AUTHOR TUTORIAL

Training Manual

Abstract

Step by step process of manuscript submission by author

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Author Dashboard

- Associate Author Submissions
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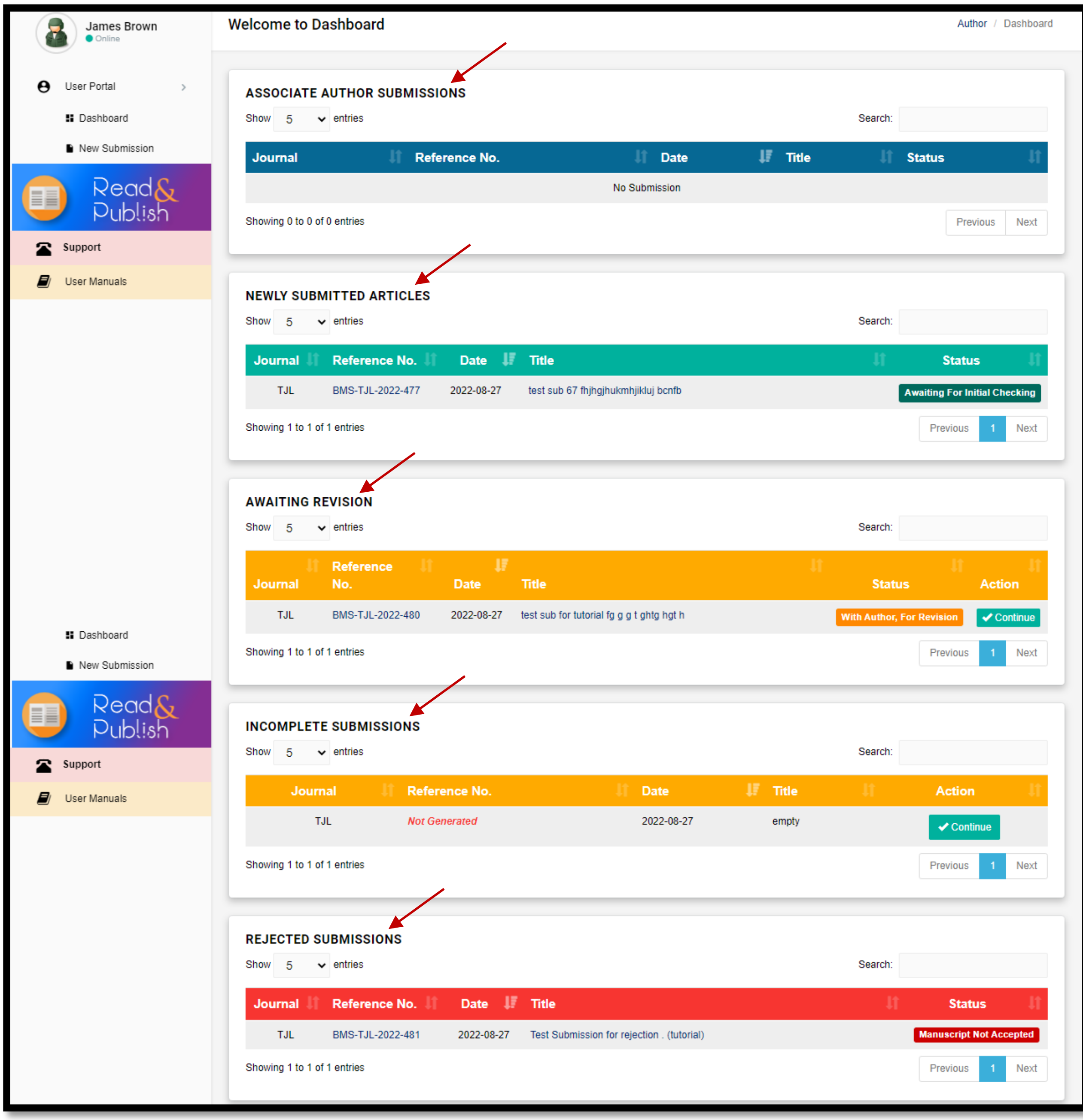


Associate Author Submissions:

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.

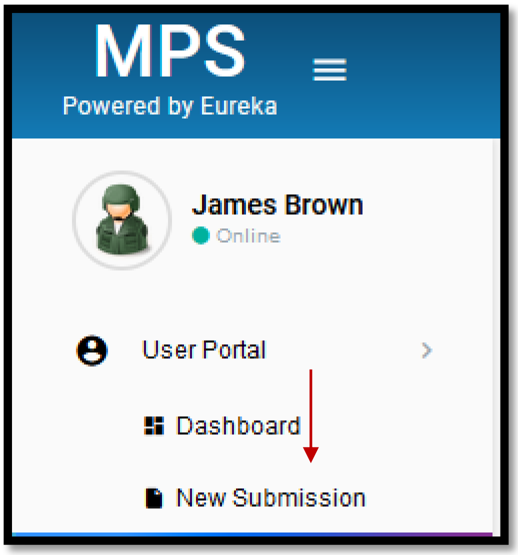
Incomplete Submissions:

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

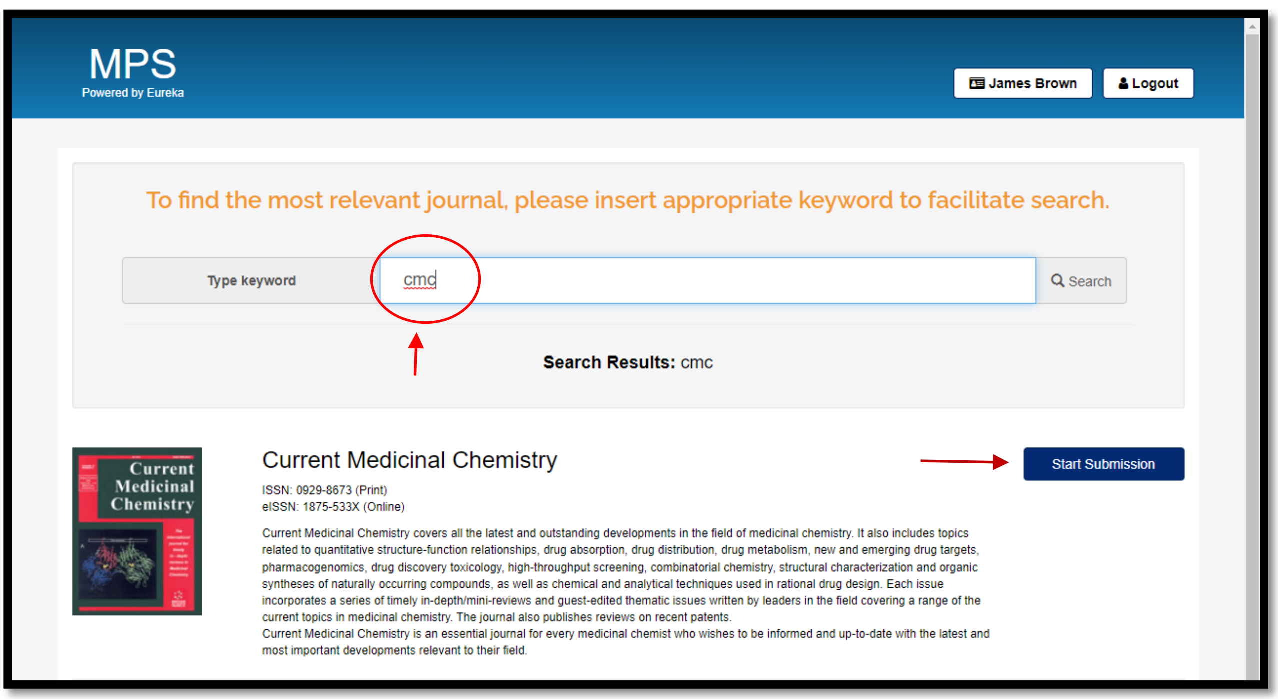
Rejected submissions:

The author can view the declined manuscripts by the EIC.

