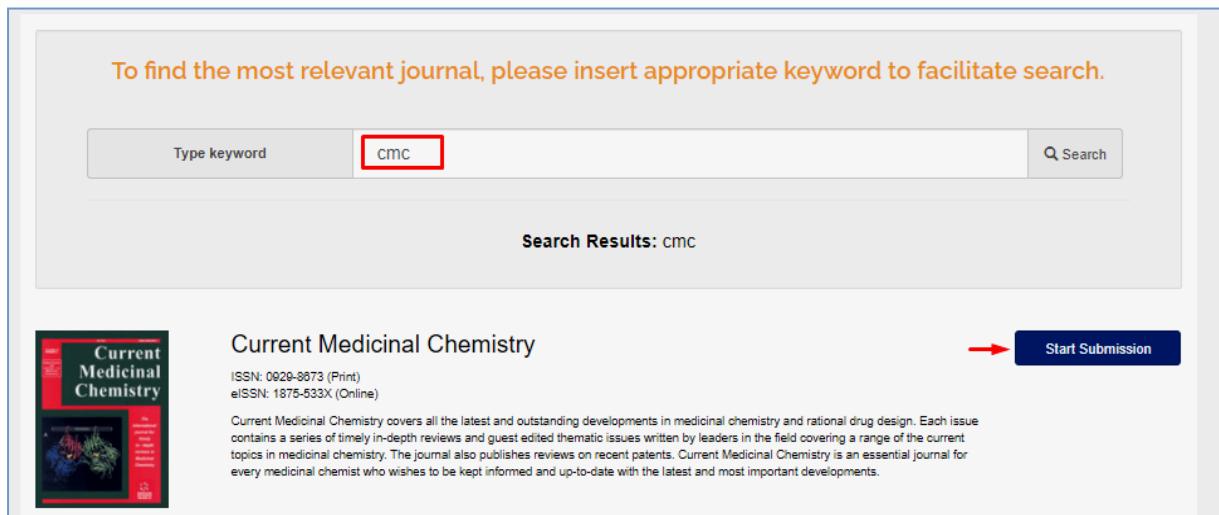


Fig (3)

- Relevant journals can be searched by entering appropriate keywords in the search field, as shown in Fig (3).
- Enter the journal code you want to submit your proposal in.

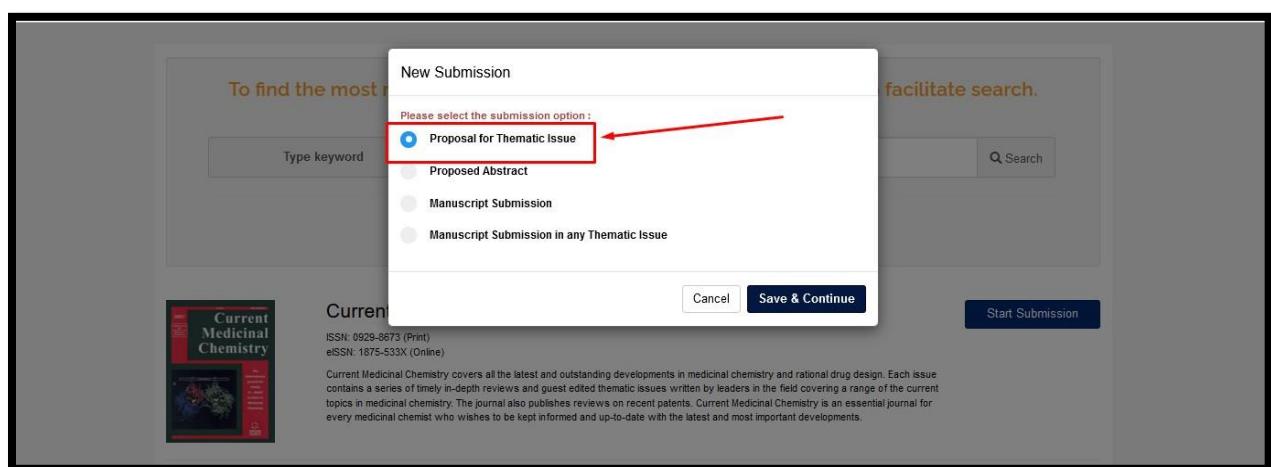


Fig (4)

- Upon selecting the relevant journal, a window will appear asking to select any one option, as shown in **Fig (4)**.
- Please select the first option “**Proposal for Thematic Issue**” and click on “**Save & continue**” button to proceed to the next step.
- The submission form will appear as shown in **Fig (5)**. Fill all the relevant details carefully. Click on **Save** button.

The screenshot shows the MPS submission interface for the journal "Current Medicinal Chemistry". The top navigation bar includes a search bar, a user icon, and a power icon. The left sidebar has links for "New Guesteditor", "Guest Editor Portal", "User Portal", "Dashboard", "New Submission", "Read & Publish", "Support", and "User Manuals". The main content area displays the journal's cover image and basic information. The submission form contains fields for "Submission Title" (highlighted with a red box), "Contributors", and "File Uploading". Below these are fields for "Enter Title" (containing "Test Proposal Submission") and "Enter Abstract/Summary" (containing "Test Abstract"). At the bottom, there is a "Enter keywords" field with suggestions like "test", "submission", "testing", and "tutorial", and a "Save" button. A copyright notice at the bottom right states "Copyright 2021 © MPS. If you have found any system related bug, feel free to report [Here](#)...".

Fig (5)

- A contributor list will appear as shown in **Fig (6)**. Provide all the relevant details of the contributors that are going to contribute in this thematic issue after acceptance of the proposal.
- Click on “**Add Author**” button then save.

