



Help for Referees

Table of Contents

1 General Information	1
2 Invitation to review a manuscript for the Beilstein Journal of Organic Chemistry	1
3 Token based review without login	2
3.1 Manuscript Details	2
3.2 Download Files	3
3.3 Upload Report	3
3.3.1 Manuscript Rating	3
3.3.2 Review Report	4
3.3.3 Upload Additional Files	5
3.3.4 Competing Interests	6
3.3.5 Finalize	6
4 Review with login	7
4.1 Access to the Beilstein Publishing System	7
4.2 Change User Role	9
4.3 Manuscript Overview	9
4.4 Manuscript Details	10
4.5 Download Files	12
4.6 Upload Report	12
4.6.1 Manuscript Rating	13
4.6.2 Review Report	14
4.6.3 Upload Additional Files	15
4.6.4 Competing Interests	16
4.6.5 Finalize	16
5 Contact/Support	17

1 General Information

The Beilstein Publishing System used with the *Beilstein Journal of Organic Chemistry* allows referees to download the manuscripts which they have agreed to review and upload their referee reports with all their recommendations regarding the acceptance of the manuscript. In addition, referees can upload additional files with their reports and send confidential comments to the editor. The submission of a referee report may be interrupted and resumed at any time.

If you are a first-time reviewer for the *Beilstein Journal of Organic Chemistry*, we recommend that you consult the document "[The Beilstein Journal of Organic Chemistry](#)" for further information about the journal.

This document gives referees an overview of the different steps during the review process and guides them through the Beilstein Publishing System.

2 Invitation to review a manuscript for the Beilstein Journal of Organic Chemistry

Referees are invited by the corresponding editor to perform the peer-review of a manuscript. The invitation will be sent by email, which will contain links to either accept or decline the invitation. To accept or to decline the invitation, please click the corresponding link. A confirmation email will be sent immediately after answering the invitation.

Dear Prof. Friedrich K. Beilstein,

We would like to invite you to participate in the peer-review process of a manuscript submitted to our non-profit journal by Dr. John Smith. You were suggested by the submitting author, the handling editor or an invited referee of this manuscript.

Title: New chiral ligands in Pd-catalyzed reactions

Journal: Beilstein Journal of Organic Chemistry

Type of article: Full Research Paper

Author(s):

John Smith, Ed Meyers

Abstract:

Pd-catalyzed enantioselective ...

To ACCEPT this review invitation under the conditions described below, please click <https://www.beilstein-journals.org/s/pb0MzQ0qHv> and you will be emailed immediately with further instructions. Under normal circumstances, referees are asked to return their reports as soon as possible, within 14 days at the latest.

To DECLINE this review invitation, please click <https://www.beilstein-journals.org/s/zZbQ9e9gvi>. In this case we would greatly appreciate if you could suggest alternative referees by either replying directly to this email or filling in the form that follows after declination.

For conditions and detailed information about the review process, please see the Instructions for Referees <https://www.beilstein-journals.org/bjoc/refereeInstructions> as well as the Editorial Policy <https://www.beilstein-journals.org/bjoc/editorialPolicy>. For information about data protection and your rights, please see our Privacy Policy <https://www.beilstein-journals.org/bjoc/privacyPolicy>. We would like to keep your contact information for our referee database. If you do not agree to these terms and you have not been associated with a manuscript in our database, please contact journals-support@beilstein-institut.de and we will remove your information.

We hope you are able to make time for our non-profit Beilstein Journal of Organic Chemistry, which is a unique opportunity to support a true diamond open access (no fee) journal.

With best regards,

Beilstein BIOC Editor in Chief

Email: bjoc-editor@beilstein-institut.de

Web: <https://www.beilstein-journals.org/bjoc>

The Beilstein Journal of Organic Chemistry is a fully peer reviewed, online open access journal. The content is freely accessible online and is publicly archived. Authors can publish scientific articles free of charge as the Beilstein Journal of Organic Chemistry is completely funded by the Beilstein-Institut, a non-profit foundation committed to advancing communication and information in the area of chemistry and its related disciplines. The Beilstein Journal of Organic Chemistry publishes high quality work in all areas of Organic Chemistry, and for this reason, we ask our referees to recommend publication only of important work which will make an impact on the field. More information about the journal, including details of our Editorial Advisory Board, is available at <https://www.beilstein-journals.org/bjoc>.

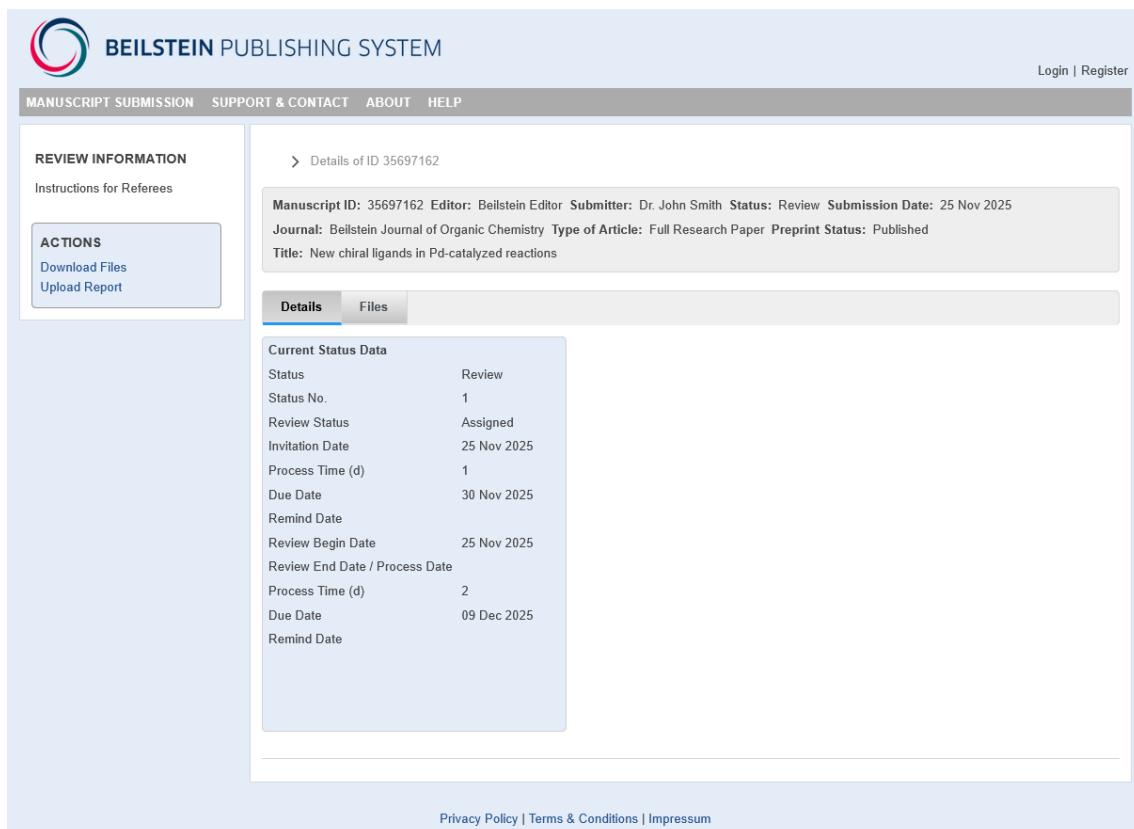
If the invitation to review a manuscript is accepted, the confirmation email will contain a time-sensitive link that allows you to directly access the manuscript and upload your review report. Alternatively, you may login to the Beilstein Publishing System to perform the review process. If you choose to upload your report by logging in, you will find the login details in the confirmation email..

Any scientist who is interested in reviewing for the *Beilstein Journal of Organic Chemistry* may contact the managing editor to express his/her interest and to communicate his/her specialist area (managing-editor-bjoc@beilstein-institut.de).

3 Token based review without login

3.1 Manuscript Details

If you click on the token link given in the acceptance confirmation email the “Manuscript Details” page of the respective manuscript will open without any login requirement to the Beilstein Publishing System. On this screen some general data of the review process of the relevant manuscript will be shown. Whenever an editor decides that more than one review round is necessary for a manuscript and you agreed to review such a manuscript a second time, you can see the details of all review cycles here.



BEILSTEIN PUBLISHING SYSTEM

MANUSCRIPT SUBMISSION SUPPORT & CONTACT ABOUT HELP

Login | Register

REVIEW INFORMATION

Instructions for Referees

ACTIONS

Download Files
Upload Report

Details of ID 35697162

Manuscript ID: 35697162 Editor: Beilstein Editor Submitter: Dr. John Smith Status: Review Submission Date: 25 Nov 2025
Journal: Beilstein Journal of Organic Chemistry Type of Article: Full Research Paper Preprint Status: Published
Title: New chiral ligands in Pd-catalyzed reactions

Details Files

Current Status Data

Status	Review
Status No.	1
Review Status	Assigned
Invitation Date	25 Nov 2025
Process Time (d)	1
Due Date	30 Nov 2025
Remind Date	
Review Begin Date	25 Nov 2025
Review End Date / Process Date	
Process Time (d)	2
Due Date	09 Dec 2025
Remind Date	

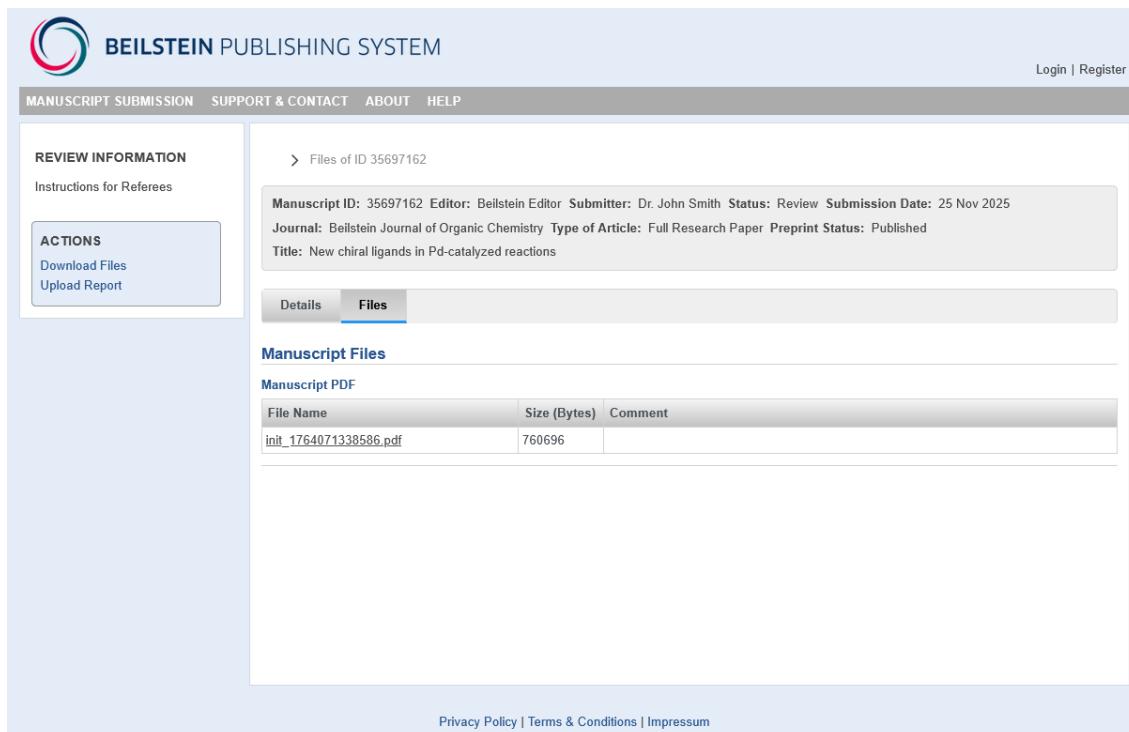
Privacy Policy | Terms & Conditions | Impressum

On the left side of the screen you can find a link to the Instructions for Referees. Directly below are the action links “Download Files” and “Upload Report”.

