

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)  
21-5-2, Block E, Diamond Square  
Jalan 3/50, Off Jalan Gombak  
53000 Kuala Lumpur  
Malaysia



©2021 Malaysian Society of Parasitology and Tropical Medicine. All rights reserved.

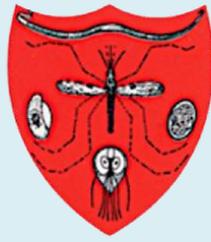
# TABLE OF CONTENTS

---

Content	Page
Table of Contents	1
<b>1.0 All Users</b>	
1.1 <a href="#">Signing Up and Profile Creation</a>	2-6
1.2 <a href="#">Forgot Password</a>	7-8
<b>2.0 Authors</b>	
2.1 <a href="#">Manuscript Submission</a>	9-10
2.2 <a href="#">Review Process</a>	11-12
2.3 <a href="#">Publication Requirements</a>	13
<b>3.0 Reviewers</b>	
3.1 <a href="#">Request to become a Reviewer</a>	14-16
3.2 <a href="#">Review Process</a>	17-21
<b>4.0 Review Process Milestones and Automated Emails</b>	
4.1 <a href="#">Publication Process Flow Milestones</a>	22
4.2 <a href="#">Definition of Automated Emails</a>	23
4.3 <a href="#">List of Automated Emails</a>	23

## **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.



Malaysian Society of Parasitology  
& Tropical Medicine

**Tropical Biomedicine  
Online Submission System**  
*powered by*

OpusSoft

---

journal management system

# 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.

Malaysian Society of Parasitology & Tropical Medicine

**Tropical Biomedicine Online Submission System**  
powered by OpusSoft

Sign up to create an account

Email

Password (max 12 characters)  0% **Too Short**

8 to 12 characters including one upper case & one digit

Confirm Password

By clicking the "Signup" button below, I authorize Tropical Biomedicine to collect, process and store my personal data for the purpose of my usage of TB website and understand that my data will be stored securely in accordance to the Personal Data Protection Act 2010.

[Signup](#) [Back to Login](#)

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.

**We need to confirm your email address.**

Please check your email and click the confirmation link to complete your registration. The email can take a few minutes to arrive.



Malaysian Society of Parasitology & Tropical Medicine

**Tropical Biomedicine Online Submission System**  
powered by OpusSoft

Sign up to create an account

tbtester2020@gmail.com

\*\*\*\*\*  80% **Strong**

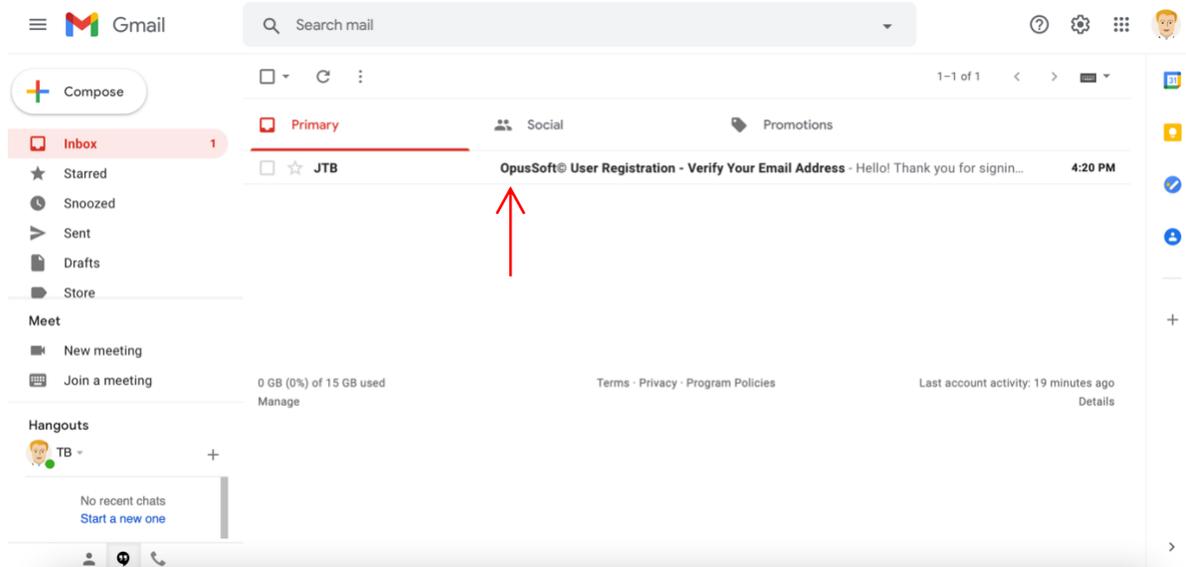
8 to 12 characters including one upper case & one digit