Contributors List

Order	Article Title	Contributor Name	Email Address	H-Index	ORCID	Affiliation	Action
	Stacks and Queues	Test Cont-1	areeba.manzar.39@gmail.com	10			
	Arrays and linked lists	Test Cont-2	areeba.manzar.1510@gmail.com	20			

Add Submission Title

SubmissionTitle *

Add Principal Author Details

First Name *	Test	Last Name *	Cont-3
Email Address *	anumnaz@gmail.com	Affiliation *	CS
H-Index *	11	ORCID	eg : 0000-0001-9227-8488
Country *	Bahrain	Note: If you don't have ORCID then Click Here to get Register yourself.	

Fig (6)

- Click on “**Save & continue**” button to proceed to the “**File uploading**” tab as shown in **Fig (7)**.

The screenshot shows the MPS (Powered by Eureka) submission interface. On the left, there's a sidebar with icons for New Guesteditor (online), Guest Editor Portal, User Portal (Dashboard, New Submission), Read & Publish (Support, User Manuals), and a Leave a Message button. The main area has a blue header bar with a search bar and a power icon. Below it, a "New Submission Details" section says "Encountering difficulties? Contact Editorial Office for assistance". It includes fields for "Submission Title" and "Contributors", and a "File Uploading" section with a table:

Order	File Name	File Type	Upload Date	Uploaded By	Action
1	proposal.docx	Proposal	12-07-2021	new guesteditor	Delete

A red arrow points to the "Proposal" entry in the "File Type" column. Below the table is a large box with the placeholder "Drop files here to upload". At the bottom right are "Cancel" and "Finish" buttons. A copyright notice at the bottom states "Copyright 2021 © MPS" and "if you have found any system related bug, feel free to report [Here...](#)".

Fig (7)

This screenshot shows a dropdown menu titled "Select uploaded file type" over a blurred MPS interface. The menu lists various file types, with "Proposal" highlighted in blue. A red arrow points to the "Proposal" option. Other listed items include: Supplementary, Table, Figure, Graphical Abstract, Scheme, Title, Copyright Letter, Fee Form Letter, Other, Article Payment Form, Structured Abstract, Proof Correction, Initial Scrutiny Group, Language Editing Certificate, and Proof Reading File.

Fig (8)

- Upload the doc file and select the file type as ‘Proposal’ as shown in **Fig (7)** and **Fig (8)**. Click on ‘Finish’ button to complete the submission.

Journal	Reference No.	Title	Date	Status	Action
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
CMC	BMS-CMC-2021-HT-76	Test Proposal Submission	2021-07-12	Pending	Select Options

Fig (9)

- Once you complete the submission process, your proposal will be shown in the “**Proposal Submissions**” section as shown in **Fig (9)**. “**Pending**” status shows that the proposal is submitted but not approved by the EIC yet.
- The Guest Editor can only view and add more contributors at this stage but can’t submit manuscript since it is not accepted by the EIC yet.
- Also note that the current status of contributors is appearing as ‘**pending**’ since they are not yet approved by the EIC. Refer **Fig. (10)**.
- Click on “**Add Contributors**” button if you want to add more contributors at this stage, i.e. before sending it to EIC for approval. Refer **Fig. (11)**.

- Guest Editor can also send email to the EIC for approval. A draft letter will appear. Click on “Send Email & Save”. Refer Fig. (12).

TPBMS-TJL-2021-HT-222

Submission Type:	Proposal
Title:	Test proposal by Guest editor -1
Proposal Summary	Summary
Submitted Date:	Oct 21,2021

Contributors List

Order	Article Title	Contributor Name	Email Address	H-Index	Affiliation	Status
1	Stacks and Queues	Test Cont-1	areeba.manzar.39@gmail.com	10	view	Pending
2	Arrays and linked lists	Test Cont-2	areeba.manzar.1510@gmail.com	20	view	Pending
3	Binary trees	Test Cont-3	anumnaz@gmail.com	11	view	Pending

[+ Add Contributors](#) [Send Email to EIC](#)

Fig (10)

Contributors List

Order	Article Title	Contributor Name	Email Address	H-Index	Affiliation	Status
1	Stacks and Queues	Test Cont-1	areeba.manzar.39@gmail.com	10	view	Pending
2	Arrays and linked lists	Test Cont-2	areeba.manzar.1510@gmail.com	20	view	Pending
3	Binary trees	Test Cont-3	anumnaz@gmail.com	11	view	Pending

→ [+ Add Contributors](#) [Send Email to EIC](#)

Fig (11a)

ance Number or Au

Add Contributors

Add Submission Title

SubmissionTitle *

For 1st Author

Add Principal Author Details

First Name *

Anum

Last Name *

Naz

Email Address *

naz2456998@gmail.com

Affiliation *

KU

H-Index *

45

ORCID ⓘ

eg : 0000-0001-9227-8488

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

Country *

Pakistan

+ Save

Close

Details

Order

Contributors List

H-Index

Affiliation

Status

current version

Title

Action

script

ence Number

Submission Date

Title

Status

Action

The screenshot shows a submission interface. On the left, there's a sidebar with sections like 'Details', 'Order', 'Contributors List', 'H-Index', 'Affiliation', 'Status', 'Title', and 'Action'. The main area has tabs for 'Add Contributors' (which is active), 'Add Submission Title', and 'Add Principal Author Details'. Under 'Add Principal Author Details', fields include First Name (Anum), Last Name (Naz), Email Address (naz2456998@gmail.com), Affiliation (KU), H-Index (45), and an ORCID field (empty). A note says 'Note: If you don't have ORCID then [Click Here](#) to get Register yourself.' Below these is a Country dropdown set to 'Pakistan'. At the bottom left is a green 'Save' button with a white plus sign, which is highlighted with a red rectangular box. To its right is a 'Close' button. At the very bottom of the page, there's a horizontal bar with 'Page 14' in the center.

