

# MMPlus User Guide

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## Introduction

MMPlus is a publishing system designed with ease of use in mind. This guide will provide you with appropriate knowledge needed to use the publishing system.

**Important:** almost every text field or button has a tooltip help assigned to it. We encourage you to use this quick help to simplify your work with MMPlus system.

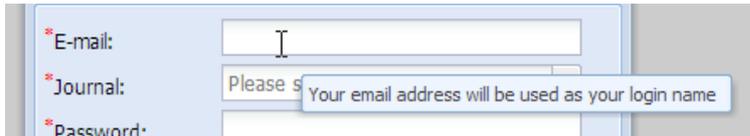


Figure 1: Tooltip help example.

## Requirements

The only system requirement is to use compatible internet browser and email client for email notifications.

**MMPlus supports all major web browsers:**

- Safari 3+
- Firefox 3.6+
- Internet Explorer 8+
- Chrome 6+

## Registration process

Before you can log into the MMPlus you must first complete the registration process. To begin with the registration you have to click on **Register** button. The new registration form will appear.

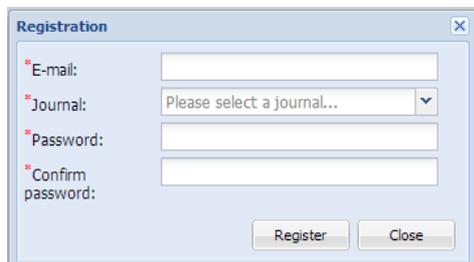


Figure 2: Registration window.

All the fields in this form are required - \* sign. Choose correctly the journal for your registration while more than one journal can be placed in the list of journals. After you click Register button, the email with confirmation link will be sent to your email address, provided in the first line of the Registration form. To complete the registration, start your email client and open the registration email message. Clicking on the link in the received email message you will automatically be logged into the MMPlus system.

## Personal info management

After the first login you will be prompted to enter your personal information.

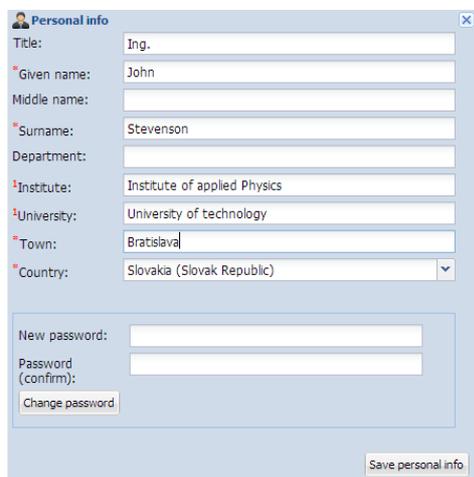


Figure 3: Personal info window.

<sup>1</sup>Note: You must fill Institute or University field (or both fields).

Personal info entered into this form will be later used in the process of article creation. Click the **Save personal info** button to save your personal info and close window. Clicking on this button does not change your password.

If you want to change your password you must click the **Change password** button. Clicking on the **Change password** button does not change your personal info.

## Main screen organization

The screen is divided into three sections (Figure 4):

1. Main navigation bar on the top of the page.
2. Article action toolbar on the top of the article grid.
3. Article grid.