\*\*\*\*\*

By clicking the "Signup" button below, I authorize Tropical Biomedicine to collect, process and store my personal data for the purpose of my usage of TB website and understand that my data will be stored securely in accordance to the Personal Data Protection Act 2010.

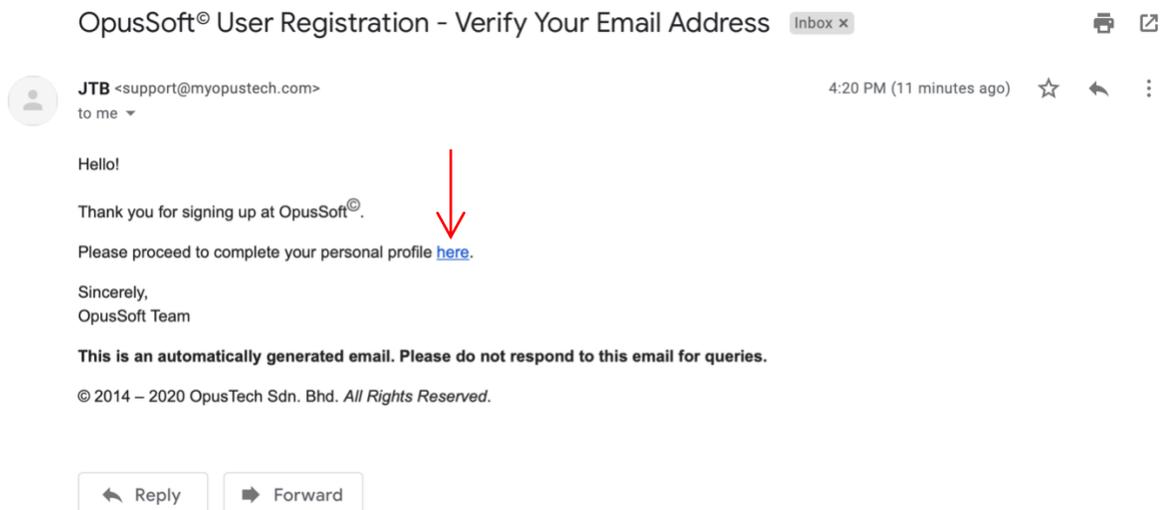
[Signup](#) [Back to Login](#)

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”.