Fig (11b)

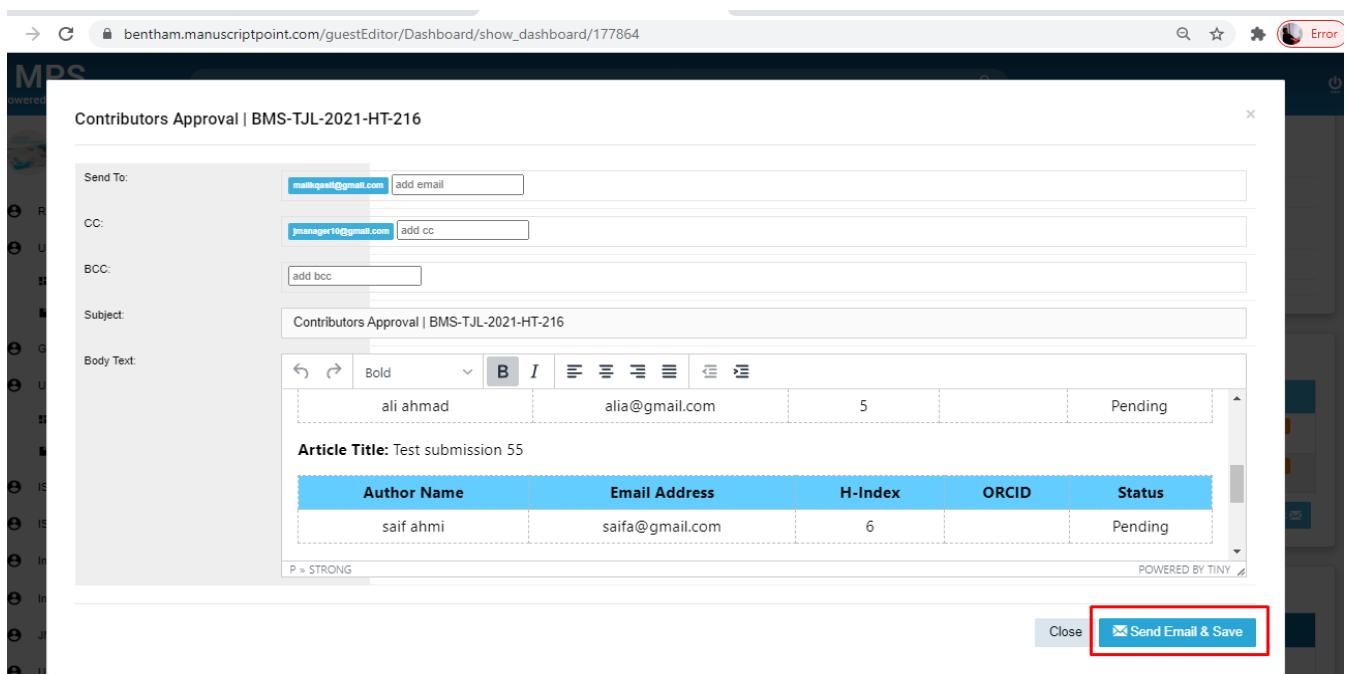


Fig (12)

- Now the proposal will be sent to EIC for approval, EIC has the right to either accept or reject the contributors as well.
- The proposal status can be seen as '**Proposal accepted**' in the Guest Editor's dashboard after approval of EIC. Refer to **Fig (13)**.
- Guest Editor can now start the manuscript submission in thematic issue by clicking on "**Start Submission**".

PROPOSAL SUBMISSIONS					
Show	5	entries	Search:		
Journal	Reference No.	Title	Date	Status	Action
TJL	BMS-TJL-2021-HT-240	Test submission proposal 19-10-21	2021-10-19	Proposal Accepted	Select Options ▾
TJL	BMS-TJL-2021-HT-216	Test submissio 555555	2021-08-30	Proposal Accepted	Select Options ▾
TJL	BMS-TJL-2021-HT-241	Test proposal submission 12345666	2021-10-19	Pending	Select Options ▾
TJL	BMS-TJL-2021-HT-214	Test proposal 3456666	2021-08-30	Proposal Accepted	Select Options ▾
TJL	BMS-TJL-2021-HT-230	test 34 sep	2021-09-24	Proposal Accepted	Select Options ▾

Showing 1 to 5 of 32 entries

Previous 1 2 3 4 5 6 7 Next

Fig (13a)

PROPOSAL SUBMISSIONS					
Show	5	entries	Search:		
Journal	Reference No.	Title	Date	Status	Action
TJL	BMS-TJL-2021-HT-235	Proposal submission In HT	2021-10-08	Proposal Accepted	Select Options ▾
TJL	BMS-TJL-2021-HT-229	Proposal submission for HT 678 20-09-21	2021-09-20	Proposal Accepted	Select Options ▾
TJL	BMS-TJL-2021-HT-232	Proposal submission for HT 30-09-21	2021-09-30	Proposal Accepted	 View Submission
TJL	BMS-TJL-2021-HT-228	Proposal submission for HT 17-09-21	2021-09-17	Proposal Accepted	 Start Submission
TJL	BMS-TJL-2021-HT-227	Proposal submission for HT 1234	2021-09-15	Proposal Accepted	 Invite To Author

Showing 11 to 15 of 32 entries

Previous 1 2 3 4 5 6 7 Next

Fig (13b)

Hot Topic

BMS-TJL-2021-HT-232

Submission Type:	Proposal
Title:	Proposal submission for HT 30-09-21
Proposal Summary	Summary
Submitted Date:	Sep 30,2021
Start Submission Copy Submission Link	

Contributors List

Order	Article Title	Contributor Name	Email Address	H-Index	Affiliation	Status
1	Test stats for closing 1	Anum Naz	anumnaz@xolva.com	34	view	Accepted
2	Test stats for closing 2	Areeba Manzar	areeba@xolva.com	45	view	Accepted

[+ Add Contributors](#) [Send Email to EIC](#)

Files Details

Order	File Name	File Type	Upload Date	Status
1	verification (1) (1)_original (1) (1) (1) (3) (1) (1).docx	Proposal	30-09-2021	current version

Fig (13c)

3. The Guest Editor Dashboard

- In **Fig (14)**, different pools of the Guest Editor's portal can be seen.

