

Online Proofreading

Online Proofreading User Guide

Edited by
Online Proofreading Project Team

Online Proofreading User Guide

Document Revisions

Date	Version Number	Document Changes
11/2023	1.0	
03/2024	1.1	1.Enhance the loading speed and user experience of formulas. 2.Improve the interactive experience of comments. 3.Enable the direct insertion of comments into certain components (affiliation/table/figure/component).

Contents

1. Introduction to the OP System.....	1
2. Introduction to Online Proofreading Process	1
3. HTML Editor	2
3.1. Component Area	2
3.1.1. Author.....	2
3.1.2. Main Text.....	3
3.1.3. Appendix.....	4
3.1.4. Reference	5
3.1.5. Table.....	7
3.1.6. Figure	8
3.1.7. Others.....	9
3.2. Top Toolbar	10
3.2.1. Text Editor.....	10
3.2.2. Formula Editor	10
3.2.3. Track Changes	13
3.2.4. Table Tool.....	14

	1
3.2.5. Functional Operations	15
3.3. Comment Area.....	15
4. Operation Process	17
4.1. How to Enter the OP System	17
4.1.1. Receive Email.....	17
4.1.2. Log in to SuSy Account	18
4.1.3. Copy OP Link from Email.....	18
4.2. Proofreading Online.....	19
4.2.1. Review Comments and Respond.....	19
4.2.2. Review the Manuscript.....	19
4.2.3. Resolve Comments and Submit	20
4.3. Other (Multiple Rounds of Proofreading).....	20

1. Introduction to the OP System

During the process of an article being accepted for publication, we spend a significant amount of time ensuring that the quality of the article is of the highest possible standard. In order to achieve this, MDPI's qualified employees are provided with modern and proficient tools to optimize their capacity. Furthermore, providing authors with a positive customer experience has always been our priority. Therefore, the Online Proofreading (OP) platform was created by the MDPI IT team not only to support MDPI's internal employees in their various roles but to also improve the company's customer satisfaction rates.

Online Proofreading is a tool that provides a secure, efficient, and convenient proofreading environment for authors publishing with MDPI, allowing them to make modifications to their articles with an HTML editor in real time. This manual provides a detailed description of the functionalities of HTML and XML pages, along with the operational procedures for authors and the AE (Assistant Editor) and PRE (Proofreading Editor), with the aim of assisting users in better utilizing the OP platform. Authors use the simple interface to make corrections to the text, equations, tables, figures, and other elements in an HTML format. This editing can be carried out in browsers with no additional software required. In addition, we also list manuscripts' workflows in Online Proofreading. If you encounter any difficulties when using this platform, please consult the user manual to identify suggested solutions to problems. We sincerely hope this manual will be a useful resource.

2. Introduction to Online Proofreading Process

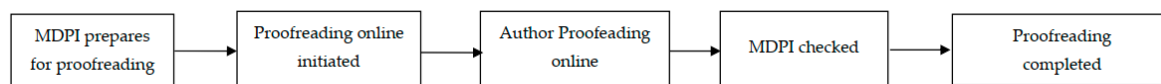


Figure 1. Online Proofreading Process.

The above image shows the status of an example how the article proofed by Online Proofreading. First our MDPI Editors will check the paper and make preparations for author proofreading. Once the author received the email to notice them proofreading can be initiated, they can enter the OP HTML to do the proofreading. After author finished there proofreading, author status will be back to MDPI, and editor will check the manuscript. If everything has been OK, they will proceed the next stage and the whole proofreading process will complete.

3. HTML Editor

3.1. Component Area

3.1.1. Author

This component corresponds to the list of authors in the manuscript, allowing users to manage author information through this component.

- To add scholar information, you will need to fill in various fields such as 'Given name', 'Surname', 'Suffix', 'Representation', 'ORCID', and more. Additionally, you will be required to select the Author's Affiliation and specify whether they are the Corresponding Author.

Add Author
×

Affiliations

Faculty of Geography, University of Education, Hue University, 34 Le Loi Street, Hue City 530000, Thuathienhue Province, Vietnam; nhsonsp@hueuni.edu.vn (S.H.N.); nguyennhocdan@hueuni.edu.vn (D.N.N.)

Institute of Open Education and Information Technology, Hue University, 05 Ha Noi Street, Hue City 530000, Thuathienhue Province, Vietnam

Institute of Geography, Vietnam Academy of Science and Technology, 18 Hoang Quoc Viet, Cau Giay, Hanoi 100000, Vietnam; nguyenthunhung@ig.vast.vn (N.N.T.); phamhoanghai@ig.vast.vn (H.H.P.); ddcham@ig.vast.vn (C.D.D.)

Faculty of Geosciences, University of Science, Hue University, 77 Nguyen Hue Street, Hue City 530000, Thuathienhue Province, Vietnam

Corresponding author

Yes No

Front notes

Figure 2. Add Author.

- The scholar list display includes added scholar information such as the scholar's name, suffix, ORCID, affiliated institution, and whether they are the corresponding author. The scholar list also supports editing, deleting, and adding comments to the scholar's information. Newly added authors in the component are marked with a deep green color, while authors retrieved from the XML file are marked with a light green color based on their RORID.

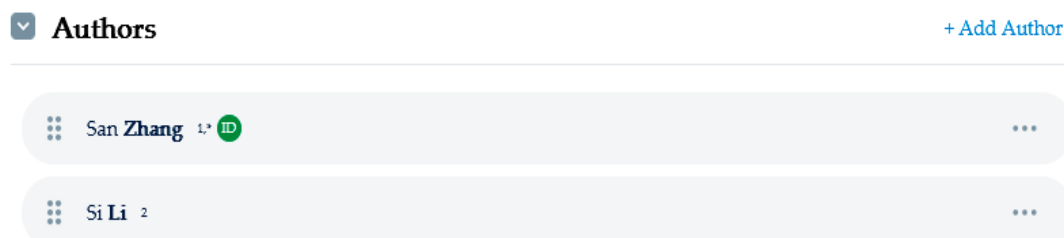
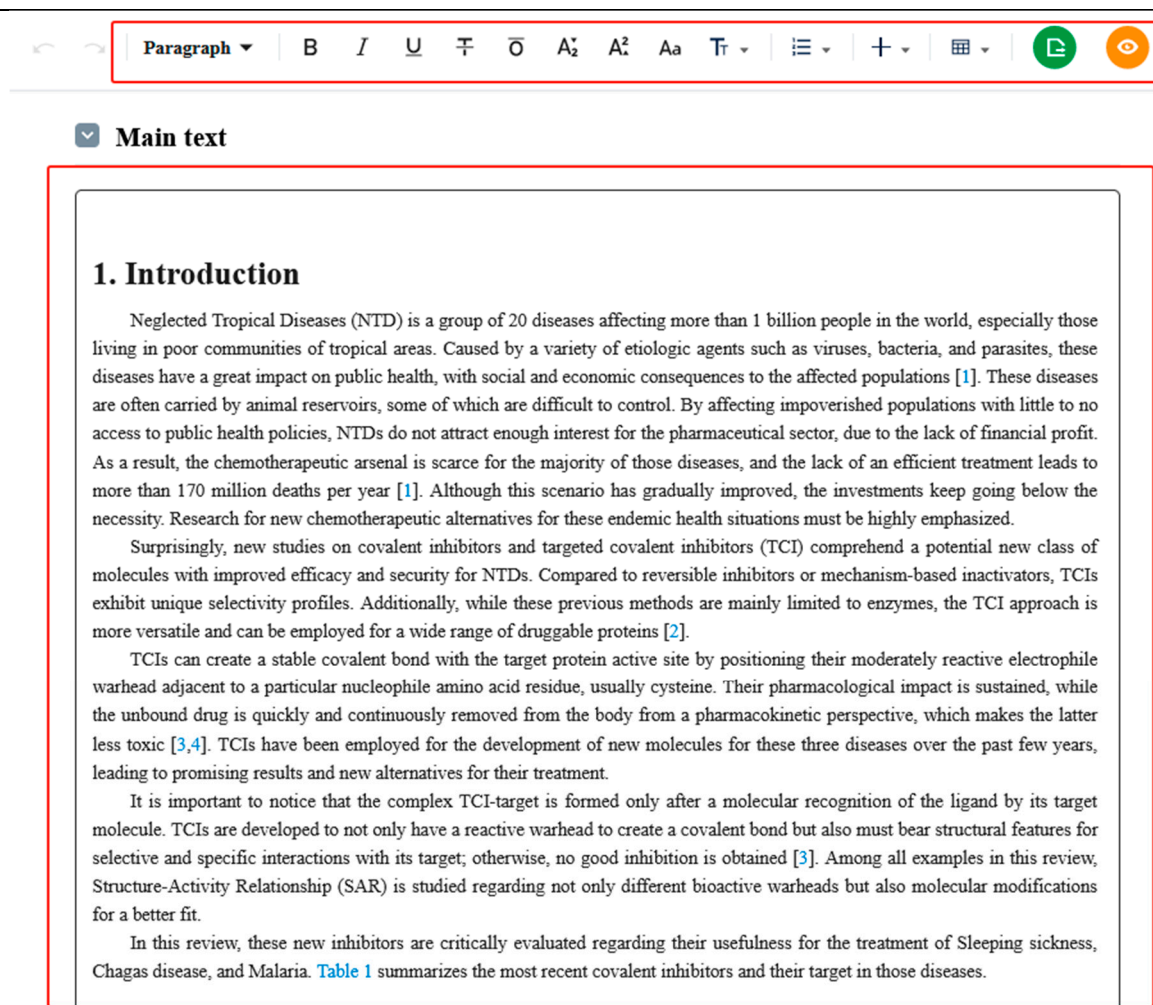