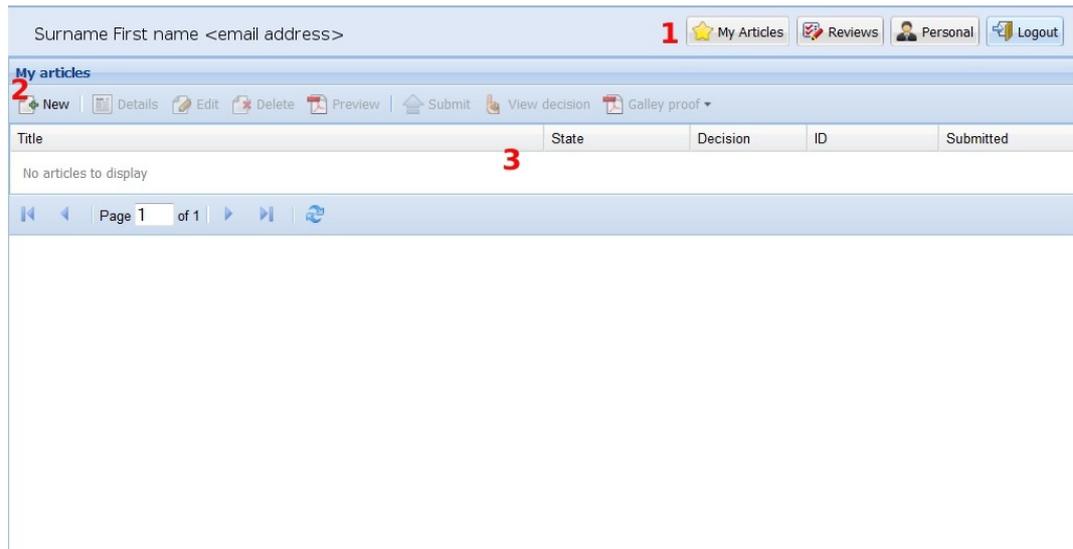


Figure 4: Main screen.

*Note: The button **Reviews** (1 in Figure 4) will appear when you will be invited for peer-review of manuscript by journal editor.*

## Main navigation bar

The Main navigation bar is located on the top right side of the page and allows you to execute the main system functions – **My Articles**, **Personal** info and **Logout** by clicking on the navigation button (Figure 5). On the top left side there is your name and email address indicated.



Figure 5: Main navigation bar.

## Article action toolbar

Clicking on the toolbar buttons allows you to perform various actions with the article. For example you can create new article, edit existing (in preparation, not yet submitted) one or submit an article. If the button appears disabled on the toolbar, the action is not allowed for selected article.

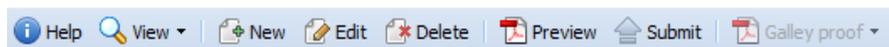


Figure 6: Article action toolbar.

## Article grid

You can view and manage your articles through the article grid (Figure 7). Sorting of articles can be achieved when clicked on the grid header. By clicking on the appropriate article line you activate / deactivate article action buttons on the article action toolbar.

Title	State	Decision	ID	Submitted
Lenalidomide targets clonogenic side population in multiple myeloma: pathophysiologic and clinical implications	Processing	None	28/12	2012 September 3
HDAC inhibitors potentiate the apoptotic effect of enzastaurin in lymphoma cells	Closed	Accept	24/12	2012 August 30
Anti-tumor activity and signaling events triggered by the isothiocyanates, sulforaphane and phenethyl isothiocyanate, in multiple myeloma	Processing	None	13/12	2012 July 27
P-glycoprotein depresses cisplatin sensitivity in L1210 cells by inhibiting cisplatin-induced caspase-3 activation	Processing	None	7/12	2012 July 19
Proteasome inhibition, but not NF-kappa B activation inhibition, leads to altered signaling in the proteome of cisplatin-resistant human ovarian...	Closed	Accept	6/12	2012 July 10
Potentiation of anticancer drugs: effects of pentoxifylline on neoplastic cells	Closed	Reject	5/12	2012 July 9
MGN-3 arabinoside rice bran modulates innate immunity in multiple myeloma patients	Closed	Reject	4/12	2012 July 8
Comparison of genetic diversity structure analyses of SSR molecular marker data within apple (Malus × domestica) genetic resources	Closed	Accept	3/12	2012 July 8

Figure 7: Article grid.

## Article submission

The following sections describe the whole procedure from starting creation of the new article until its final submission of article.

### Create new article

Click on the **New** button in the article action toolbar to open Article window screen (Figure 8).

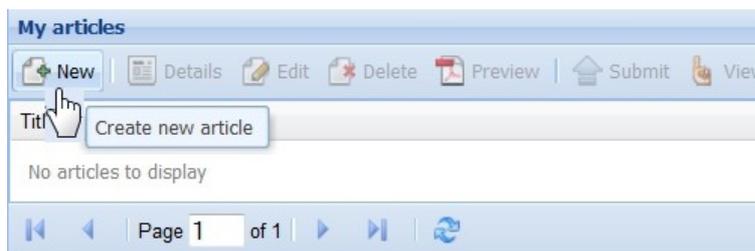


Figure 8: New article button in the action toolbar.