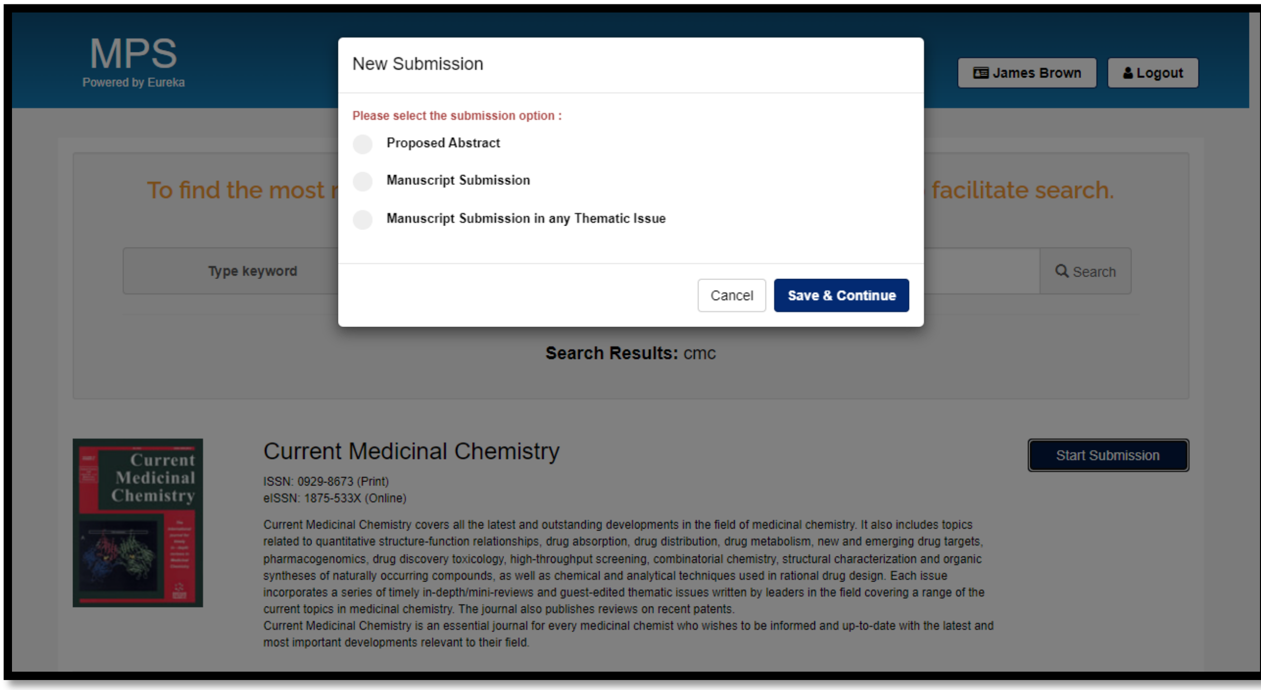
Manuscript Submission



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:

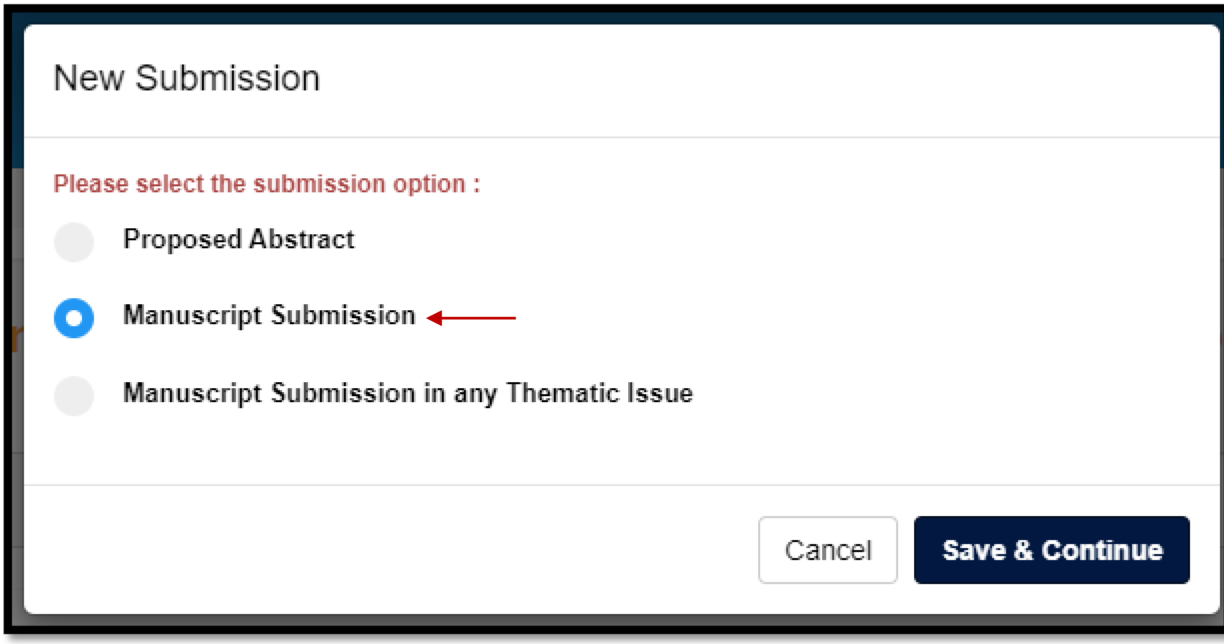
On this option, the Author can submit the full manuscript.

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.