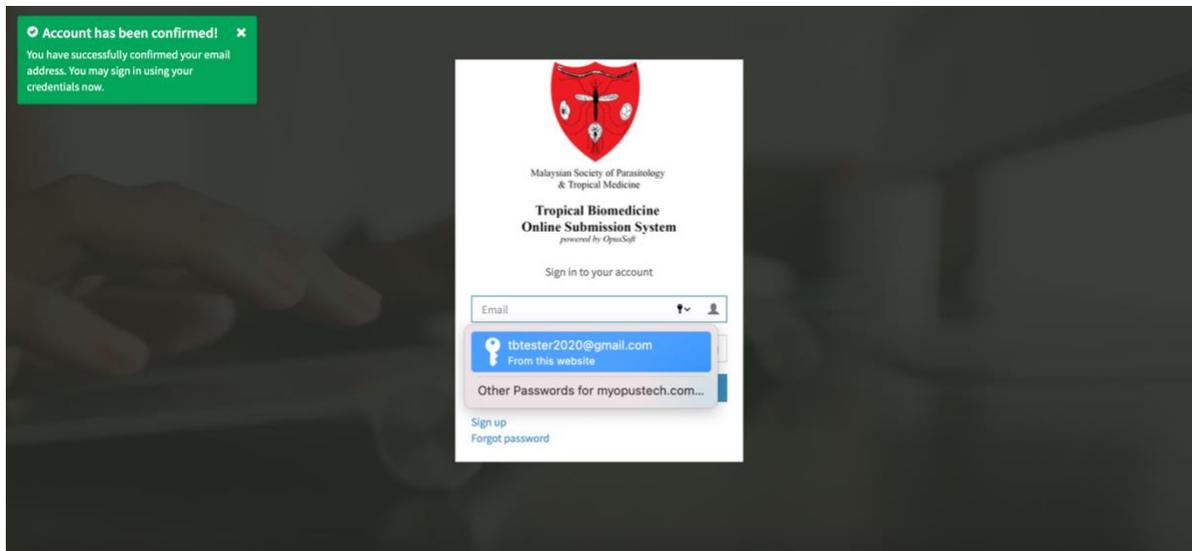


If you think the verification email could not be detected in your **Inbox, Spam or Junk folders**, kindly request to resend the verification email by sending an email to [editor.msptm@gmail.com](mailto:editor.msptm@gmail.com) and include “OpusSoft Resend Verification Email Request” in the subject.

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.



(continued next page)



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.

**Create Your Profile**

Salutation  
Select...

Surname / Family Name  
[Text Field]

Middle Initials  
[Text Field]

First Name  
[Text Field]

Gender  
Select...

University / Institution / Company Name  
[Text Field]

Faculty / Department  
[Text Field]

Position  
Select ...

Address  
[Text Area]

Postcode  
[Text Field]

City  
[Text Field]

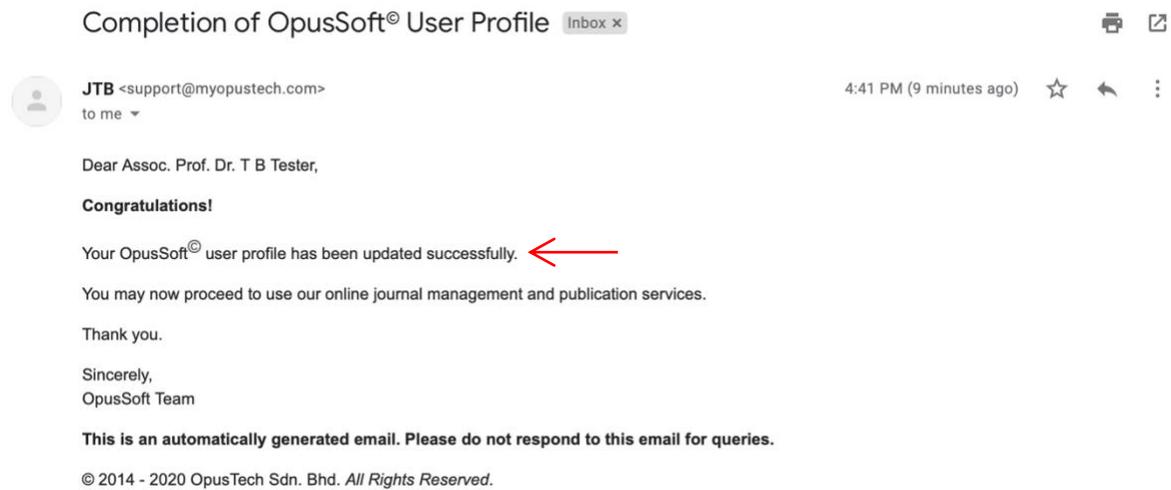
Country  
Select ...

