



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

Show 5 entries Search:

Journal	Reference No.	Date	Title	Status
No Submission				

Showing 0 to 0 of 0 entries Previous Next

NEWLY SUBMITTED ARTICLES

Show 5 entries Search:

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

Showing 1 to 1 of 1 entries Previous 1 Next

AWAITING REVISION

Show 5 entries Search:

Journal	Reference No.	Date	Title	Status	Action
TJL	BMS-TJL-2022-480	2022-08-27	test sub for tutorial fg g t ghtg hgt h	With Author, For Revision	Continue

Showing 1 to 1 of 1 entries Previous 1 Next

INCOMPLETE SUBMISSIONS

Show 5 entries Search:

Journal	Reference No.	Date	Title	Action
TJL	Not Generated	2022-08-27	empty	Continue

Showing 1 to 1 of 1 entries Previous 1 Next

REJECTED SUBMISSIONS

Show 5 entries Search:

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 Previous 1 Next

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.

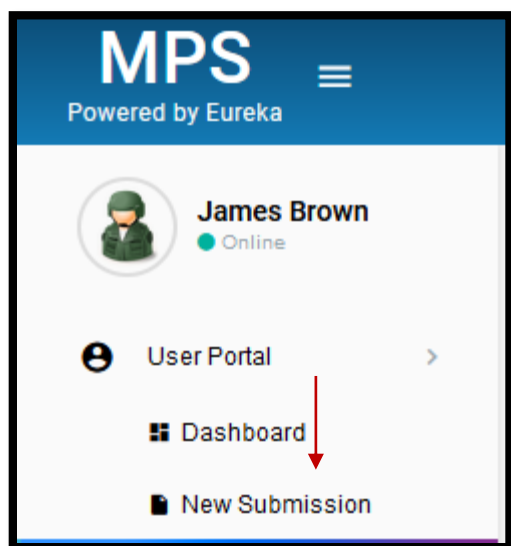
Incomplete Submissions:

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

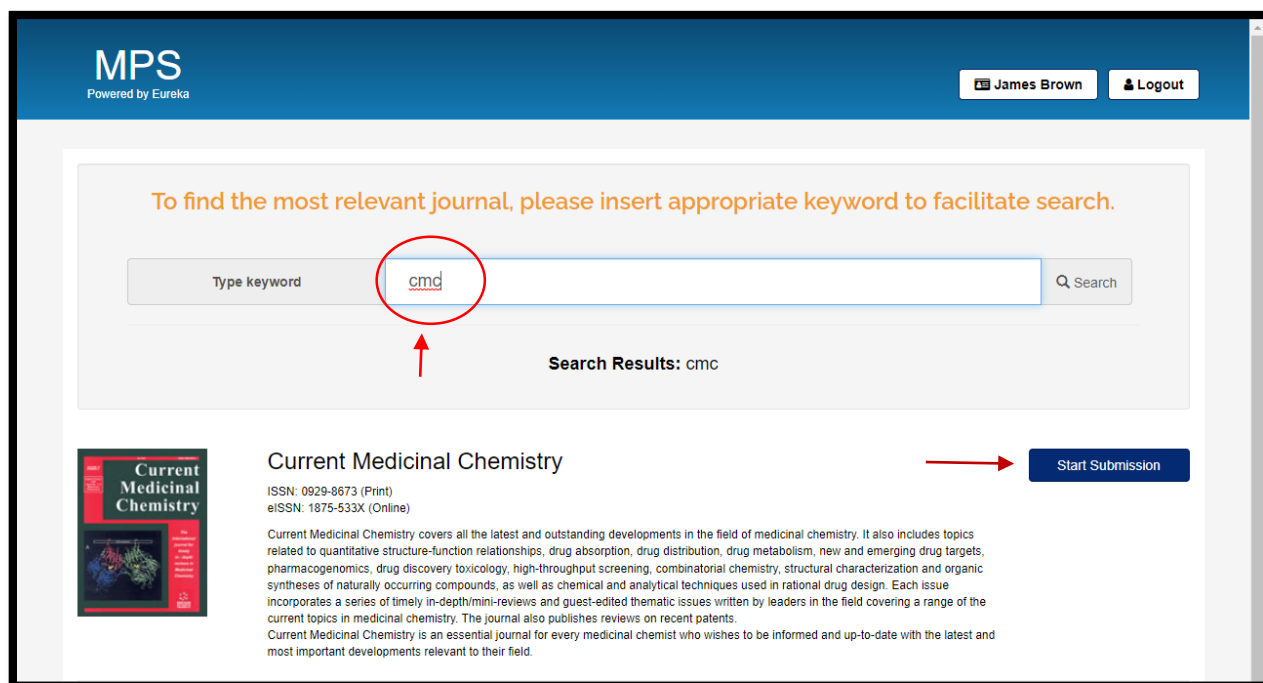
Rejected submissions:

The author can view the declined manuscripts by the EIC.

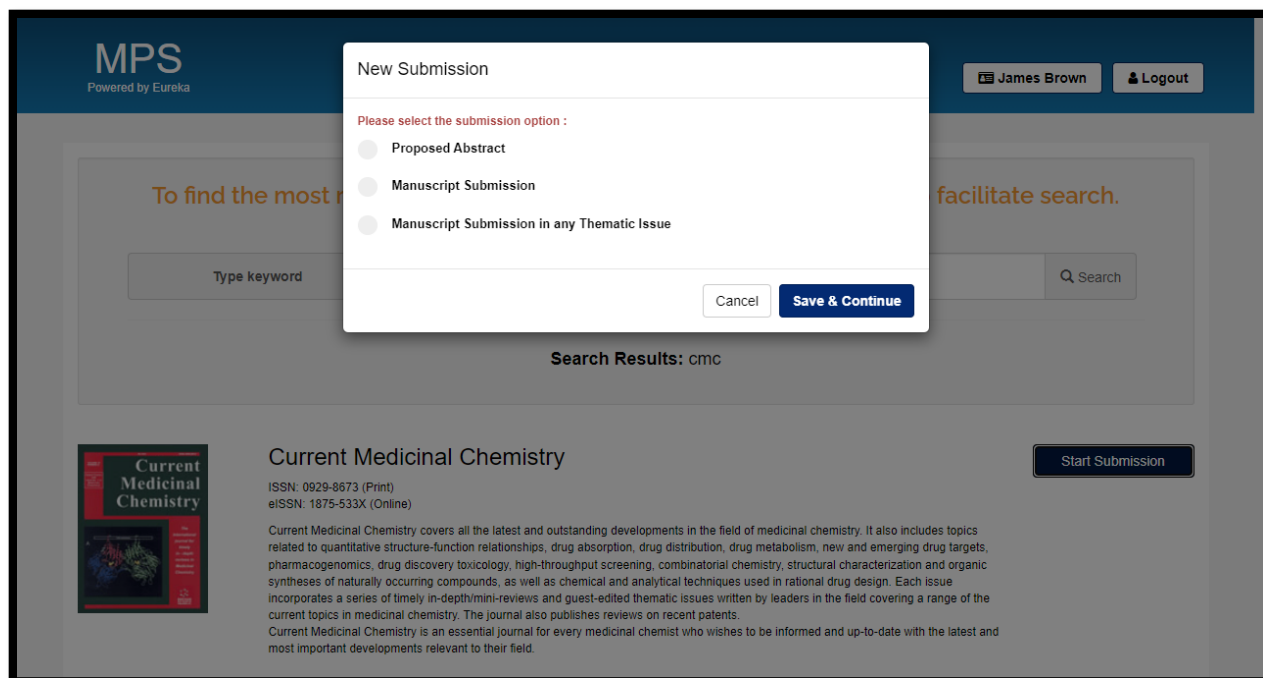
Manuscript Submission



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



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:

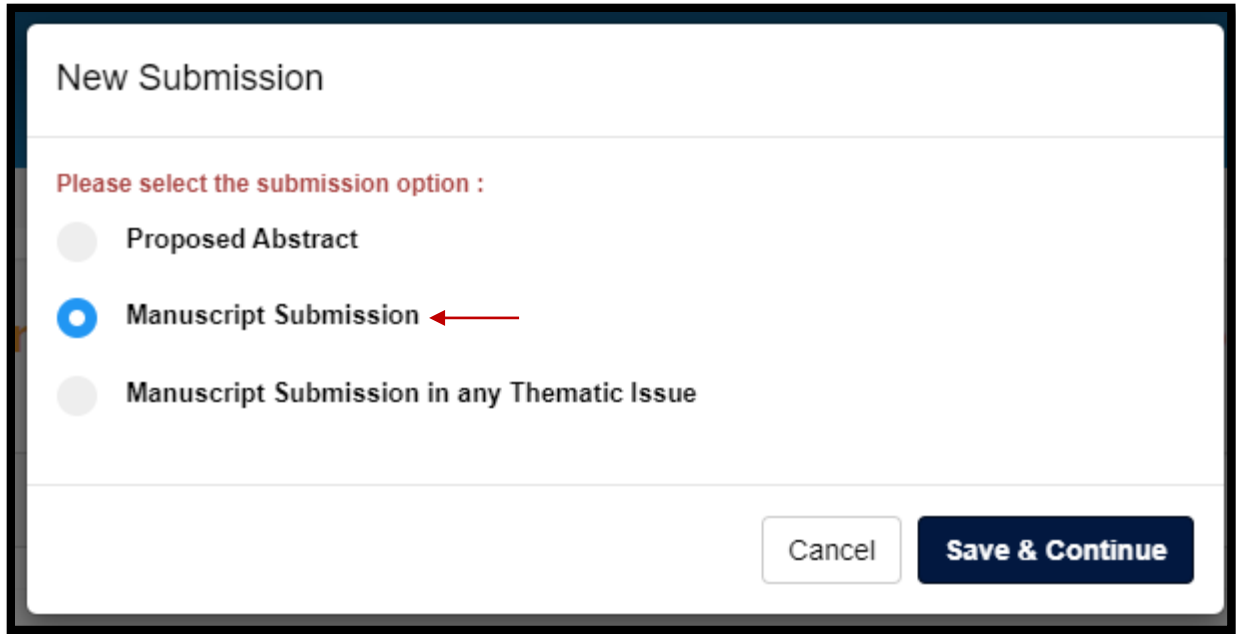
On this option, the Author can submit the full manuscript.

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.

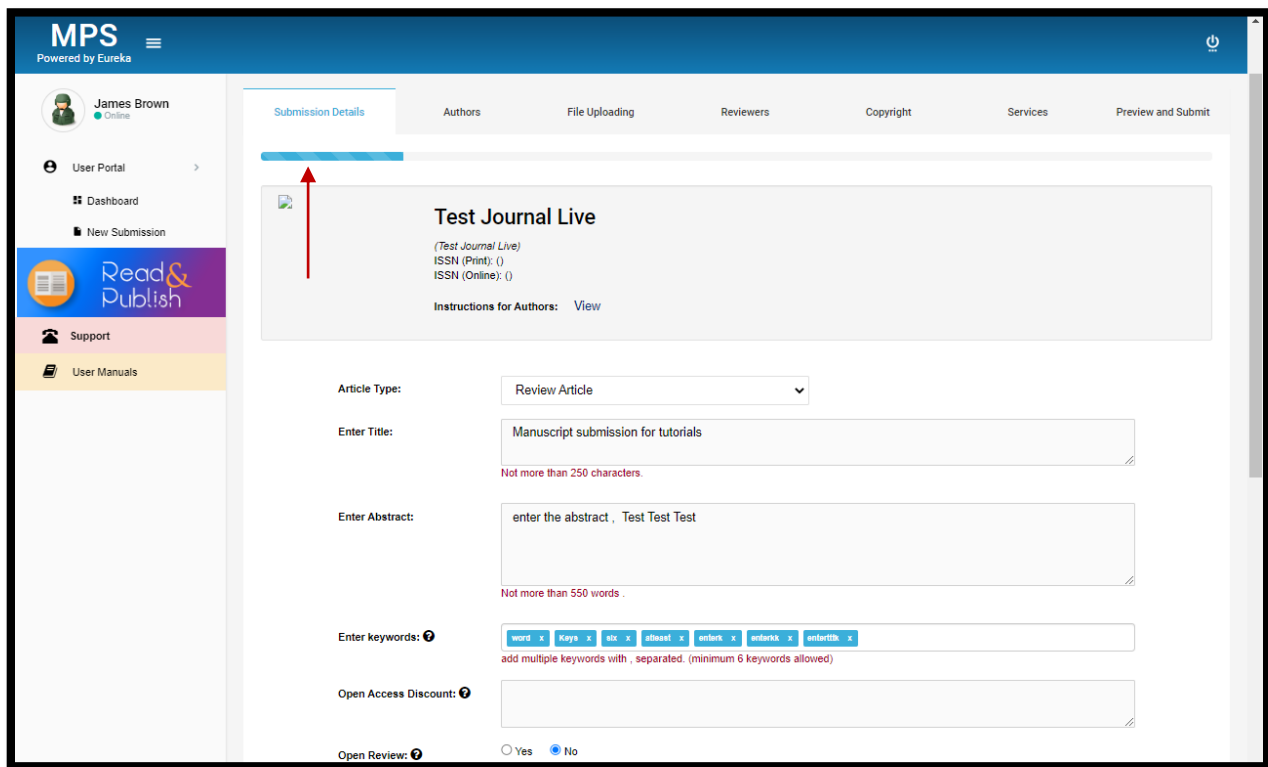
Manuscript Submission in any Thematic Issue:

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

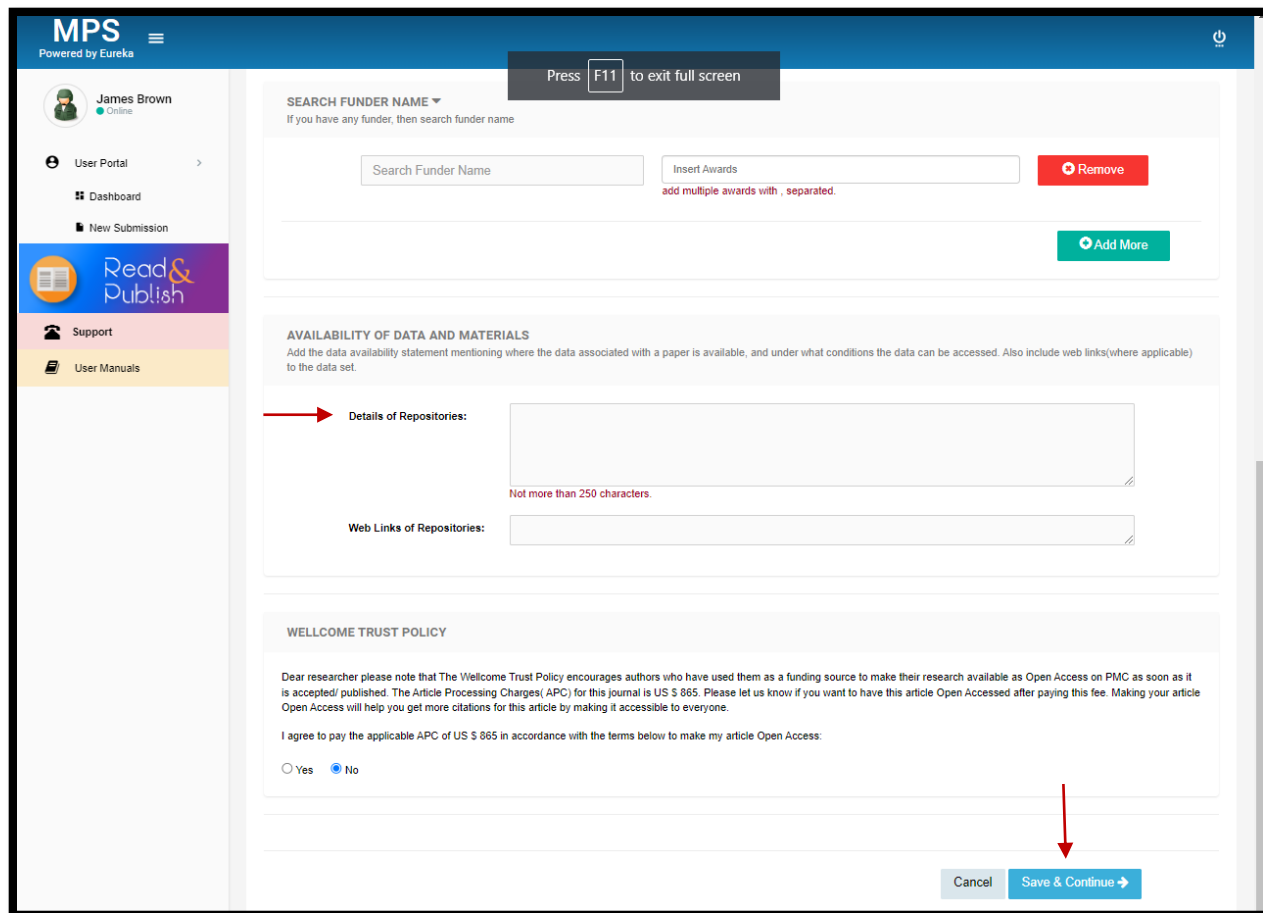
Note: Thematic Issue is a collection of articles (minimum of 6 and maximum of 15 articles), Managed by the Guest Editor. The author can submit the manuscript through code or a link given by the Guest Editor. Only authorized authors can submit a manuscript in Thematic Issue.