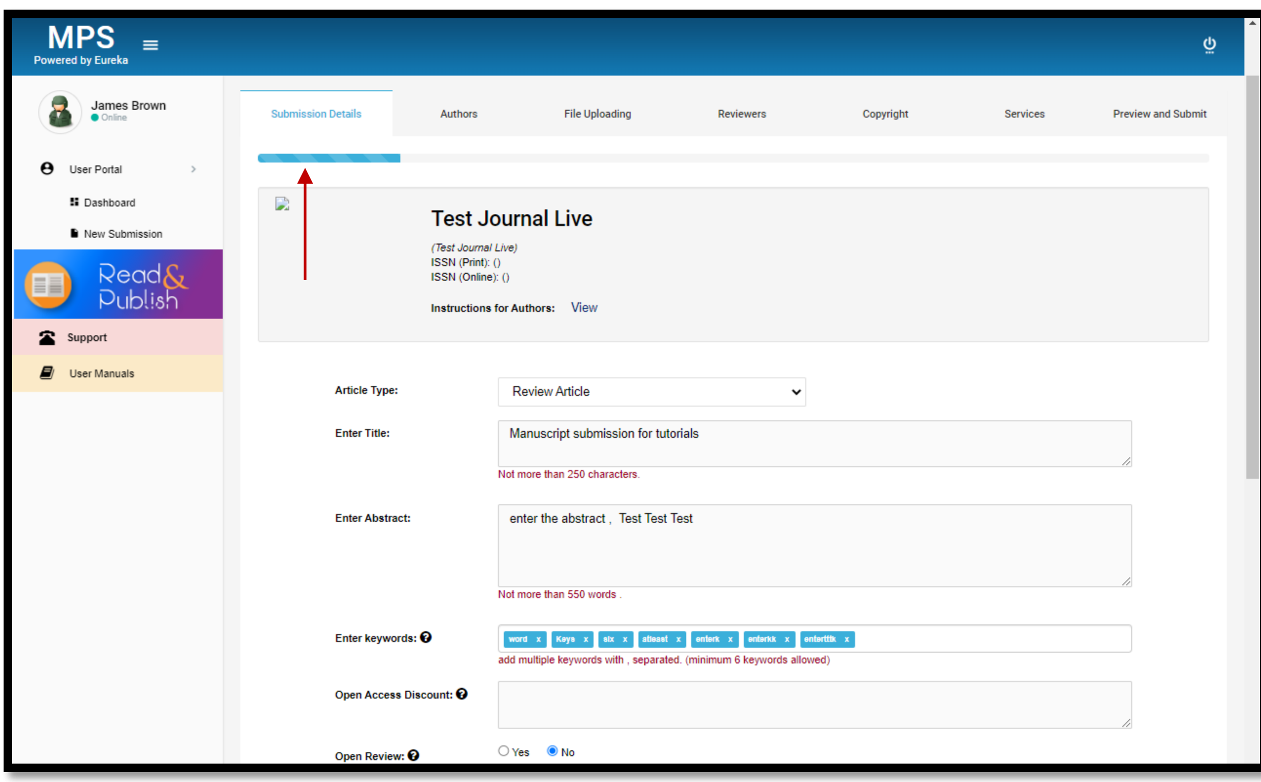
Manuscript Submission in any Thematic Issue:

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

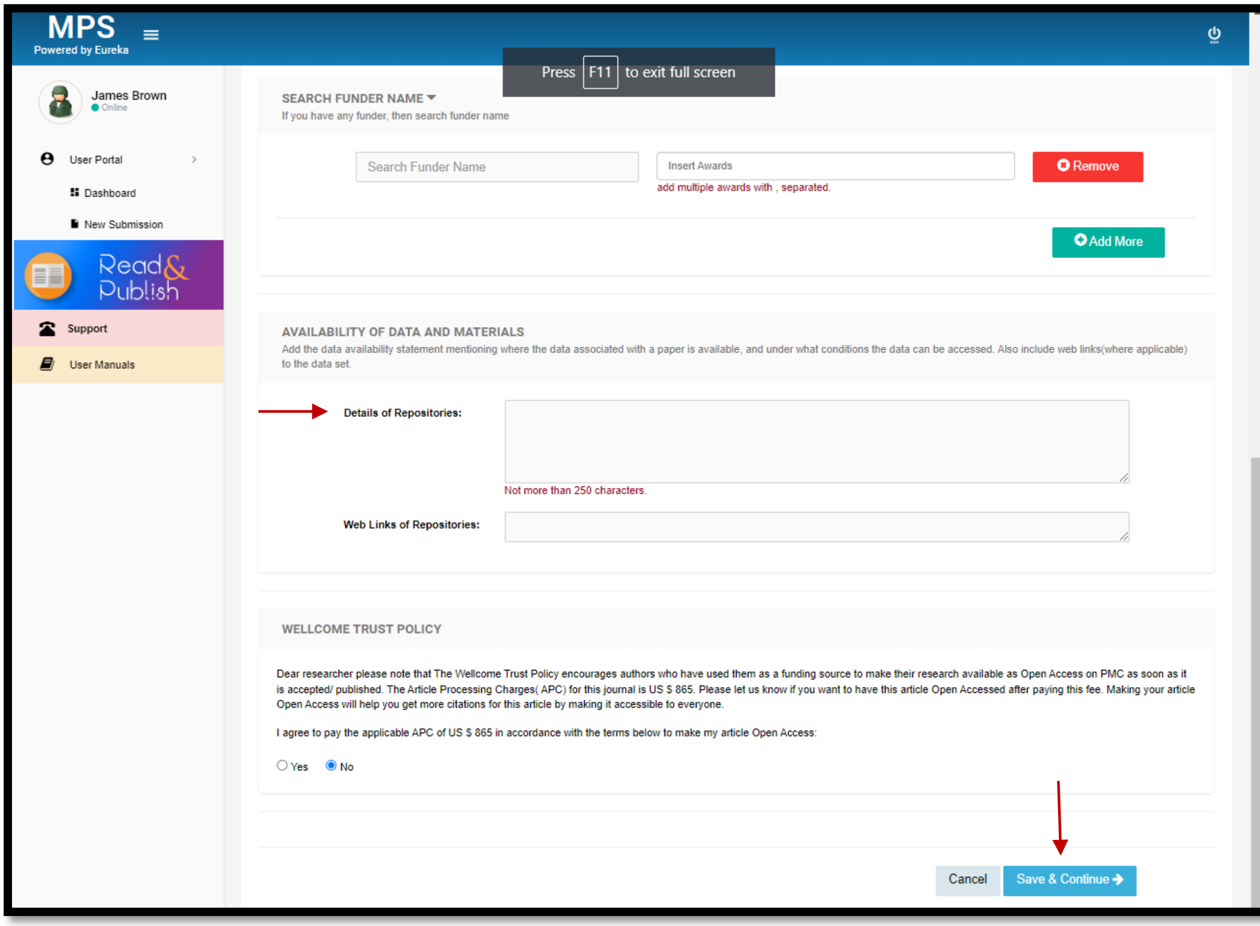
Note: Thematic Issue is a collection of articles (minimum of 6 and maximum of 15 articles), Managed by the Guest Editor. The author can submit the manuscript through code or a link given by the Guest Editor. Only authorized authors can submit a manuscript in Thematic Issue.