Region / State  
-- Select --

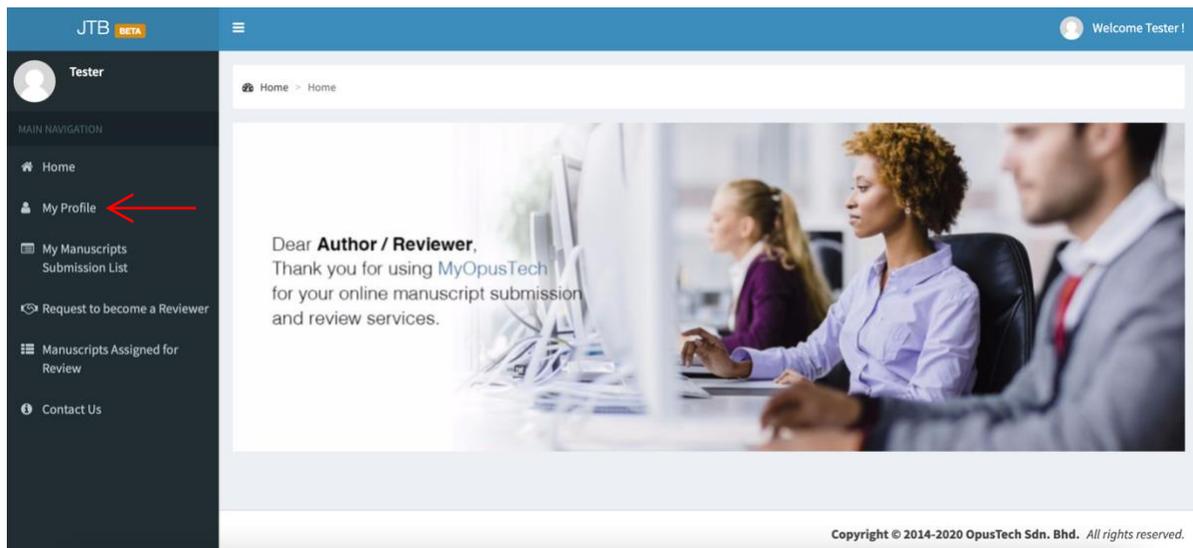
Phone (Desk)  
[Text Field]

Phone (Mobile)  
[Text Field]

6. Check out for email subject “Completion of OpusSoft® User Profile” in your Inbox.



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.



(continued next page)

JTB BETA Welcome Tester!

Home > Assoc. Prof. Dr. T B Tester

**Tester**

MAIN NAVIGATION

- Home
- My Profile
- My Manuscripts Submission List
- Request to become a Reviewer
- Manuscripts Assigned for Review
- Contact Us

Update Profile
Change Password
Upload Photo



**Assoc. Prof. Dr. T B Tester**  
Consultant  
tbtester2020@gmail.com

**Salutation \***

**Surname / Family Name \***

**Middle Initials**

**First Name \***

**Gender \***

**University / Institution / Company Name \***

**Faculty / Department \***

**Position \***

**Address \***

JTB BETA Welcome Tester!

**Success!** Your profile picture was successfully saved.

Home > Assoc. Prof. Dr. T B Tester

**Tester**

MAIN NAVIGATION

- Home
- My Profile
- My Manuscripts Submission List
- Request to become a Reviewer
- Manuscripts Assigned for Review
- Contact Us

