Malaysian Society of Parasitology & Tropical Medicine

Tropical Biomedicine
Online Submission System
powered by

OpusSoft
journal management system

TECHNICAL MANUAL
FOR AUTHORS AND REVIEWERS

Malaysian Society of Parasitology and Tropical Medicine (MSPTM)
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**IMPORTANT NOTE:**
The OpusSoft© system is a dual purpose platform that allows manuscript processing for Authors and reviewing tools for Reviewers. A user needs just one account to use the system both as an Author and a Reviewer.
TECHNICAL MANUAL

1.0 ALL USERS

Signing Up, Profile Creation and Forgot Password
1.1 Signing Up and Profile Creation
(for all Users including as Authors and Reviewers)

1. Go to https://tb.myopustech.com and click on the **Signup** link at the bottom.

2. Key in your email address (as the username) and a password* of your choice, and keep the password safe with you. Once this step is done, you need to verify your email address as per the next step below.

*The password **MUST** be 8 to 12 character long, and **MUST** include at least one uppercase letter AND one digit.
3. Go to the Inbox of the email you input in the previous step, and check out for the verification email with the subject “OpusSoft© User Registration - Verify Your Email Address”.

If you think the verification email could not be detected in your Inbox, Spam or Junk folders, kindly request to resend the verification email by sending an email to editor.msptm@gmail.com and include “OpusSoft Resend Verification Email Request” in the subject.

4. Click on the “here” link in the email to verify your email address. This action brings you to the next step, i.e. user profile creation.
5. Login and create your **user profile** at the information box (see image below). You may include any basic particulars at this stage for the purpose of creating a profile and include more information later (see **step 7**). Click submit once completed.
6. Check out for email subject “Completion of OpusSoft® User Profile” in your Inbox.

    Completion of OpusSoft® User Profile  Inbox X

    JTB <support@myopustech.com>
    to me

    Dear Assoc. Prof. Dr. T B Tester,

    Congratulations!

    Your OpusSoft® user profile has been updated successfully.

    You may now proceed to use our online journal management and publication services.

    Thank you.

    Sincerely,

    OpusSoft Team

    This is an automatically generated email. Please do not respond to this email for queries.


7. Once your account registration is complete as per the previous step, you may login to the system to update any personal information, to change your password, or to upload a photo.
1.2 Forgot Password
(for all Users including as Authors and Reviewers)

1. At https://tb.myopustech.com, click on the Forgot Password link at the bottom.

2. Key in your email address (username) and click Send, and proceed to the next step.
3. Click on the “Reset Password” link in the email. This action brings you to the next step.

4. Key in a **new password*** of your choice and click **Save**.

*The password **MUST** be 8 to 12 character long, and **MUST** include at least **one uppercase letter** AND **one digit**.
Manuscript Submission, Review Process and Publication Requirements
2.1 Manuscript Submission
(for Authors)


2. At the My Manuscripts Submission List menu, click on the + button at the top right corner.

3. Key in the manuscript information as required, tick at the declaration and click Submit.

(continued next page)
4. Once submitted, you will get an acknowledgment email with the subject “Acknowledgement of Manuscript Submission” and the manuscript will be screened for fitness and plagiarism. The status of the manuscript during this screening stage can be tracked by clicking the icon at the far right column. The tag indicates the newly submitted manuscript is pending compliance check.
2.2 **Review Process**  
*(for Authors)*

5. If the manuscript complies with the fitness and plagiarism requirements, the status will change to **Comply** and you will get an email with the subject "Tropical Biomedicine <papers_code> - Pre-screening Decision of Your Manuscript (Ready for review)".

This status indicates that your manuscript is being sent for review to the selected Reviewers. You may check the status of manuscript during the review process by clicking the 📋 icon at the far right column.
6. Once the reviews are completed and an Editorial Decision is made on your manuscript, you will be receiving an email with the subject “Tropical Biomedicine Manuscript - Review Report and Editorial Decision” notifying you on the outcome.

The review reports can be viewed at the Review Reports tab.