Figure 3. Author List.

3.1.2. Main Text

This component is primarily used to fill in the main body of the manuscript. It allows users to edit and adjust the content's style through the toolbar at the top and additional extension tools for the main body section.

- You can use the text editor in the top toolbar to adjust the style of the text.
- You can use the formula editor in the top toolbar to make adjustments to the formulas within the main body of the text.
- You can use the citation tool in the top toolbar to insert relevant images and tables into the body of the text.
- You can also use the citation tool in the top toolbar to insert content from the Reference and Appendix sections.



Paragraph ▼ | **B** | *I* | U | ■ | ■ | **A₂** | **A²** | **Aa** | **Tr** ▼ | **☰** ▼ | **+** ▼ | **☒** ▼ |  | 

▼ **Main text**

1. Introduction

Neglected Tropical Diseases (NTD) is a group of 20 diseases affecting more than 1 billion people in the world, especially those living in poor communities of tropical areas. Caused by a variety of etiologic agents such as viruses, bacteria, and parasites, these diseases have a great impact on public health, with social and economic consequences to the affected populations [1]. These diseases are often carried by animal reservoirs, some of which are difficult to control. By affecting impoverished populations with little to no access to public health policies, NTDs do not attract enough interest for the pharmaceutical sector, due to the lack of financial profit. As a result, the chemotherapeutic arsenal is scarce for the majority of those diseases, and the lack of an efficient treatment leads to more than 170 million deaths per year [1]. Although this scenario has gradually improved, the investments keep going below the necessity. Research for new chemotherapeutic alternatives for these endemic health situations must be highly emphasized.

Surprisingly, new studies on covalent inhibitors and targeted covalent inhibitors (TCI) comprehend a potential new class of molecules with improved efficacy and security for NTDs. Compared to reversible inhibitors or mechanism-based inactivators, TCIs exhibit unique selectivity profiles. Additionally, while these previous methods are mainly limited to enzymes, the TCI approach is more versatile and can be employed for a wide range of druggable proteins [2].

TCIs can create a stable covalent bond with the target protein active site by positioning their moderately reactive electrophile warhead adjacent to a particular nucleophile amino acid residue, usually cysteine. Their pharmacological impact is sustained, while the unbound drug is quickly and continuously removed from the body from a pharmacokinetic perspective, which makes the latter less toxic [3,4]. TCIs have been employed for the development of new molecules for these three diseases over the past few years, leading to promising results and new alternatives for their treatment.

It is important to notice that the complex TCI-target is formed only after a molecular recognition of the ligand by its target molecule. TCIs are developed to not only have a reactive warhead to create a covalent bond but also must bear structural features for selective and specific interactions with its target; otherwise, no good inhibition is obtained [3]. Among all examples in this review, Structure-Activity Relationship (SAR) is studied regarding not only different bioactive warheads but also molecular modifications for a better fit.

In this review, these new inhibitors are critically evaluated regarding their usefulness for the treatment of Sleeping sickness, Chagas disease, and Malaria. Table 1 summarizes the most recent covalent inhibitors and their target in those diseases.

Figure 4. Main Text.

3.1.3. Appendix

The Appendix component allows users to add supplementary materials, which can include images, charts, tables, and more.

- Click the '+Add Appendix' button to add an Appendix box to the page. Arrange the names using A-Z for sorting purposes.
- Title, Content, and other information need to be filled in, and the addition of subsections is also possible.
- The deletion and addition of comments is supported.

Appendixes

The screenshot displays a user interface for managing appendices. At the top, there is a dropdown menu labeled 'Appendixes'. Below it, a large light green container holds the main structure. The first level is 'Appendix A', which has two input fields: 'title' and 'content'. To the right of these fields are icons for deleting and commenting. Below 'Appendix A' is a sub-section 'Appendix A.1', which also has 'title' and 'content' input fields and a delete icon. At the bottom of the 'Appendix A.1' container is a '+ Add Section' button. Below the entire structure is a '+ Add Appendix' button.

Figure 5. Appendix.

3.1.4. Reference

The References section displays information about the articles referenced in the manuscript, including author names, article titles, journal names, DOIs, and other details. Users are allowed to perform the following operations:

- Edit: Click the 'Edit' button. In the pop-up window, you can edit information such as authors, year, article title, journal title, volume, first page, last page, supplement, issue part, page range, DOI, PMID, ARXIV, and other details.
- Add Above: Add a line above.
- Add Below: Add a line below.
- Delete: Delete this line.
- Add Comment: Add a comment.
- Swap: Click the 'Swap' button, then in the pop-up window select the target line to exchange its position with the chosen line.

Reference ×

reference type
Journal Article ▼

Author/Collab

<small>surname</small> <input type="text" value="May"/>	<small>given name</small> <input type="text" value="M."/>	<small>suffix</small> <input type="text"/>
--	--	---

et al

[+ Add Author](#) | [+ Add Collab](#)

year

article title

journal title

<small>volume</small> <input type="text" value="15"/>	<small>first page</small> <input type="text" value="13"/>	<small>last page</small> <input type="text"/>
<small>supplement</small> <input type="text"/>	<small>issue part</small> <input type="text"/>	<small>page range</small> <input type="text"/>

DOI

PMID

ARXIV

In press

Figure 6. Add Reference.

☑ References

1. World Health Organization. Available online: <https://www.who.int/> (accessed on 20 April 2022). ...
2. Suresh, M.; Gopakumar, K. Multi-grade fuzzy assessment framework for software professionals in work-from-home mode during and post-COVID-19 era. *Future Bus. J.* **2021**, *7*, 10. <https://doi.org/10.1186/s43093-021-00057-w>. ...
3. Liu, Z.; Ciais, P.; Deng, Z.; Lei, R.; Davis, S.J.; Feng, S.; Zheng, B.; Cui, D.; Dou, X.; Zhu, B.; et al. Near-real-time monitoring of Global CO₂ emissions reveals the effects of the covid-19 pandemic. *Nat. Commun.* **2020**, *11*, 5172. <https://doi.org/10.1038/s41467-020-18922-7>. pmid: 33057164. ...

Figure 7. Reference List.

3.1.5. Table

The Table section displays and allows for the editing of tables used within the manuscript.

- Click the 'Add Table' button to add a new table.
- When creating a table, you need to fill in the Label and Caption boxes, upload an image (optional), and add the content within the table.
- Table deletion and adding comments to tables are supported.
- You can use the table tools in the top toolbar to perform operations such as merging, splitting, adding rows/columns, and deleting rows/columns within the table.

label

caption

+ Add Image

body

foot

+ Add Table

Figure 8. Add Table.