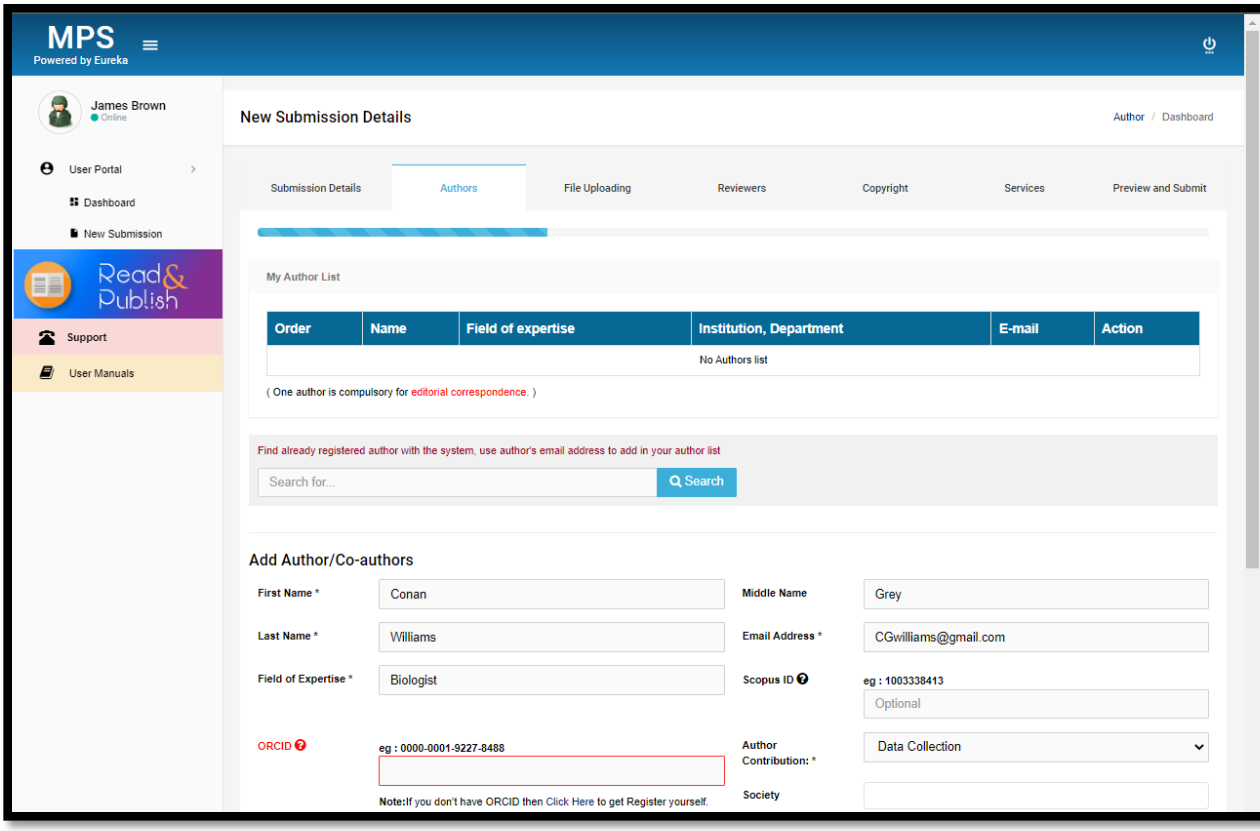
Start the manuscript submission by clicking on the **"Manuscript Submission"** option, and clicking on **"save & continue"** button.



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.


MPS
Powered by Eureka
James Brown
Online
User Portal
Dashboard
New Submission
Read & Publish
Support
User Manuals
New Submission Details
Author / Dashboard
Submission Details
Authors
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Copyright
Services
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
Search for...
Search
Add Author/Co-authors
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Conan
Middle Name
Grey
Last Name *
Williams
Email Address *
CGwilliams@gmail.com
Field of Expertise *
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Scopus ID
eg : 1003338413
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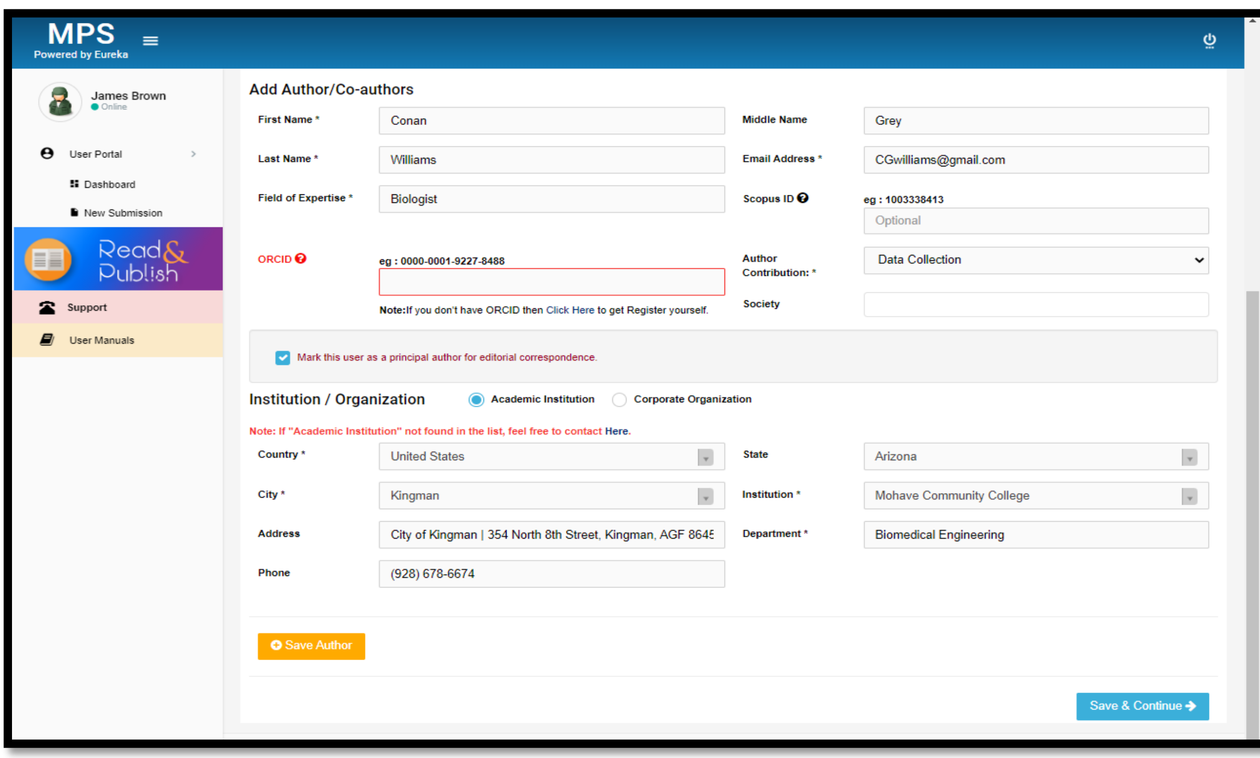
eg : 0000-0001-9227-8488
Author Contribution: *
Data Collection
Note:If you don't have ORCID then Click Here to get Register yourself.
Society


MPS
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Author Contribution: *
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Note:If you don't have ORCID then Click Here to get Register yourself.
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Mark this user as a principal author for editorial correspondence.
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Corporate Organization
Note: If "Academic Institution" not found in the list, feel free to contact Here.
Country *
United States
State
Arizona
City *
Kingman
Institution *
Mohave Community College
Address
City of Kingman | 354 North 8th Street, Kingman, AGF 8645
Department *
Biomedical Engineering
Phone
(928) 678-6674
Save Author
Save & Continue

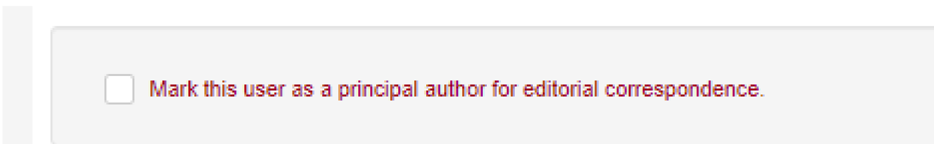
On the **“Author”** section, fill out all the mandatory authors’ Fields. Make sure to enter the correct details of all the authors because you will not be able to make the changesin later stages.

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.



