

## **MPS Tutorial**

### **For Editor-In-Chief (EIC)**

#### **EIC Registration:**

To register a new account on MPS:

- 1) Editor-in-Chief(EIC) first goes to the following URL:

→ [https://bentham.manuscriptpoint.com/Login/show\\_login](https://bentham.manuscriptpoint.com/Login/show_login)

- 2) Then click on Sign up for a new account :

- Insert required user details (Name, Email address etc.)
- Click on Register Now

- 3) Then Sign-in. After logging in Dashboard Window will open:

#### **EIC's Portal:**

- 1) If EIC's role is assigned to a user, then EIC's Dashboard will open after signing in.
- 2) The Editor-in-Chief can view/access the manuscripts by clicking on the drop-down arrow in front of the EIC Portal in the left panel. Here 2 options will appear.
  - **Dashboard**
  - **Add Reviewer**

#### **i. EIC's Dashboard:**

- Click the “Dashboard” option:
- The Dashboard page opens on which there are 3 main sections as follows:

**a. Urgent Action Required – This is located at the top half of the page**

- ❖ The top-priority manuscripts/abstracts on which urgent decision is required appear in this section.

**b. Manuscripts (General Topic) – This is located at the bottom left section of the page and highlighted in blue:**

- ❖ EIC can access all the new ‘Abstracts’ and ‘General Topic’ articles in this section.
- ❖ This Section has a total of 4 sub-sections. Following are the 3 sections which require decision by the EIC:
  - **EIC Initial Approval**
  - **View Manuscripts in Review**
  - **Awaiting EIC Decision**

**c. Manuscripts (Thematic Issues) – This is located at the bottom right section in blue:**

- ❖ EIC can access all ‘Hot Topic’ proposals and manuscripts in this section.
- ❖ This Section has a total of 5 sub-sections. Following are the 2 sections which require decision by the EIC:
  - ❖ **EIC Initial Approval**
  - ❖ **Awaiting EIC Decision**

**Relevant Sections for Abstracts and General Topic Articles:**

**1. EIC Initial Approval:**

Upon clicking on this sub-section in the bottom left box, a new window will open, which has the following 3 pools:

## A) MANUSCRIPTS/ABSTRACTS AWAITING EIC APPROVAL

- This section shows the status of different manuscripts and abstracts ( new submission )
  - Arrow next to the heading can be clicked to change the order of articles (latest to oldest).
  - By clicking any manuscript, a new page opens, giving a detailed status of manuscripts.This page is headed as "**PERFORMA FOR EDITOR EVALUATION.**"
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- On the right-hand side, there are 3 buttons :
    1. "**Authors**" -> which gives details about the Authors (name, Institute, city etc.)
    2. "**Files**" -> showing all materials submitted by the author (manuscript, figures and graphical abstracts, copyright letter etc)
    3. "**Upload**" -> This allows EIC to upload revised files provided by the author
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- On the top left manuscript, details are given (Submission type, Title, Abstract, Submission date)
  - In the lower Section, entitled "**UPLOAD EIC COMMENTS**":
    - EIC may upload any file relevant to the EIC's decision in the section marked "attachment" at the bottom of the page.
    - The EIC can take any of the following decisions:

**Green Button:** Approve– (Upon clicking this button, the article will proceed to the next stage i.e., **Bentham Author support services (BASS) / ISG group**).

**Red Button:** Reject - (Upon clicking this button, manuscript will proceed for archiving)

**Blue Button:** Revision required (If you click revision required, a new page opens containing an editable draft message to the author).

## B) MANUSCRIPTS IN REVISION REQUIRED:

- This pool reflects all those codes on which EIC has taken the '**Revision Required**' decision previously.

- Upon clicking on any code, a new page opens, which is headed “Performa for editor evaluation.”
- The EIC can also upload the revised manuscript file on the author’s behalf by clicking on the ‘**upload**’ button in purple on the right side.
- The EIC can make the final decision by writing comments on the “**Upload EIC comment**” section on the “**PERFORMA FOR EDITOR EVALUATION**” page.
- The EIC can take any of the following decisions:

**Green Button**: Approve – (Upon clicking ‘Approve’, the article will proceed to the next stage i.e., **Bentham Author support services (BASS) / ISG group**).

**Red Button**: Reject – (Upon clicking ‘Reject’, the manuscript will proceed for archiving)

**Blue Button**: Upon clicking ‘Revision required’, a new page opens containing an editable draft message to the author).

## 2. View Manuscripts in Review:

- The manuscripts which are currently in the review stage appear in this section.
- Upon clicking the ‘**VIEW MANUSCRIPTS IN REVIEW**’ option, a new page will appear from which EIC can access a particular manuscript. EIC can also view the status of that article, whether its review has been started yet or not.

