Basic and Clinical
NEUROSCIENCE

Article Management Guideline
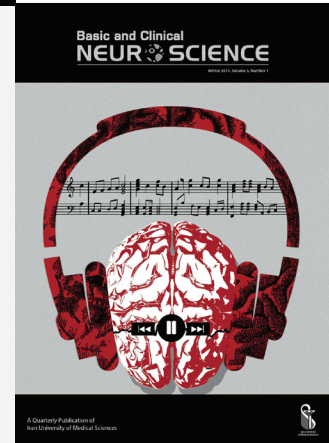
Entering to "Article management" section

Menu items:
- [minaamani]
- Home
- Editor-in-chief section
- Reviewer suggestion
- Reviewers section
- Manage contents
- **Article management**
- Messaging
- Private page (User Panel)
- Edit account settings
- Logout

Navigation: Home | Journal Information | Journal Archive | For Authors | Registration | For Reviewers | Contact us | Site Fa

About the Journal

Full Journal Title	Basic and Clinical Neuroscience (BCN)
Owner Organization	Iran University of Medical Sciences; Iranian Neuroscience Society
Editor in Chief	Mohammad Taghi Joghataei, PhD
Frequency	Bimonthly (Since 2017)
Language	English
Publisher	Negah Institute for Scientific Communication
	In Cooperation with Negah Scientific Publisher
ISSN	E-ISSN: 2228-7442 , P-ISSN: 2008-126X
E-mail	bcnj@iums.ac.ir

After entering the username and password, enter to the article management section by clicking on the "Article management"

Screening articles

Articles Management Section Help | Office 2007 Files (docx) Convertion Help | Back to the first page of the report

Statistics: All articles : 1,224 - All unpublished articles: 823 - All published articles: 401 - All archived articles: 650

List of the latest actions on articles: a practical tool, especially for Article Managers

Reporting and article search (View the list and find a specific article)

Main status	All Articles (with all status) ▼
Subsidary Status	Not archived ▼ Not finalized ▼ Not published ▼ Not stopped ▼ Not blocked ▼
Article code	A- ﺑ Ordinal number (ID) of article
Word or phrase	Words in article titles or keywords
Submitter (Unique user code, normal name, or username)	(Net user code, normal name or username)
one of the author's name	

Search ﯾ **Advanced search**

Unpublished articles ▼   **Submit**

Order	Code	Send/Edit	Submitter	Title and Author
1 ☐	A-10-1449-1 [ID: 1296]	2018/07/27 بدون ویرایش	[rezaei_psy] Sajjad Rezaei	The relationship between sleep quality and cognitive function in the elderly population Mousavi, Montazar, rezaei, Poorabolghasem Hosseini,

Links: فایل بدون نام | فایل اصلی | فایل پیش نیاز | First Screening | Cognitive Neuroscience |

2 ☐	A-10-1331-1 [ID: 1295]	2018/07/24 بدون ویرایش	[norsuliana] NOR SULIANA MUSTAFA	Neurotoxic effects of MDMA or Ecstasy and the potential therapeutic targets MUSTAFA, MOHAMAD,

Links: فایل بدون نام | فایل اصلی | فایل پیش نیاز | First Screening | Clinical Neuroscience |

In this section, you can search articles based on article codes or author's names.
You can also choose which articles will be displayed according to the status, before searching.

To review each article, click on its code. You can also view the latest status of the article in this box.

By clicking on the article code, you will enter this page. Here is the article profile. In this section, you can see the full article information including Article management section, Article information, Authors information, Article review procedure, Reviewing status, Publish status, Related files and attachments, and so on.

Article Profile

Article management section: Edit; Send for Evaluation; Changing the Status

Main Managing Links	Edit article	Back to the list	Change Page Direction (Left to Right or Vice Versa)
More Detailed Features	Edit References and their Links	Edit Full-text HTML	Keywords and their Links	Edit Dates
Send for Evaluation	Send for Editor	Send for consultant	Send for Reviewer
Observing and Reporting	View title, authors, abstract, keywords, and article references for publish	Print the article file
Receive/Accept Certificate	(فارسی	انگلیسی	دوزبانه (به صورت عمومی **غیر فعال** است	Certificate Adjustment

Articles Status:
Archive the Article (not to be Revised by the Submitter or Accessed by the Reviewers).