Action	Comments
Download Files	The tab “Files” opens for downloading the relevant manuscript files (see chapter 3.2).
Upload Report	This action allows the upload of a referee report (see chapter 3.3).

3.2 Download Files

Choosing the tab “Files” or the action link “Download Files” will display all relevant manuscript files with the file name, the file size and any comment entered by the authors during the submission process. Individual files can be downloaded by clicking on the file name. This can be the main manuscript, any supporting information file, any review-only material and whenever it is a repeated review round also a response to review file.



BEILSTEIN PUBLISHING SYSTEM

MANUSCRIPT SUBMISSION SUPPORT & CONTACT ABOUT HELP

Login | Register

REVIEW INFORMATION

Instructions for Referees

ACTIONS

Download Files
Upload Report

Files of ID 35697162

Manuscript ID: 35697162 Editor: Beilstein Editor Submitter: Dr. John Smith Status: Review Submission Date: 25 Nov 2025
Journal: Beilstein Journal of Organic Chemistry Type of Article: Full Research Paper Preprint Status: Published
Title: New chiral ligands in Pd-catalyzed reactions

Details Files

Manuscript Files

Manuscript PDF

File Name	Size (Bytes)	Comment
init_1764071338586.pdf	760696	

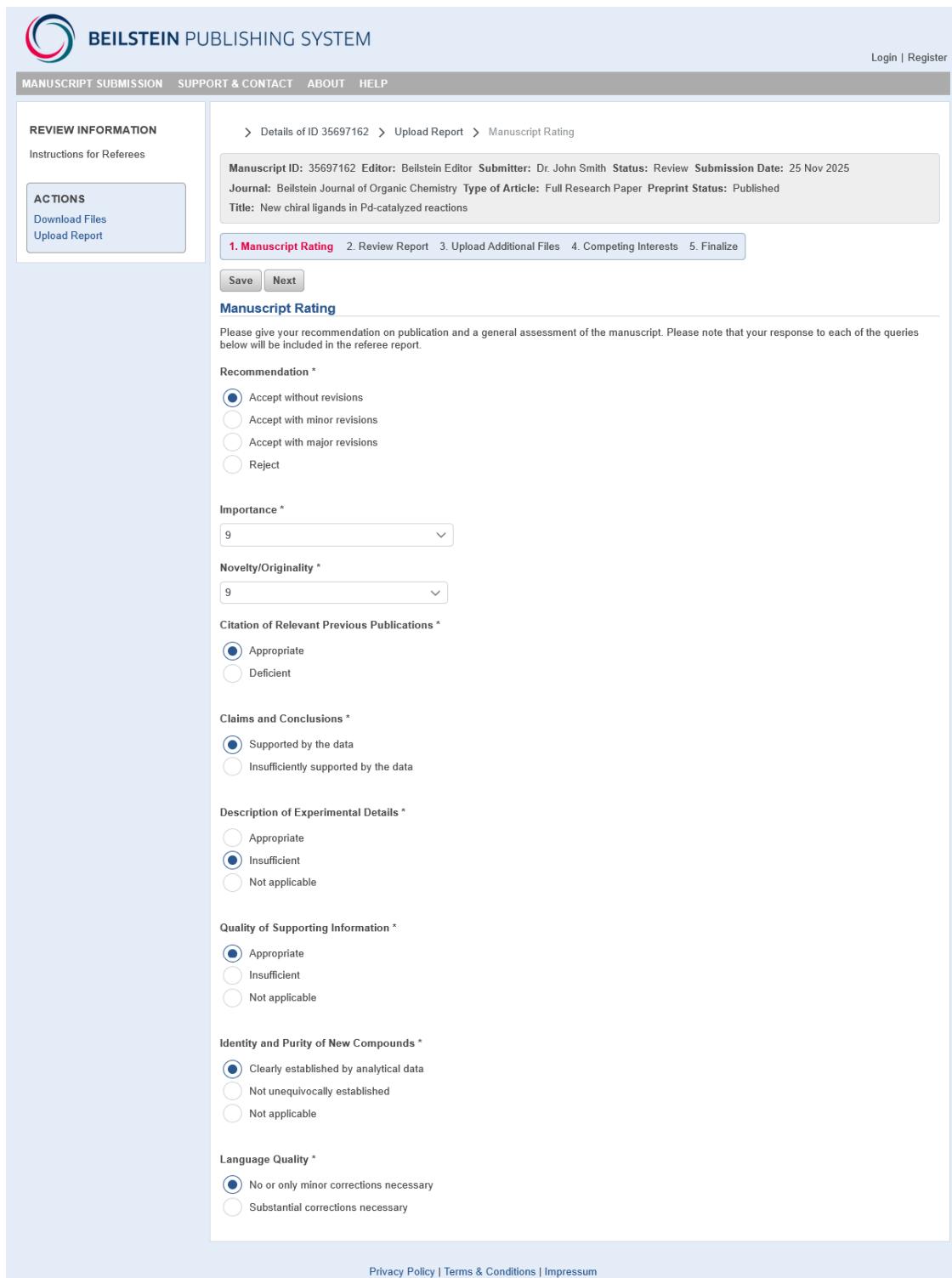
Privacy Policy | Terms & Conditions | Impressum

3.3 Upload Report

When you are ready to upload the review report, please choose the action link "Upload Report" to open the review submission form. Mandatory entry fields are marked with an asterisk (*) on each page. You can proceed with the stepwise review submission process by using the “Next” button. If you would like to return to previous submission pages, please click on the “Previous” button. You may save and interrupt the review process at any time by clicking the “Save” button and continue after clicking again on the token link in the acceptance confirmation email. In general, you should avoid using the browser “Back” button during the token based review, because this can lead to synchronization problems with your session on the server.

3.3.1 Manuscript Rating

On the first page of the review submission form you must give your recommendation on publication and a general assessment of the manuscript by choosing one of several listed options for each section. Your response to each of the queries will be included in the referee report.

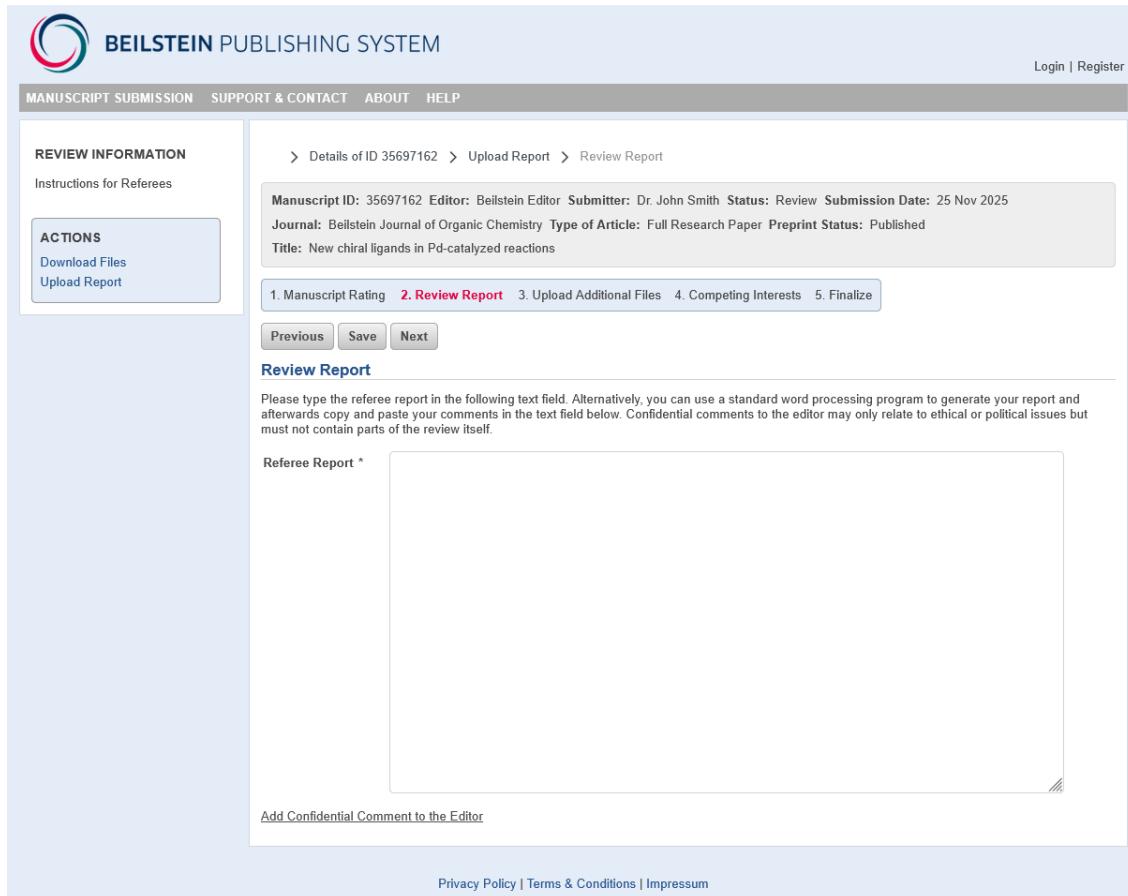


The screenshot shows the Beilstein Publishing System interface for manuscript rating. The top navigation bar includes links for Manuscript Submission, Support & Contact, About, and Help, along with a Login | Register button. The left sidebar has sections for Review Information (Instructions for Referees) and Actions (Download Files, Upload Report). The main content area shows the details of a manuscript with ID 35697162, including the editor, submitter, journal, type of article, and preprint status. The rating process is divided into five steps: 1. Manuscript Rating, 2. Review Report, 3. Upload Additional Files, 4. Competing Interests, and 5. Finalize. Step 1 is currently active. Below the steps are Save and Next buttons. The 'Manuscript Rating' section contains fields for Recommendation, Importance, Novelty/Originality, Citation of Relevant Previous Publications, Claims and Conclusions, Description of Experimental Details, Quality of Supporting Information, Identity and Purity of New Compounds, and Language Quality. Each field includes a dropdown menu or radio button selection. At the bottom of the rating section is a link to Privacy Policy | Terms & Conditions | Impressum.

3.3.2 Review Report

The review report must be either typed into the text field given on this page, or alternatively, entered by copy and paste. If you copy and paste special characters from versions older than Microsoft Word 2003 these may appear as Roman letters. Please use the Character Map program which is installed on your Windows PC to solve this problem (see “[Hints & Tips](#)”).

Any confidential comments you would like to send to the editor only may be entered by choosing the corresponding link below the referee report text box.



