

## 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.”**
  
- 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
  
- 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  entriesSearch: 

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

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### REVIEW STARTED

Show  entriesSearch: 

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.

The screenshot shows the MPS Peer Review Process interface. The 'Peer Review Process' tab is highlighted with a red box. Below it, a table of 'AVAILABLE PANEL REVIEWERS' is shown. The 'Assign' button for the first reviewer is highlighted with a red box.

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		Affiliation	Assign
	Dr. Umer Riasat	13	0	2022-11-23	umerriasat1991@gmail.com	50		Affiliation	Assign
	Dr. Jallil ur-Rahman	2	0	2021-07-19	jallilur123@gmail.com	40		Affiliation	Assign
	Dr. frnace rev	9	1	2022-11-15	frnace@123.com	33		Affiliation	Assign
	Dr. sabika bashir	0	0	--	sabika2344@xolva.com	33		Affiliation	Assign
	Dr. Germano Naz	0	0	--	germano@1234gmail.com	32		Affiliation	Assign
	Dr. Jenniferd Clark	26	0	2022-11-28	rt@123.com	31		Affiliation	Assign

- 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		<a href="#">Affiliation</a>	<a href="#">Assign</a>
	Dr. Anum Naz	0	0	--	anumnazii@456gmail.com	25		<a href="#">Affiliation</a>	<a href="#">Assign</a>
	Dr. Sarah atif	0	0	--	sarah@1234gmail.com	24		<a href="#">Affiliation</a>	<a href="#">Assign</a>

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#### REVIEWER'S COMMENTS AWAITED

NAME	Total Days	H-INDEX	REQUEST DATE	DUE DATE	CONFIRMATION STATUS	ACTION
empty						

#### REVIEWER'S COMMENTS RECEIVED

NAME	H-INDEX	CONFIRM DATE	COMPLETE DATE	RECOMMENDATION	SUBMITTED BY	COMMENTS
Fatima qadri	54	Dec 09,2022	Dec 09,2022	<a href="#">Accepted with major changes</a>	Fatima qadri	<a href="#">comments</a>

#### REGRETTED REVIEWERS

NAME	REQUEST DATE	REGRETTED DATE	REVIEW ROUND
empty			

**Send For Revision ...** [Decline](#) [Send For Revision](#)

Last Decision: none

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

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

The screenshot displays the MPS Dashboard interface. At the top left, the logo 'MPS' is shown with the tagline 'Powered by Eureka'. A user profile for 'Test EIC' is visible in the top right. The left sidebar contains navigation options: 'EIC Portal', 'Dashboard', 'Add Reviewer' (highlighted with a red box), 'User Portal', 'Support', and 'User Manuals'. The main content area is titled 'Welcome to MPS Dashboard' and features a 'URGENT ACTION REQUIRED' alert with a search bar and a 'Submit' button. Below the alert is a table with columns: Journal, Reference No., Date, Title, and Action. The table currently shows 'No record Found'. The dashboard is divided into two columns of 'Manuscripts' statistics. The left column, titled 'Manuscripts (General Topic)', includes: 'EIC INITIAL APPROVAL' (48), 'VIEW MANUSCRIPTS IN REVIEW' (100), 'AWAITING EIC DECISION' (21), and 'VIEW MANUSCRIPTS AWAITING REVISION' (19). The right column, titled 'Manuscripts (Thematic Issues)', includes: 'EIC INITIAL APPROVAL' (0), 'VIEW ACCEPTED PROPOSALS' (48), 'VIEW MANUSCRIPTS IN REVIEW' (2), 'AWAITING EIC DECISION' (2), and 'VIEW MANUSCRIPTS AWAITING REVISION' (1).

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

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Test EIC Online

EIC Portal

Dashboard

Add Reviewer

User Portal

Support

User Manuals

### Add New Reviewer

Journal : \*

Title:

First Name: \*

Last Name: \*

Reviewer Email: \*

Alternative Email Address:

Expertise: \*

H-Index: \*

Affiliation:

Country: \*

Address:

Scopus ID:

ORCID:

Cancel Save & Continue →

Reviewer Policy

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

#### Important Considerations for Reviewer

- The reviewer should not be listed as an author on the manuscript.
- Only one manuscript can be assigned to a reviewer/EBM at a time.

#### **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.