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Online Manuscript Submission and Tracking System

The Content Management System (CMS) is a web-based manuscript submission and tracking system developed by Bentham Open for efficient, fast and cost effective processing of submitted manuscripts. CMS has been designed with the objective to ensure step-by-step online processing and tracking of manuscripts for authors, editors and the publisher; from submission to acceptance and final reproduction.

CMS is a user-friendly system that can be conveniently operated. The system allows rapid and easy submission of original and revised manuscripts and indicates their status throughout the submission process.

Authors accessing the system for the first time will be required to Register themselves online at http://bsp-cms.eurekaselect.com/index.php/ and create a CMS account to submit a paper to a particular journal from the available drop down menu in the registration form.

Once registered, authors will not be required to REGISTER again. They may submit another manuscript to any Bentham Open journal using the same USER ID and PASSWORD.

Each manuscript submission will be followed by a confirmation email to the corresponding author. Authors can log onto CMS at any time to view the status of their manuscripts. The system will notify the corresponding author by e-mail once a decision has been made on the peer-reviewed manuscript.

Getting Started

- Log on to CMS at http://bsp-cms.eurekaselect.com/index.php/, Register yourself as an Author for any journal from the list of journal titles.
- You will receive an email confirmation from CMS.
- After receiving confirmation, log onto CMS using your USER ID and PASSWORD.
- From Work Portal initiated, select the journal from the drop down menu and click SUBMIT.
- Author Module will be initiated.
- NOW, you may submit the ABSTRACT or complete MANUSCRIPT.
- You are required to upload your files as MS Word, PDF or a single Zip folder.
- When you have selected all files, you wish to upload, click the SUBMIT button.
- The authors may register their suggested reviewers from the REGISTER option available on the home page of CMS.
- Authors have a limit of 5MB per file for unlimited number of files they upload.

Peer-Reviewing and Editorial Decision:

- Editors will receive an email alert for a new submission and will assign reviewers for the manuscript.
- The reviewers will receive a notification email requesting for peer-reviewing of the assigned manuscript.
- Interested reviewers will submit their comments online. Alternatively, they may decline the activity online.
- Authors will receive a peer-reviewing completion notification. The authors may retrieve the reviewers' comments from the CMS.

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- Revised manuscripts must be submitted along with a rebuttal letter.
- Manuscripts will be subjected to final reviewing by the Reviewers/Editors and an editorial decision will be duly conveyed to the authors regarding their submitted work.

Proofing and Final Reproduction

- Authors will receive an email notification on the availability of their galley proofs.

- Authors may check the composed PDF file of their manuscript.

Online Paper Tracking

- Authors may track all the stages of publication online until their manuscript is finalized and is ready for publication.

- Log onto CMS and to view the detailed status at every stage of Manuscript Processing.

Support

- Download instructions for CMS usage manual from the INFORMATION menu available on the home page of CMS.