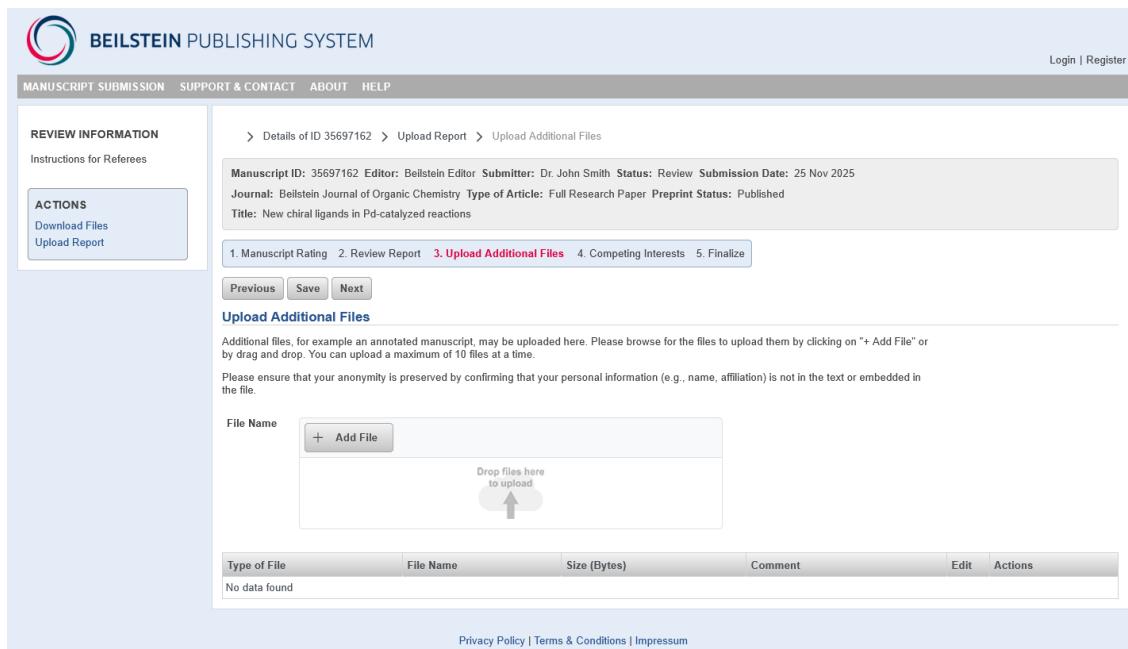
The screenshot shows the Beilstein Publishing System interface. The top navigation bar includes links for 'MANUSCRIPT SUBMISSION', 'SUPPORT & CONTACT', 'ABOUT', 'HELP', 'Login | Register', and 'Logout'. The left sidebar has sections for 'REVIEW INFORMATION' (Instructions for Referees) and 'ACTIONS' (Download Files, Upload Report). The main content area shows the following details for manuscript ID 35697162:

- Manuscript ID:** 35697162 **Editor:** Beilstein Editor **Submitter:** Dr. John Smith **Status:** Review **Submission Date:** 25 Nov 2025
- Journal:** Beilstein Journal of Organic Chemistry **Type of Article:** Full Research Paper **Preprint Status:** Published
- Title:** New chiral ligands in Pd-catalyzed reactions

Below this, a navigation bar shows steps: 1. Manuscript Rating, 2. Review Report (which is active), 3. Upload Additional Files, 4. Competing Interests, 5. Finalize. Buttons for 'Previous', 'Save', and 'Next' are also present. The 'Review Report' section contains a large text area for the referee's report and a smaller area for 'Add Confidential Comment to the Editor'. At the bottom of the page are links for 'Privacy Policy | Terms & Conditions | Impressum'.

3.3.3 Upload Additional Files

On this page you can upload additional files to your report by either clicking on the "+ Add File" button or by using the drag and drop functionality. Such additional files may be the manuscript with detailed comments or marked typing mistakes.



The screenshot shows the Beilstein Publishing System interface, similar to the previous one but focusing on the 'Upload Additional Files' section. The top navigation bar and sidebar are identical. The main content area shows the following details for manuscript ID 35697162:

- Manuscript ID:** 35697162 **Editor:** Beilstein Editor **Submitter:** Dr. John Smith **Status:** Review **Submission Date:** 25 Nov 2025
- Journal:** Beilstein Journal of Organic Chemistry **Type of Article:** Full Research Paper **Preprint Status:** Published
- Title:** New chiral ligands in Pd-catalyzed reactions

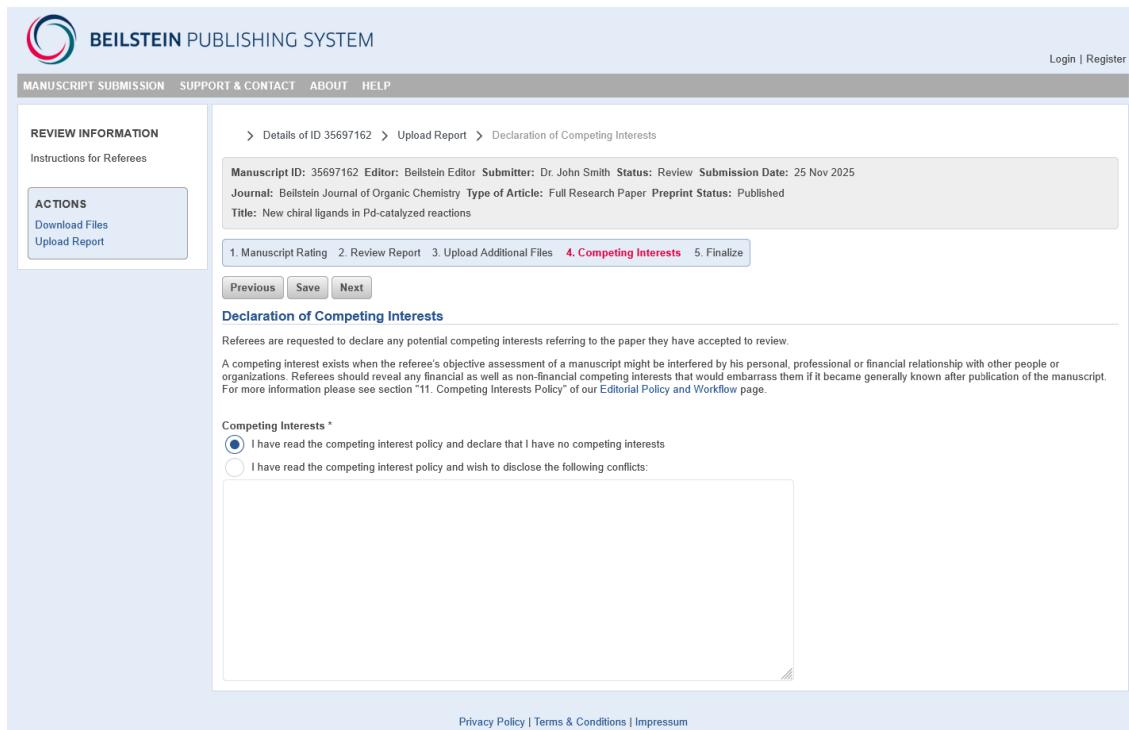
Below this, a navigation bar shows steps: 1. Manuscript Rating, 2. Review Report, 3. Upload Additional Files (which is active), 4. Competing Interests, 5. Finalize. Buttons for 'Previous', 'Save', and 'Next' are also present. The 'Upload Additional Files' section contains a text area for 'File Name' with a '+ Add File' button, a 'Drop files here to upload' area with a large arrow icon, and a table for managing uploaded files. The table has columns for 'Type of File', 'File Name', 'Size (Bytes)', 'Comment', 'Edit', and 'Actions'. A note at the bottom states 'No data found'.

After successful uploading, the files will be listed in the lower section of the screen. This area remains empty until the first file has been saved in the system. Please check the files you have chosen to upload. If any error occurred with the file selection, you can delete the file from the list by clicking the “Remove” button and afterwards start the upload process once again. You may also download the files by clicking on the file name, or you may enter short comments by clicking on the pencil icon.

3.3.4 Competing Interests

On this page you must declare any potential conflict of interests related to the manuscript you have reviewed. Please choose one of the two entries given to declare if there are competing interests or not. If competing interests exist, please disclose these in the text field below.

Competing interests exist when your objective assessment of the manuscript might be influenced by personal, professional or financial relationship with other people or organizations (for more information see the [Competing Interests Policy](#)).



BEILSTEIN PUBLISHING SYSTEM

MANUSCRIPT SUBMISSION SUPPORT & CONTACT ABOUT HELP

Login | Register

REVIEW INFORMATION

Instructions for Referees

ACTIONS

Download Files
Upload Report

> Details of ID 35697162 > Upload Report > Declaration of Competing Interests

Manuscript ID: 35697162 Editor: Beilstein Editor Submitter: Dr. John Smith Status: Review Submission Date: 25 Nov 2025
Journal: Beilstein Journal of Organic Chemistry Type of Article: Full Research Paper Preprint Status: Published
Title: New chiral ligands in Pd-catalyzed reactions

1. Manuscript Rating 2. Review Report 3. Upload Additional Files 4. Competing Interests 5. Finalize

Previous Save Next

Declaration of Competing Interests

Referees are requested to declare any potential competing interests referring to the paper they have accepted to review.

A competing interest exists when the referee's objective assessment of a manuscript might be interfered by his personal, professional or financial relationship with other people or organizations. Referees should reveal any financial as well as non-financial competing interests that would embarrass them if it became generally known after publication of the manuscript. For more information please see section "11. Competing Interests Policy" of our Editorial Policy and Workflow page.

Competing Interests *

I have read the competing interest policy and declare that I have no competing interests
 I have read the competing interest policy and wish to disclose the following conflicts:

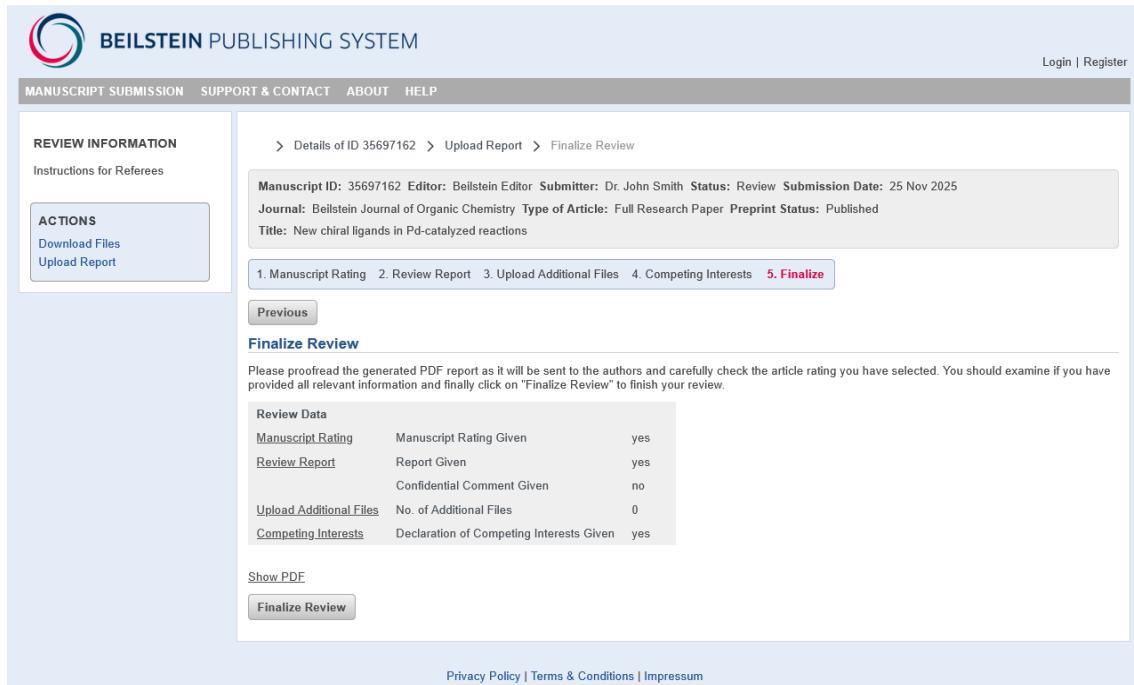
Privacy Policy | Terms & Conditions | Impressum

3.3.5 Finalize

The last screen summarizes the data you have entered throughout the various review submission steps. Any required but missing items will be indicated by . Please check carefully that you have provided all relevant data. If necessary, return to the corresponding step in the review submission process and amend or alter the existing data.

A click on the link “Show PDF” opens the referee report as a PDF file which contains all important information entered during the review submission process.

The review submission process must be finished by a click on the “Finalize Review” button. After completion of the review submission process a confirmation page will be shown.