Email Text Edit

Main status	First Screening ▼
Subsidary Status	☐ Archived ☐ Terminated ☐ Published ☐ Stopped ☐ Blocked
Save the Manuscript:	☐ Save a copy of the current article file (To Save the Current File if Revised)
Send Email:	☑ Send the Changes to the Submitter Email ☐ Send the Changes to all Authors Emails [Guide]
Status Changing Confirmation	**Status Updating**

For sending the article for reviewing, click on "Send for reviewer".

Negah Institute
for Scientific Communication

Sending an article for reviewer

Suggest reviewers

You are sending the following articles to be reviewed.

A-10-1449-1: The relationship between sleep quality and cognitive function in the elderly population

Please select the reviewers from the list of users. You can send the articles simultaneously to 5 reviewers.

Notice:
chief reviewer will access to article profile and other reviewers result (unless uncompleted results).

داوران متخصص در موضوع **Cognitive Neuroscience:**

Reviewr number 1	Select one ▼
	☐ Chief Reviewer
Reviewr number 2	Select one ▼
	☐ Chief Reviewer
Reviewr number 3	Select one ▼
	☐ Chief Reviewer
Reviewr number 4	Select one ▼
	☐ Chief Reviewer
Reviewr number 5	Select one ▼
	☐ Chief Reviewer
Reviewr number 6	Select one ▼
	☐ Chief Reviewer

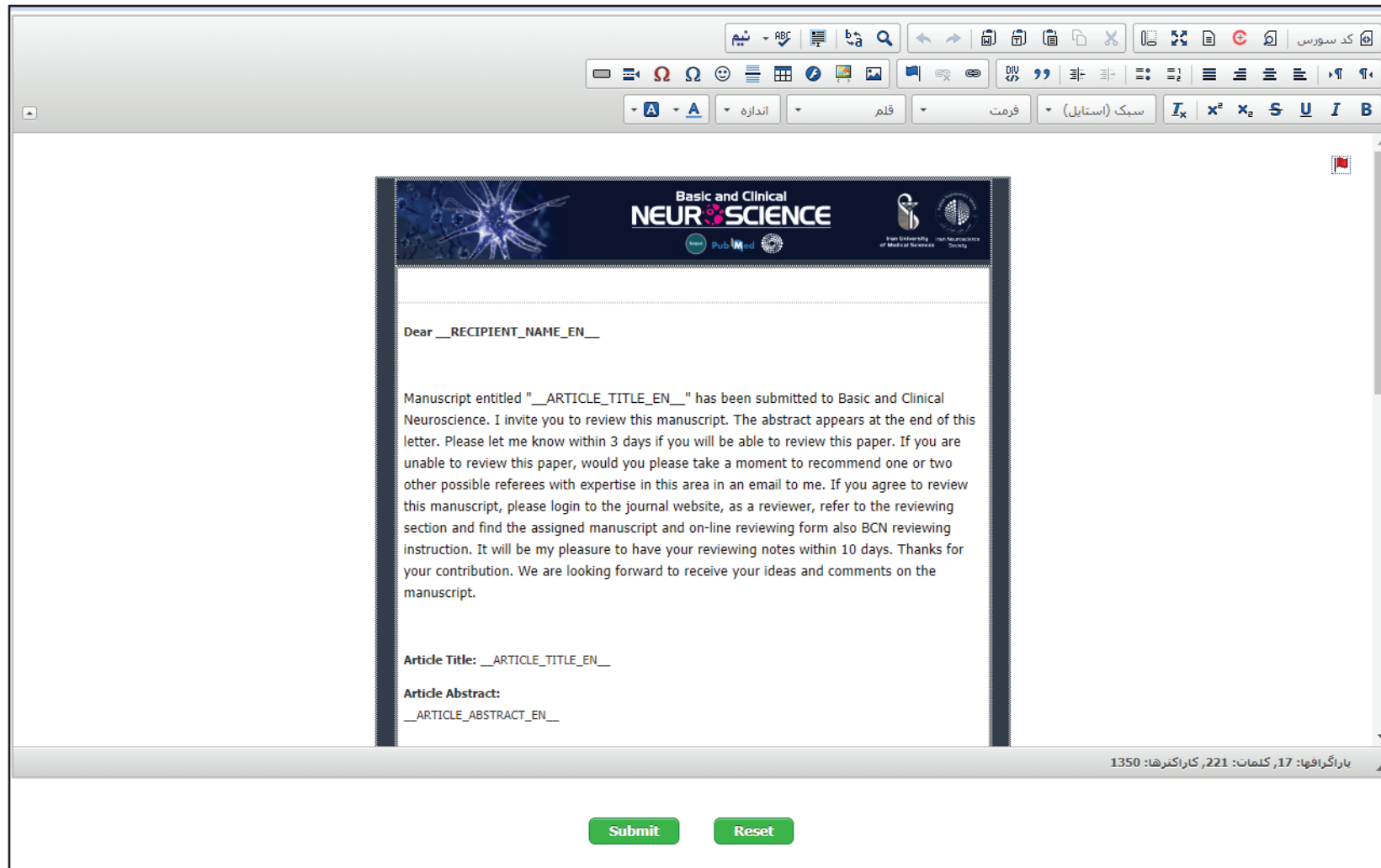After clicking "Send for reviewer", you will enter this page. For sending the article to an expert reviewer, select referees from the list.