Article window is divided into four parts represented by four tabs (Figure 9):

1. **General** – the place for general article information such as title, abstract, and keywords.
2. **Authors** – the place where authors' names, e-mails, and their affiliations are provided.
3. **Files** – the place where manuscript, images and supplementary files can be uploaded.
4. **Cover letter** – the place where message for chief editor can be upload (it is optional).

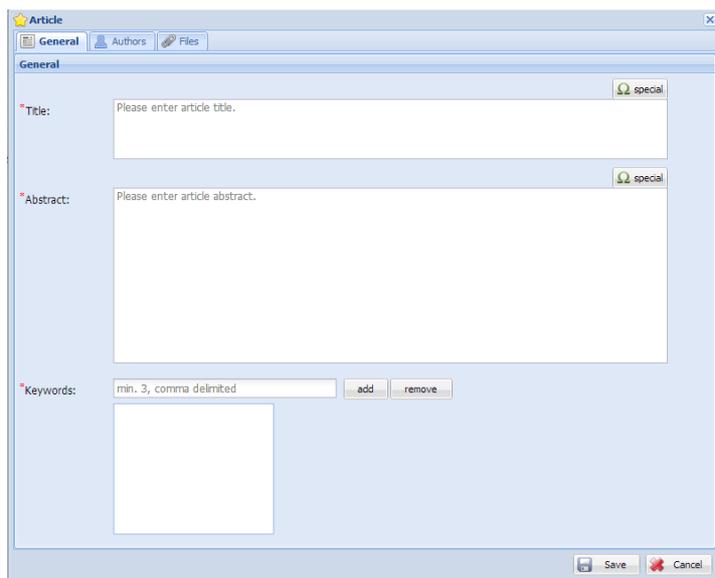


Figure 9: New article - general tab.

We recommend filling all fields in General tab at first, otherwise you will get an error message when you click **Save** button.

## General tab

You can edit general article information in the general tab.

### Title

As indicated in the text field (Please enter article title) you can directly type or use Copy-Paste from external document to enter the title of your article.

### Abstract

Here is the space to place the abstract of your article. The text of abstract can be structured into paragraphs.

### Keywords

At least three keywords are required. Keywords can be added either by entering comma separated list into **Keywords** field or one by one via clicking on the **add** button. To remove added keyword first select it in the list and click on the **remove** button. Keywords can be reordered inside the list with the mouse by drag & drop.

## Authors tab

According to the Main screen the Authors tab's screen (Figure 10) has its own toolbar with buttons as follow: **Add new author**, **Edit selected author**, **Delete selected author**. You are automatically added as the first author. Clicking the Authors tab only **Add new author** button is active. Two other buttons switch to active state when you select any author in the author grid.

Beneath the author action toolbar the main author grid is located where you can view and manage your author list.

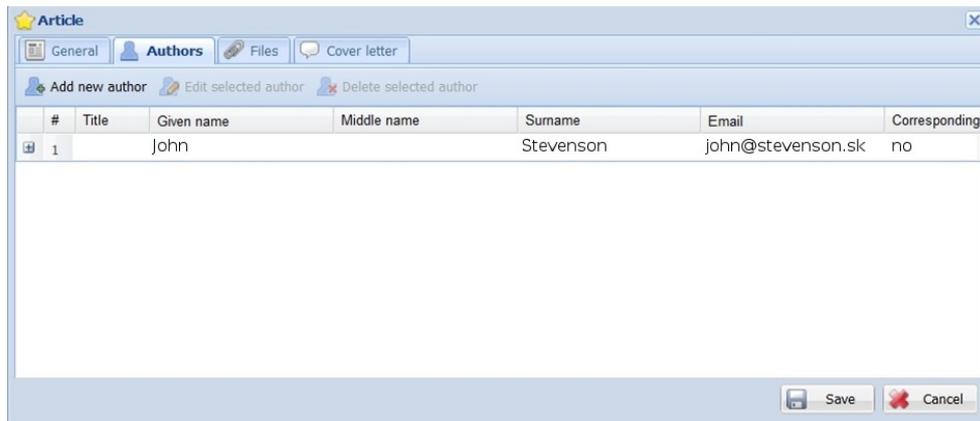


Figure 10: New article - authors tab.