The screenshot shows a manuscript review page. The top navigation bar includes links for **MANUSCRIPT SUBMISSION**, **SUPPORT & CONTACT**, **ABOUT**, and **HELP**. On the right, there is a **Login | Register** link. The main content area shows the following details:

- REVIEW INFORMATION**: Instructions for Referees
- ACTIONS**: Download Files, Upload Report
- Details of ID 35697162**: Editor: Beilstein Editor, Submitter: Dr. John Smith, Status: Review, Submission Date: 25 Nov 2025, Journal: Beilstein Journal of Organic Chemistry, Type of Article: Full Research Paper, Preprint Status: Published, Title: New chiral ligands in Pd-catalyzed reactions
- Workflow Step**: 1. Manuscript Rating, 2. Review Report, 3. Upload Additional Files, 4. Competing Interests, 5. **Finalize**
- Finalize Review**: A button to finalize the review.
- Review Data** table:

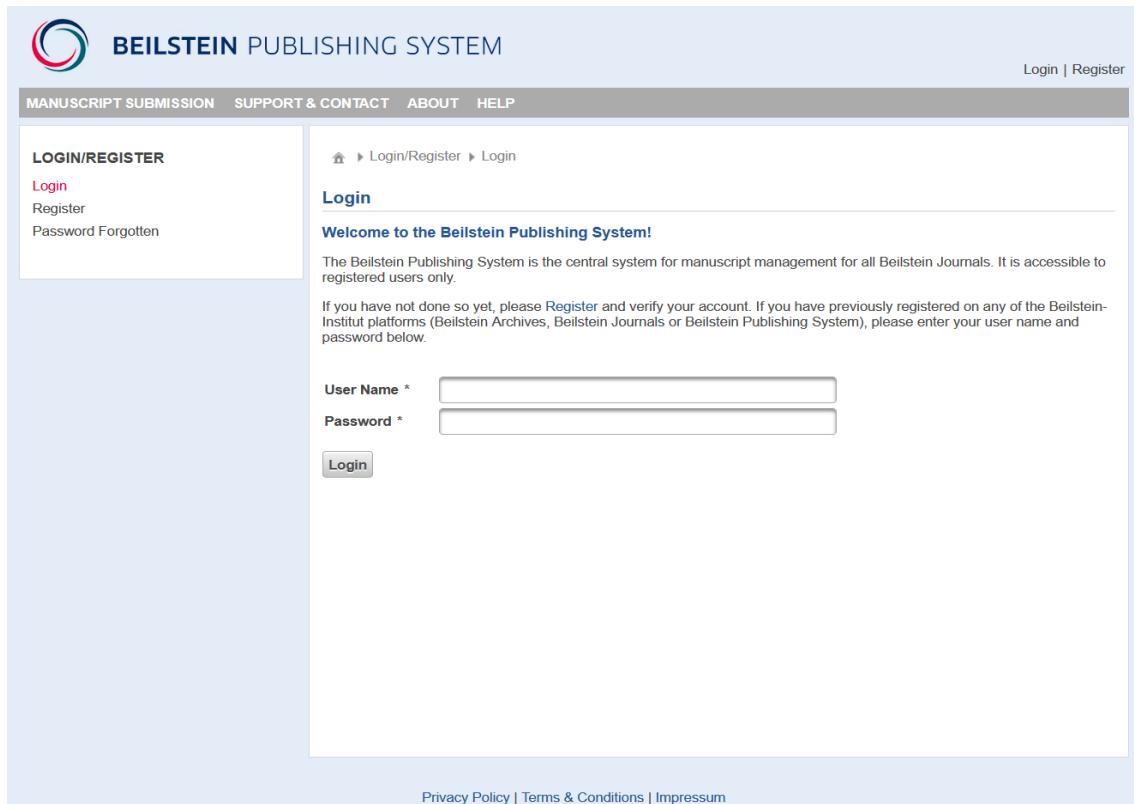
Manuscript Rating	Manuscript Rating Given	yes
Review Report	Report Given	yes
	Confidential Comment Given	no
Upload Additional Files	No. of Additional Files	0
Competing Interests	Declaration of Competing Interests Given	yes
- Show PDF**: A link to view the generated PDF report.
- Finalize Review**: A button to finalize the review.

At the bottom of the page are links for **Privacy Policy**, **Terms & Conditions**, and **Impressum**.

4 Review with login

4.1 Access to the Beilstein Publishing System

You can access the Beilstein Publishing System either by using the link given in the acceptance confirmation email or directly via the website: <https://www.beilstein-journals.org/bps>. In both cases the login screen of the Beilstein Publishing System will be displayed. Please enter your user name and password in the appropriate fields and click on the “Login” button to log in.



The screenshot shows the Beilstein Publishing System login page. The top navigation bar includes links for **MANUSCRIPT SUBMISSION**, **SUPPORT & CONTACT**, **ABOUT**, and **HELP**. On the right, there is a **Login | Register** link. The main content area shows the following:

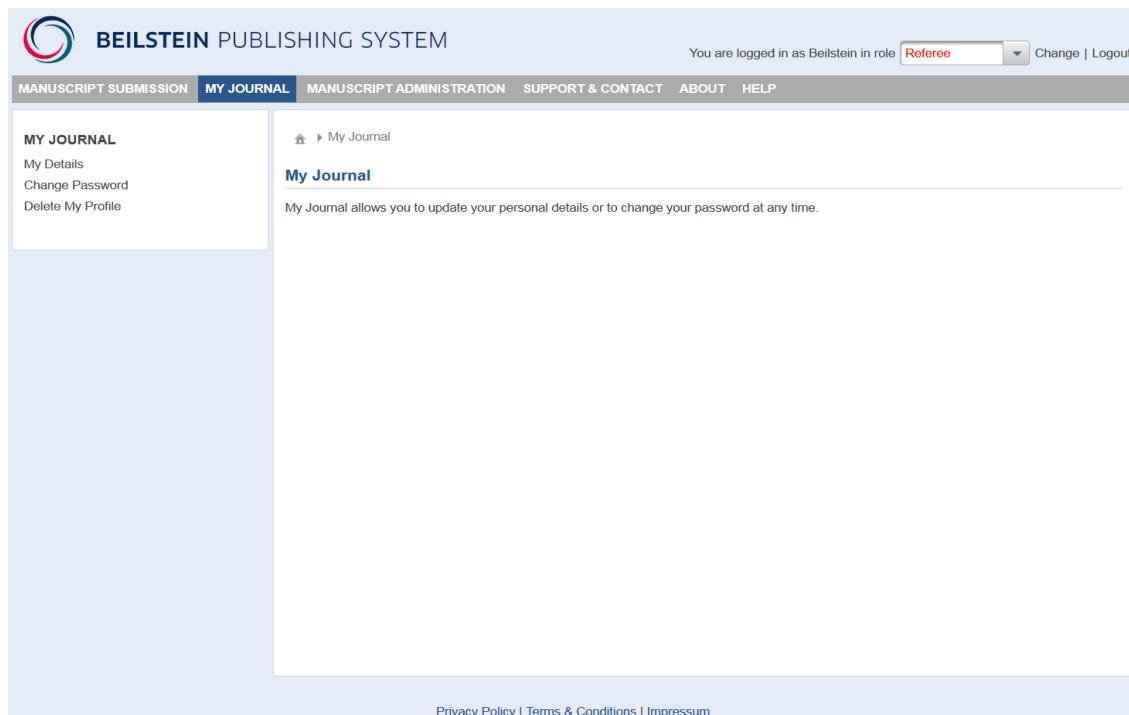
- LOGIN/REGISTER** sidebar with links for **Login**, **Register**, and **Password Forgotten**.
- Navigation**: Home, Login/Register, Login.
- Login** section with the heading **Welcome to the Beilstein Publishing System!**
- Text**: The Beilstein Publishing System is the central system for manuscript management for all Beilstein Journals. It is accessible to registered users only.
- Text**: If you have not done so yet, please **Register** and verify your account. If you have previously registered on any of the Beilstein-Institut platforms (Beilstein Archives, Beilstein Journals or Beilstein Publishing System), please enter your user name and password below.
- Form Fields**:

User Name *	<input type="text"/>
Password *	<input type="password"/>
- Login**: A button to log in.

At the bottom of the page are links for **Privacy Policy**, **Terms & Conditions**, and **Impressum**.

If you access the Beilstein Publishing System using the *Beilstein Journal of Organic Chemistry* homepage (<https://www.beilstein-journals.org/bjoc>), please select the main menu “Submission” and afterwards choose the button “My Manuscripts” given on the right side of the screen to open the login page.

You can update your personal profile and your password at any time by selecting “My Journal” from the main menu and “My Details” or “Change Password” from the corresponding submenu.



MY JOURNAL

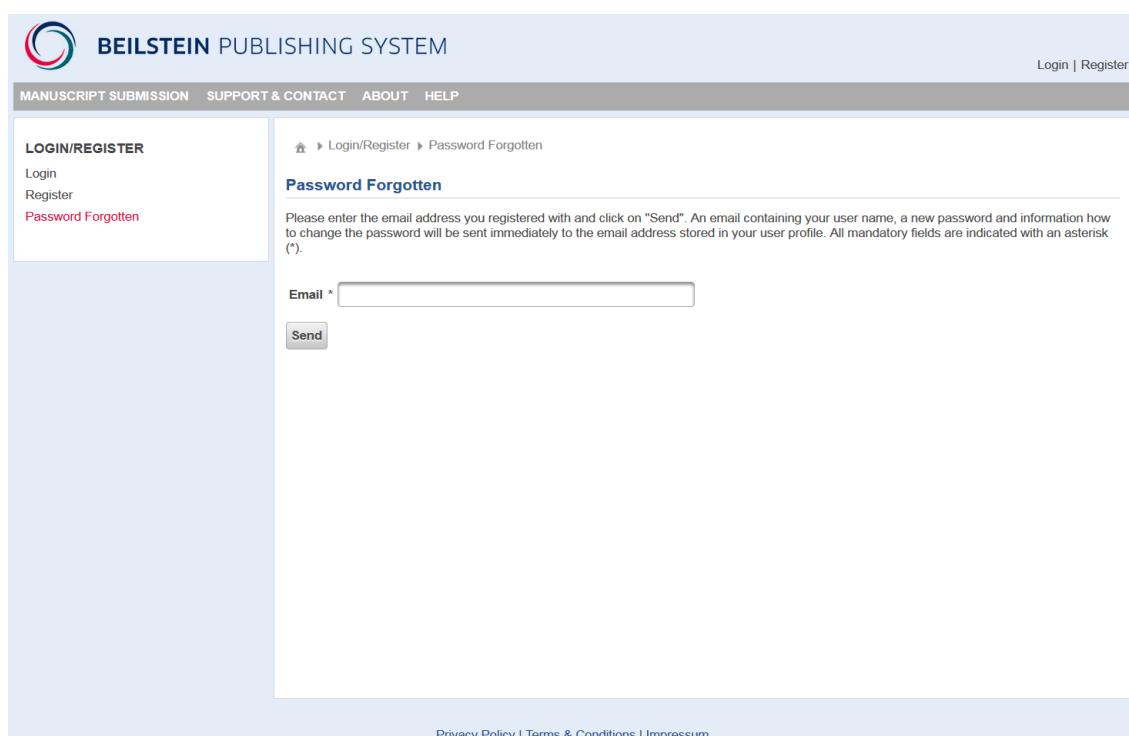
My Details
Change Password
Delete My Profile

My Journal

My Journal allows you to update your personal details or to change your password at any time.

Privacy Policy | Terms & Conditions | Impressum

In the event that you have forgotten your password, please select “Password Forgotten” from the login screen submenu. After entering your email address you registered with and clicking “Send”, you will be automatically sent a new password by email.



LOGIN/REGISTER

Login
Register
Password Forgotten

Password Forgotten

Please enter the email address you registered with and click on "Send". An email containing your user name, a new password and information how to change the password will be sent immediately to the email address stored in your user profile. All mandatory fields are indicated with an asterisk (*).

Email *

Privacy Policy | Terms & Conditions | Impressum

4.2 Change User Role

If you have been assigned more than one role within the Beilstein Publishing System (e.g. author or referee), you may easily select your required role for the task you wish to carry out. Once you are logged in, you can, if necessary, select a different role by using the drop down box which is located at the top right corner of the screen and click on “Change” to show the manuscripts associated with the new user role.