**MANUSCRIPT IN REVIEW**[BACK](#)**REVIEW NOT STARTED**

Show 5 entries

Search:

Reference Number	In Review	Title	Status	Total Days	Action
TPBMS-TJL-2022-640	Nov 24,2022	Test 177833- How To Write An Article Title	Review Not Started	4 Weeks, 19 Hours	<a href="#">View</a>
TPBMS-TJL-2022-729	Nov 24,2022	Test 178167- How To Write An Article Title	Review Not Started	4 Weeks, 19 Hours	<a href="#">View</a>
TPBMS-TJL-2021-597	Nov 23,2022	Test 176740- How To Write An Article Title	Review Not Started	4 Weeks, 1 Day	<a href="#">View</a>
TPBMS-TJL-2022-513	Nov 23,2022	Test 177536- How To Write An Article Title	Review Not Started	4 Weeks, 1 Day	<a href="#">View</a>
TPBMS-TJL-2022-731	Nov 23,2022	Test 178172- How To Write An Article Title	Review Not Started	4 Weeks, 1 Day	<a href="#">View</a>

Showing 1 to 5 of 22 entries

Previous [1](#) [2](#) [3](#) [4](#) [5](#) Next**REVIEW STARTED**

Show 5 entries

Search:

Reference Number	Review Started On	Title	Status	Total Days	Action
TPBMS-TJL-2022-754	Dec 09,2022	Testing for review article for Eic 35345	Review Started	1 Week, 6 Days	<a href="#">View</a>
TPBMS-TJL-2022-354	Dec 08,2022	Test 177333- How To Write An Article Title	Review Started	2 Weeks, 22 Hours	<a href="#">View</a>
TPBMS-TJL-2022-752	Dec 08,2022	Testing submission for review article 34345	Review Started	2 Weeks, 18 Hours	<a href="#">View</a>
TPBMS-TJL-2022-748	Dec 06,2022	Testing submission for review article 35345	Review Started	2 Weeks, 2 Days	<a href="#">View</a>
TPBMS-TJL-2022-750	Dec 06,2022	Testing submission for review article 6-12-22	Review Started	2 Weeks, 2 Days	<a href="#">View</a>

- If an EIC clicks on any article code, another page will open, headed as 'Manuscript Status'.

**Manuscript Status Page:**

- There are total 4 tabs on this page that EIC can access, which are as follows:
  - i. Current Status -> to view all the related information and files related to that manuscript
  - ii. Assign Handling Editor
  - iii. Peer Review Process
  - iv. History

❖ **Assign Handling Editor**

- If a manuscript is in the review stage, then the EIC has the option to assign a ‘Handling Editor’ to that article. The Handling Editor can conduct the peer-review process on that article.
  - After clicking on the ‘Handling Editor Assignment’ tab, ‘Add Editor’ button will appear. Upon clicking that button, a list of handling editors of that particular journal will appear.
  - EIC can view the details of each Handling Editor.
  - If an EIC clicks on ‘Assign’ button, a draft will open, which will be sent to the respective Handling Editor.

❖ **Peer-Review Process:**

EIC can only assign reviewers which already exist in ‘Review Panel’ on **General Topic (GT)** Manuscripts.

By clicking on the ‘**Peer Review Process**’ tab, these options will appear:

- ❖ **Available Panel Reviewers:** By clicking on this, EIC can view all active reviewers available for assigning.
- ❖ **Editorial Board Member Available for Review:** A list of all active EBMs appears upon clicking this tab.
- ❖ EIC can assign the already existing reviewers from the Available Panel by clicking on ‘Assign’ button highlighted in below screenshot.

**Peer Review Process**

BMS-TJL-2022-574

Edit	Name	Completed Reviews	Declined	Last Review Date	Email Address	H-Index	Expertise	Affiliation	Action
	Dr. Person d Last 4	10	0	2022-12-07	a15@mail.com	55			
	Dr. Umer Riasat	13	0	2022-11-23	umerriatas1991@gmail.com	50			
	Dr. Jallur Rahman	2	0	2021-07-19	jallur123@gmail.com	40			
	Dr. frnace rev	9	1	2022-11-15	france@123.com	33			
	Dr. sabika bashir	0	0	--	sabika2344@xolva.com	33			
	Dr. Germano Naz	0	0	--	germano@1234@gmail.com	32			
	Dr. Jennifer Clark	26	0	2022-11-28	rt@123.com	31			

- A confirmation email for 'Assign Request' will also be sent to that reviewer automatically.

#### ❖ Send For Revision/Decline:

After receiving the reviewer's comments. Two options will appear in the bottom section.