Update Profile
Change Password
Upload Photo



**Assoc. Prof. Dr. T B Tester**  
Consultant  
tbtester2020@gmail.com

**Salutation \***

**Surname / Family Name \***

**Middle Initials**

**First Name \***

**Gender \***

**University / Institution / Company Name \***

**Faculty / Department \***

**Position \***

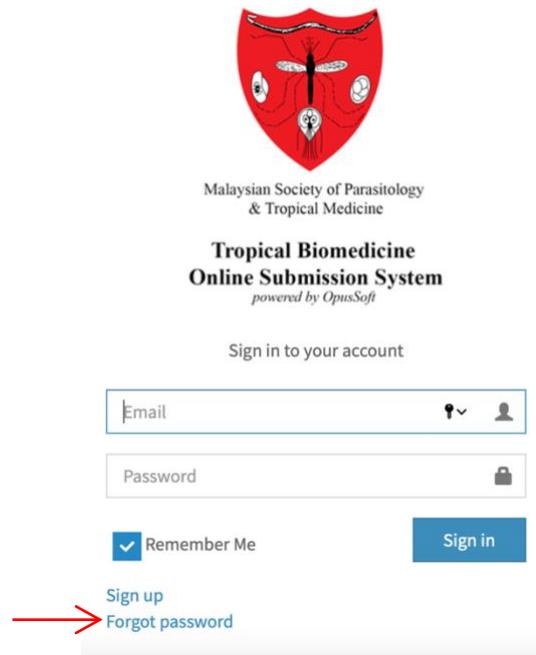
**Address \***

Return to Table of Content

## 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.



Malaysian Society of Parasitology  
& Tropical Medicine

**Tropical Biomedicine  
Online Submission System**  
*powered by OpusSoft*

Sign in to your account

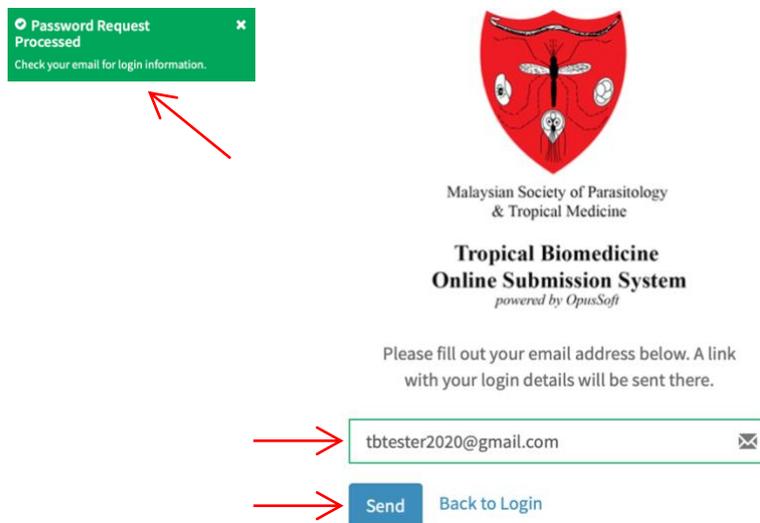
Email

Password

Remember Me

[Sign up](#)  
[Forgot password](#)

2. Key in your email address (username) and click  , and proceed to the next step.



Password Request Processed  
Check your email for login information.

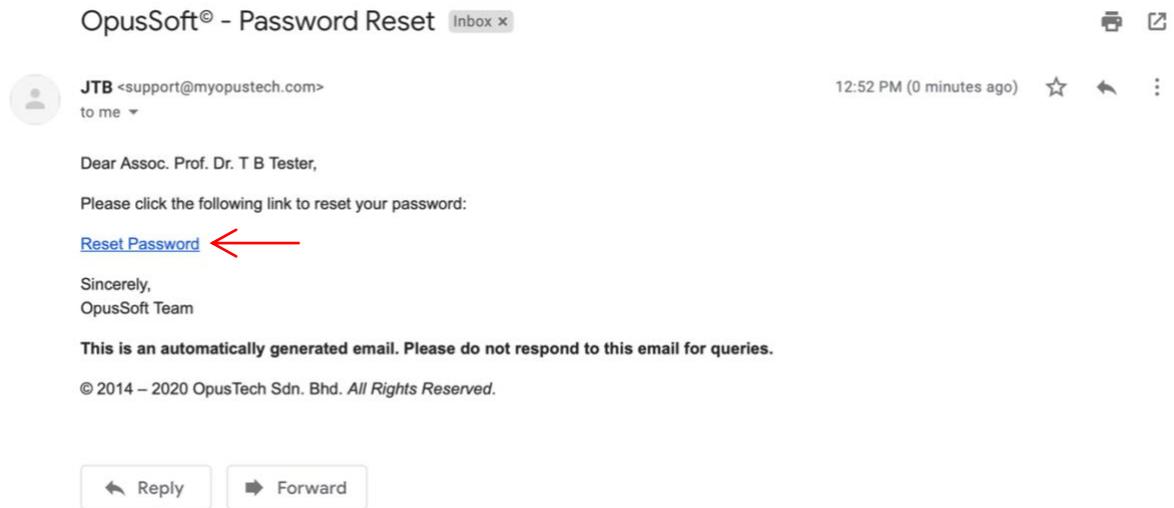
Malaysian Society of Parasitology  
& Tropical Medicine