- **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.

- **Proposal Submission**

Guest Editor can track all the submitted proposals here in this section.

Moreover, he can do the other activities as mentioned below:

- ✓ Clicking on the “**View Submission**” button, the guest editor, sees the submitted manuscript in **Thematic Issue**
- ✓ Clicking on the “**Start Submission**” button, the **Guest Editor** can directly submit the manuscript in the **Thematic issue**
- ✓ Clicking on the “**Invite to Author**” button, the **Guest Editor** can invite the authors to contribute to **Thematic Issue** through Email
- ✓ 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.

- **Awaiting Revision**

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

- **Rejected Proposals and Manuscripts**

Through this option, the **Guest Editor** can view proposals and manuscripts declined by the **EIC**.

- **Incomplete Submissions**

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.

- In the Guest Editor's dashboard, under the proposal submissions section, upon clicking the view submission option, the status of the contributors can be seen which are **accepted** or **rejected** by the EIC, as shown in **Fig (15)**.
- 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.

MPS  Powered by Eureka

Welcome to Dashboard

AWAITING GUEST EDITOR INITIAL APPROVAL (1)

Journal	Reference No.	Title	Date	Action
No Record Found				

PROPOSAL SUBMISSIONS (2)

Journal	Reference No.	Title	Date	Status	Action
TJL	BMS-TJL-2021-HT-164	Test submission from xolva for guest editor 12	2021-07-05	Proposal Accepted	View Submission
TJL	BMS-TJL-2020-HT-132	test submission for new HT initial proposal	2020-12-22	Proposal Accepted	Start Submission
TJL	BMS-TJL-2020-HT-130	test proposal submission for new copy editing module	2020-12-21	Proposal Accepted	Invite To Author

Showing 1 to 3 of 3 entries

2.1
2.2
2.3
2.4

3

AWAITING REVISION

Journal	Reference No.	Title	Date	Status	Action
No Submission					

4

REJECTED PROPOSALS & MANUSCRIPTS

Journal	Reference No.	Title	Date	Status
No Submission				

5

INCOMPLETE SUBMISSIONS

Journal	Reference No.	Title	Date	Action
CMC	BMS-CMC-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

Copyright 2021 © MPS.
if you have found any system related bug, feel free to report [Here](#)...

[Leave a Message](#)

Fig (14)

The screenshot shows a manuscript submission interface. At the top, there is a header with the code 'BMS-TJL-2021-HT-216'. Below it, a 'Proposal' section displays the title 'Test submissio 555555' and a 'Summary' button. To the left, there are fields for 'Submission Type' (set to 'Proposal'), 'Title' (empty), 'Proposal Summary' (empty), and 'Submitted Date' (set to 'Aug 30,2021'). Below these are buttons for 'Start Submission' and 'Copy Submission Link'. The main area is titled 'Contributors List' and contains a table with two rows:

Order	Article Title	Contributor Name	Email Address	H-Index	Affiliation	Status
1	Test submision 4453	ali ahmad	alia@gmail.com	5	view	Accepted
2	Test submision 55	saif ahmi	saifa@gmail.com	6	view	Rejected

At the bottom right of the table are buttons for 'Add Contributors' and 'Send Email to EIC'.

Fig (15)

4. Manuscript Submission in Thematic Issue

- It can be seen in **Fig (16)** that while submitting the manuscript in that thematic issue proposal, only those contributor names appear that were previously approved by the EIC.

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

- Select the contributor from the list; also fill all the mandatory fields such as **Article Type**, **Article Title**, **Abstract**, and **keywords**. Click on “**Save & Continue**” button to proceed to the next step which is filling Authors details.
- 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 (18)** 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 (18)**.

Reference Number:	BMS-TJL-2021-HT-216
Guest Editor:	Journal manager

Contributors:  Select Contributor
 Select Contributor
Test submision 4453 (ali ahmad)
 None

Article Type:

Enter Title:
Not more than 250 characters.

Enter Abstract:
Not more than 550 words .

Enter keywords:
add multiple keywords with , separated. (minimum 5 keywords allowed)

Open Access Discount: 

Open Review:  Yes No

Fig (16)

Open Review:  Yes No

SEARCH FUNDER NAME ▾

Search Funder Name Insert Awards  

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

Fig (17)

New Submission Details

Submission Details Authors File Uploading Preview and Submit

My Author List

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

sadia@sadiahmed.com

Add Author/Co-authors

First Name * Last Name *
 Email Address * Field of Expertise *

ORCID ? Scopus ID ?
Optional

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

Author Contribution:

Mark this user as a principal author for editorial correspondence.

Institution / Organization

Academic Institution Corporate Organization

Note: If "Academic Institution" not found in the list, feel free to contact [Here](#).

Country * State
 City * Institution *
 Address Department *
 Phone

Click on Add Author button to add at least one author

Copyright 2021 © MPS.
 If you have found any system related bug, feel free to report [here](#)...

Fig (18)

***Note:** It is necessary to make one author as the Principal Author to proceed further. To do so, please tick the check box as shown in **Fig (19)**. Otherwise the system will restrict you from proceeding further.

Title, Reference Number or Author Name...
ORCID eg : 0000-0001
Note:if you don't have ORCID ID
Author Contribution: * Study Con

One author is compulsory for **editorial correspondence**.

Mark this user as a principal author for editorial correspondence.

Institution / Organization Academic Institution Corporate Organization

Note: If "Academic Institution" not found in the list, feel free to contact [Here](#).