- **Send For Revision:** The "Send for revision" button allows EIC to mark the review as **completed** and send it for revision to the author.
- **Decline:** EIC can also decline the manuscript after receiving reviewer feedback by clicking on 'Decline' button.

 Dr. Karen Williams	11	0	2022-10-18	karenwilliams123@xolva.com	25		Affiliation	Assign
 Dr. Anum Naz	0	0	--	anumnazil@456gmail.com	25		Affiliation	Assign
 Dr. Sarah atif	0	0	--	sarah@1234gmail.com	24		Affiliation	Assign

1 2 3 4 5 6 > Last >

**REVIEWER'S COMMENTS AWAITED**

NAME	Total Days	H-INDEX	REQUEST DATE	DUUE DATE	CONFIRMATION STATUS	ACTION
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**REVIEWER'S COMMENTS RECEIVED**

NAME	H-INDEX	CONFIRM DATE	COMPLETE DATE	RECOMMENDATION	SUBMITTED BY	COMMENTS
Fatima qadri	54	Dec 09.2022	Dec 09.2022	Accepted with major changes	Fatima qadri	<a href="#">comments</a>

**REGRETTED REVIEWERS**

NAME	REQUEST DATE	REGRETTED DATE	REVIEW ROUND
		empty	

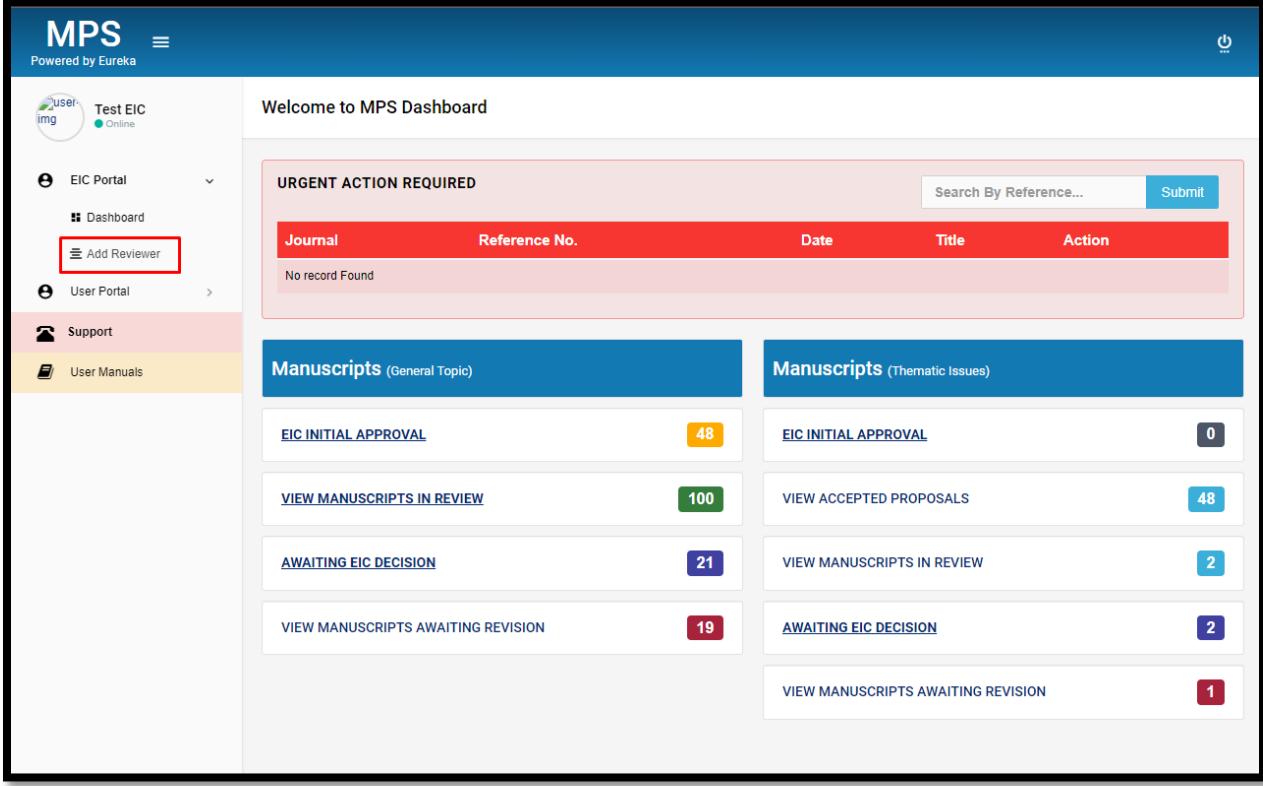
**Send For Revision ...**

Last Decision: none

Send For Revision

#### EIC's SUGGESTION FOR ADDING NEW REVIEWER:

- The EIC can suggest new reviewers by using this '**Add Reviewer**' option in his portal.