If you want to add a reviewer to the system, you can enter reviewer's information including name, email, phone number, and affiliation in the "Reviewer suggestion", which will be explained below, to be registered and inserted in the journal's list of reviewers.

Basic and Clinical
NEUR SCIENCE

Changing the text of the invitation letter to the reviewer

Dear __RECIPIENT_NAME_EN__

Manuscript entitled "__ARTICLE_TITLE_EN__" has been submitted to Basic and Clinical Neuroscience. I invite you to review this manuscript. The abstract appears at the end of this letter. Please let me know within 3 days if you will be able to review this paper. If you are unable to review this paper, would you please take a moment to recommend one or two other possible referees with expertise in this area in an email to me. If you agree to review this manuscript, please login to the journal website, as a reviewer, refer to the reviewing section and find the assigned manuscript and on-line reviewing form also BCN reviewing instruction. It will be my pleasure to have your reviewing notes within 10 days. Thanks for your contribution. We are looking forward to receive your ideas and comments on the manuscript.

Article Title: __ARTICLE_TITLE_EN__

Article Abstract:
__ARTICLE_ABSTRACT_EN__

At the bottom of the page, you can change the default text of the Invitation to review, then send the letter.

Negah Institute
for Scientific Communication

Basic and Clinical
NEUR★SCIENCE

Article information

Article Information: Title; Subject; Type; Dates	
Article Code	A-10-1449-1
Order Code	1296
Title of the article (en)	The relationship between sleep quality and cognitive function in the elderly population
Title of the article (fa)	
Short English Title (Running head) (en)	
Short Persian Title (fa)	
Subject	Cognitive Neuroscience
Type of Study	Original
File Type	Full Text
Article language	English (en)
Poster	rezaei_psy ( ) [Code : 1449]
Submit date	۱۳۹۷/۵/۵ [G: 2018/07/27] | Edit Dates
Last Revision Date	-
Acceptance Date	-
Rejection Date	-
Epublish Date	-
Publishing Date	-

Return to the article profile.
In Article information section, you can view the article information (code, title, subject, type, language, etc.).

Negah Institute for Scientific Communication

Basic and Clinical
NEUR★SCIENCE

Authors information

Sender Information: Submitter Folder View; Send Email

User Information:	Username: rezaei_psy - Email address: rezaei_psy@hotmail.com
Name Information:	- Dr Sajjad Rezaei From university of Guilan
Full Address:	Iran- Rasht, Khalij Fars highway (5th KM of Qazvin road, Guilan Academic Complex, Department of Psychology in Faculty of Literature and Humanities.- Zip Code: 41998-43653
Phone:	Telephone - Office/Work: +989113390785- Telephone - Home: +989113390785- Mobile (International format): +98 911 3390785- Fax: 01333690385
Registrant information (date):	۱۳۹۷/۵/۵ [G: 2018/07/27] - Author
Registration/Attending type:	Author