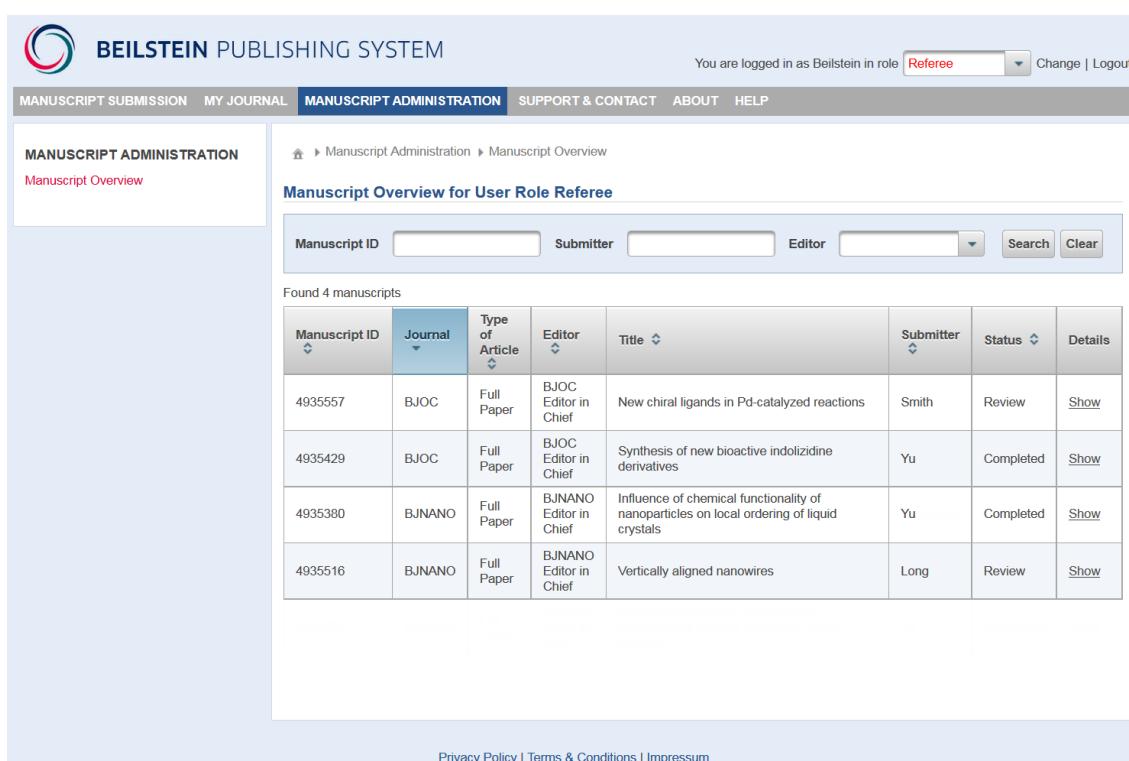
4.3 Manuscript Overview

After logging in to the Beilstein Publishing System, the manuscript overview page will be displayed. By default, all the manuscripts of the Beilstein Journals for which you are invited for peer review are shown on the overview page, irrespective of whether you have accepted or declined the invitation to review the corresponding manuscript. A table provides you with the most important information about the manuscript: the manuscript ID, the name of the Beilstein Journal the manuscript has been submitted to, the type of article, the editor, the title, the submitting author, and the status. The status entry is either “Review” or “Completed”.

You may limit the display by using the search fields provided above the list. In addition, the list entries can be sorted by clicking on the respective column header.

When the mouse is moved over the entry given in the column “Status” of a manuscript a tooltip showing the due date and remind date is displayed until the corresponding workflow step is finished.

The details section of a manuscript can be displayed using the link “Show” on the right side of the corresponding row. This allows you to proceed further with the review process.



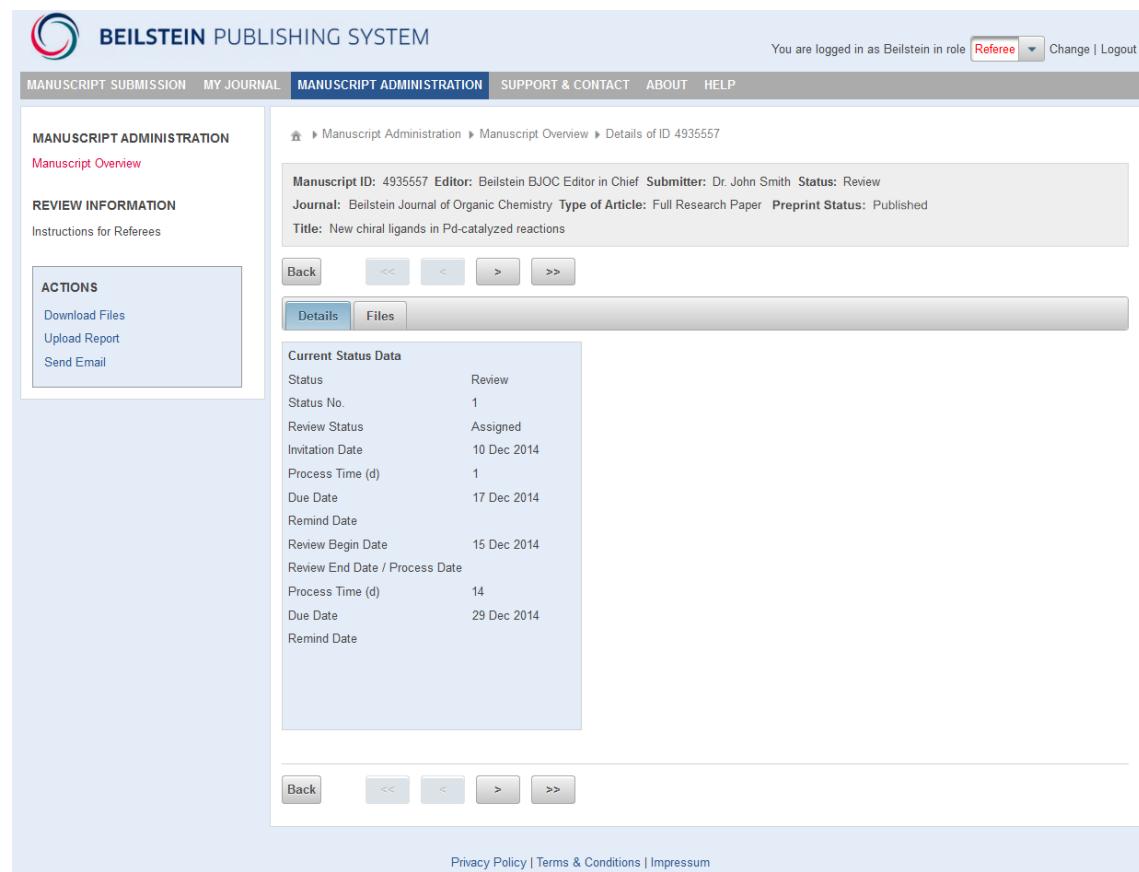
The screenshot shows the Beilstein Publishing System interface. At the top, there is a navigation bar with links for MANUSCRIPT SUBMISSION, MY JOURNAL, MANUSCRIPT ADMINISTRATION (which is currently selected and highlighted in blue), SUPPORT & CONTACT, ABOUT, and HELP. The user is logged in as Beilstein in role Referee, with options to Change or Logout. The main content area is titled "Manuscript Overview for User Role Referee". It includes a breadcrumb trail: Home > Manuscript Administration > Manuscript Overview. Below this is a search bar with fields for Manuscript ID, Submitter, and Editor, and buttons for Search and Clear. A message indicates "Found 4 manuscripts". A table then displays the following data:

Manuscript ID	Journal	Type of Article	Editor	Title	Submitter	Status	Details
4935557	BJOC	Full Paper	BJOC Editor in Chief	New chiral ligands in Pd-catalyzed reactions	Smith	Review	Show
4935429	BJOC	Full Paper	BJOC Editor in Chief	Synthesis of new bioactive indolizidine derivatives	Yu	Completed	Show
4935380	BJNANO	Full Paper	BJNANO Editor in Chief	Influence of chemical functionality of nanoparticles on local ordering of liquid crystals	Yu	Completed	Show
4935516	BJNANO	Full Paper	BJNANO Editor in Chief	Vertically aligned nanowires	Long	Review	Show

At the bottom of the page, there are links for Privacy Policy, Terms & Conditions, and Impressum.

4.4 Manuscript Details

After opening the details section of the manuscript concerned the “Details” tab is selected by default. Below the tab bar some general data of the review process of the relevant manuscript will be shown.



The screenshot shows the Beilstein Publishing System interface. The top navigation bar includes 'MANUSCRIPT SUBMISSION', 'MY JOURNAL', 'MANUSCRIPT ADMINISTRATION' (which is the active tab), 'SUPPORT & CONTACT', 'ABOUT', and 'HELP'. A user is logged in as 'Beilstein' in the role of 'Referee'. The main content area shows the details of a manuscript with ID 4935557. The manuscript is assigned to 'Beilstein BJOC Editor in Chief' as the 'Editor', 'Dr. John Smith' as the 'Submitter', and is in 'Review' status. It is a 'Full Research Paper' in the 'Beilstein Journal of Organic Chemistry' journal. The title is 'New chiral ligands in Pd-catalyzed reactions'. On the left, a sidebar titled 'MANUSCRIPT ADMINISTRATION' contains a 'Manuscript Overview' link. Below it, the 'REVIEW INFORMATION' section includes 'Instructions for Referees'. Under the 'ACTIONS' section, there are links for 'Download Files', 'Upload Report', and 'Send Email'. The central panel displays 'Current Status Data' with the following table:

Current Status Data	
Status	Review
Status No.	1
Review Status	Assigned
Invitation Date	10 Dec 2014
Process Time (d)	1
Due Date	17 Dec 2014
Remind Date	
Review Begin Date	15 Dec 2014
Review End Date / Process Date	
Process Time (d)	14
Due Date	29 Dec 2014
Remind Date	

On the left side of the screen, the action list allows you to perform different actions on the manuscript as long as the manuscript is in the review status “Assigned”.

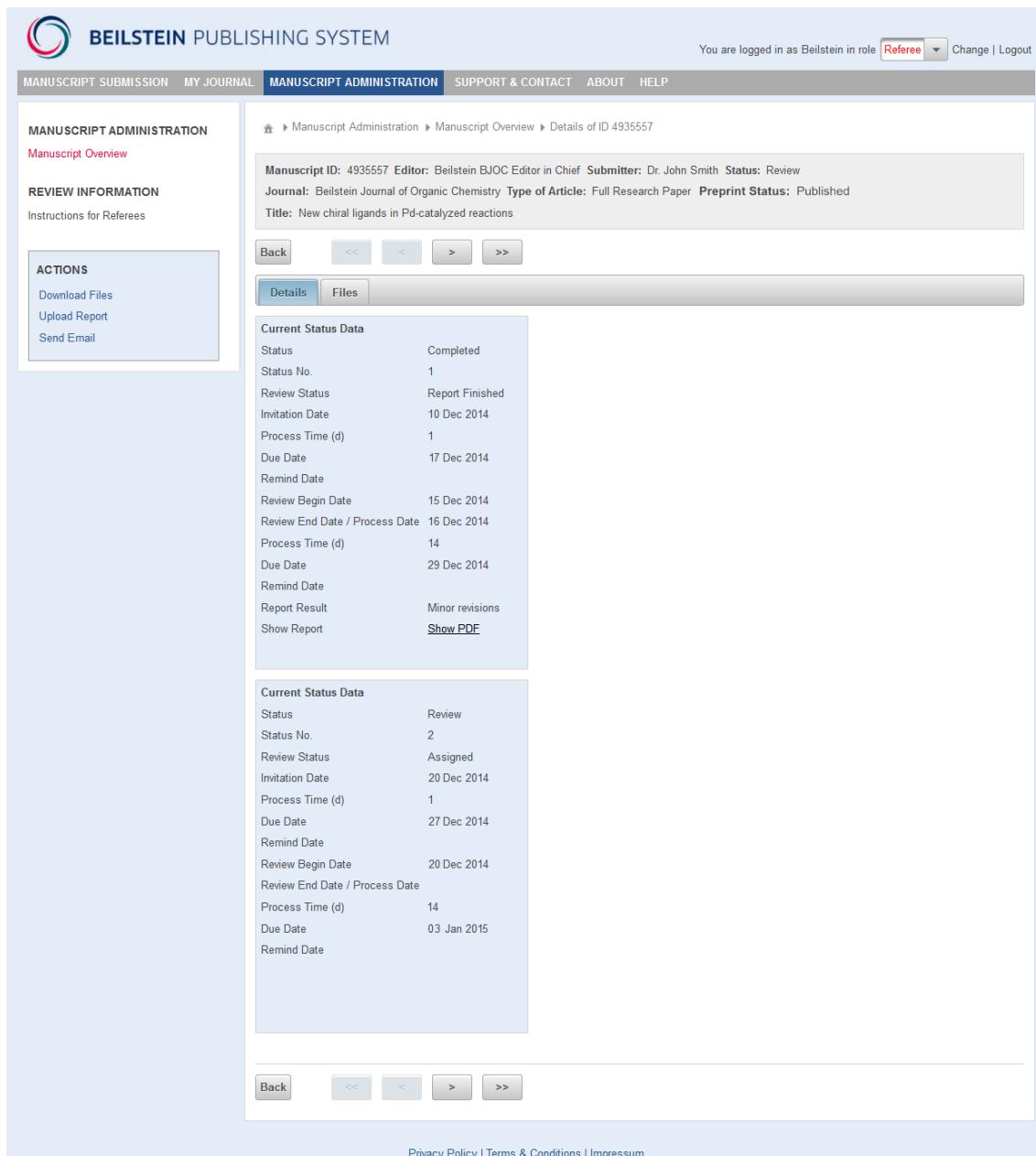
Action	Comments
Download Files	The tab “Files” opens for downloading the manuscript files. Any individual file can be downloaded by a click on the file name (see chapter 4.5).
Upload Report	This action allows the upload of a referee report (see chapter 4.6).
Send Email	An email form opens for sending a message to the editorial office.