At least one author must be selected as corresponding author. You can indicate more than one corresponding authors. Corresponding author(s) will receive email notifications when the decision is reached.

To define new author click the **Add new author** button (1 in Figure 11) and Author window will appear.

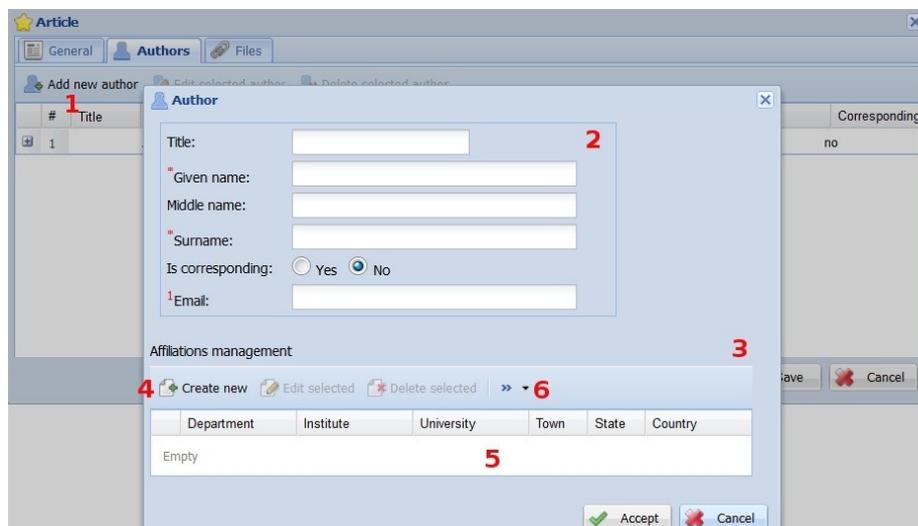


Figure 11: New author window.

Author window consists of two parts – the upper part of the window (2 in Figure 11) is devoted to author's identification data and in the lower part (3 in Figure 11) the affiliation toolbar (4 in Figure 11) is placed. The figure shows the affiliation toolbar with active **Create new** button and two inactive buttons – Edit selected and Delete selected. The affiliation list field is wrapped in the position of “>>” sign (6 in Figure 11).

### Affiliation of authors

In order to define new affiliation you have to click on the **Create new** button. Afterwards the empty affiliation form will appear – you have to fill the requested field and click on the **Accept** button.

A dialog box titled "Affiliation" with a close button (X) in the top right corner. It contains several input fields: "Department:" (text box), "Institute:" (text box), "University:" (text box), "Town:" (text box), "State:" (text box), and "Country:" (dropdown menu with the text "Please select country..."). At the bottom right, there are two buttons: "Accept" with a green checkmark icon and "Cancel" with a red X icon.

Figure 12: Affiliation form.

You can also select the affiliation from the list of affiliations you have entered (Figure 13). To add existing affiliation, expand the list of affiliations located in the affiliation action toolbar, select the appropriate text and click the **add from list** button.

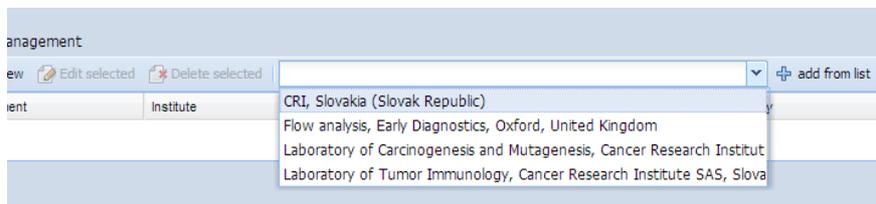
A screenshot of a software interface showing a list of existing affiliations. The interface includes a toolbar with buttons for "Edit selected" and "Delete selected", a dropdown menu, and an "add from list" button. The dropdown menu is open, displaying a list of affiliations: "CRI, Slovakia (Slovak Republic)", "Flow analysis, Early Diagnostics, Oxford, United Kingdom", "Laboratory of Carcinogenesis and Mutagenesis, Cancer Research Institut", and "Laboratory of Tumor Immunology, Cancer Research Institute SAS, Slova".

Figure 13: Existing affiliations list.