Co-workers / Authors Information

- - -

dr. Seyyed Valiollah Mousavi - Associate professor University of Guilan - - Department of Psychology, University of Guilan, Rasht, Iran - mousavi180@yahoo.com
----
- - -

mrs Elham Montazar - MSc University of Guilan - - Department of Psychology, University of Guilan, Rasht, Iran - elham.montazar@gmail.com
----
* - - -

dr. Sajjad rezaei - Assistant professor University of Guilan - - Department of Psychology, University of Guilan, Rasht, Iran - rezaei_psy@hotmail.com
----
- - -

mrs Shima Poorabolghasem Hosseini - MSc University of Guilan - - Department of Psychology, University of Guilan, Rasht, Iran - shimahosseini@rocketmail.com
----

In the Authors information section, you can see the information of sender of the article and his/her colleagues (user profile, name, affiliation, phone number, email, etc.).

Negah Institute
for Scientific Communication

Article review procedure

Article review procedure: Automatic or Manual Recorded Events

	Add new action manually ▼	**Submit**		

CHK	Action Date	Action	By	Status
☐	2018/07/27 - 01:14	Receive from user	rezaei_psy - Rezaei	آشکار
☐	2018/07/27 - 01:26	Confirming Submission	rezaei_psy - Rezaei	آشکار
☐	2018/07/27 - 01:31	Viewing Profile	rezaei_psy - Rezaei	آشکار
☐	2018/07/28 - 08:47	Viewing Profile	admin - Executive Editor	آشکار
☐	2018/07/28 - 08:48	Send to editor	admin - Executive Editor	آشکار
☐	2018/07/31 - 14:26	Viewing Profile	rezaei_psy - Rezaei	آشکار
☐	2018/08/1 - 09:54	Viewing Profile	admin - Executive Editor	آشکار

In the Article review procedure section, you can find a list of actions taken on the article, along with date and the name of the person who made the changes.

Negah Institute
for Scientific Communication

Reviewing status

In the status of primary checking by editor, you can see comments of the scientific editor (primitive editor).

In this section, you can see the list of reviewers suggested by the author.

Click on "Send a reminder to the reviewer" to follow up the reviewing process.

Click on "Review answer" to view the reviewer's comments.

Click on "Send a letter to thanks to the reviewer" to thanks the reviewer.

Reviewing Status: Reviewing Results in Different Stages

status of primary checking by editor

Checking Code: 94 - Editor: negahtechnicaleditor1 - Send Date: 2018/06/10 - Check Date: 2018/06/12 10:18 [View]

Checking Code: 103 - Editor: negahtechnicaleditor1 - Send Date: 2018/06/17 - Check Date: 2018/06/20 10:08 [View]

Reviewers suggested by consultant

2018/06/20 - Sent to [کنسل کردن پیشنهاد داور و حذف از صفحه سرگروه] - haghparast- - Not uggeted - (دکتر عباس حق پرست)

Review status

:: R611-1229-1 | A-1229-3133 - Sent for reviewer nozari - (Dr Bonnie Nozari دکتر نازبانو نوذری) in 2018/06/24 11:11

[Send a reminder to the reviewer] - 2018/07/22 :تعداد ارسال نامه یادآوری برای داور : 3 - آخرین یادآوری

Review cancellation: With sending email to reviewer | Without sending email to reviewer

:: R474-1229-1 | A-1229-3134 - Sent for reviewer nahavandiarezo - (Dr Arezo Nahavandi - آرزو نهاوندی) in 2018/06/24 11:11 - Filled - Completed

Review answered in 2018/07/22 09:35 [Completed] [Review ranking number: 0] [Send a letter of thanks to the reviewer] - Thank you letter sent - : تعداد ارسال نامه یادآوری برای داور 3 - آخرین یادآوری : 2018/07/22

[Send to article submitter] [FA] [EN] - [Make the result **Visible** for article submitter] -

:: R731-1229-1 | A-1229-3135 - Sent for reviewer karimzade - (Dr fariba Karimzadeh - دکتر فریبا کریم زاده) in 2018/06/24 11:11

[Send a reminder to the reviewer] - 2018/07/22 :تعداد ارسال نامه یادآوری برای داور : 3 - آخرین یادآوری

Review cancellation: With sending email to reviewer | Without sending email to reviewer

:: **See all results of this article's review:** Persian: Text | Word | Html - English: Text | Word | Html

To view all reviewers' comments in once, you can click on "Text, Word, or Html".