**Tropical Biomedicine  
Online Submission System**  
*powered by OpusSoft*

Please fill out your email address below. A link with your login details will be sent there.

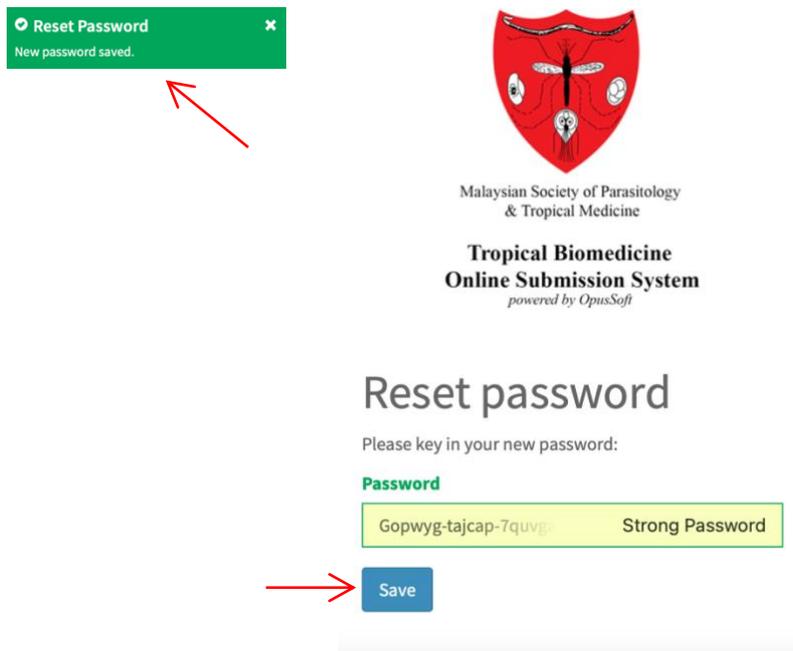
[Back to Login](#)

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.



[Return to Table of Content](#)