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



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



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.

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(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

Search

Add Author/Co-authors

First Name *	<input type="text" value="Conan"/>	Middle Name	<input type="text" value="Grey"/>
Last Name *	<input type="text" value="Williams"/>	Email Address *	<input type="text" value="CGwilliams@gmail.com"/>
Field of Expertise *	<input type="text" value="Biologist"/>	Scopus ID ⓘ	eg : 1003338413 <input type="text" value="Optional"/>
ORCID ⓘ	eg : 0000-0001-9227-8488 <input style="border: 1px solid #f00;" type="text"/>	Author Contribution: *	<input type="text" value="Data Collection"/>
Note: If you don't have ORCID then Click Here to get Register yourself.		Society	<input type="text"/>

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Add Author/Co-authors

First Name *	<input type="text" value="Conan"/>	Middle Name	<input type="text" value="Grey"/>
Last Name *	<input type="text" value="Williams"/>	Email Address *	<input type="text" value="CGwilliams@gmail.com"/>
Field of Expertise *	<input type="text" value="Biologist"/>	Scopus ID ⓘ	eg : 1003338413 <input type="text" value="Optional"/>
ORCID ⓘ	eg : 0000-0001-9227-8488 <input style="border: 1px solid #f00;" type="text"/>	Author Contribution: *	<input type="text" value="Data Collection"/>
Note: If you don't have ORCID then Click Here to get Register yourself.		Society	<input type="text"/>

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 *	<input type="text" value="United States"/>	State	<input type="text" value="Arizona"/>
City *	<input type="text" value="Kingman"/>	Institution *	<input type="text" value="Mohave Community College"/>
Address	<input type="text" value="City of Kingman 354 North 8th Street, Kingman, AGF 864E"/>		Department *
Phone	<input type="text" value="(928) 678-6674"/>		

Save Author
Save & 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.

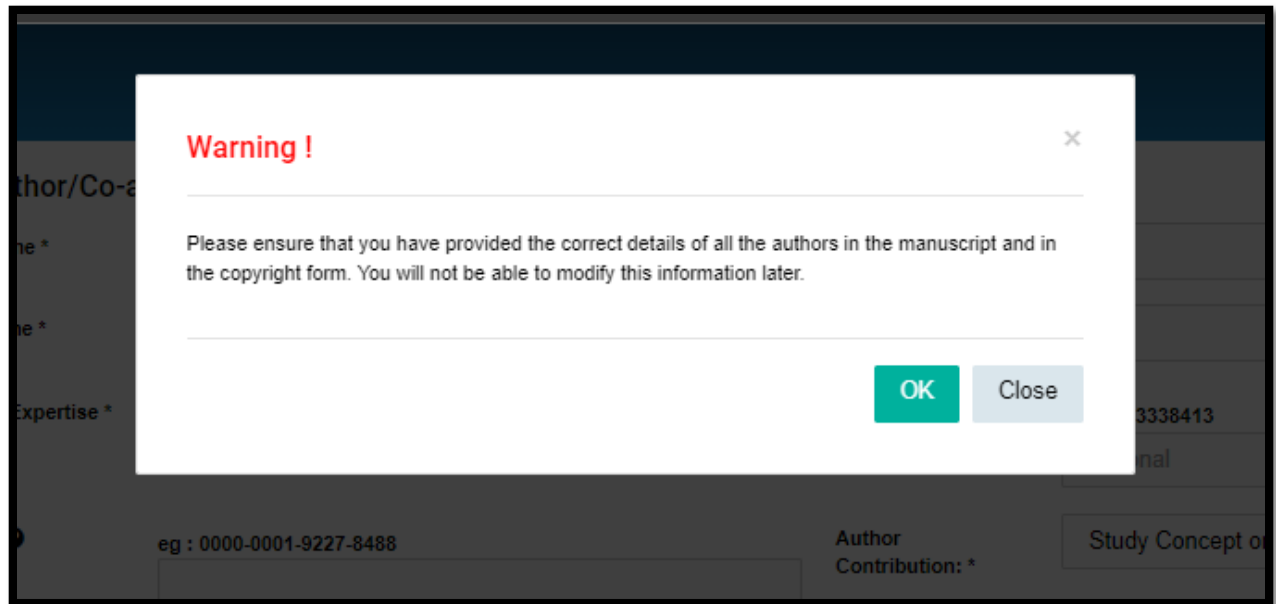
Society:

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

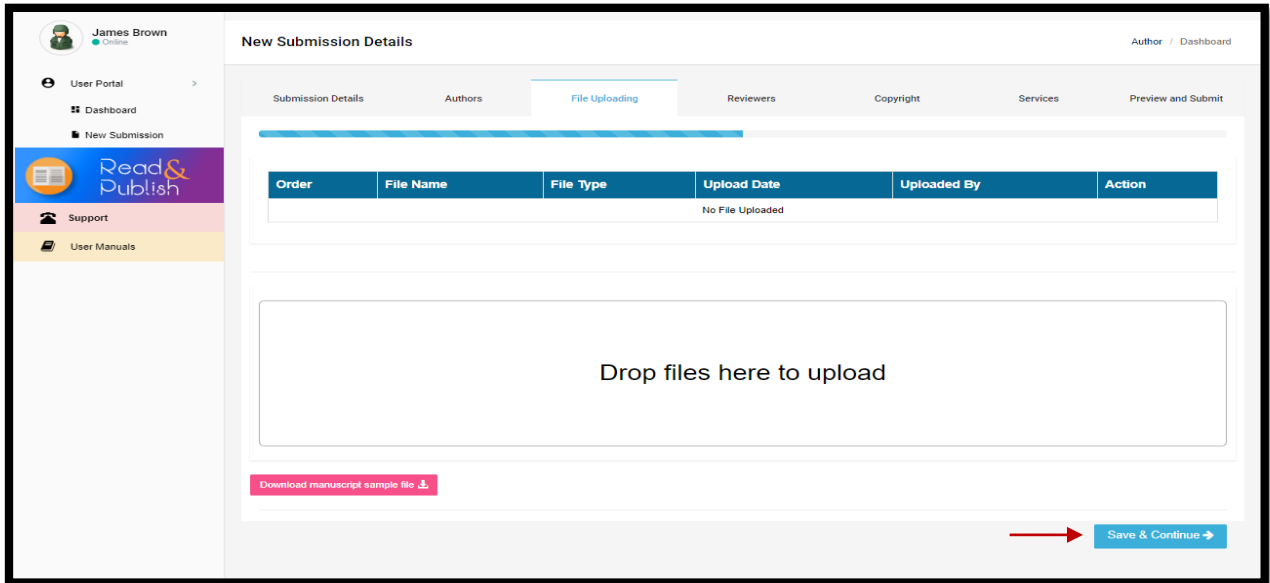
Institution / Organization:

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

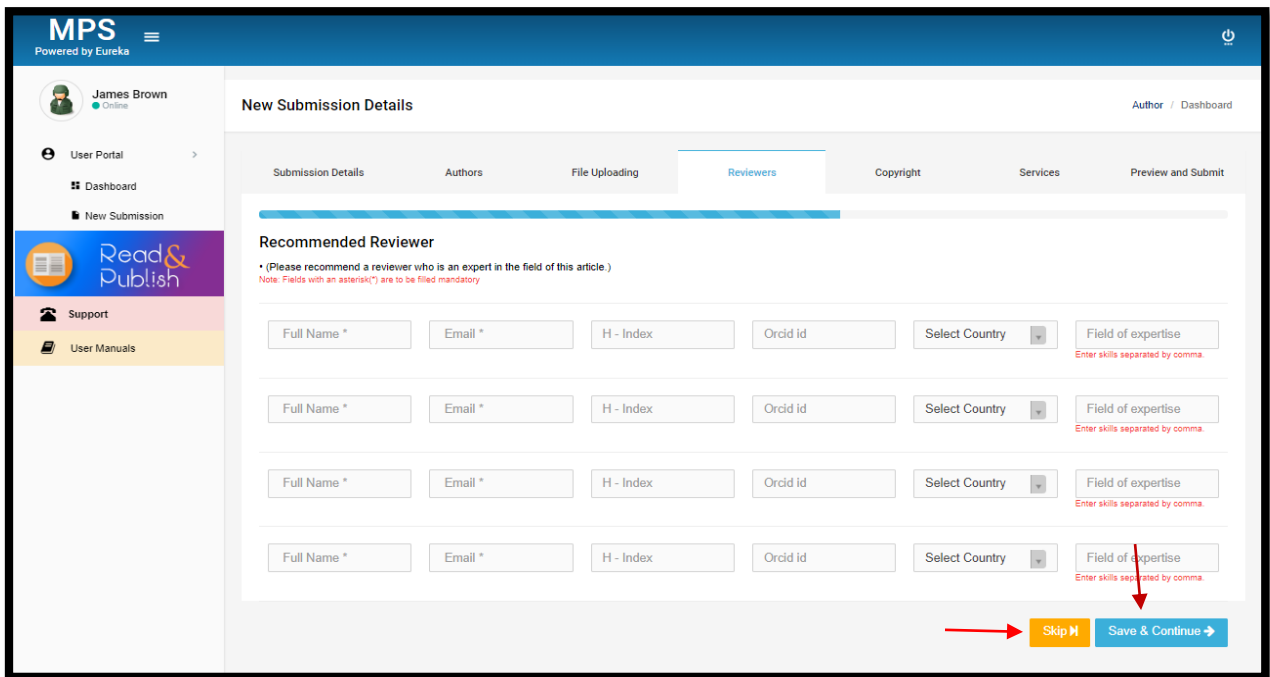
Note: Please contact us if your academic institution is not present on the list.



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



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



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

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 YES NO
 2. Does the Work report experiments involving animals?
 YES NO

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Submission Type

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Title

Manuscript submission for tutorials

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enter the abstract , Test Test Test

Keyword

word, Keys six, atleast, enterk, enterkk, enterittk

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Structured Abstract

Sequence	Field Name	Description	Action
1	aims	df	Delete
2	background	gdgdf	Delete
3	objective	gf	Delete
4	method	gfgf	Delete
5	result	dgfgfd	Delete
6	conclusion	gfdgfgd	Delete
7	other	gfdg	Delete

Authors

First Name	Last Name	Email Address	Field of Expertise	Affiliations
Conan	Williams	CGwilliams@gmail.com	Biologist	Details

(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.

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Please Agree to Pay Article Processing charges.

Close

Author’s Revision:

The screenshot shows the MPS (Manuscript Processing System) interface. The user is James Brown. The main content area is titled "AWAITING REVISION" and displays a table of articles. The table has columns for Journal, Reference No., Date, Title, Status, and Action. Two articles are listed, both with a status of "With Author, For Revision" and a "Continue" button. A red arrow points to the "Continue" button for the second article.

Journal	Reference No.	Date	Title	Status	Action
T.J.L	BMS-TJL-2022-488	2022-06-29	Manuscript submission for tutorials	With Author, For Revision	Continue
T.J.L	BMS-TJL-2022-480	2022-06-27	test sub for tutorial fg g t ghtg hgt h	With Author, For Revision	Continue

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

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Order	File Name	File Type	Upload Date	Uploaded By	Action
1	CRA-17-6-622-f1.jpg	Figure	2022-08-27	James Brown	Download
2	copyright_form.pdf	Copyright Letter	2022-08-29	James Brown	Download
3	015-Abulhasan5-MS.docx	Manuscript	2022-08-29	James Brown	Download
4	ACCTRA.jpg	Table	2022-08-29	Journal manager	Download

Files Details

S NO.	File Name	File Type	Action
1	updated.docx	Manuscript	Delete

Files Uploader

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.

|