Table 4

label
Table 4

caption
Fitted parameter of the EIS at constant temperature of 80 °C.

+ Add Image

body

Duration (Day)	R_s (Ω , cm^2)	Q_c ($\text{F.s}^{\alpha-1}$, cm^{-2})	n_c	R_c (Ω , cm^2)	Q_{dl} ($\text{F.s}^{\alpha-1}$, cm^{-2})	n_{dl}	R_{dl} (Ω , cm^2)	χ^2
1	3.0	0.79×10^{-3}	0.76	33.1	0.58×10^{-1}	0.97	900	0.455
9	3.01	0.12×10^{-2}	0.75	1466	0.015×10^{-1}	0.94	106.2	0.035
14	3.02	0.71×10^{-3}	0.72	1426	0.24×10^{-1}	0.86	1629	0.024
21	3.13	0.88×10^{-3}	0.703	1390	0.157×10^{-3}	0.743	885.3	0.0046

foot

+ Add Table

Figure 9. Display Table.

3.1.6. Figure

The Figure section displays images used within the manuscript's body, including Label, Caption, Image, and other information. It supports the addition of images, as well as details such as Label and Caption. It also supports image deletion by clicking the 'delete' icon associated with the respective image. Additionally, comments can be added for each image.

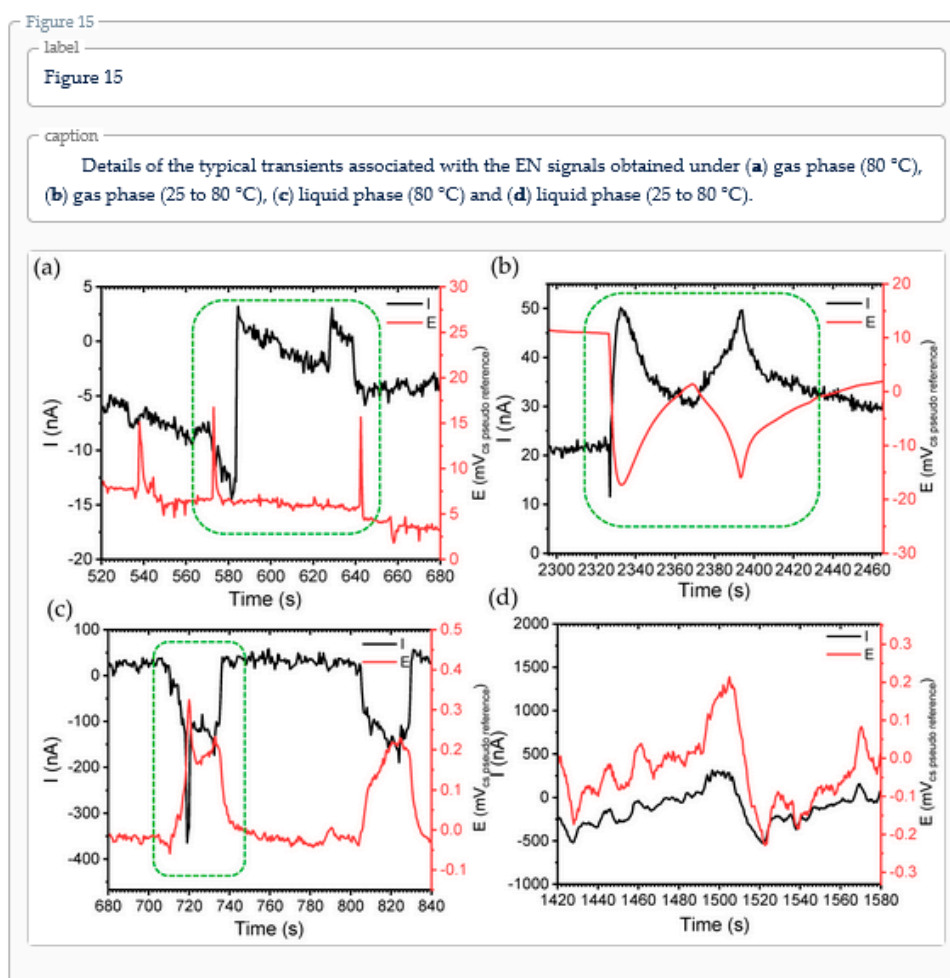
label

caption

[+ Add Image](#)

[+ Add Figure](#)

Figure 10. Add Figure.



[+ Add Figure](#)

Figure 11. Display Figure.

3.1.7. Others

For the functionality and usage of other components, refer to the table below.

Table 1. Introduction of Function and usage of components in OP HTML.

Component Name	Definition	Functionality Description
Title	Manuscript title.	Enter the content for the title in the designated title area.
Authors	The manuscript's authors.	Refer to author.
Academic Editor	The Academic Editor of the manuscript.	You can add multiple Academic Editors by providing their Given Name and Surname.
Affiliation	The affiliated institution/organization of the manuscript's authors.	You can add multiple institutions by providing their Label and Content.
Correspondence	The contact details for the authors of the manuscript.	Associated with the corresponding author. This requires the input of Label and Content.
Front Notes	The preface section of the manuscript.	You can add multiple sections to the preface, which requires Label and Content.
Keywords	Keywords.	You can add multiple keywords, and each keyword can be commented on and deleted.
PACS	The classification system of physics and astronomy.	Fill in the text box with the content.
MSC	Mathematics classification system.	Fill in the text box with the content.
JEL Classification	Economics classification system.	Fill in the text box with the content.
Product	Product.	Only certain types of manuscripts require information for editing the Product.
Article Information	Article information.	Show the article type, DOI, Publisher ID, Elocation ID, Volume, and so on.
Publishing History	Publishing history.	There are four status pairs in the following order: Received, Revised, Accepted, and Published. You can select the corresponding time for each status.
Abstract	Abstract.	Fill in the content of abstract, and you can use the top bartool to adjust the style of abstract.
Key Contribution Notes	Key contribution notes.	Fill in the title and content.
Main Text	Main text.	See Main Text.
Supplementary Materials	Supplementary materials.	You can add more than one file, but you need to describe the material. You can also delete the added material, as well as make comments.
Author Contributions	Author contributions.	Fill in the title and content.
Funding	Funding.	You can add multiple Award groups and fill in the Award ID and Funding Resource for each fund Group. You can delete an Award Group, Award ID, and Funding Resource. Comments are supported on Award Group, Award ID, and Funding Resource
Institutional Review Board Statement	Institutional Review Board statement.	Fill in the title and content.

Informed Consent Statement	Informed Consent statement.	Fill in the title and content.
Data Availability Statement	Data Availability statement.	Fill in the title and content.
Acknowledgments	Acknowledgments.	Fill in the title and content.
Conflicts of Interest	Conflicts of Interest.	Fill in the title and content.
Sample Availability	Sample Availability.	Fill in the title and content.
Glossary/Nomenclature/Abbreviation	Glossary, nomenclature, and abbreviation.	You can add Glossary, Nomenclature, and Abbreviation.
Appendix	Appendix.	See Appendix.
References	References.	See Reference.
Notes/Footnotes	Notes and footnotes.	You can add multiple comments and fill in Label and Content.
Disclaimer/Publisher's Note	Disclaimer and Publisher's note.	--
Figures	Figures.	See Figure.
Tables	Tables.	See Table.

3.2. Top Toolbar

3.2.1. Text Editor

Table 2. Text Editor.

Keys	Description
Font Styles	The default is Paragraph, and you can select Paragraph, Heading1, Heading2, Heading3, Heading4, and Abstract Section.
Bold	When clicked, the selected content becomes bold.
Italic	When clicked, the selected content becomes italicized.
Underline	When clicked, the selected content is underlined.
StrikeThrough	When clicked, a line is added through the selected content.
Overline	When clicked, the selected content is overlined.
Subscript	When clicked, the selected content changes to the subscript style.
Superscript	When clicked, the selected content changes to superscript style.
Lower Case	When clicked, the selection is set to lower case.
Font	The font type can be selected. The font type reads the font label from the XML file.
List Type	Select the list type with different style which the system gives

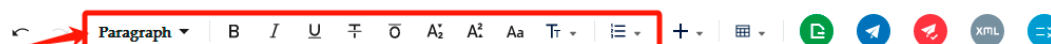


Figure 12. Text Editor.