Malaysian Society of Parasitology  
& Tropical Medicine

**Tropical Biomedicine**  
**Online Submission System**  
*powered by*

OpusSoft

---

journal management system

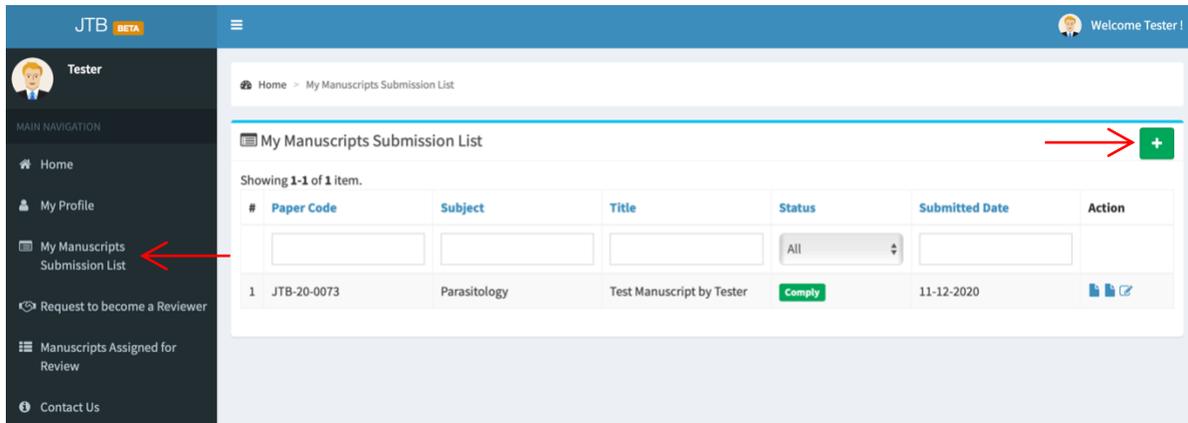
# TECHNICAL MANUAL

2.0 AUTHORS

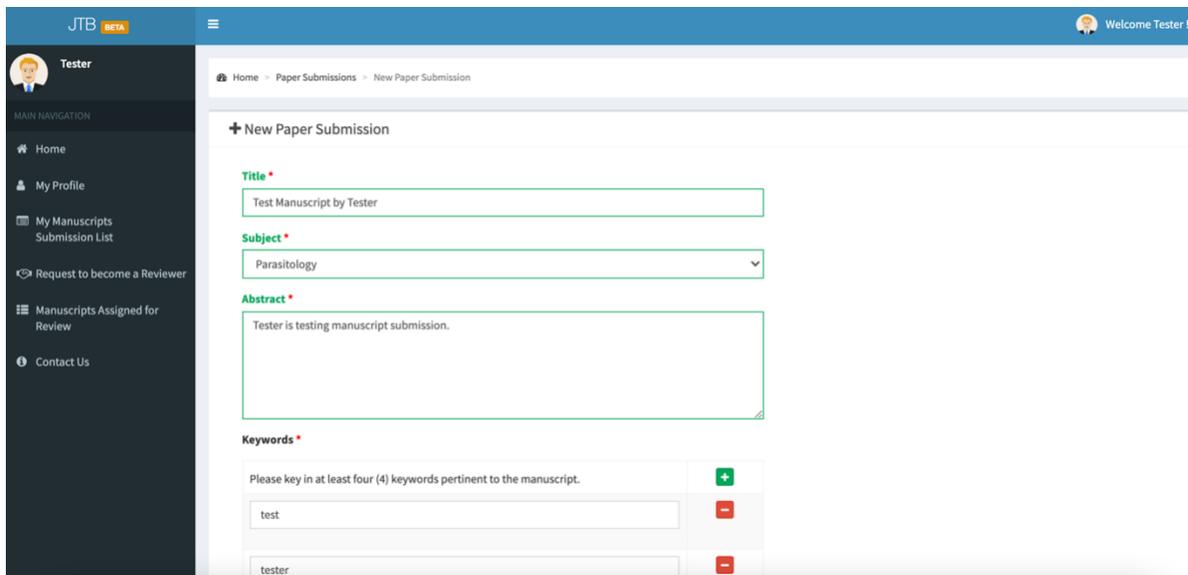
**Manuscript Submission, Review Process and  
Publication Requirements**