The “Back” button lets you return to the manuscript overview page. Alternatively, you may view the details of the first, previous, next or last manuscript mentioned in the overview list by choosing the corresponding arrow above or below the details summary.

If a manuscript is classified as acceptable after the peer review, the editor will request the author to provide a revised version of the paper and to give a point-by-point response to all referee’s or editor’s comments. In general, the editor will initiate further steps based on the referees’ reports and the author’s response to them, without seeking further opinion. In special cases concerning new or unusual issues or when authors believe they have been misunderstood, the editor may decide to send the revised manuscript back to the original referees or to new referees.

If a referee agrees to review such a manuscript a second time, the dataset of the corresponding manuscript will be displayed again with the status “Review” on the manuscript overview page. On the

details page details of the first review process (Review No. 1) with all relevant data including the review report will be displayed as well as a second dataset (Review No. 2). The revised manuscript files and the response to review can be downloaded from the tab “Files” (see chapter 4.5).



The screenshot shows the Beilstein Publishing System interface for manuscript administration. The top navigation bar includes links for Manuscript Submission, My Journal, Manuscript Administration (which is the active tab), Support & Contact, About, and Help. A user is logged in as Beilstein in role Referee, with options to change role or logout.

The main content area displays the details of manuscript ID 4935557. The header information includes the manuscript ID, editor (Beilstein BJOC Editor in Chief), submitter (Dr. John Smith), status (Review), journal (Beilstein Journal of Organic Chemistry), type of article (Full Research Paper), and print status (Published). The title of the manuscript is "New chiral ligands in Pd-catalyzed reactions".

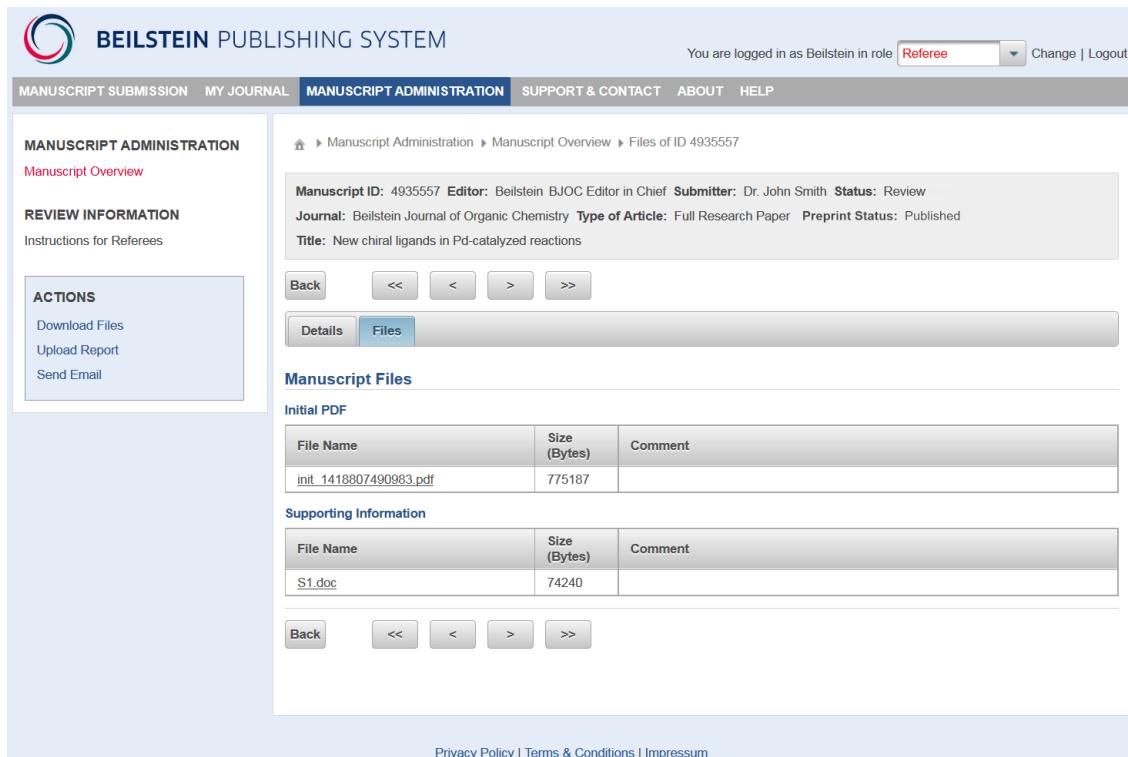
The interface shows two separate review processes:

- Review Process 1 (Status: Completed):**
 - Review Status: Report Finished
 - Invitation Date: 10 Dec 2014
 - Process Time (d): 1
 - Due Date: 17 Dec 2014
 - Remind Date:
 - Review Begin Date: 15 Dec 2014
 - Review End Date / Process Date: 16 Dec 2014
 - Process Time (d): 14
 - Due Date: 29 Dec 2014
 - Remind Date:
 - Report Result: Minor revisions
 - Show Report: [Show PDF](#)
- Review Process 2 (Status: Review):**
 - Review Status: Assigned
 - Invitation Date: 20 Dec 2014
 - Process Time (d): 1
 - Due Date: 27 Dec 2014
 - Remind Date:
 - Review Begin Date: 20 Dec 2014
 - Review End Date / Process Date:
 - Process Time (d): 14
 - Due Date: 03 Jan 2015
 - Remind Date:

Navigation buttons for the manuscript details page include Back, <<, <, >, and >>. The footer links include Privacy Policy, Terms & Conditions, and Impressum.

4.5 Download Files

Choosing the tab “Files” or the action “Download Files” will display a summary of all files connected with the manuscript which should be reviewed. The file name, the file size and any comment entered by the authors during the submission process are shown. Any individual file can be viewed or downloaded by clicking on the file name.



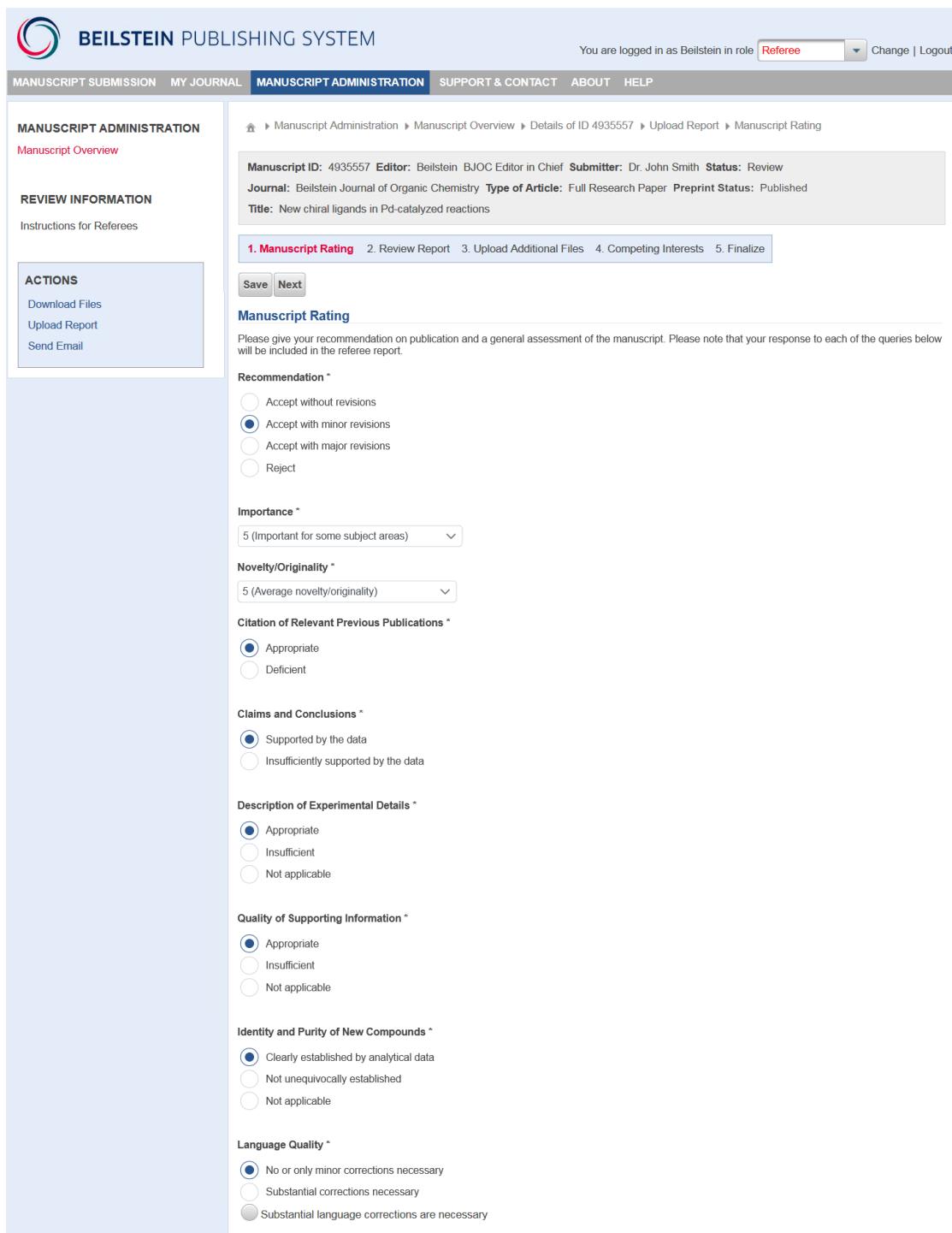
The screenshot shows the Beilstein Publishing System interface. The top navigation bar includes links for MANUSCRIPT SUBMISSION, MY JOURNAL, MANUSCRIPT ADMINISTRATION (which is the active tab), SUPPORT & CONTACT, ABOUT, and HELP. A user status message indicates they are logged in as Beilstein in role Referee, with options to Change or Logout. The main content area is titled 'MANUSCRIPT ADMINISTRATION' and 'Manuscript Overview'. It displays manuscript details: ID 4935557, Editor: Beilstein BJOC Editor in Chief, Submitter: Dr. John Smith, Status: Review. The journal is Beilstein Journal of Organic Chemistry, the Type of Article is Full Research Paper, and the Preprint Status is Published. The title of the manuscript is 'New chiral ligands in Pd-catalyzed reactions'. On the left, a sidebar titled 'ACTIONS' offers links to Download Files, Upload Report, and Send Email. The central area is titled 'Manuscript Files' and contains two tables: 'Initial PDF' and 'Supporting Information'. The 'Initial PDF' table shows one entry: 'init_1418807490983.pdf' with a size of 775187 bytes. The 'Supporting Information' table shows one entry: 'S1.doc' with a size of 74240 bytes. Navigation buttons for Back, <<, <, >, >> are present at the top and bottom of the file lists. At the bottom of the page are links to Privacy Policy, Terms & Conditions, and Impressum.