The screenshot shows the MPS (Manuscript Processing System) dashboard. At the top left is the 'MPS' logo and a user profile for 'Test EIC' (Online). The top right features a power icon and a search bar with placeholder 'Search By Reference...' and a 'Submit' button. On the left, a sidebar menu includes 'EIC Portal' (with 'Dashboard' and 'Add Reviewer' highlighted with a red box), 'User Portal', 'Support', and 'User Manuals'. The main content area has a header 'Welcome to MPS Dashboard'. Below it is a section titled 'URGENT ACTION REQUIRED' with a table:

Journal	Reference No.	Date	Title	Action
No record Found				

Below this are two sections: 'Manuscripts (General Topic)' and 'Manuscripts (Thematic Issues)'. Each section contains four items with counts in colored boxes:

Category	Action	Count
Manuscripts (General Topic)	EIC INITIAL APPROVAL	48
	VIEW MANUSCRIPTS IN REVIEW	100
Manuscripts (Thematic Issues)	EIC INITIAL APPROVAL	0
	VIEW ACCEPTED PROPOSALS	48

Category	Action	Count
Manuscripts (General Topic)	AWAITING EIC DECISION	21
	VIEW MANUSCRIPTS IN REVIEW	2
Manuscripts (Thematic Issues)	AWAITING EIC DECISION	2
	VIEW MANUSCRIPTS AWAITING REVISION	1

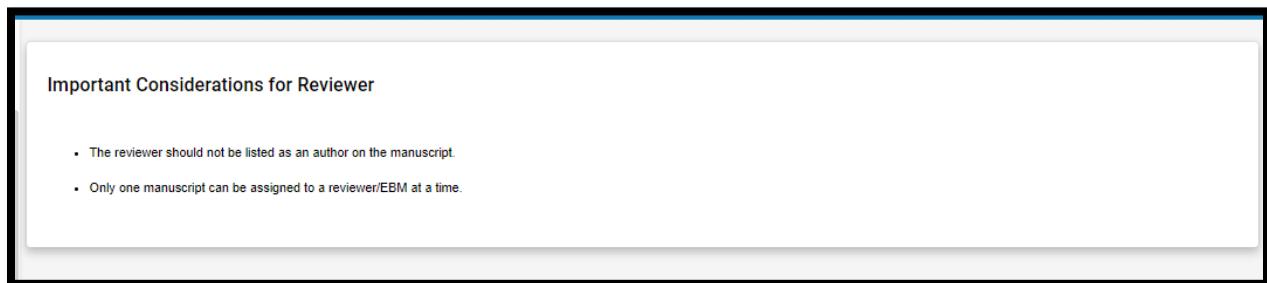
- Upon clicking on this option, EIC can add reviewer details.

The screenshot shows the 'Add New Reviewer' page within the EIC Portal. The left sidebar has a navigation menu with links: EIC Portal, Dashboard, Add Reviewer, User Portal, Support (which is highlighted in pink), and User Manuals. The main content area is titled 'Add New Reviewer'. It contains the following fields:

- Journal:** Select Journal (dropdown menu)
- Title:** Dr. (dropdown menu)
- First Name:** Enter first name...
- Last Name:** Enter last name...
- Reviewer Email:** Enter email address...
- Alternative Email Address:** Enter Alternative Email Address...
- Expertise:** Enter field of expertise...
- H-index:** Enter H-Index...
- Affiliation:** Enter affiliation...
- Country:** Select Country (dropdown menu)
- Address:** Enter address...
- Scopus ID:** Enter Scopus ID...
- ORCID:** Enter orcid...

At the bottom right are two buttons: 'Cancel' and 'Save & Continue →'.

The EIC can check the reviewer's policy by clicking on the "Reviewer policy" button.



### **Relevant Sections For Proposal and Hot Topic Articles:**

- ❖ This Section has a total of 4 sub-sections. Following are the 2 sections in which EIC has to make decision:
- ❖ **EIC Initial Approval**
- ❖ **Awaiting EIC Decision**

### **AWAITING EIC DECISION:**

EIC can take any of the following decision in this pool.

- Accept: Once the EIC takes the Accept decision from the drop-down list, the manuscript proceeds to the Quality Assurance department for internal audit.
- Revision Required: When the EIC takes the Revision required a decision from the dropdown list, the manuscript proceeds for the author's revision.
- Resubmit for Review: When the EIC takes the Resubmit for review decision from the dropdown list, the manuscript goes back to the Review process.
- Decline: When the EIC takes a Decline decision, the manuscript send to the archive manager.