Country *	Select Country	State	Select State
City *	Select City	Institution *	Select Institution
Address	Department *		
Phone			

Fig (19)

Title, Reference Number or Author Name...
ORCID eg : 0000-0001
Note:if you don't have ORCID ID
Author Contribution: * Study Con

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.

Mark this user as a principal author for editorial correspondence.

Institution / Organization Academic Institution Corporate Organization

Note: If "Academic Institution" not found in the list, feel free to contact [Here](#).

Country *	Select Country	State	Select State
City *	Select City	Institution *	Select Institution
Address	Department *		
Phone			

Fig (20)

- Please note that you have added the correct details of all authors otherwise you won't be able to edit their information at later stage by yourself.

- 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 (22)**.

***Note:** Please note that the manuscript file you're uploading should be a doc file not pdf (with extension .docx).

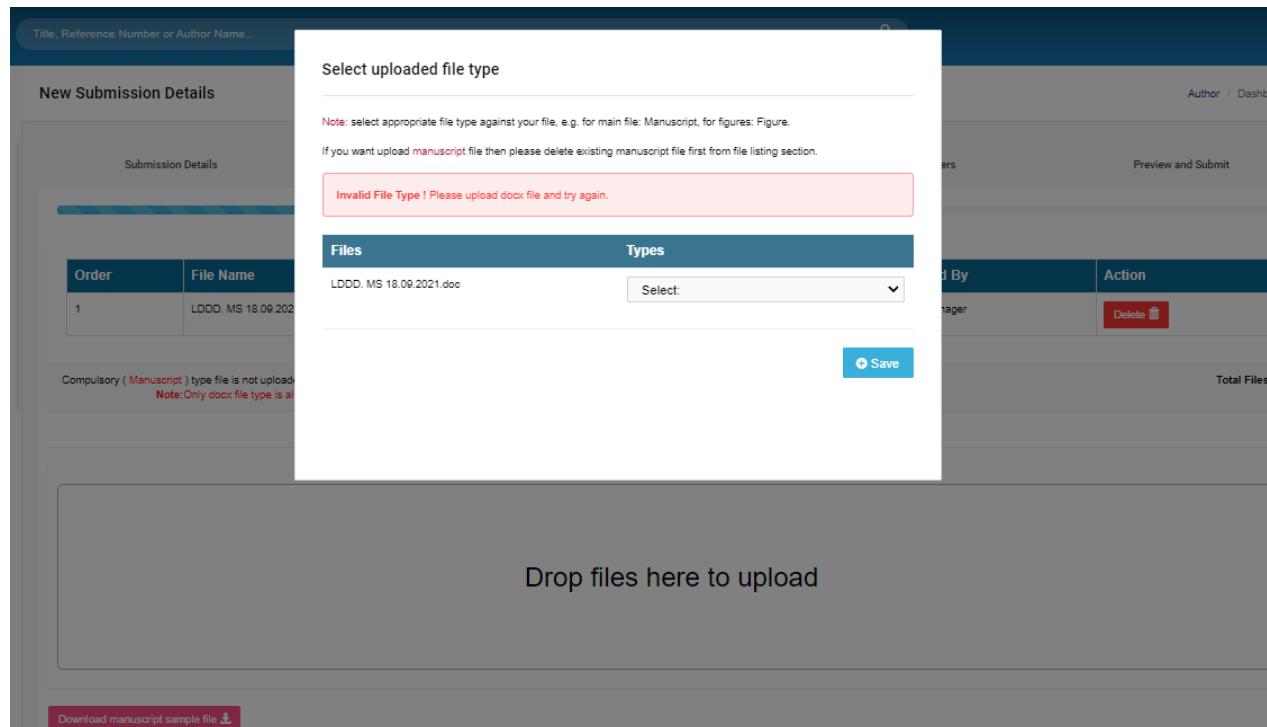


Fig (21)

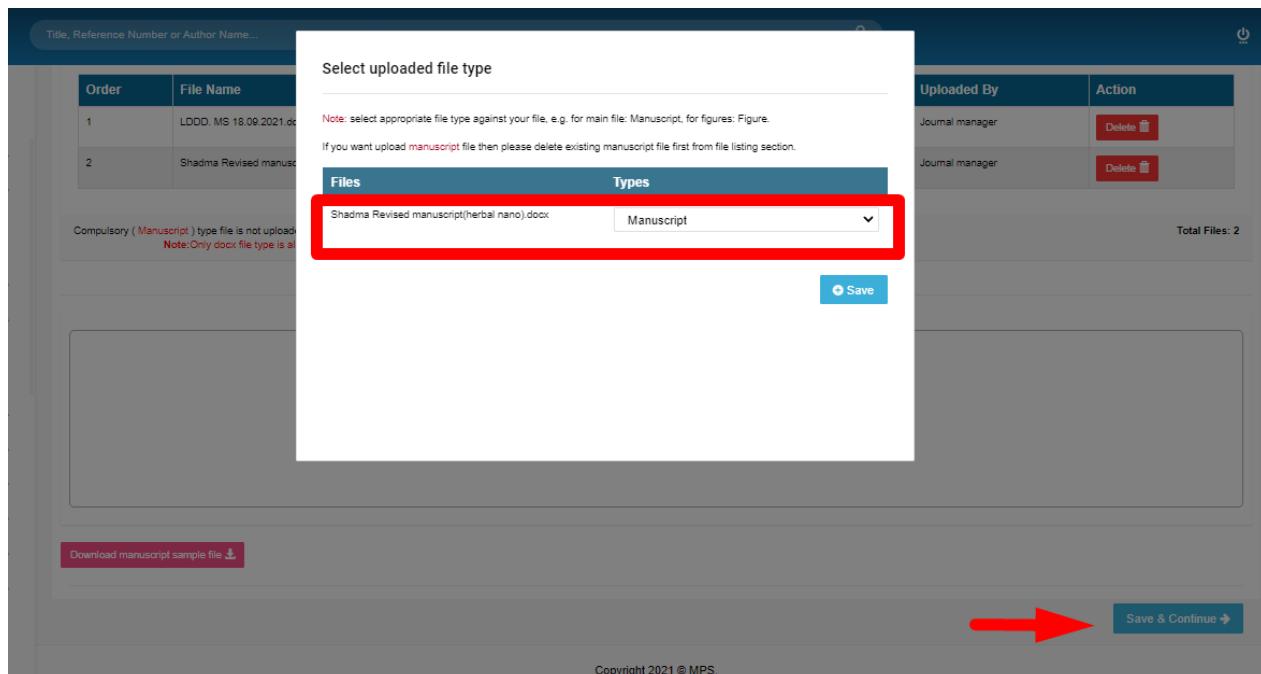


Fig (22)