4.6 Upload Report

To upload your referee report, you must first open the details page of the manuscript and then select the action “Upload Report”. You will be directed to the review submission form of the Beilstein Publishing System which will allow you to upload all relevant review report data step by step. Mandatory entry fields are marked with an asterisk (*) on each page. You can proceed with the stepwise review submission process by using the “Next” button or alternatively, save any review data without continuing by choosing the “Save” button. If you would like to return to previous submission pages, please click on the “Previous” button. In general, you should avoid moving to preceding pages within the Beilstein Publishing System by using the browser “Back” button, because this can lead to synchronization problems with your session on the server.

4.6.1 Manuscript Rating

On the first page of the review submission form you must give your recommendation on publication and a general assessment of the manuscript by choosing one of several listed options for each section. Your response to each of the queries will be included in the referee report.



The screenshot shows the Beilstein Publishing System interface for manuscript administration. The top navigation bar includes links for Manuscript Submission, My Journal, Manuscript Administration (which is the active tab), Support & Contact, About, and Help. A dropdown menu indicates the user is logged in as 'Beilstein' in role 'Referee' with options to Change or Logout.

The main content area displays the manuscript details for ID 4935557, including the editor (Beilstein BJOC Editor in Chief), submitter (Dr. John Smith), and status (Review). The journal is Beilstein Journal of Organic Chemistry, the type of article is Full Research Paper, and the preprint status is Published. The title of the manuscript is 'New chiral ligands in Pd-catalyzed reactions'.

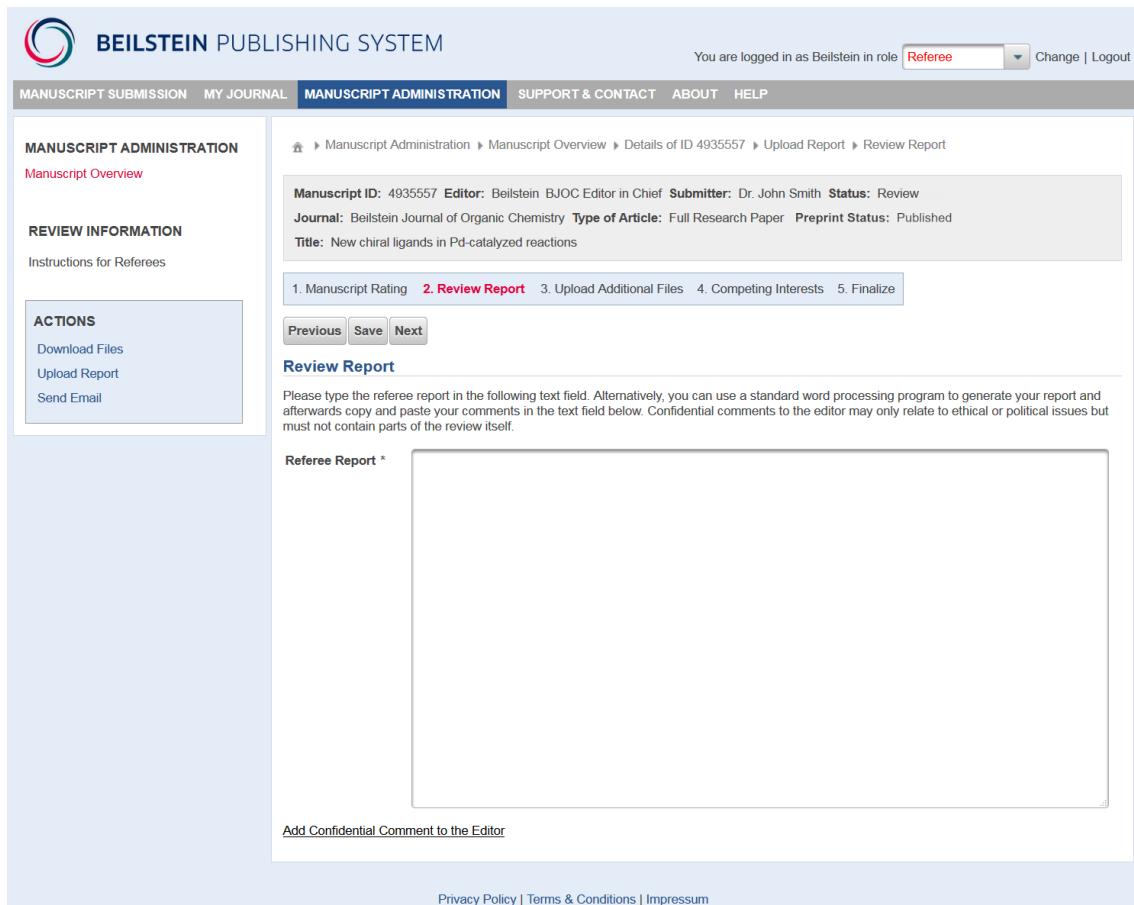
The 'Manuscript Rating' section contains the following fields:

- ACTIONS:** Download Files, Upload Report, Send Email.
- Manuscript Rating:** A section for giving a recommendation on publication and a general assessment of the manuscript. It includes fields for 'Recommendation' (radio buttons for 'Accept without revisions', 'Accept with minor revisions' (selected), 'Accept with major revisions', and 'Reject'), 'Importance' (dropdown menu showing '5 (Important for some subject areas)'), 'Novelty/Originality' (dropdown menu showing '5 (Average novelty/originality)'), 'Citation of Relevant Previous Publications' (radio buttons for 'Appropriate' (selected) and 'Deficient'), 'Claims and Conclusions' (radio buttons for 'Supported by the data' (selected) and 'Insufficiently supported by the data'), 'Description of Experimental Details' (radio buttons for 'Appropriate' (selected), 'Insufficient', and 'Not applicable'), 'Quality of Supporting Information' (radio buttons for 'Appropriate' (selected), 'Insufficient', and 'Not applicable'), 'Identity and Purity of New Compounds' (radio buttons for 'Clearly established by analytical data' (selected), 'Not unequivocally established', and 'Not applicable'), and 'Language Quality' (radio buttons for 'No or only minor corrections necessary' (selected), 'Substantial corrections necessary', and 'Substantial language corrections are necessary').

4.6.2 Review Report

The review report must be either typed into the text field given on this page, or alternatively, entered by copy and paste. If you copy and paste special characters from versions older than Microsoft Word 2003 these may appear as Roman letters. Please use the Character Map program which is installed on your Windows PC to solve this problem (see "[Hints & Tips](#)").

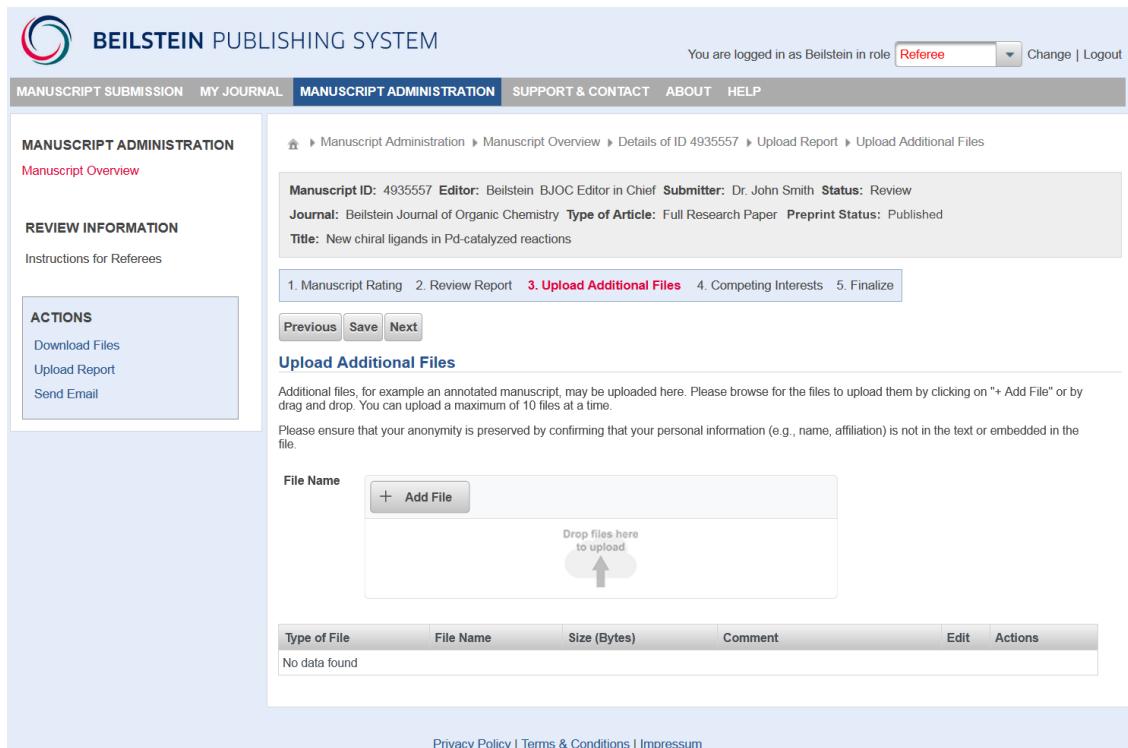
Any confidential comments you would like to send to the editor only may be entered by choosing the corresponding link below the referee report text box.



The screenshot shows the Beilstein Publishing System manuscript administration interface. The top navigation bar includes links for Manuscript Submission, My Journal, Manuscript Administration (highlighted in blue), Support & Contact, About, and Help. A user is logged in as Beilstein in role Referee, with options to Change or Logout. The main content area is titled 'MANUSCRIPT ADMINISTRATION' and shows a 'Manuscript Overview' for ID 4935557. The overview details the manuscript's status as 'Review', submitted by Dr. John Smith, and its type as 'Full Research Paper'. The title is 'New chiral ligands in Pd-catalyzed reactions'. Below this, a navigation bar lists steps: 1. Manuscript Rating, 2. Review Report (which is the current step, highlighted in red), 3. Upload Additional Files, 4. Competing Interests, and 5. Finalize. Buttons for Previous, Save, and Next are also present. A large text area labeled 'Referee Report' is provided for the referee's review. At the bottom of the page, there is a link to 'Add Confidential Comment to the Editor'.

4.6.3 Upload Additional Files

On this page you can upload additional files to your report by either clicking on the "+ Add File" button or by using the drag and drop functionality. Such additional files may be the manuscript with detailed comments or marked typing mistakes.