Author Contribution:

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

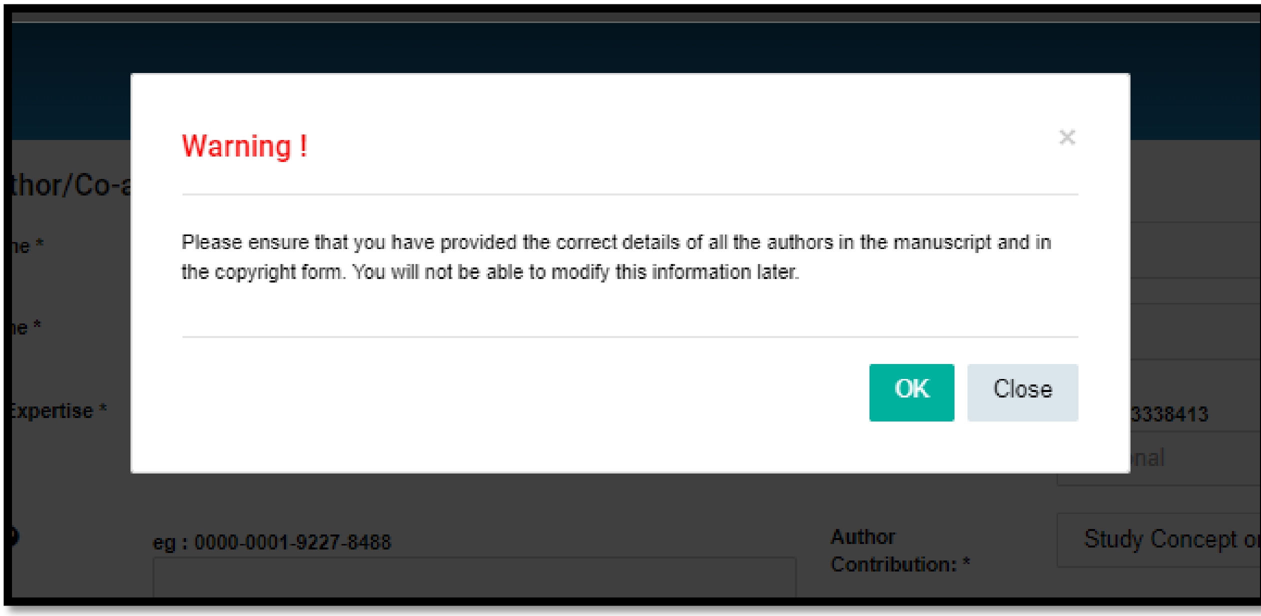
Society:

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

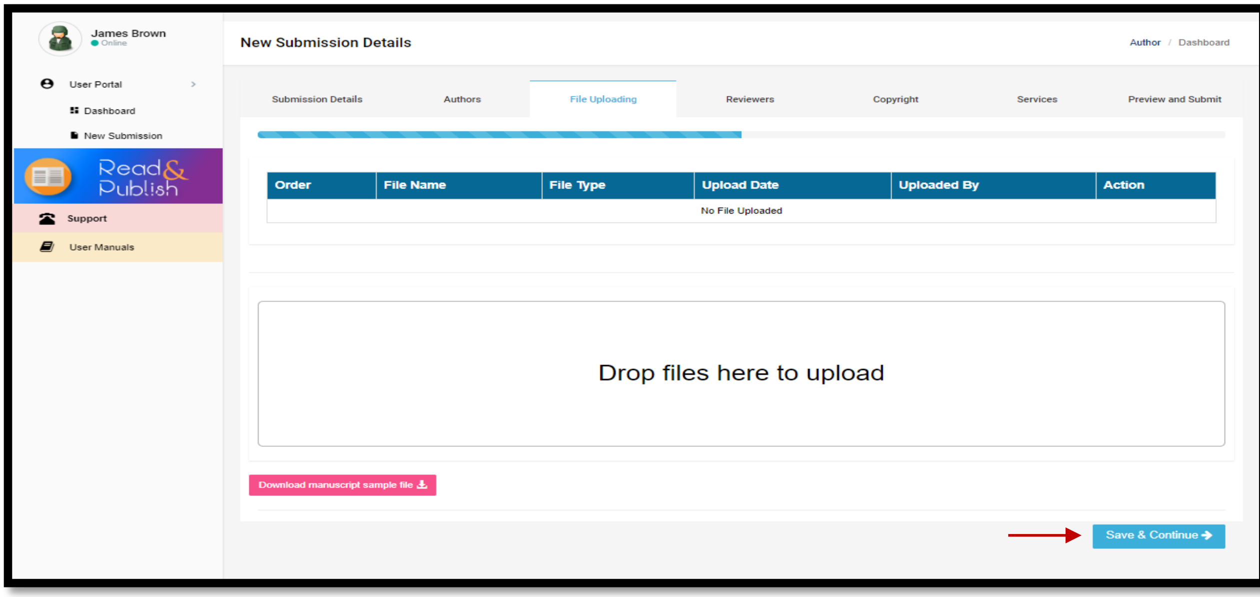
Institution / Organization:

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

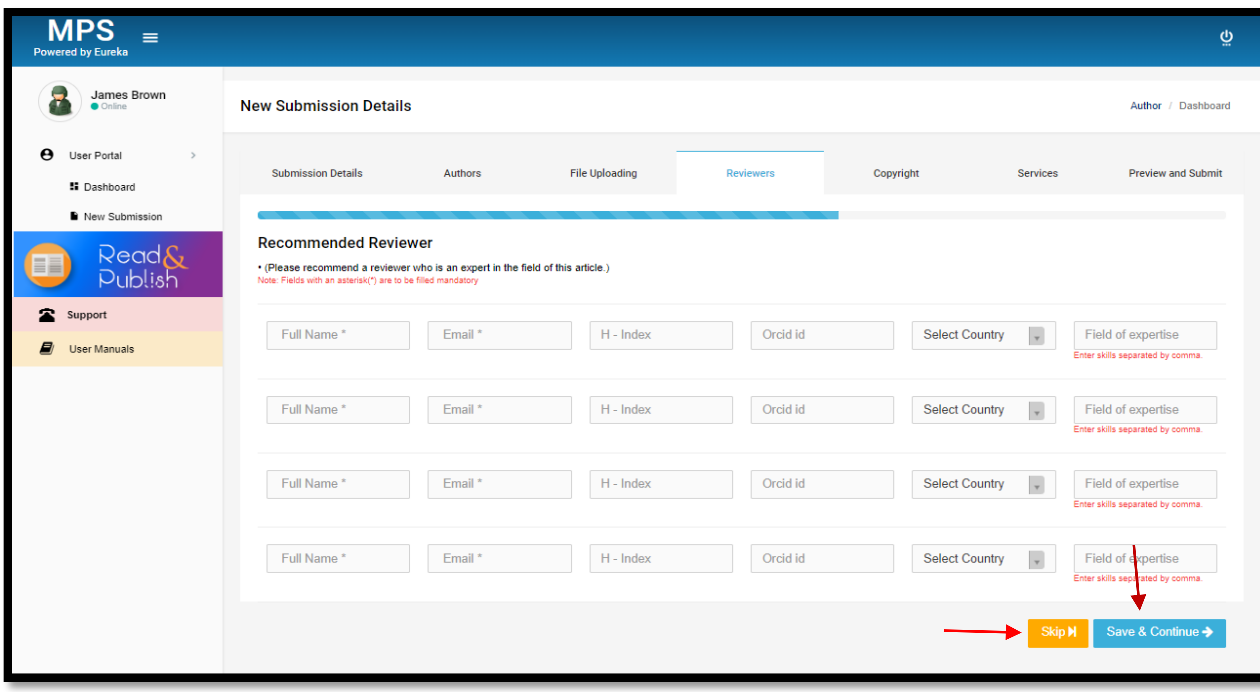
Note: Please contact us if your academic institution is not present on the list.