In order to add additional affiliation for existing author firstly select the author in the list of authors (Figure 10), then **Edit selected author** button followed by either **Create new** (4 in Figure 11) button or select from the list of affiliations (Figure 13).

*Note: The order of authors inside the grid can be managed with the mouse drag & drop.*

## Files tab

This is the place, where you can upload your article files.

The screen is divided similarly to Authors' screen. The file action toolbar (1 in Figure 14) is located on the top and there is the main file grid below (2 in Figure 14) where you can view and manage your list of uploaded files.

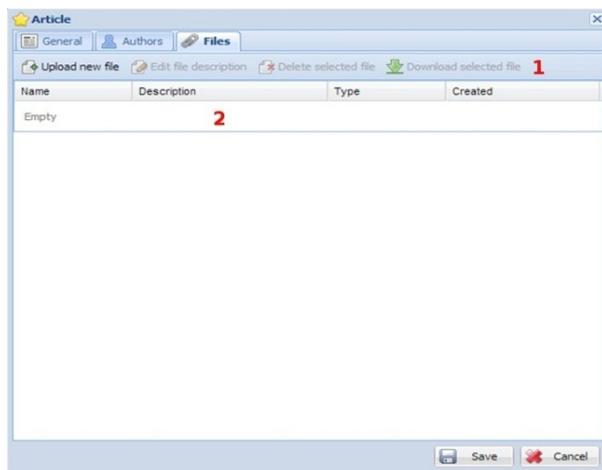


Figure 14: New article - files tab.

Clicking on the **Upload new file** button the Upload file window will be opened.

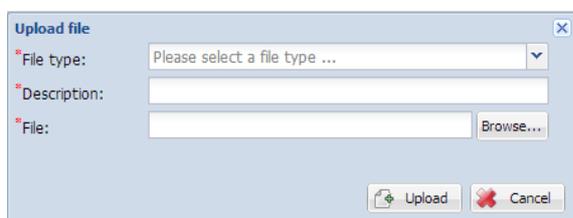


Figure 15: Upload new file view.

In the **File type** field one of three main file types should be selected. The **Manuscript** type should be selected when you intend to upload manuscript. The **Image** type should be selected when picture file will be uploaded. The **Supplementary** type should be selected for additional files that accompanied the manuscript and will be only placed on-line on website.

If you want to see the list of allowed file types, place your cursor over **Browse** button to display tooltip help (Figure 16).

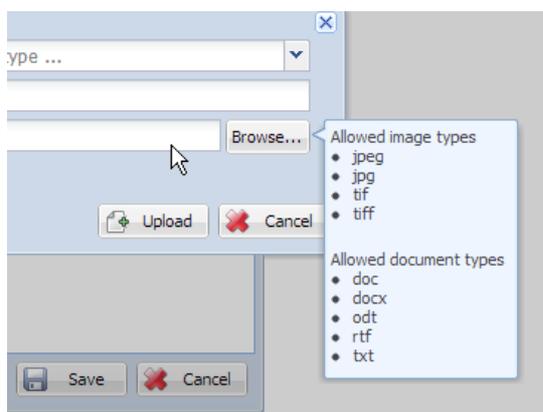


Figure 16: File upload tooltip help.

## Save button

All data entered in all tabs will be saved by clicking on the **Save** button.

## PDF preview

PDF preview is required before article submission is allowed. To create PDF preview of your article click the **Preview** button in the article action toolbar.



Figure 17: PDF preview.

The PDF file will be generated by MMPlus software and offered to you for download. Review the content of PDF preview file before submitting the article.

## Submit an article

After you click the **Save** button on the Article screen the new article will be shown in the grid. Please notice that the article is now in Preparation state. It means that the article is visible only for you and nobody else can see it now.

Article can still be edited because it is not submitted. To submit your article to the journal you must click the **Submit** button in article action toolbar.