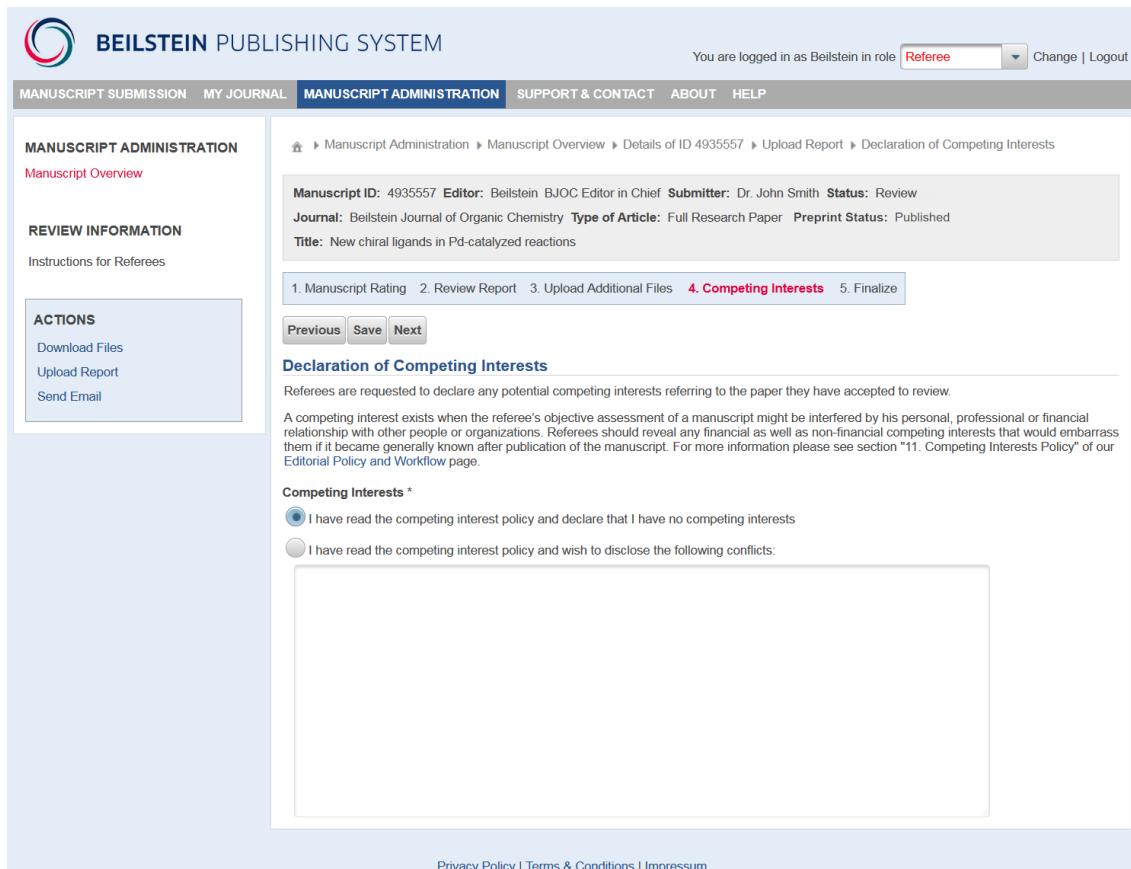
The screenshot shows the Beilstein Publishing System interface. At the top, there is a navigation bar with links for MANUSCRIPT SUBMISSION, MY JOURNAL, MANUSCRIPT ADMINISTRATION (which is the active tab), SUPPORT & CONTACT, ABOUT, and HELP. A user is logged in as Beilstein in role Referee, with options to Change or Logout. The main content area is titled "MANUSCRIPT ADMINISTRATION" and "Manuscript Overview". It displays manuscript details: ID 4935557, Editor: Beilstein BJOC Editor in Chief, Submitter: Dr. John Smith, Status: Review, Journal: Beilstein Journal of Organic Chemistry, Type of Article: Full Research Paper, Preprint Status: Published, and Title: New chiral ligands in Pd-catalyzed reactions. Below this, a numbered list of steps is shown: 1. Manuscript Rating, 2. Review Report, 3. Upload Additional Files (which is the current step), 4. Competing Interests, and 5. Finalize. There are "Previous", "Save", and "Next" buttons. A section titled "Upload Additional Files" contains instructions: "Additional files, for example an annotated manuscript, may be uploaded here. Please browse for the files to upload them by clicking on "+ Add File" or by drag and drop. You can upload a maximum of 10 files at a time." It also states: "Please ensure that your anonymity is preserved by confirming that your personal information (e.g., name, affiliation) is not in the text or embedded in the file." A "File Name" input field with a "+ Add File" button is present, along with a "Drop files here to upload" area with an upward arrow icon. A table below lists files with columns for Type of File, File Name, Size (Bytes), Comment, Edit, and Actions. The table shows "No data found". At the bottom of the page are links for Privacy Policy, Terms & Conditions, and Impressum.

After successful uploading, the files will be listed in the lower section of the screen. This area remains empty until the first file has been saved in the system. Please check the files you have chosen to upload. If any error occurred with the file selection, you can delete the file from the list by clicking the "Remove" button and afterwards start the upload process once again. You may also view or download the files by clicking on the file name, or you may enter short comments by clicking on the pencil icon.

4.6.4 Competing Interests

On this page you must declare any potential conflict of interests related to the paper you have reviewed. Please choose one of the two entries given to declare if there are competing interests or not. If competing interests exist, please disclose these in the text field below.

Competing interests exist when your objective assessment of the manuscript might be influenced by personal, professional or financial relationship with other people or organizations (for more information see the [Competing Interests Policy](#)).



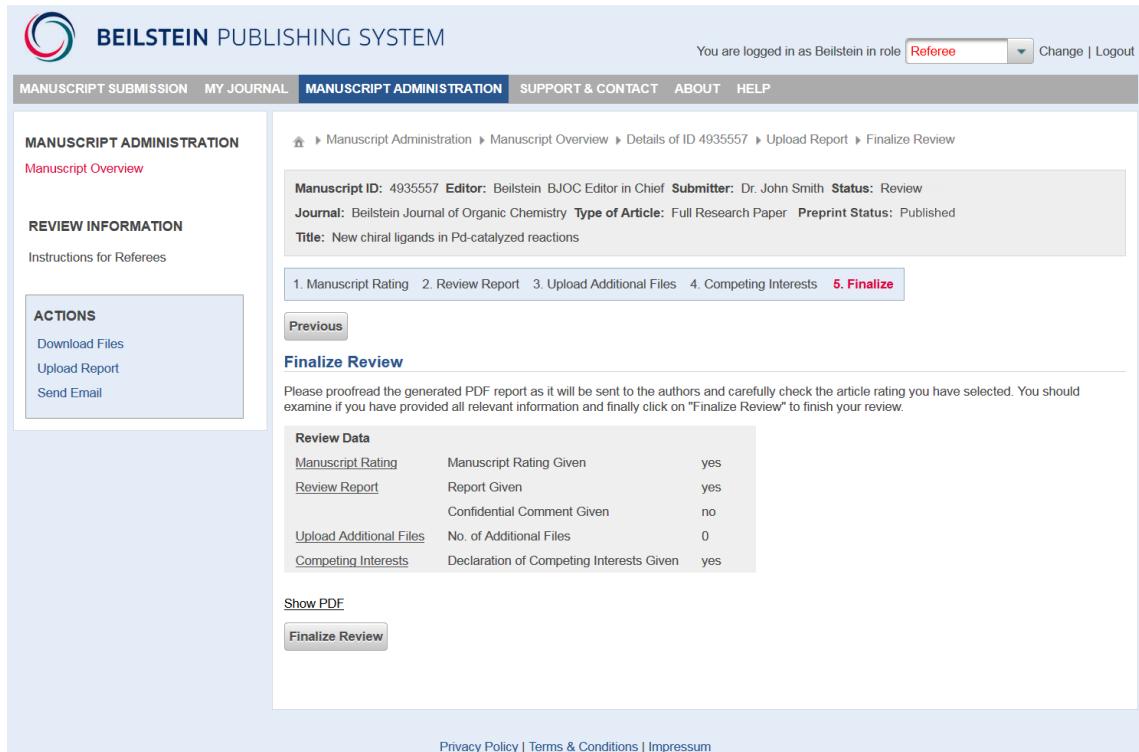
The screenshot shows the Beilstein Publishing System interface. The top navigation bar includes 'MANUSCRIPT SUBMISSION', 'MY JOURNAL', 'MANUSCRIPT ADMINISTRATION' (which is the active tab), 'SUPPORT & CONTACT', 'ABOUT', and 'HELP'. A user is logged in as 'Beilstein' in role 'Referee'. The main content area is titled 'MANUSCRIPT ADMINISTRATION' and 'Manuscript Overview'. It displays manuscript details: ID 4935557, Editor: Beilstein BJOC Editor in Chief, Submitter: Dr. John Smith, Status: Review. The journal is Beilstein Journal of Organic Chemistry, Type of Article: Full Research Paper, Preprint Status: Published. The title is 'New chiral ligands in Pd-catalyzed reactions'. Below this, a navigation bar shows steps: 1. Manuscript Rating, 2. Review Report, 3. Upload Additional Files, 4. Competing Interests (which is highlighted in red), and 5. Finalize. Buttons for 'Previous', 'Save', and 'Next' are also present. A section titled 'Declaration of Competing Interests' asks referees to declare any potential competing interests. It includes a note that a competing interest exists when the referee's objective assessment of a manuscript might be interfered by his personal, professional or financial relationship with other people or organizations. It also states that referees should reveal any financial as well as non-financial competing interests that would embarrass them if it became generally known after publication of the manuscript. A link to the 'Editorial Policy and Workflow' page is provided. A note at the bottom of this section says 'Referees are requested to declare any potential competing interests referring to the paper they have accepted to review.' Below this, there are two radio buttons: one for 'I have read the competing interest policy and declare that I have no competing interests' (selected) and one for 'I have read the competing interest policy and wish to disclose the following conflicts:'. A large text area is provided for this disclosure. At the bottom of the page are links to 'Privacy Policy', 'Terms & Conditions', and 'Impressum'.

4.6.5 Finalize

The last screen summarizes the data you have entered throughout the various review submission steps. Any required but missing items will be indicated by . Please check carefully that you have provided all relevant data. If necessary, return to the corresponding step in the review submission process and amend or alter the existing data.

A click on the link “Show PDF” opens the referee report as a PDF file which contains all important information entered during the review submission process.

The review submission process must be finished by a click on the “Finalize Review” button. After completion of the review submission process a confirmation page will be shown.



The screenshot shows the Beilstein Publishing System interface. At the top, there is a navigation bar with links for 'MANUSCRIPT SUBMISSION', 'MY JOURNAL', 'MANUSCRIPT ADMINISTRATION' (which is the active tab), 'SUPPORT & CONTACT', 'ABOUT', and 'HELP'. A dropdown menu shows the user is logged in as 'Beilstein' in role 'Referee', with options to 'Change' or 'Logout'. The main content area is titled 'MANUSCRIPT ADMINISTRATION' and 'Manuscript Overview'. It displays the following details for a manuscript with ID 4935557:
- **Editor:** Beilstein BJOC Editor in Chief
- **Submitter:** Dr. John Smith
- **Status:** Review
- **Journal:** Beilstein Journal of Organic Chemistry
- **Type of Article:** Full Research Paper
- **Preprint Status:** Published
- **Title:** New chiral ligands in Pd-catalyzed reactions
Below this, a list of steps is shown: 1. Manuscript Rating, 2. Review Report, 3. Upload Additional Files, 4. Competing Interests, and 5. Finalize. Step 5 is highlighted in red. A 'Previous' button is available. A 'Finalize Review' section contains a note about proofreading the generated PDF report and selecting an article rating. It also lists 'Review Data' with the following table:

<u>Manuscript Rating</u>	Manuscript Rating Given	yes
<u>Review Report</u>	Report Given	yes
	Confidential Comment Given	no
<u>Upload Additional Files</u>	No. of Additional Files	0
<u>Competing Interests</u>	Declaration of Competing Interests Given	yes

Buttons for 'Show PDF' and 'Finalize Review' are present. At the bottom of the page, there are links for 'Privacy Policy', 'Terms & Conditions', and 'Impressum'.

5 Contact/Support

The Publisher of the *Beilstein Journal of Organic Chemistry* is the Beilstein-Institut, a non-profit foundation located in Frankfurt am Main, Germany.

Postal Address: Beilstein-Institut zur Förderung der Chemischen Wissenschaften
Trakehner Straße 7-9
D-60487 Frankfurt am Main
Germany
Telephone: +49 69 716732-0
Fax: +49 69 716732-19
Email: info@beilstein-institut.de
URL: <https://www.beilstein-institut.de>

For technical support regarding the Beilstein Publishing System, problems with accounts or questions about our editorial policies, please contact journals-support@beilstein-institut.de. We strive to answer email enquiries within 2 working days.