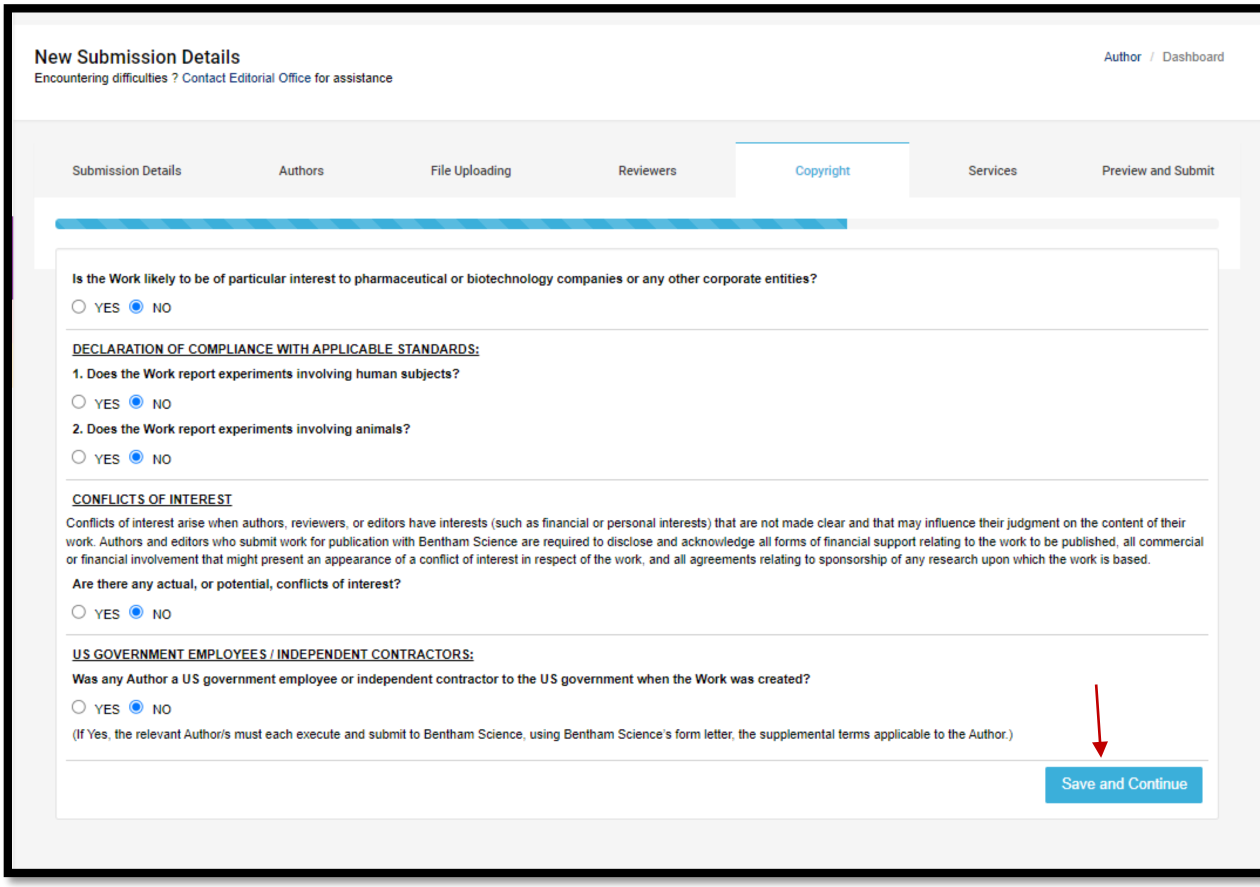
By clicking on the **"Save and Continue"** button, a pop-up appears to check the author's affiliation.



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

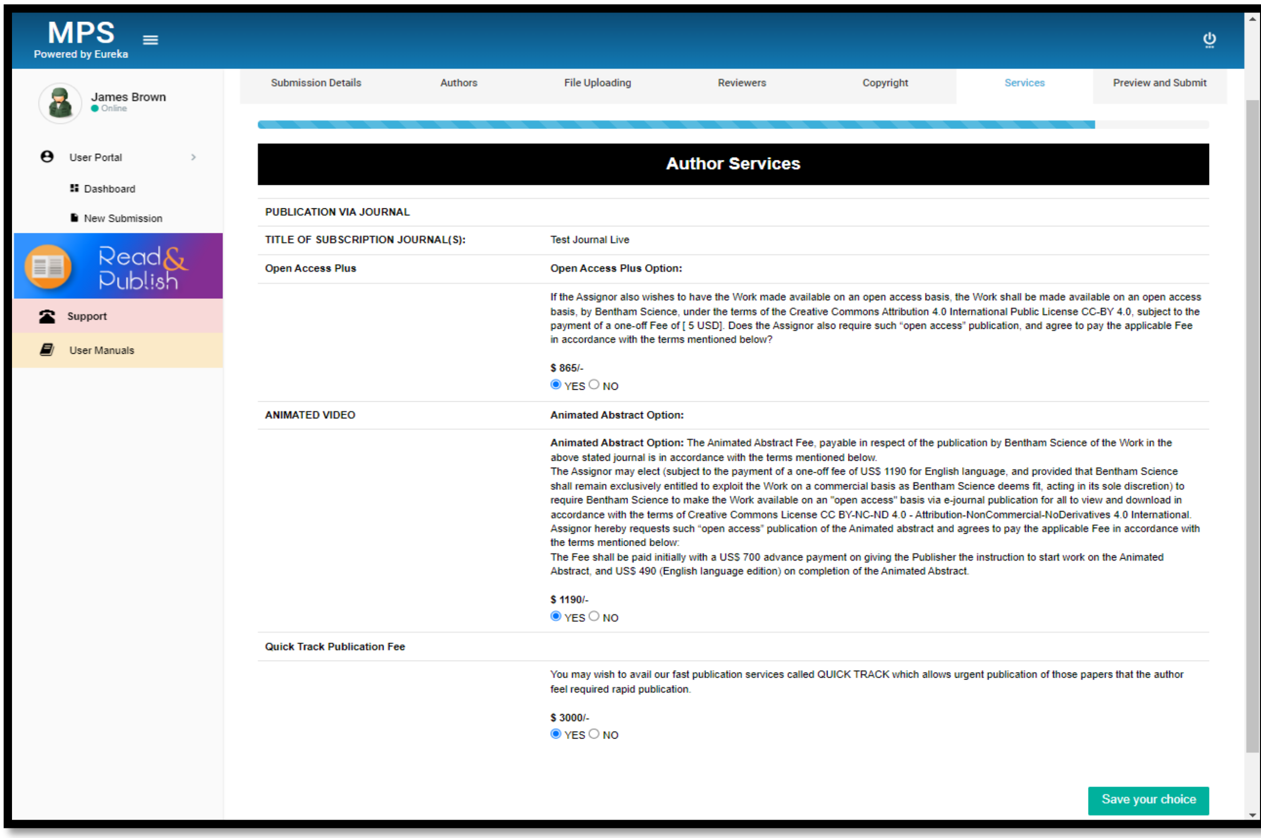


At this stage, the Author can recommend the reviewers by adding the reviewer's affiliations. If you don't want to recommend the reviewer, then simply skip this step by clicking on the **"Skip"** button



Fill in the copyright and click on the **"Save and Continue"** button to check the details.