If a resubmission is necessary, you may resubmit a revised manuscript and related materials at the Publication tab. The progress of the final stage of article processing can also be tracked at this tab.
2.3 Publication Requirements

(for Authors)

7. If you required to pay the article publication fee, you will need to make the payment and upload the proof of payment at item 2. in the publication tab (see image in step 6 above). This action can be taken by clicking the icon at the far right column at item 2. in this tab.

8. The status of the galley proof of the final version of your manuscript is pertinent to items 3. and 4. in the publication tab (see image in step 6 above).

Once the galley proof is ready and uploaded by the Editor in item 3., a notification email will be sent to you with the subject “Tropical Biomedicine Manuscript - Proof-reading Request”.

You may then login to the system, view the galley proof and act on the Acceptance of Corrected Proof (item 4.). A sample of the Proof-reading Confirmation Form is shown below.

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3.0 REVIEWERS

Request to become a Reviewer and Review Process
3.1 Request to become a Reviewer
(for Reviewers)


2. Click on the Request to become a Reviewer menu.

3. Select your area(s) of expertise, upload your latest resume (in PDF) and click Submit.
4. Your request status will show **Pending** as seen in the image below. You will also receive an acknowledgement email with the subject “Tropical Biomedicine - Acknowledgment of Request to Become a Reviewer”.

![Pending Status](image)

**Tropical Biomedicine - Acknowledgment of Request to Become a Reviewer**

Dear Assoc. Prof. Dr. T B Tester,

Thank you for submitting your request to become a Peer Reviewer for the Tropical Biomedicine.

Our editorial office will review the status of your request and shall notify you in the event of a positive outcome in due time.

Thanks again.

Sincerely,

Chief Editor
Tropical Biomedicine
ISSN (online): 2521 – 9855
https://msdm.org/journal

For enquiries, please send email to: editor.msdtm@gmail.com
5. If your request is approved, you will be sent the “Tropical Biomedicine - Appointment as a Reviewer” approval email.

If you are not hearing from us on the decision of your request, you may write in to editor.msptm@gmail.com to enquire the status. Please include “Status of Request to become a Reviewer” in the email subject.

6. Login to the system at https://tb.myopustech.com and download a copy of your Appointment Letter as a Reviewer at the Request to become a Reviewer menu.
3.2 Review Process
(for Reviewers)

If your appointment as a Reviewer is active, you may be invited to review manuscripts that fall under your expertise area(s). You will be notified about the invitation via email. You may then act on the invitation either

(i) at the email itself, or
(ii) by logging in to the OpusSoft system.

3.2.1 Acting on a review invitation via email

1. You will first receive an email with the subject “Invitation to Review a Tropical Biomedicine Manuscript” as seen in the following image.

The Abstract of the manuscript will be shown in the email along with three decisional options including “Agree”, “Decline” and “Unavailable”. Click on one of these options to indicate your response.
2. If you select the “Agree” option, you will be brought to the following page where you can click the Access Manuscript button to login to OpusSoft and access the manuscript for reviewing.

![Manuscript Access](image)

3.2.2 Acting on a review invitation at the OpusSoft system

1. Go to [https://tb.myopustech.com](https://tb.myopustech.com), login and click the Manuscripts Assigned for Review menu.

![Manuscript Assigned](image)
2. Check out the list of manuscripts assigned to you for review and at the far right column, click the button to indicate your response.
3.2.3 Filling out the review form
(at the OpusSoft system)

3. If you select the “Agree” option via one of the two ways above, the My Response column will change to  
Agreed  and the Status column will show  In progress  as seen below.

The manuscript review form can be accessed by clicking the  button at the far right column.
4. **You must fill out the first three sections** of the review report form and optionally upload any review document in Section IV of the form, and submit the form.