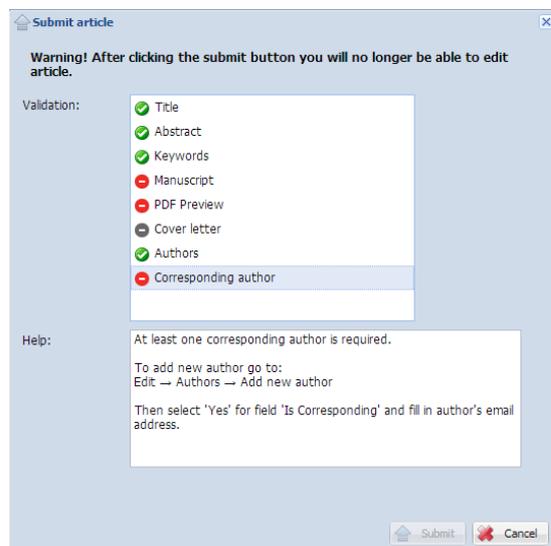


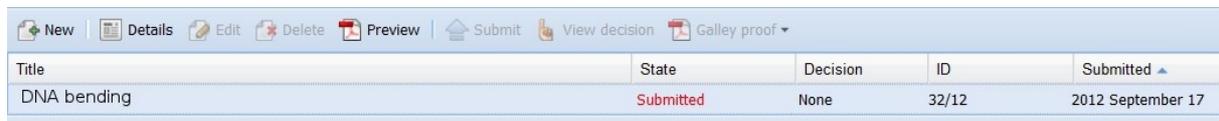
Figure 18: Submit window.

The **Submit article** window (Figure 18) shows the graphic list of software validation result – in this case three errors were found (red points) and therefore the **Submit** button is disabled. **Submit** button will only be enabled in case if no error was found.

If some of the items in the **Validation** list is marked as invalid (red point) click on the indicated item and follow the suggestions in the **Help** text field.

After all errors are corrected you can click **Submit** button. Warning: after you submit article you will no longer be able to edit it.

After successful submission the article is marked as Submitted – the value in **State** column is changed from **Preparation** to **Submitted** and the date of submission appears in the column **Submitted** (Figure 19). Finally the confirmation message will be sent to your email address.



Title	State	Decision	ID	Submitted
DNA bending	Submitted	None	32/12	2012 September 17

Figure 19: Status after submission.

When the submitted article is assigned to the field editor, **State** value will be marked as Processing.

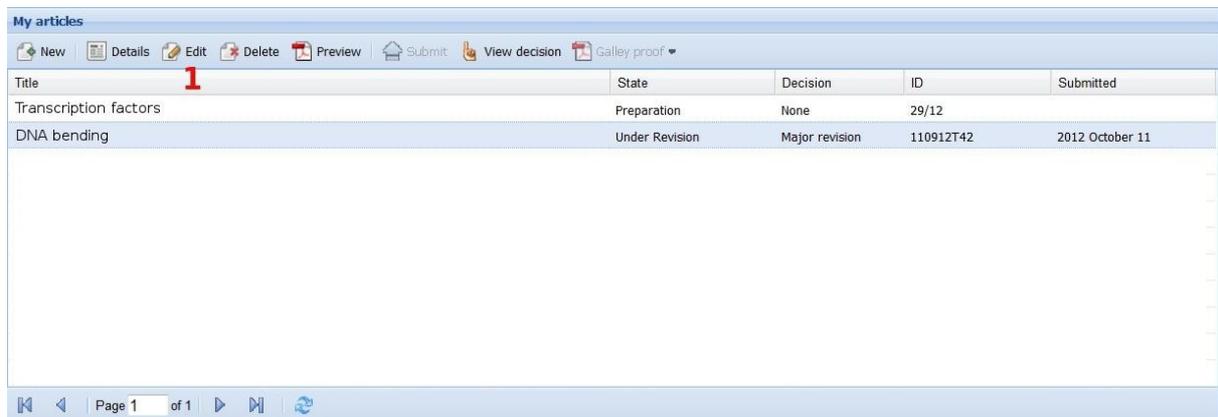
After the review process is completed and decision is met you will be notified by email message.

After the peer-review of manuscript the **Decision** value can be marked with one of the three following states:

1. Refused - article was refused by chief editor and will not be accepted for publication.
2. Accepted - article was accepted for publication by chief editor.
3. Under revision - there were some issues with the article. This state requires that you to perform corrections to your article. Click the **Edit** button so you can make necessary corrections to the article.

To read the decision from the chief editor and comments from reviewers please click on the **View decision** button (Figure 19).