3.2.2. Formula Editor

The formula editor facilitates authors in editing formulas within the manuscript. Currently, it offers two types of formula styles:

- Inline MathML
- Block MathML

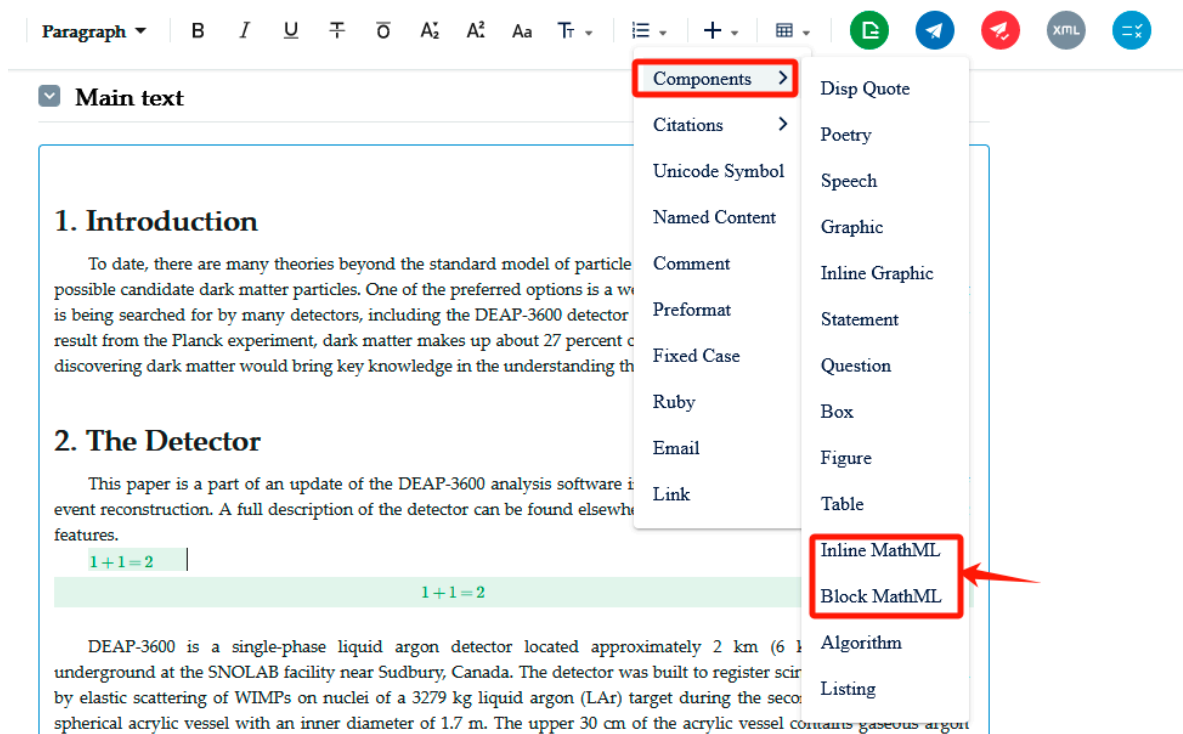


Figure 13. Add MathML.

The process to add and edit formulas in the main text is as follows:

1. Insert a formula at an appropriate location in the main text. You can choose between Inline MathML or Block MathML. Inline MathML will insert the formula at the cursor position, whereas Block MathML will insert the formula on the next line at the cursor position and allow you to edit a label for that formula.

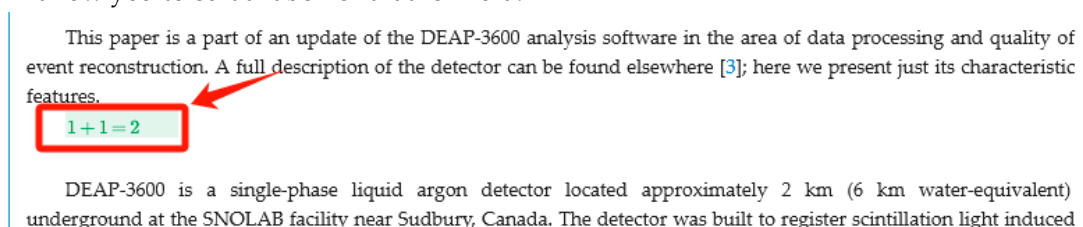
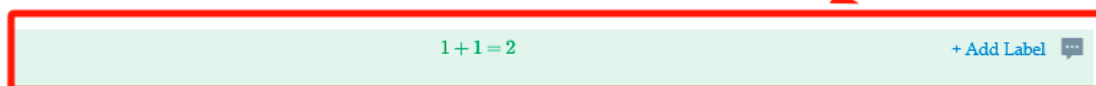


Figure 14. Inline MathML.

2. The Detector

This paper is a part of an update of the DEAP-3600 analysis software in the area of data processing and quality of event reconstruction. A full description of the detector can be found elsewhere [3]; here we present just its characteristic features.



DEAP-3600 is a single-phase liquid argon detector located approximately 2 km (6 km water-equivalent) underground at the SNOLAB facility near Sudbury, Canada. The detector was built to register scintillation light induced

Figure 15. Block MathML.

- Clicking on the formula area will bring up the formula editor.

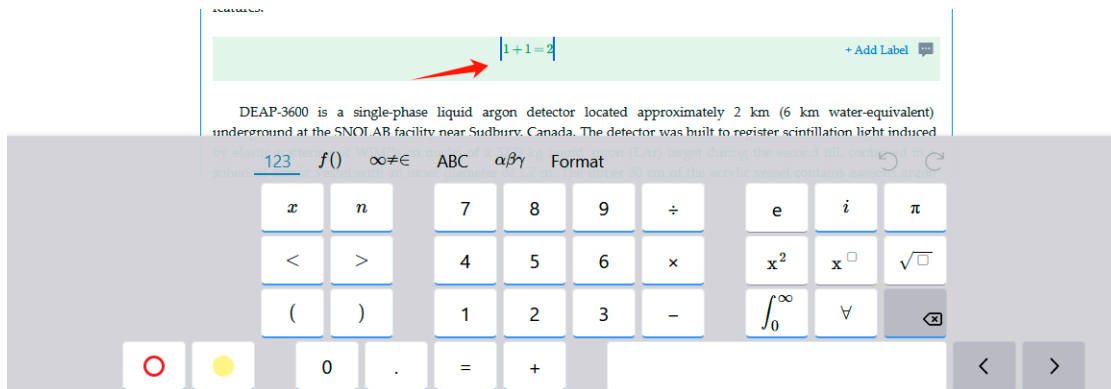


Figure 16. Activate the formula editor.

- The formula editor is divided into several sections from left to right: Numbers, Functions, Operators, Roman Letters, Greek Letters, and Formatting.

- You can complete the editing of numerical values in the Numbers section of the formula editor.

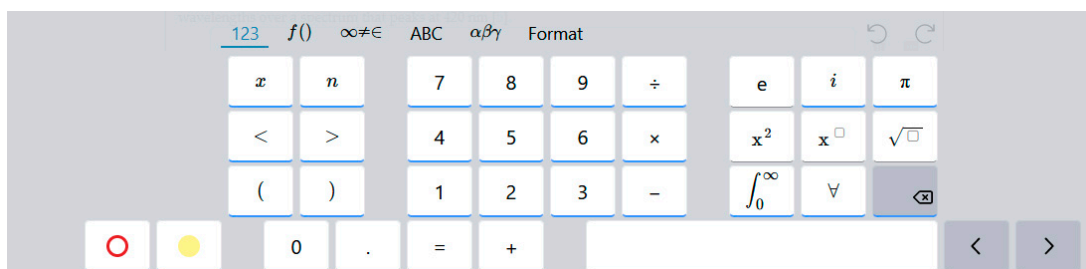


Figure 17. Formula editor-numeric.

- You can select the necessary functions for the formula in the Functions section.