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.



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

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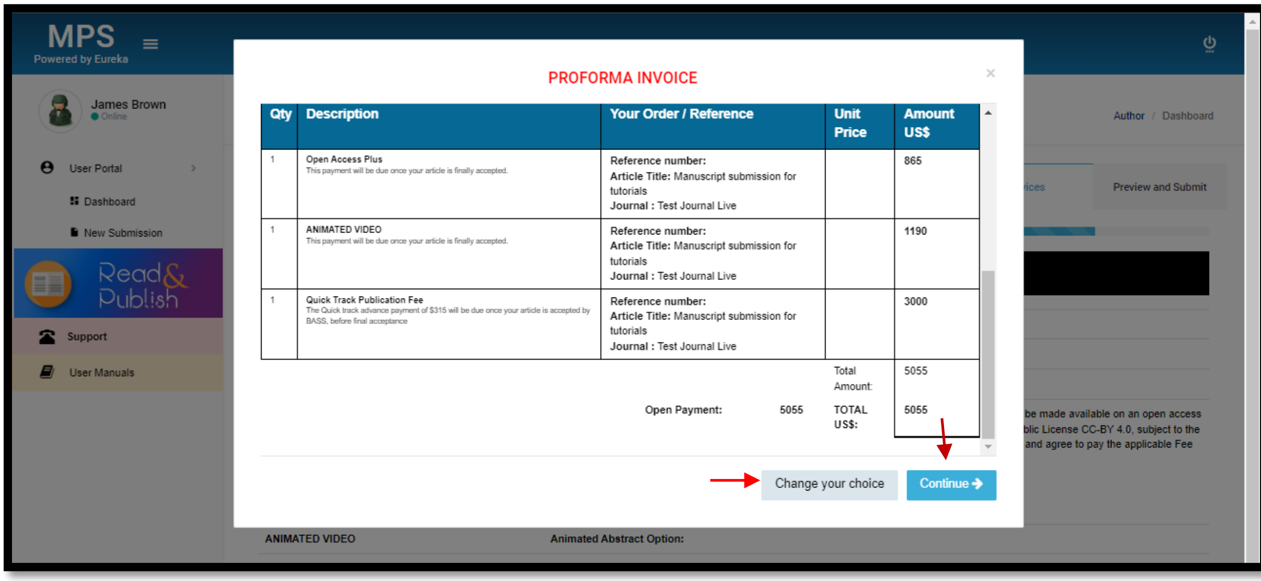
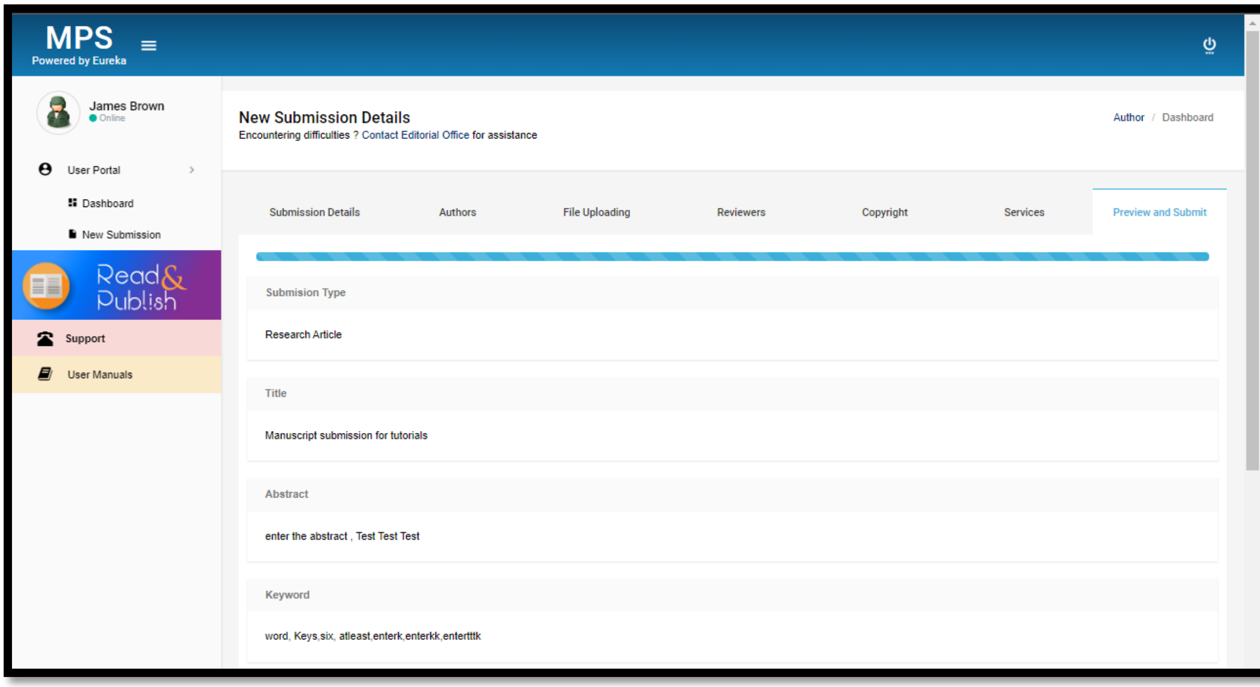
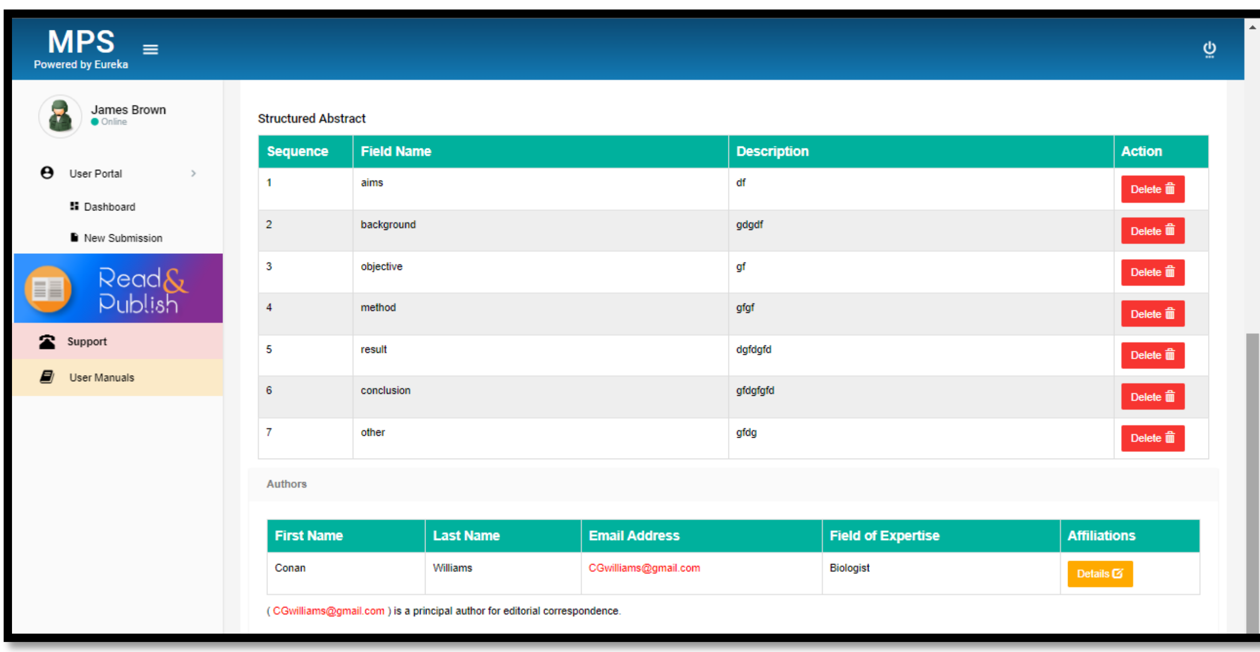
ANIMATED ABSTRACTS: An animated abstract will help summarize the essential discoveries/ key findings of your published research or review article. Each professionally produced full-colored animated abstract in video format (length 3 – 5 minutes) is accompanied by an English-spoken or foreign language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



Click on the **"Continue"** button to move to the next last tab.