## Submit revised manuscript



The screenshot shows a web interface titled "My articles". At the top, there is a navigation bar with buttons: New, Details, Edit (highlighted with a red '1'), Delete, Preview, Submit, View decision, and Galley proof. Below this is a table with the following data:

Title	State	Decision	ID	Submitted
Transcription factors	Preparation	None	29/12	
DNA bending	Under Revision	Major revision	110912T42	2012 October 11

At the bottom of the interface, there is a pagination bar showing "Page 1 of 1" and navigation icons.

Figure 20: How to start with revised manuscript.

When you click the **Edit** button and confirm to continue/define revised the MMPlus system deletes previous version of uploaded manuscript file but keeps images. In addition the State value is marked as Preparation.

After Submission of revised manuscript the State value is changed to Processing #N, where N is revision number.

## Correcting existing article

There are two reasons when you are required to perform correction of your article:

- a) You have received *Minor or Major correction* decision from journal.
- b) You have received correction request from a technical editor or a layout editor after your article was accepted for publication.

In case **a)** you will need to base your corrections on message from chief editor and also a reviews from reviewers. In case **b)** you will have to make your correction according to instructions from technical or layout editor. In both cases you will end up with corrected version of the article which you will submit to the journal.

### Minor or Major correction decision

Article will be marked as *Under revision* in the *State* column. To read decision and reviews first select your article in the article grid and click the *View*  *Decision* button (Figure 20).

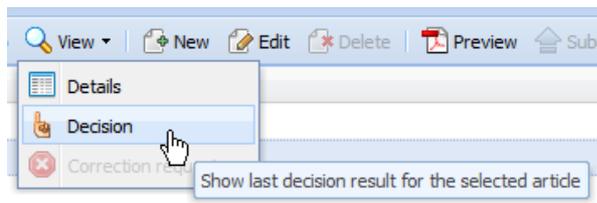
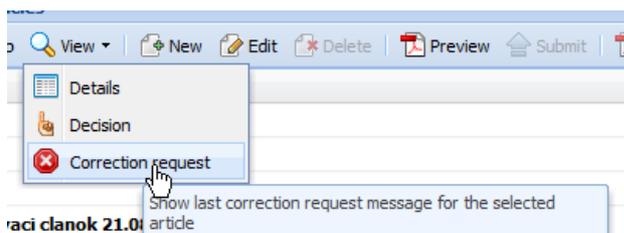


Figure 20: Open decision window

To perform corrections on your article click the *Edit* button in the action toolbar. Make corrections and proceed to article submission process like when you first submitted article to the journal.

### Correction request

Article state will be displayed as *Correction requested* in the *State* column. To view correction request message first select your article in the article grid a click the *View*  *Correction* button (Figure 21).



To perform corrections on your article click the *Edit* button in the action toolbar. Make corrections and [proceed to article submission process](#) like when you first submitted article to the journal.

## Galley proof

After the article is accepted for publishing you will be required to proof read the galley proof. You will receive notification message by email after the galley proof is provided to you.

To manage galley proof log into the system, select article in the article grid and click on the **Galley proof** button (Figure 22).



Figure 22: Galley proof button

## Open

To view galley proof message / download galley galley proof file click on the **Open** button (Figure 23) and a new window will appear (Figure 24).