In this section you can view the article files.

Related Files + Attachments: Viewing the Main or Attached Files; Adding New Files

The article files are located in the category /files/site1/user_files_c424bc/ and its subcategories. To change the files, you can either upload them in the relevant category or proceed with edit section. To add slide and post files and full article, you can log in to the personal page of the user submitting the article and upload the files via the relevant link.

The New Edited File that is Submitted again and will be Published

Article main file
[Save a copy of the current article file]

./files/site1/user_files_c424bc/tourandokht-A-10-88-7-f5de738.docx [671 KB] [حذف]
Last submit date: 17:32 - ۱۳۹۷/۳/۲۶[G: 2018/06/16]

Without-author files and their archived versions will be available to reviewers. Edit the article to edit or add a file.

Article file without authors names
[Save a copy of the current article file]

./files/site1/user_files_c424bc/anonym/tourandokht-A-10-88-7-f5de738.docx [670 KB] [حذف]
Last submit date: 17:32 - ۱۳۹۷/۳/۲۶[G: 2018/06/16]

Subsidary files can be activated according to regulations and have different usages.

Conflicts of Interest Form
[Save a copy of the current article file]

./files/site1/user_files_c424bc/prereq/tourandokht-A-10-88-7-f5de738.pdf [87 KB] [حذف]
Last submit date: 06:13 - ۱۳۹۷/۳/۱۸[G: 2018/06/8]

Full English file

Not Exists -

Full article file [فراگذاری یا ویرایش فایل]

Not Exists -

Poster file [فراگذاری یا ویرایش فایل]

Not Exists -

Slide file [فراگذاری یا ویرایش فایل]

Not Exists -

Attachments   **Add new attachments**

Marking all attached files as: [**Checked**] [**Not Checked**]

Attachments can be added for different usages.

ID	File name	Date	Size	Sender	Viewd?	Get	Edit	Delete
1834	tourandokht-A-10-88-7.1834.pdf	2018/06/10	20 KB	tourandokht	Yes	⬇	✏	✖

Direct url of the Flie: http://bcn.iums.ac.ir/files/site1/user_files_c424bc/atch/tourandokht-A-10-88-7-f5de738---6371c9.pdf

Persian Description: لیست داوران پیشنهادشده توسط نویسنده   English Description:

Visible for: ☑ Submitter ☑ Scientific Editor ☑ Reviewer Selector ☑ Reviewer ☑ Final Reviewer ☐ Public View (Publish)

To save the articles' previous versions, editors can click on "Save a copy of the current article file" at the beginning of the article submission or at various steps of reviewing. The files stored will be recorded with date. By clicking on each file, that file will be downloaded.

In this section, you can view the manuscript's attached files. By clicking on "Get", the file will be downloaded.