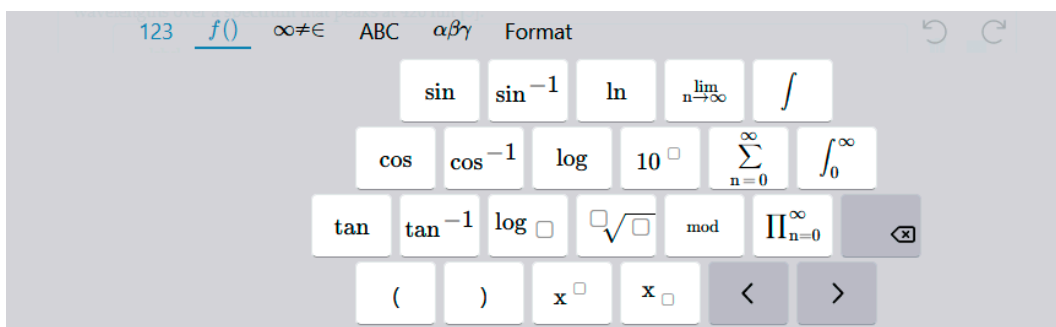


Figure 18. Formula editor-functions.

- You can select the required operators for the formula in the Operators section.

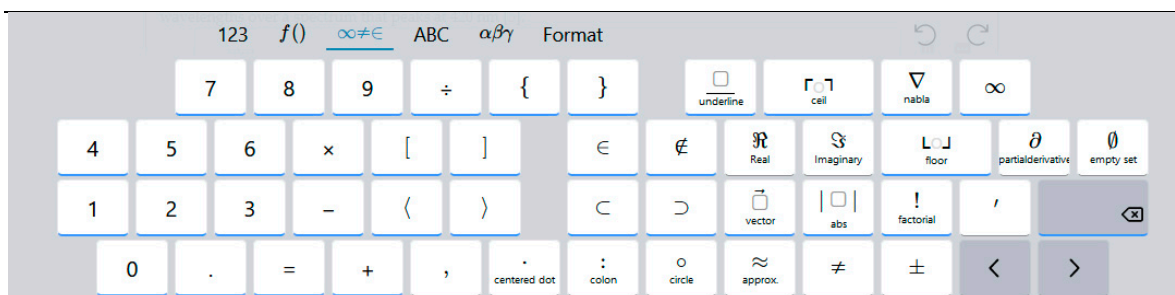


Figure 19. Formula editor-symbols.

- You can select letters to form variables in the Roman Letters section. If variables require Greek letters, select them in the Greek Letters section.

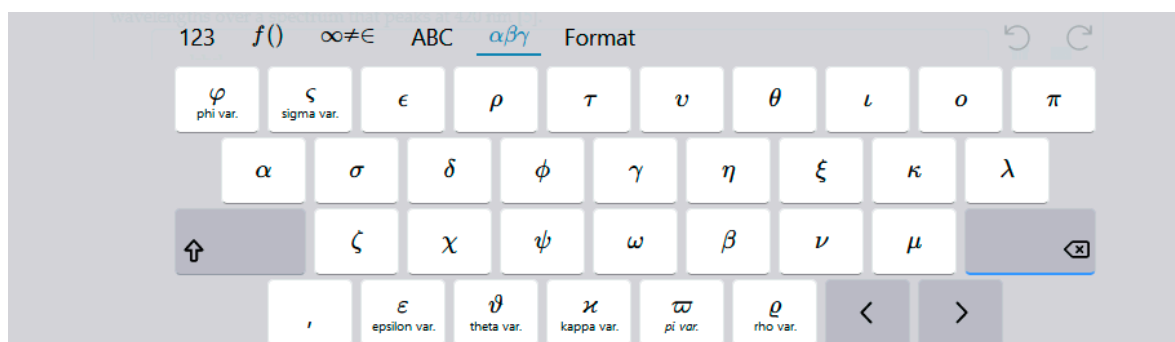


Figure 20. Formula editor-Roman letters.

- You can adjust the style of the formula in the Formatting section.

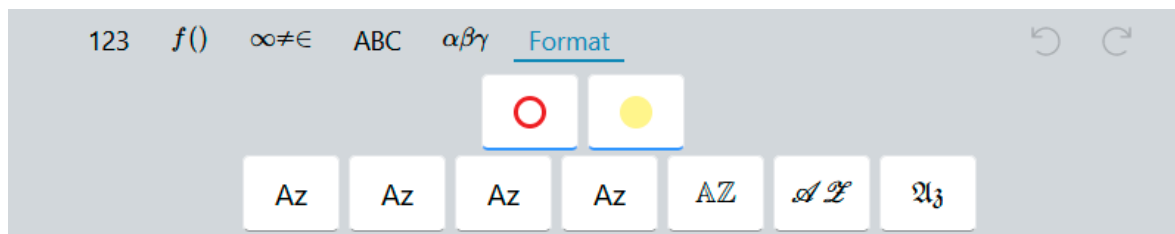


Figure 21. Formula editor-Greek letters.

Using the formula editor, you can freely combine the desired content of the formula.

3.2.3. Track Changes

Track Changes facilitates authors in identifying modifications and deletions, where deleted content is marked in red, and newly added content is marked in green. This allows authors to visually discern the edited content and its location on the page.

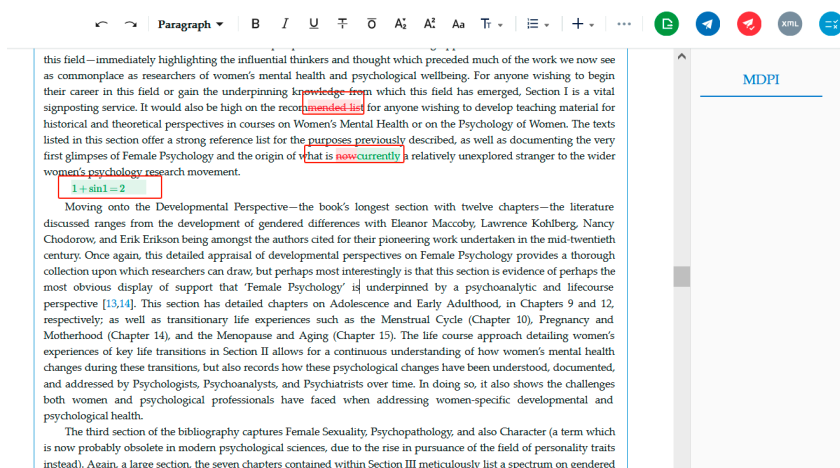


Figure 22. Track Changes.

3.2.4. Table Tool

The table tool facilitates authors in handling the content of tables within manuscripts, offering various operations such as adding/deleting rows and columns, merging and splitting cells, setting alignment within the table, and more. Please refer to the following instructions for specific operations:

- Add column before: Adds a column before the selected column.
- Add column after: Adds a column after the selected column.
- Delete column: Deletes the selected column.
- Add row before: Adds a row above the selected row.
- Add row after: Adds a row below the selected row.
- Delete row: Deletes the row.
- Delete table: Deletes the table.
- Merge cells: Merges selected cells.
- Split cells: Splits the selected cells. You can choose the number and direction of the split cells.
- Background: Selects the background color of the cell.
- Border: Includes Border style and Border color, which can be set separately.
- Align: Sets how the cells are aligned horizontally.
- Valign: Sets the vertical alignment of the cells.

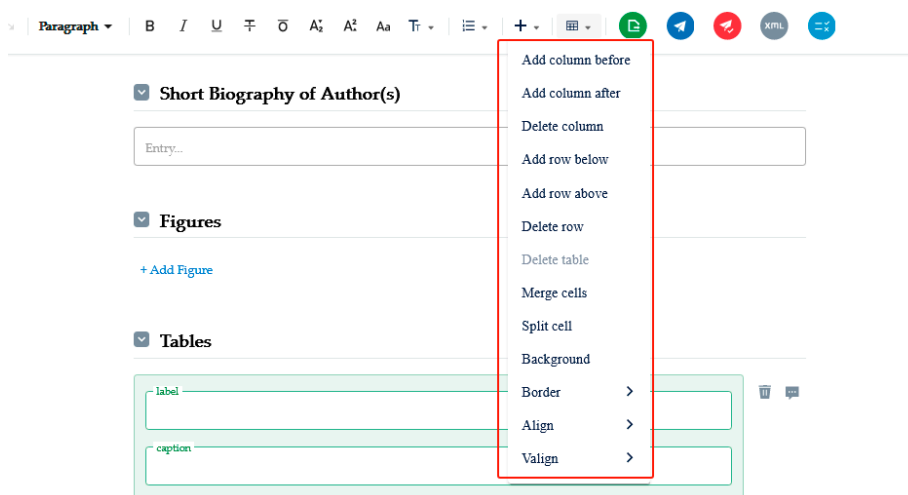


Figure 23. Table Tool.