- After uploading manuscript file, a window will appear asking the author for recommending potential reviewers.
- Please make sure to add the correct details of reviewer such as valid email id, otherwise the reviewer with invalid details would not be considered.
- The reviewers recommended will be then sent to the review dept for approval depending on certain criteria.
- Click on “**save and continue**” button. A window will pop up, asking you to proceed with the English language check at initial stage to avoid grammatical mistakes. Click on proceed button.

New Submission Details

Author / Dashboard

Submission Details Authors File Uploading Reviewers Preview and Submit

Recommended Reviewer

Asfa Shaikh	asifa123@gmail.com	11	Orcid id	Australia	biomed
Amna Haq	amnaabcom	H - Index	Orcid id	Select Country	Field of expertise
! Please include an '@' in the email address, 'amnaabcom' is missing an '@'.					
Full Name	Email	H - Index	Orcid id	Select Country	Field of expertise
Full Name	Email	H - Index	Orcid id	Select Country	Field of expertise

Please add the valid email id of reviewer

Skip Save & Continue

Copyright 2021 © MPS

Fig (23)

Title, Reference Number or Author Name...

New Submission Details

Encountering difficulties ? Contact Editorial Office for assistance

Author / Dashboard

Submission Details Authors File Uploading Reviewers Preview and Submit

Submission Type

Mini-review

Bentham does an initial quick language check for your benefit!

Please proceed to get a quick English language editing report (with correction suggestions) on your manuscript.

Title

Data science and art intelligence

Abstract

sfdsgdfhfhfghfghk

Keyword

hkhgk,hjkhl,kjlk,killo,piop,uiupiuuo,piopoi,pioop

Structured Abstract

Sequence	Field Name	Description	Action
----------	------------	-------------	--------

Fig (24)

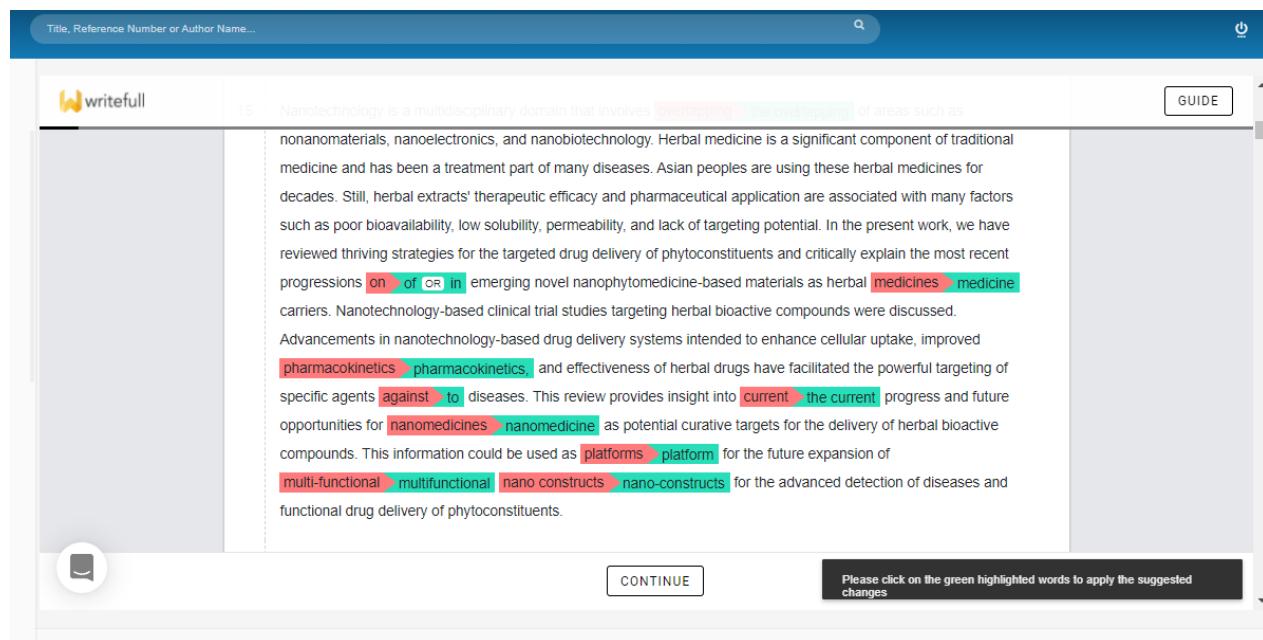


Fig (25)