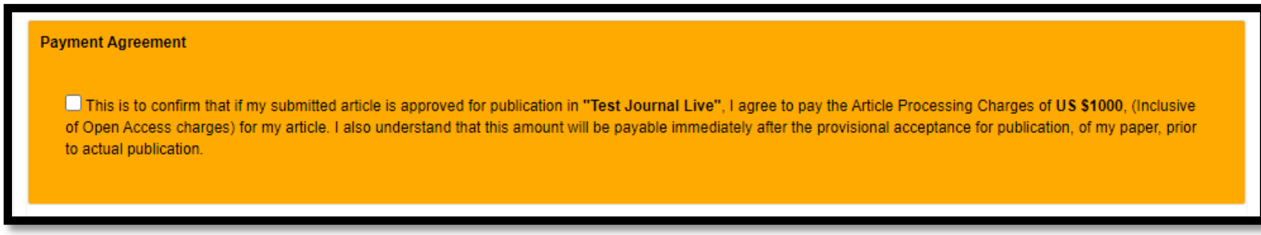




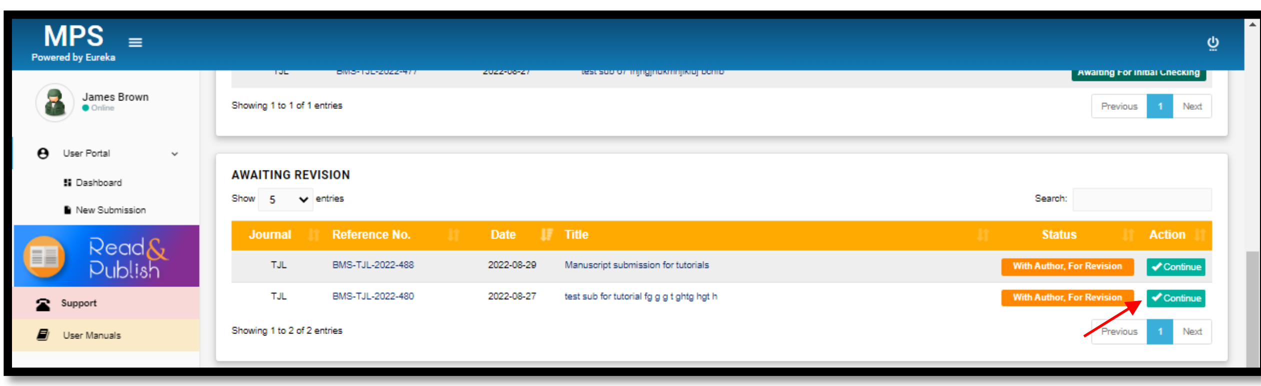
All the information that has been filled in previously can be viewed on this page. This page allows you to check all the entered data so that you can make the changes before submitting the manuscript. Finally, click on the **"Finish"** button to complete the submission.

APC Charges:

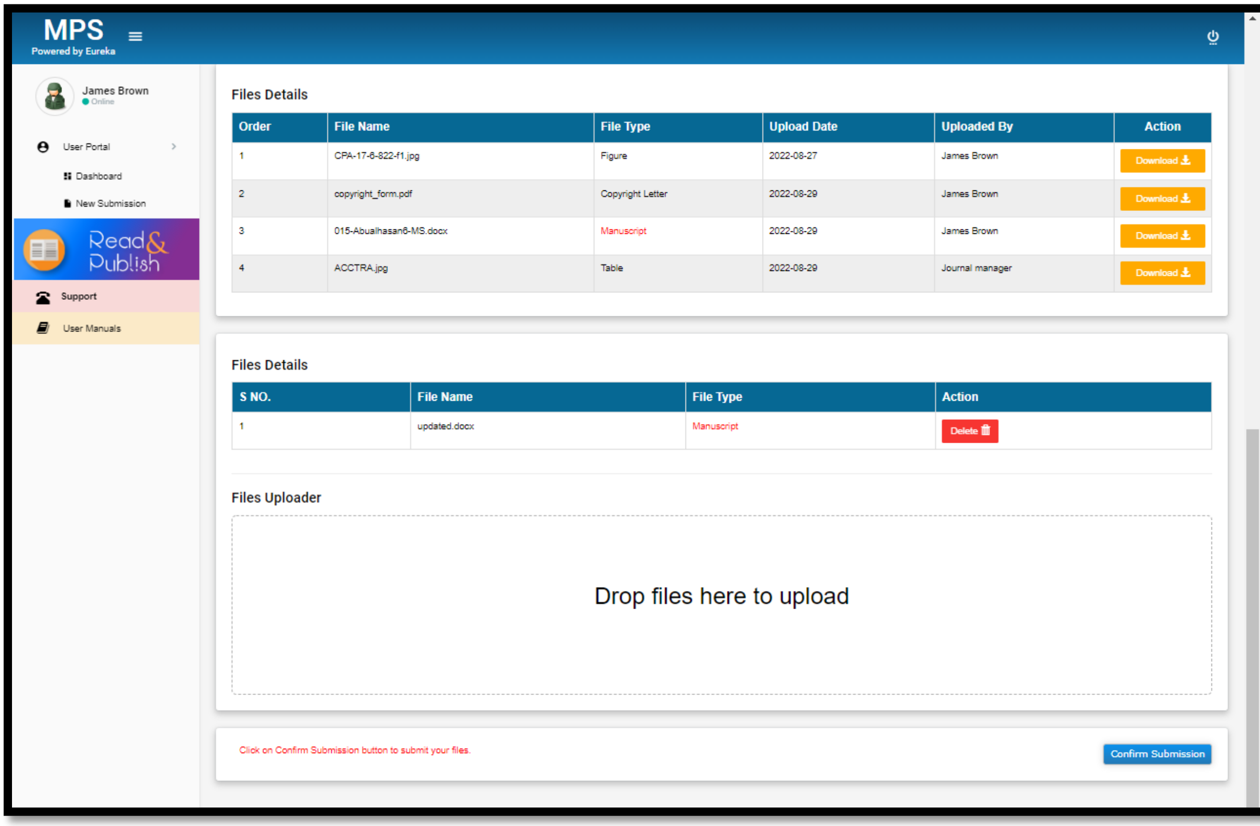
On selecting the article type as a research article, if the quick track option is not selected on the "Author Services" tab, then the author has to select the Payment Agreement option. Without this, you cannot submit the manuscript.



Author's Revision:



The author can submit the revised file on **"Continue"** button.



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.