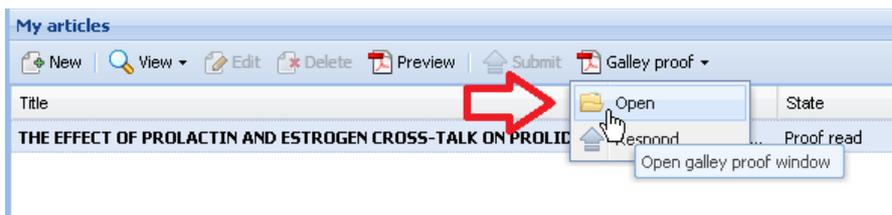


Figure 23: Galley Proof - Open button

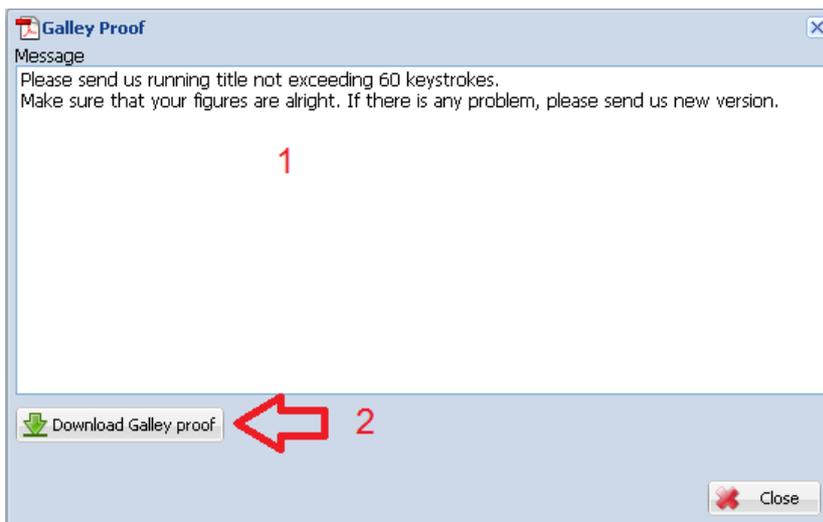


Figure 24: Galley proof window

In the galley proof window you can read message from the DTP (layout editor) (Figure 24-1) or download galley proof file (Figure 24-2).

## Respond

Click on the Respond button (Figure 25) to submit your response. New response window will appear (Figure 26).

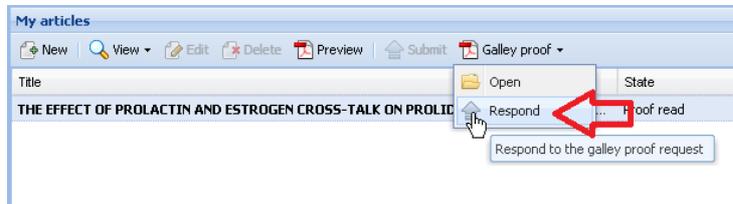


Figure 25: Galley proof - Respond button

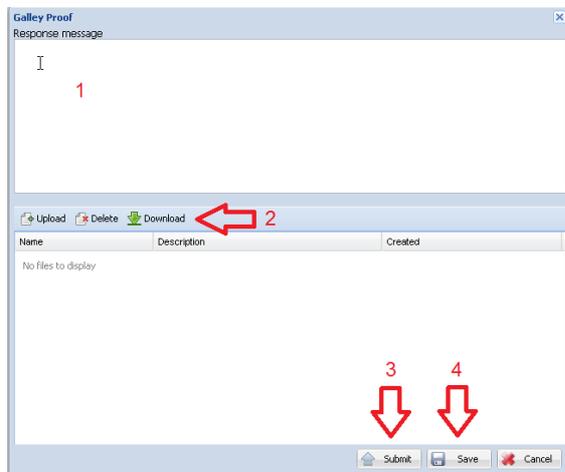


Figure 26: Galley proof response window

In the response screen you can enter response message for the DTP (Figure 26-1) and upload all required files (Figure 26-2).

The **Proofread decision** (Figure 27-1) will only be visible in the response window if no further corrections are required by the DTP (layout editor). If you wish to accept galley proof select the **Accept** option. In case you find any errors in the galley proof select **Refuse** option and enter your message into the **Response message** field (Figure 27-1).

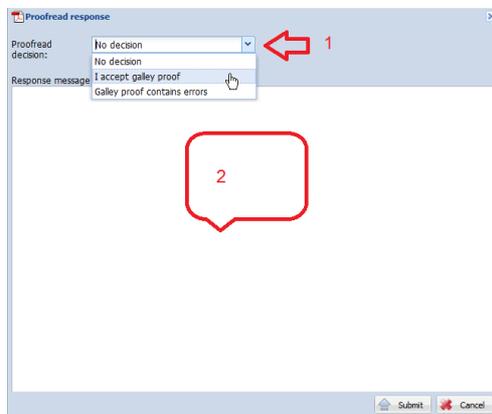


Figure 27: Proofread decision selection field

Click **Submit** button (*Figure 26-3*) to submit your response or click **Save** button (*Figure 26-4*) to save your response without submitting the response. After successful submit you will no longer be able to modify response data.