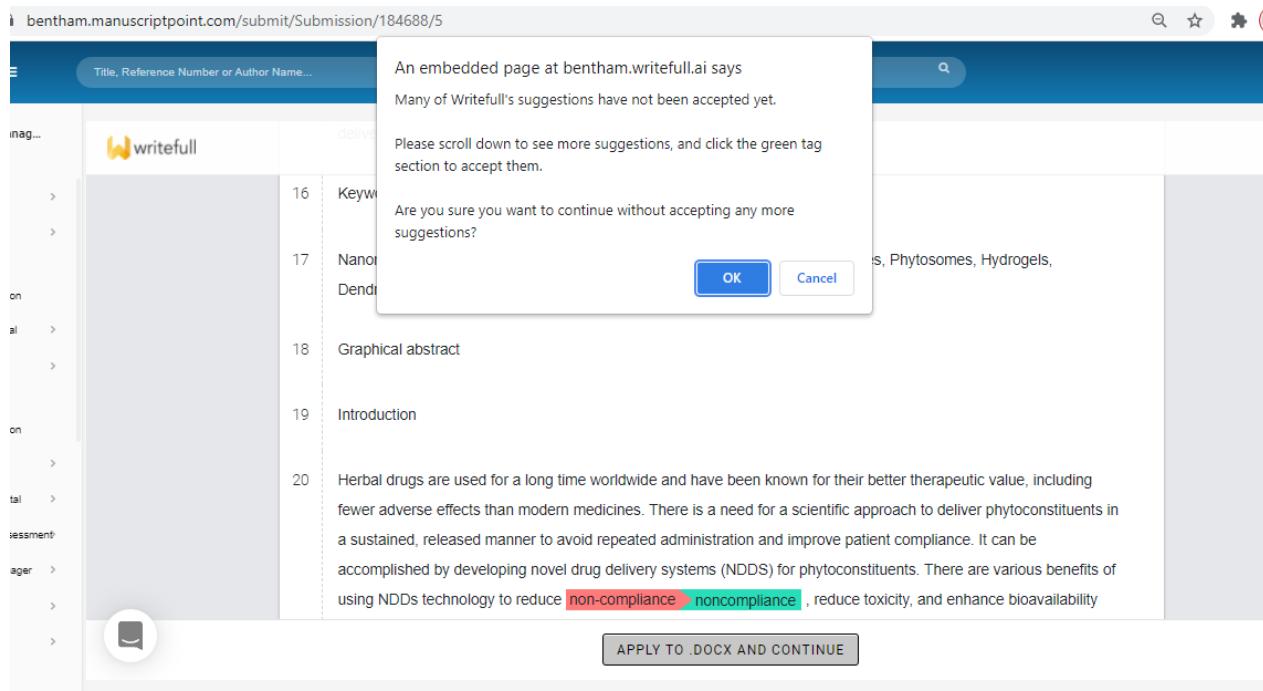


Fig (26)

- Apply the changes as per suggested by this **English language checking** feature.

entham.manuscriptpoint.com/submit/Submission/184688/5

	Title, Reference Number or Author Name...					
2	Shadma Revised manuscript(herbal nano)_original.docx	Other	19-10-2021	Journal manager	Download	Delete
3	Shadma Revised manuscript(herbal nano).docx	Manuscript	19-10-2021	Journal manager	Download	Delete
4	Shadma Revised manuscript(herbal nano)_track_changes.docx	Other	19-10-2021	Journal manager	Download	Delete
5	manuscript_lang_stats.csv	Other	19-10-2021	Journal manager	Download	Delete

DESCRIPTION OF WORK:

SUBMISSION DEADLINE:

APPROXIMATE SPECIFICATIONS:

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

Fig (27)

- Fill in all the necessary details regarding your manuscript and then click on “**save and continue**” button.
- All the relevant details you have filled would be incorporated in the copyright which will be auto-generated by the system in the next step.
- You can view the copyright letter as well. Click on “**I Agree**” button and then “**Finish**” button to complete the submission. Refer to **Fig (29)**.

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, at commercial or financial institutions 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 Author 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 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 must each execute and submit to Bentham Science, using Bentham Science's form letter, the supplemental terms applicable to the Author.)

SCHEDULE D: PAYMENT

TITLE OF SUBSCRIPTION JOURNAL(S)	Test Journal Line
Open Access Plus Option:	<input type="checkbox"/> If the Assigner 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 £ 1,000. Does the Assigner 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
ANIMATED VIDEO:	<input type="checkbox"/> 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 Assigner may elect (subject to the payment of a one-off fee of £ 1,000) 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 In-Press and In-Vision in accordance with the terms of Creative Commons License CC BY-NC-ND 4.0 - Attribution-NonCommercial-NoDerivatives 4.0 International. Assignee hereby accepts such "open access" publication of the animated abstract and agrees to pay the applicable Fee in accordance with the terms below: <input type="radio"/> YES <input type="radio"/> NO The Fee shall be paid initially with a US\$ 100 advance payment on giving the Publisher the instruction to start work on the Animated Abstract; and US\$ 300 (English language edition) or US\$ 1400 (Foreign language edition); on completion of the Animated Abstract.

[Save and Continue](#)

Fig (28)

Files

Order	File Name	File Type	Upload Date	Uploaded By	Action
1	LDDD_MS_18.09.2021.doc	Other	19-10-2021	Journal manager	Download Delete
2	Shadma Revised manuscript(herbal nano)_original.docx	Other	19-10-2021	Journal manager	Download Delete
3	Shadma Revised manuscript(herbal nano).docx	Manuscript	19-10-2021	Journal manager	Download Delete
4	Shadma Revised manuscript(herbal nano)_track_changes.docx	Other	19-10-2021	Journal manager	Download Delete
5	manuscript_lang_stats.csv	Other	19-10-2021	Journal manager	Download Delete

[View Copyright Letter](#)

[Finish](#)

Fig (29)

The screenshot shows the guest editor's dashboard at bentham.manuscriptpoint.com/guestEditor/Dashboard/show_dashboard/184604. A red box highlights the 'Hot Topic' section. Inside, a new submission titled 'BMS-TJL-2021-HT-240' is listed. The submission details include:

- Submission Type:** Proposal
- Title:** Test submission proposal 19-10-21
- Proposal Summary:** Summary
- Submitted Date:** Oct 19, 2021

Buttons for 'Start Submission' and 'Copy Submission Link' are visible. Below this, the 'Contributors List' table shows three contributors:

Order	Article Title	Contributor Name	Email Address	H-Index	Affiliation	Status
1	Test for Author -1	First contributor	anumnaz@xolva.com	24	view	Accepted
2	Test for Author -2	Second contributor	areeba@xolva.com	32	view	Rejected
3	For Author 3	Third Author	atia@xolva.com	24	view	Pending

Buttons for 'Add Contributors' and 'Send Email to EIC' are present. The 'Files Details' section shows one file:

Order	File Name	File Type	Upload Date	Status
1	14-Ma37-MS.docx	Proposal	19-10-2021	current version

The 'Awaiting Guest Editor Initial Approval' section is highlighted with a red box. It lists the submission details:

Reference Number	Submission Date	Title	Action
BMS-TJL-2021-HT240-3721-1	2021-10-19	Manuscript submission in proposal -1 19-10-21	Continue

The 'Manuscript' section shows the submission details again:

Reference Number	Submission Date	Title	Status	Action

Fig (30)

- The newly submitted manuscript in the Hot Topic (thematic issue) will appear in the Guest editor's dashboard under the “**Awaiting Guest Editor Initial Approval**” section as seen in **Fig (30, 31)**.
- Guest Editor can either **Approve** or **Reject** the manuscript and can upload comments as well as shown in **Fig (32)**.

bentham.manuscriptpoint.com/guestEditor/Dashboard/show_dashboard

Title, Reference Number or Author Name...

AWAITING GUEST EDITOR INITIAL APPROVAL

Journal	Reference No.	Title	Date	Action
TJL	BMS-TJL-2021-HT214-3591-1	Test manuscript for GE 1234444	2021-08-30	<input type="button" value="Continue"/>
TJL	BMS-TJL-2021-HT215-3593-1	Artificial Intelligence AI in ITS	2021-08-30	<input type="button" value="Continue"/>
TJL	BMS-TJL-2021-HT213-3590-3	Manuscript submission in HT 02-09-21	2021-09-02	<input type="button" value="Continue"/>
TJL	BMS-TJL-2021-HT214-3591-5	Manuscript submission for HT-1 07-02-21	2021-09-07	<input type="button" value="Continue"/>
TJL	BMS-TJL-2021-HT224-3610-6	Manuscript submission testing for ICA-1 09-09-21	2021-09-09	<input type="button" value="Continue"/>
TJL	BMS-TJL-2021-HT228-3649-1	Manuscript submission for HT 17-09-21	2021-09-17	<input type="button" value="Continue"/>
TJL	BMS-TJL-2021-HT228-3649-2	HT submission for feeform	2021-09-17	<input type="button" value="Continue"/>
TJL	BMS-TJL-2021-HT232-3681-1	Manuscript submission in HT for test	2021-09-30	<input type="button" value="Continue"/>
TJL	BMS-TJL-2021-HT232-3681-2	Manuscript submission in proposal HT 30-09-21	2021-09-30	<input type="button" value="Continue"/>
TJL	BMS-TJL-2021-HT240-3721-5	Manuscript submission in proposal -1 19-10-21	2021-10-19	<input type="button" value="Continue"/>

PROPOSAL SUBMISSIONS

Show 5 entries

Journal	Reference No.	Title	Date	Status	Action
TJL	BMS-TJL-2021-HT-240	Test submission proposal 19-10-21	2021-10-19	Proposal Accepted	<input type="button" value="Select Options"/>

Fig (31)

am.manuscriptpoint.com/guestEditor/GInitialScopic/GuestEditorAwaited/184638

Title, Reference Number or Author Name...

Copyright_form.pdf Copyright Letter 19-10-2021 Journal manager

Drop files here to upload

UPLOAD GUEST EDITOR COMMENTS

Comments:

Attachment:

Fig (32)

The screenshot shows the 'REJECTED PROPOSALS & MANUSCRIPTS' section of the manuscriptpoint.com guest editor dashboard. The table lists manuscripts with the following details:

Journal	Reference No.	Title	Date	Status
TJL	BMS-TJL-2021-HT240-3721-1	Manuscript submission in proposal -1 19-10-21	2021-10-19	Manuscript Rejected
TJL	BMS-TJL-2021-HT211-3579-2	Manuscript submission for Ica in proposal	2021-08-26	Manuscript Revert
TJL	BMS-TJL-2021-HT228-3815-4	Manuscript submission for HT for ICA	2021-09-09	Archived
TJL	BMS-TJL-2021-HT209-3572-6	Manuscript submission for Ht 25-08-21	2021-08-25	Manuscript Rejected
TJL	BMS-TJL-2021-HT209-3572-1	Manuscript submission -1 24-08-21	2021-08-24	Archived

Below this section is the 'INCOMPLETE SUBMISSIONS' section, which shows one entry:

Journal	Reference No.	Title	Date	Action
TJL		empty	2021-09-30	<input type="button" value="Delete"/> <input checked="" type="button" value="Continue"/>

Fig (33)

- The rejected manuscript will then appear under rejected manuscripts pool as can be seen in **Fig (33)**.

The screenshot shows the JMS (Powered by Bentham) software interface. On the left, there is a sidebar with various links: Guest Editor Portal, Dashboard, Add Reviewer (which is highlighted with a red arrow), New Submission, Notifications, Support (which is highlighted with a pink background), and User Manuals. The main area is titled 'Add New Reviewer' and contains the following fields:

- Journal: Select Journal (highlighted with a red arrow)
- Suffix: Mr.
- First Name: Enter first name...
- Last Name: Enter last name...
- Reviewer Email: Enter email address...
- Expertise: Enter field of expertise...
- H-Index: Enter H-Index...
- Affiliation: Enter affiliation...
- Country: Select Country
- Address: Enter address...

At the bottom right of the form are two buttons: 'Cancel' and 'Save & Continue →' (highlighted with a red arrow).

Fig (34)

- 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 (34)**.