3.2.5. Functional Operations

The author interface provides two action buttons: "Transfer" and "Complete". Authors can transfer the editing permission to the next co-author by clicking the "Transfer" button. They can also click the "Complete" button to finalize the handling of the manuscript. It's important to note:

1. Authors can only click the "Complete" button once they have finished addressing all comments from the AE/PRE(Assistant Editor/Proofreading Editor) and resolved them.
2. After clicking the "Complete" button, the handling authority of the manuscript will revert back to the AE/PRE(Assistant Editor/Proofreading Editor) side. Authors will have read-only access and won't be able to make further edits.



Figure 24. Functional Operations.

3.3. Comment Area

The comment area is designed to facilitate communication between MDPI internal personnel and authors, aiming to enhance the efficiency of manuscript processing. The comment section is divided into two parts: "MDPI Comment" and "Author Comment". Comments from MDPI internal personnel and authors are managed separately within these two categories. The typical workflow is as follows:

- AE(Assistant Editor) and PRE (Proofreading Editor) will provide comments in the "MDPI Comment" section regarding concerns and queries related to the manuscript.
- The comment area can be collapsed and expanded.
- When the mouse hovers over "Author", it will display user information such as username and email.

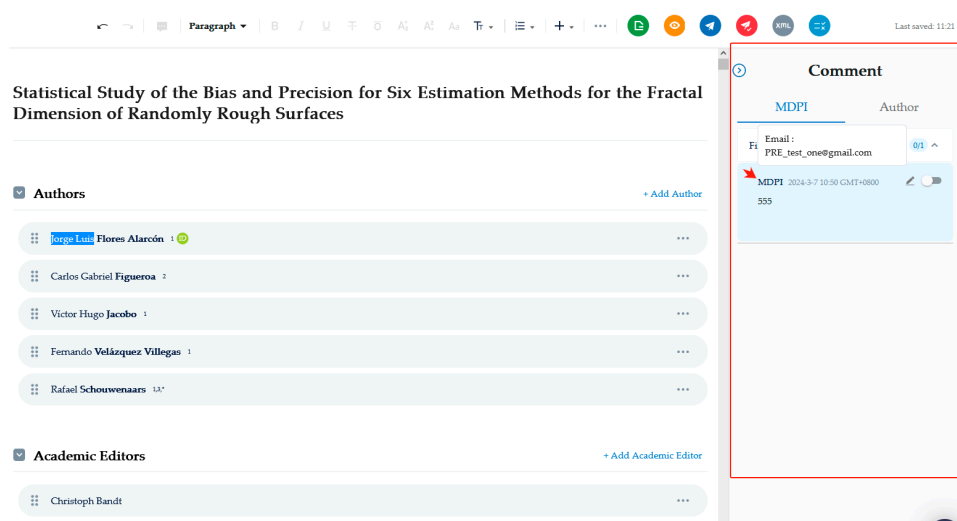


Figure 25. Comment Area-MDPI Comment.

- When the manuscript is submitted to the author for handling, the author can view comments from the AE/PRE(Assistant Editor/Proofreading Editor) and respond to them. Once concerns or issues are resolved, the author needs to perform a "resolve" action on the

problem. Only after the author has replied to and resolved all comments left by the AE/PRE (Assistant Editor/Proofreading Editor) can they proceed with the "Complete" action.

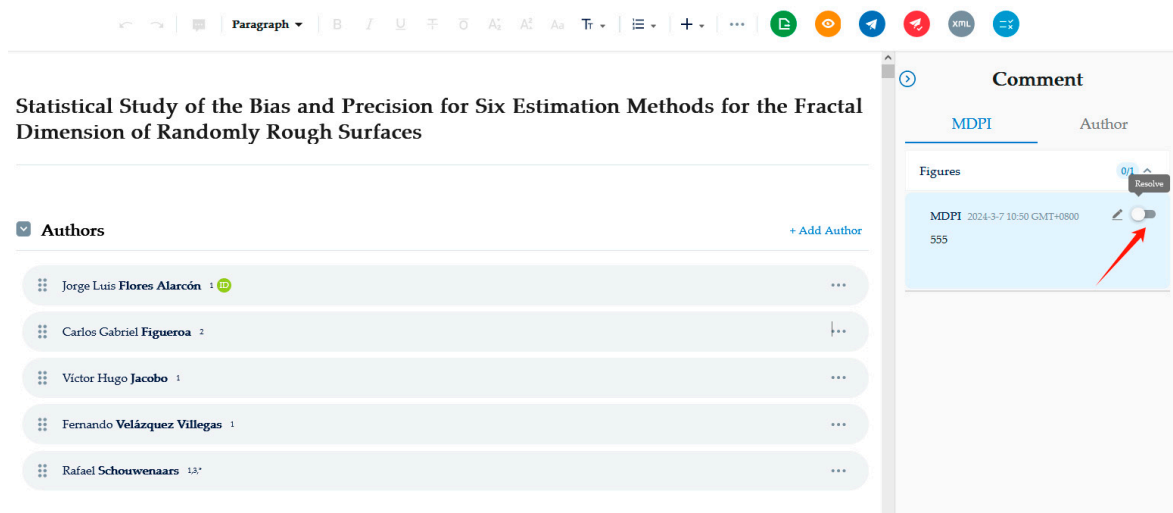


Figure 26. Comment Area-Author Comment.

At the same time, authors can also initiate comments and messages. The comments made by authors will be displayed under "Author Comment". Authors can provide comments through three different methods.

- Select the component you want to comment on, click on the comment icon located on the right side of the component, and provide comments in the comment area within the popup window.

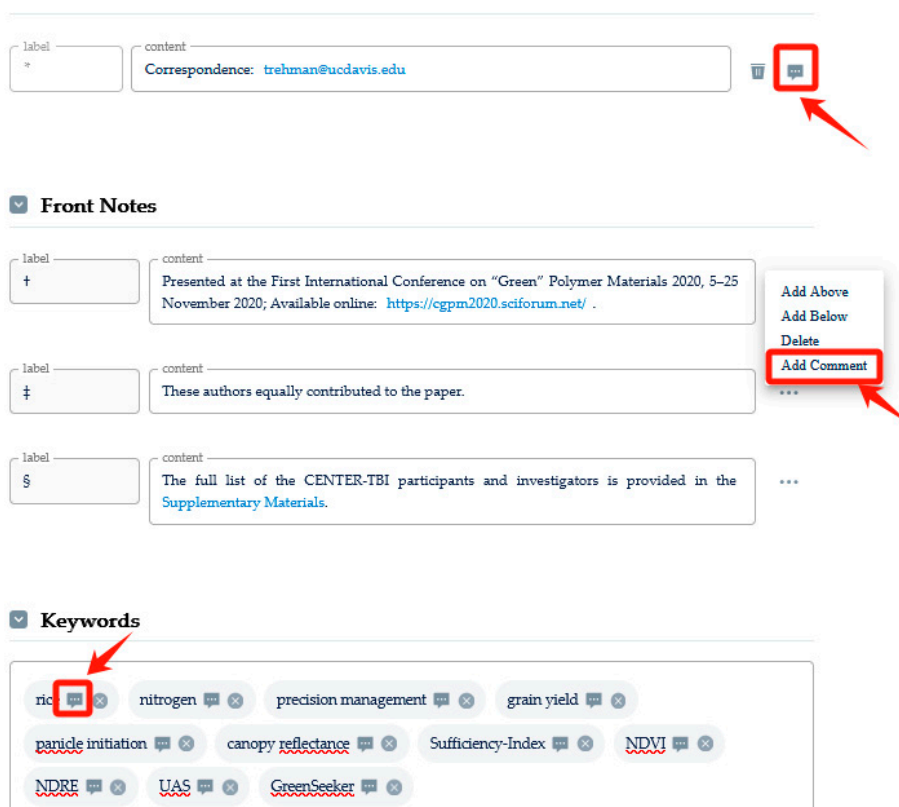


Figure 27. Add comments by clicking the comment icon.