Article's files

Basic and Clinical
NEUR⬡SCIENCE

Sent emails

Sent Emails: Full text of all letters exchanged with the submitter

Code	Sender	Subject	Send Date	Email Body	Status	Change
24036		Basic and Clinical Neuroscience received your article	2018/06/8	📄	قابل مشاهده	Change the Status
24058	admin	Letter from Basic and Clinical Neuroscience	2018/06/9	📄	قابل مشاهده	Change the Status
24060	admin	Your article status changed in Basic and Clinical Neuroscience	2018/06/9	📄	قابل مشاهده	Change the Status
24419	admin	Your article status changed in Basic and Clinical Neuroscience	2018/06/13	📄	قابل مشاهده	Change the Status
25952	admin	Review reminder letter from Basic and Clinical Neuroscience	2018/07/16	📄	غیر قابل مشاهده	Change the Status
25954	admin	Review reminder letter from Basic and Clinical Neuroscience	2018/07/16	📄	غیر قابل مشاهده	Change the Status
25956	admin	Review reminder letter from Basic and Clinical Neuroscience	2018/07/16	📄	غیر قابل مشاهده	Change the Status
26478	admin	Review reminder letter from Basic and Clinical Neuroscience	2018/07/22	📄	غیر قابل مشاهده	Change the Status
26480	admin	Review reminder letter from Basic and Clinical Neuroscience	2018/07/22	📄	غیر قابل مشاهده	Change the Status
26482	admin	Review reminder letter from Basic and Clinical Neuroscience	2018/07/22	📄	غیر قابل مشاهده	Change the Status
26519	admin	Letter from Basic and Clinical Neuroscience	2018/07/23	📄	قابل مشاهده	Change the Status
26521	admin	Thanks letter for reviewing from Basic and Clinical Neuroscience	2018/07/23	📄	غیر قابل مشاهده	Change the Status
26588	admin	Your article status changed in Basic and Clinical Neuroscience	2018/07/24	📄	قابل مشاهده	Change the Status

Note: Invisible letters and letters thanking the reviewers will not be available to users, artice managers and final reviewers.

In the "Sent emails" section, you can see the letters sent in this profile. By clicking on the icon you can view the email's text.

Negah Institute
for Scientific Communication

Basic and Clinical
NEUR SCIENCE

Entering to "Reviewer suggestion" section

If you want to suggest a reviewer, click on the "Reviewer suggestion" section.

Suggest Reviewer section

Reviewers list | Your archive | **The list of active articles for suggesting reviewers:** All articles | Not reviewed | Reviewed

Dear advisor:

here you can suggest the reviewers of the assigned articles. Please select from the list of reviewers, if appropriate

#	Title of the article	Subject	Commentary	View	Download	Suggest Reviewer	Cancel
1 [A-10-681-1]: Accepted and Published		Cognitive Neuroscience ▾	Original ▾	🔍	📄	⇨Suggest	⇨Cancel
		ok	ok				

Neural Correlates of Craving in Methamphetamine Abuse

| Reviewed before

You can **access the article profile** and do required actions, as article manager with **full** access.

Attachments:

| revised version of article attach-654.docx | revised version of article | 2015/06/19 | 1916 KB | ▾ |

| 2 [A-10-568-2]: Rejected | | Cellular and molecular Neuroscience ▾ | Original ▾ | 🔍 | 📄 | ⇨Suggest | ⇨Cancel |
| | | ok | ok | | | | |

Mitochondrial DNA G13708A Variation in Multiple Sclerosis

You can **access the article profile** and do required actions, as article manager with **full** access.

In this section, you can view list of articles sent for you to select the reviewer. Click on "Suggest Reviewer" to start the reviewer selection process.

Negah Institute for Scientific Communication

Basic and Clinical
NEUR☉SCIENCE

Selecting the reviewers

Please select reviewers from the list. You can suggest 3 reviewer to evaluate the article.

Notice:

chief reviewer will access to article profile and other reviewers result (unless uncompleted results).

Please select reviewers from the list. You can suggest 3 reviewer to evaluate the article.

You are suggesting reviewrs for the **A-10-681-1** articlewith the title of **Neural Correlates of Craving in Methamphetamine Abuse** and the subject of **Behavioral Neuroscience** .

The article authors: Fanak Shahmohammadi, Mehrshad Golesorkhi, Mohammad Mansour Riahi Kashani, Mehrdad Sangi, Ahmad Yoonessi, Ali Yoonessi,

Change reviewers list: [View reviewers with specialty related to the article ⌄] [Submit]

Reviewr number 1
| Select one |
| ☐ Chief Reviewer |

Reviewr number 2
| Select one |
| ☐ Chief Reviewer |

Reviewr number 3
| Select one |
| ☐ Chief Reviewer |

Using the following textbox, you can write your comments or introduce new reviewers to be added to the journal reviewers list.

[   ]

[Submit]   [Reset]

If you want to add reviewer to the system, you can send us the information of the reviewers such as name, email, phone and email. At the end, click on "Submit".

On this page you can suggest reviewers.

Negah Institute
for Scientific Communication