   ![Review Form Image]

   *The report form auto-saves your entries so you may continue reviewing the manuscript at your convenience. However, it is advisable to either compose or copy-paste your review statements in a separate word processing document (e.g., MSWord) as a backup to face unexpected events like power failure, system shutdown, runtime error etc.*

5. **The full review status tracking can be viewed by clicking the 👀 icon at the far right column.**

   ![Assigned Papers Image]
4.0 MILESTONES AND AUTOMATED EMAILS

Publication Process Flow Milestones, and Definition and List of Automated Emails
4.1 Publication Process Flow Milestones
(for all Users including Authors and Reviewers)

The OpusSoft journal management system captures seven major milestones pertinent to the
(i) acceptance of your manuscript for review,
(ii) the review progress status, and
(iii) preparation of the proof-read version (galley proof) for final production

as follows:

Milestone 1  Successful submission of your manuscript.
Milestone 2  Passing of pre-screening check for fitness, relevance and scope.
Milestone 3  Completion of a full technical review by Reviewers.
Milestone 4  Editorial decision on the outcome of the full review process.
Milestone 5  Resubmission of revised manuscript for final editorial decision (subject to Milestone 4).
Milestone 6  Payment of publication fee or any relevant charges (if applicable).
Milestone 7  Validation of galley proof for final publication.

These milestones are reflected at the My Manuscript Submission List menu as shown in this image.
4.2 Definition of Automated Emails
(for all Users including Authors and Reviewers)

Automated emails are system generated emails. These mails are triggered at major process steps described in the previous sections.

All automated emails pertinent to account creation and manuscript transactions at OpusSoft will come from support@myopustech.com. Please add this email address into the contacts, whitelist or safe senders list in your email system to ensure that you definitely receive the email.

Also, automated emails may not arrive instantly at your Inbox and sometimes could take a few minutes to arrive due to various reasons. You need to also check your Spam or Junk folder before contacting us at editor.msptm@gmail.com if the expected emails do not come in.

4.3 List of Automated Emails
(for all Users including Authors and Reviewers)

The following are some of the emails pertinent to the major process steps described in the previous sections.

| JTB | OpusSoft® - Password Reset - Dear Assoc. Prof. Dr. T B Tester, Please click the following link to reset your password: Reset Password Sincerely, O... |
| JTB | Acknowledgement on Completed Review of a Tropical Biomedicine Manuscript - Tropical Biomedicine - Reviewer Acknowledgement Letter Ref. M... |
| JTB | Invitation to Review a Tropical Biomedicine Manuscript (Manuscript Assignment) - Tropical Biomedicine - Invitation to Review a Manuscript (Acc... |
| JTB | Invitation to Review a Tropical Biomedicine Manuscript - Tropical Biomedicine - Invitation to Review a Manuscript Ref. Manuscript ID JTB-20-0069... |
| JTB | Tropical Biomedicine Manuscript - Proof-reading Request - Tropical Biomedicine Manuscript - Proof copy ready for viewing Dear Assoc. Prof. Dr. T... |
| JTB | Tropical Biomedicine Test Manuscript by Tester - Final Decision on Revised Manuscript (Approve) - Final Decision on Revised Manuscript (Approv... |
| JTB | Tropical Biomedicine - Acknowledgement of revised manuscript - Tropical Biomedicine - Acknowledgement of revised manuscript Dear Assoc. Pr... |
| JTB | Tropical Biomedicine Manuscript - Review Report and Editorial Decision - Tropical Biomedicine Manuscript - Review Report and editorial decision ... |
| JTB | Tropical Biomedicine JTB-20-0073 - Pre-screening Decision of Your Manuscript (Ready for review) - Tropical Biomedicine JTB-20-0073 - Manusc... |
| JTB | Acknowledgement of Manuscript Submission - Tropical Biomedicine - Acknowledgement of Manuscript Submission Dear Assoc. Prof. Dr. T B Test... |
| JTB | Tropical Biomedicine - Appointment as a Reviewer - Tropical Biomedicine - Appointment as a Peer Reviewer Dear Assoc. Prof. Dr. T B Tester, The E... |
| JTB | Tropical Biomedicine - Acknowledgment of Request to Become a Reviewer - Tropical Biomedicine - Request to Become a Reviewer Dear Assoc. Pr... |
| JTB | Completion of OpusSoft® User Profile - Dear Assoc. Prof. Dr. T B Tester, Congratulations! Your OpusSoft ® user profile has been updated successf... |
| JTB | OpusSoft® User Registration - Verify Your Email Address - Hello! Thank you for signing up at OpusSoft ®. Please proceed to complete your perso... |