- Within the input box, highlight the content to be commented on, then insert the comment text.

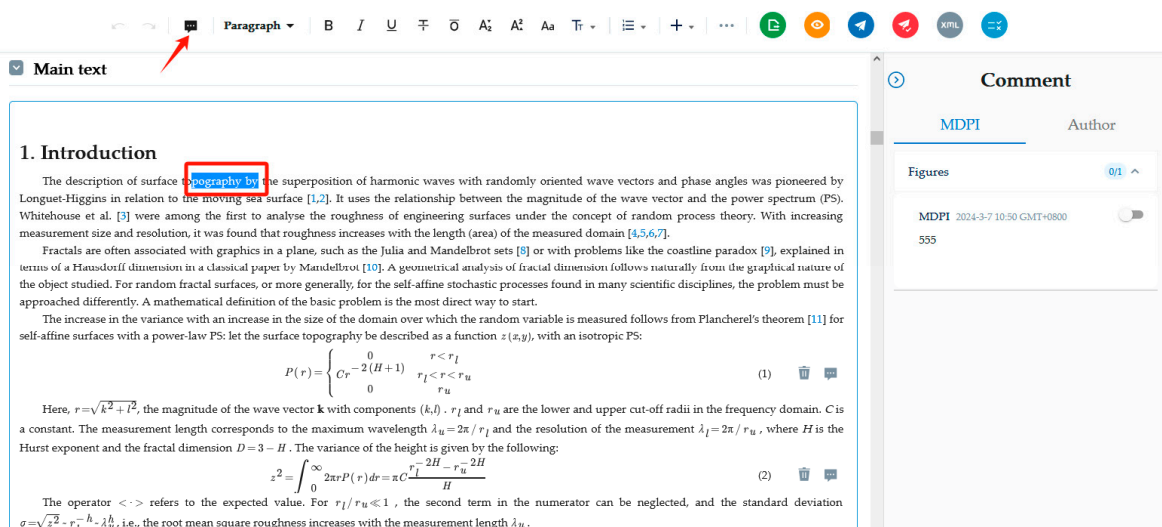


Figure 28. Add comments to text within the main body.

- In the comment section on the right-hand side, locate the section that requires a comment and proceed with a reply.



Figure 29. Reply in the comment area on the right-hand side.

4. Operation Process

4.1. How to Enter the OP System

4.1.1. Receive Email

Once the AE/PRE (Assistant Editor/Proofreading Editor) has proofread the submission, the author will receive a notification email containing the access link to the OP system.

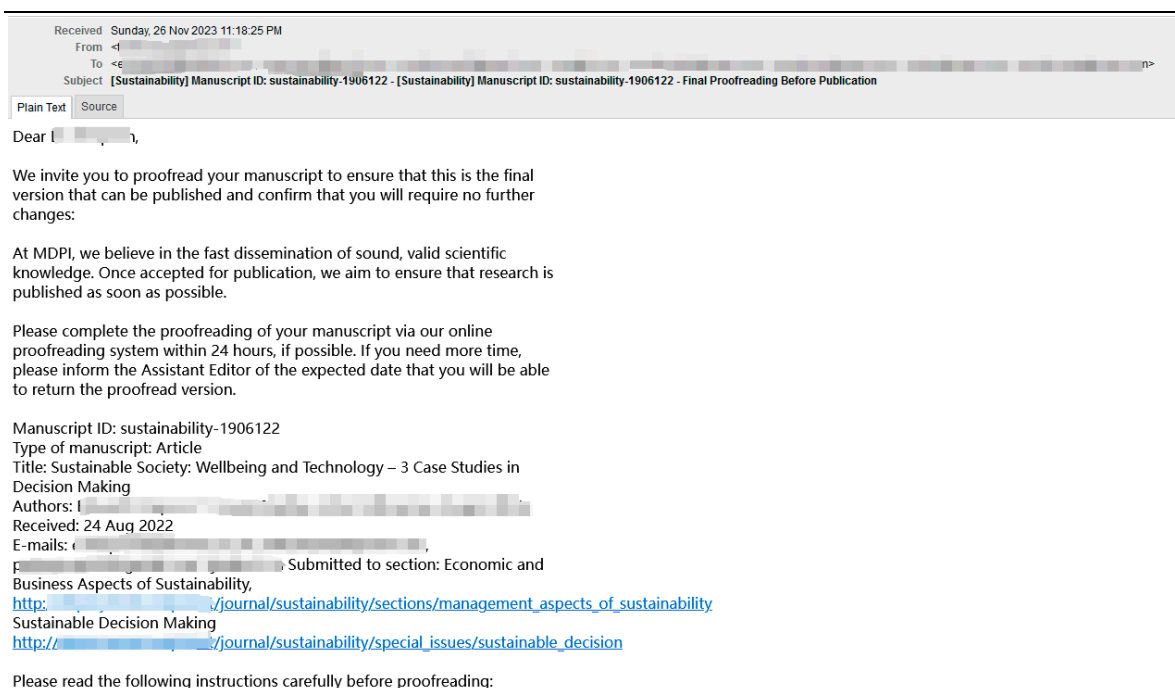


Figure 30. Receive Email.

4.1.2. Log in to SuSy Account

The author can access the SuSy system login page via the following URL: <https://login.mdpi.com/login> They can then enter their account credentials and log into the SuSy system.

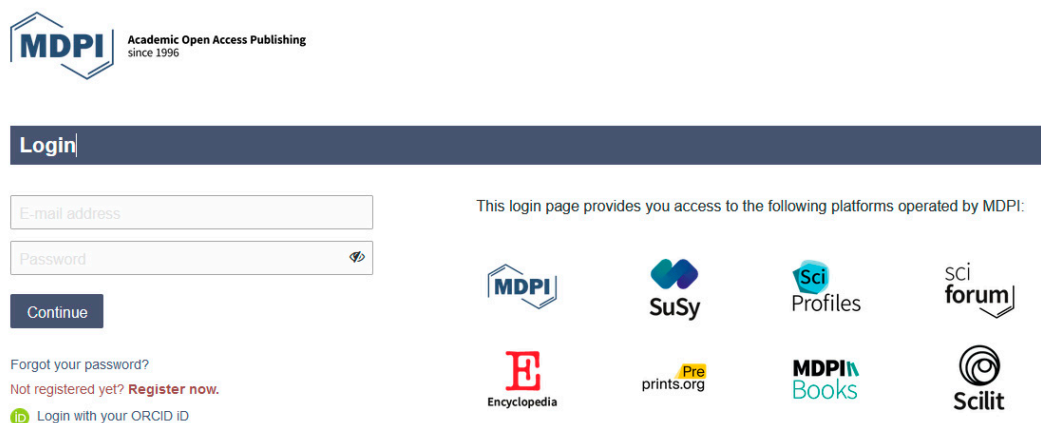


Figure 31. Log in to SuSy system.

4.1.3. Copy OP Link from Email

The proofreading link can be copied from the email and pasted into a browser. The OP system can then be accessed through the manuscript details page.

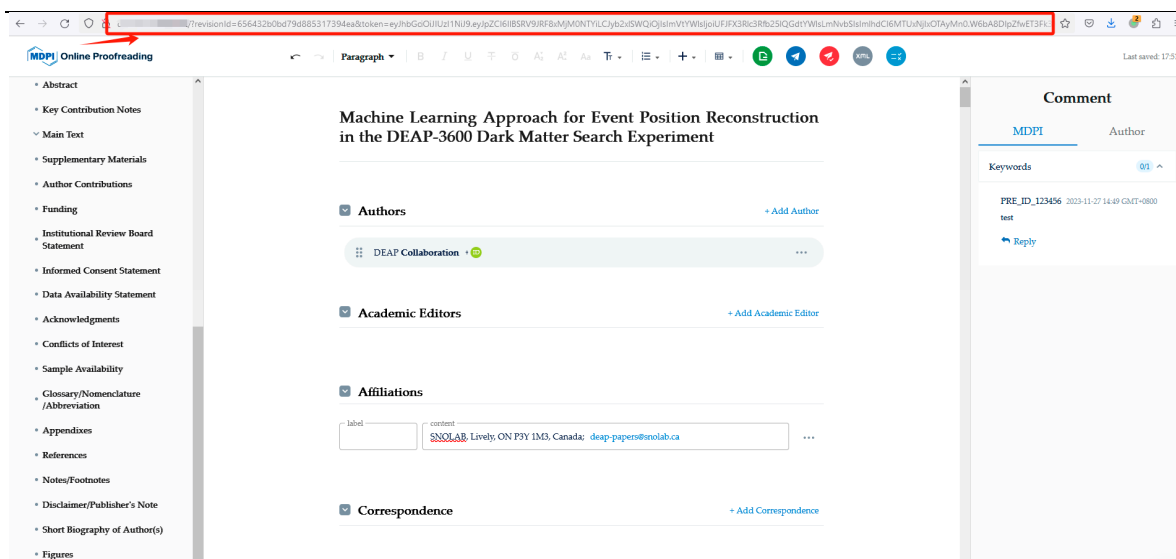


Figure 32. Copy Op Link from Email.

4.2. Proofreading Online

4.2.1. Review Comments and Respond

Once they have gained access to the OP system, the author can view comments left by the AE/PRE (Assistant Editor/Proofreading Editor) and respond to them. They can also leave their comments in the Author Comment section. If multiple authors access the OP system simultaneously, only the first author to enter will have editing privileges. The other authors will have read-only access. Editing capabilities will be available to the second author only when the first author exits the system.

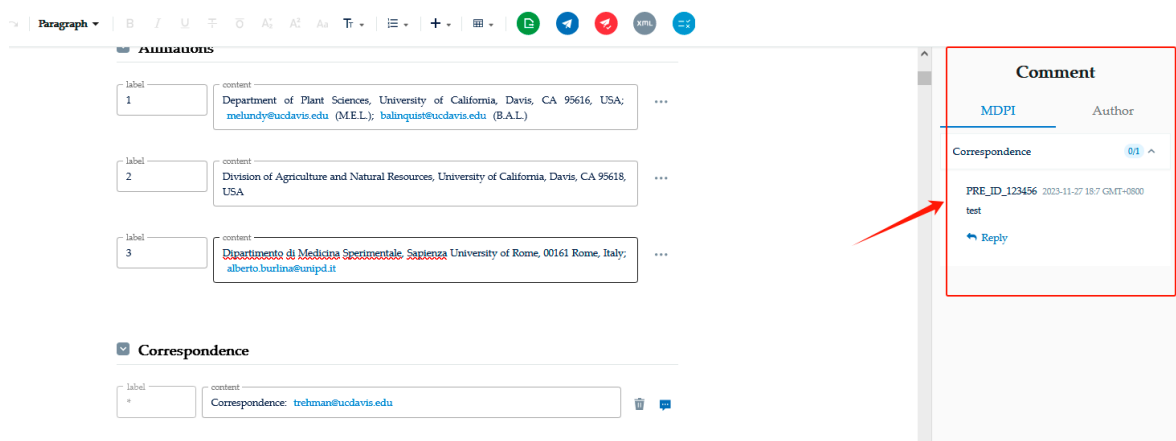


Figure 33. Review comments and respond.

4.2.2. Review the Manuscript

Authors can review MDPI comments and address any questions that require responses by reviewing, replying, and making any necessary modifications.

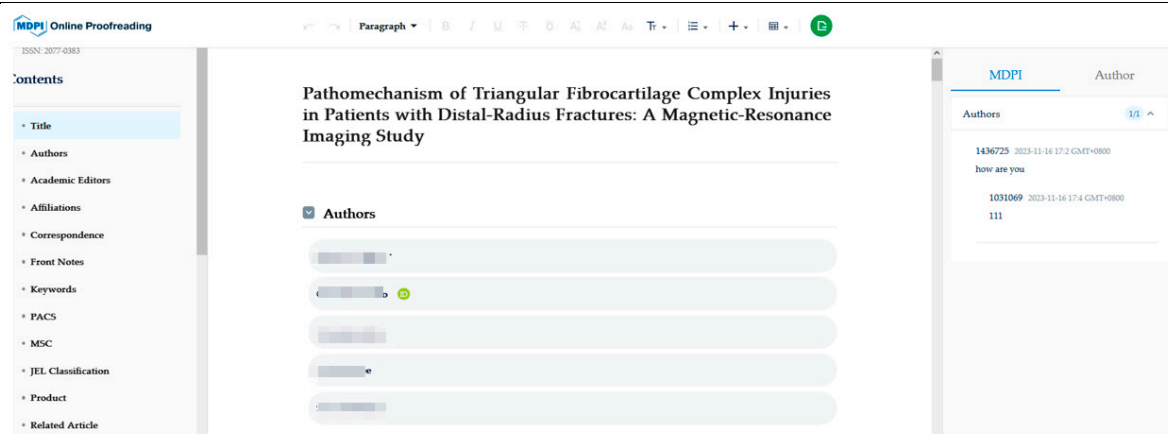


Figure 34. Review the manuscript.

4.2.3. Resolve Comments and Submit

Before clicking the 'Complete' button, authors need to 'Resolve' all comments in the MDPI section. Only after resolving all comments can the submission proceed normally.

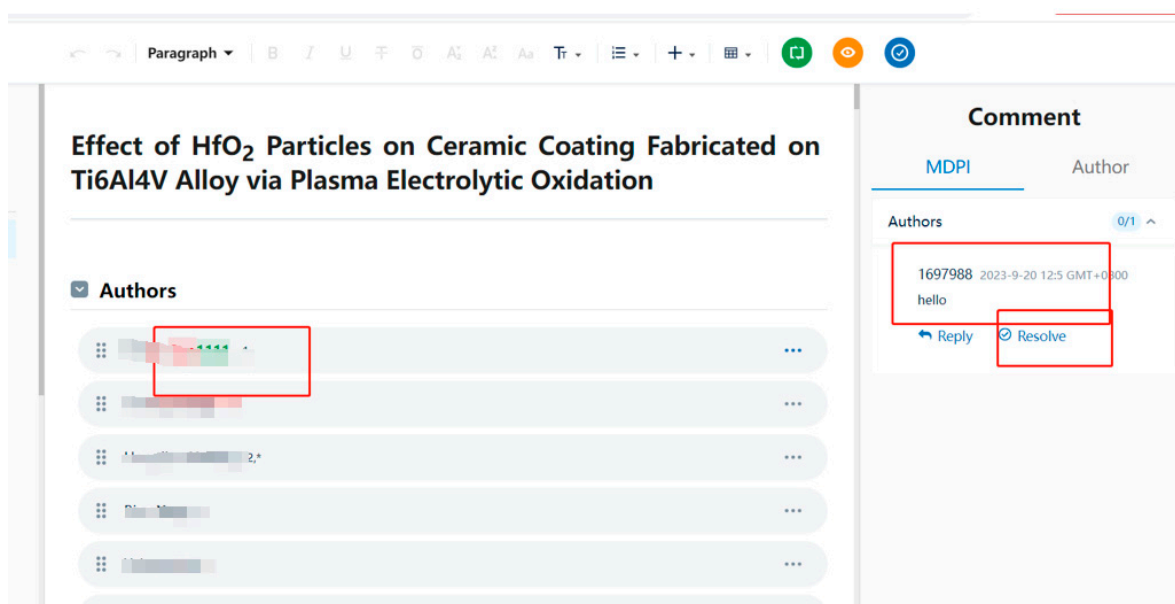


Figure 35. Resolve comments and submit.

4.3. Other (Multiple Rounds of Proofreading)

If the AE/PRE (Assistant Editor/Proofreading Editor) requests further proofreading from the author once the manuscript has been submitted, the author will receive a notification email and should repeat the aforementioned process.