## 2.1 Manuscript Submission (for Authors)

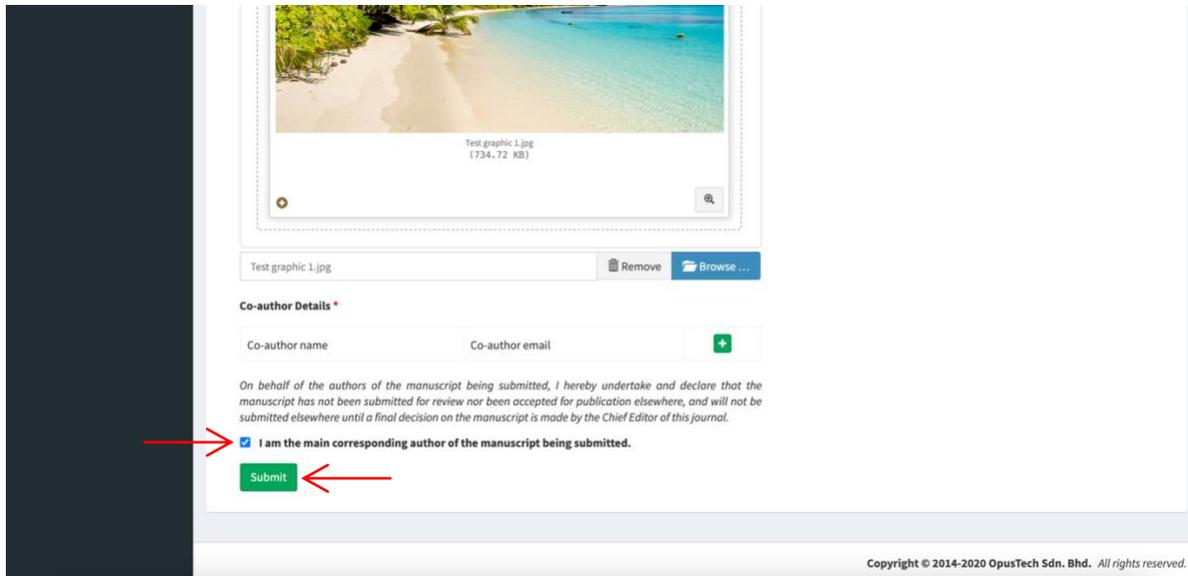
1. Go to <https://tb.myopustech.com> and login.
2. At the **My Manuscripts Submission List** menu, click on the  button at the top right corner.



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

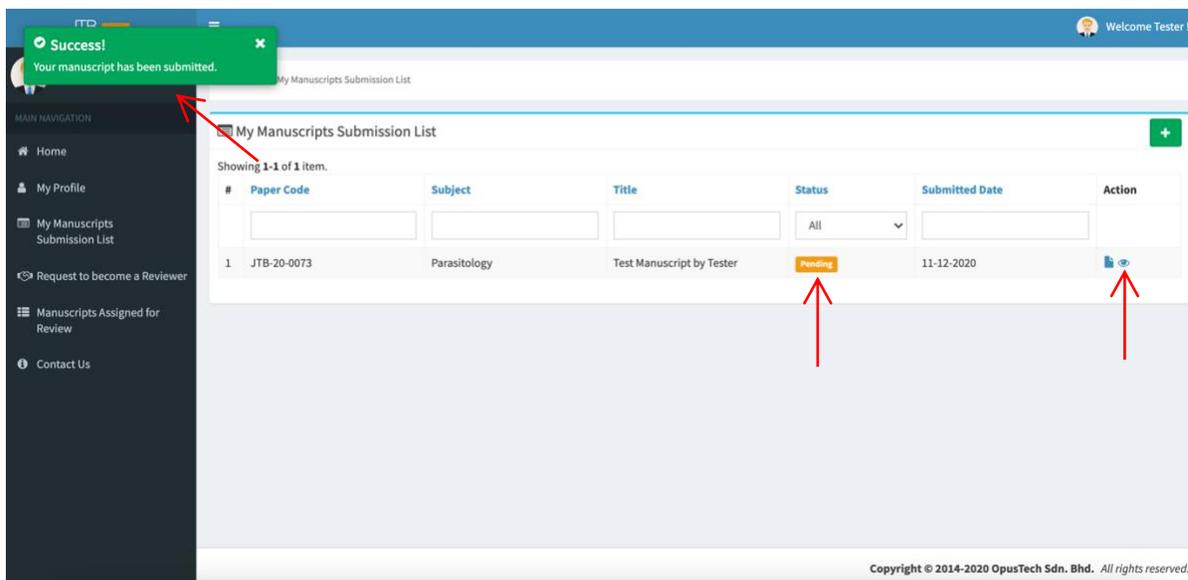


(continued next page)



- 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 **Pending** tag indicates the newly submitted manuscript is pending compliance check.



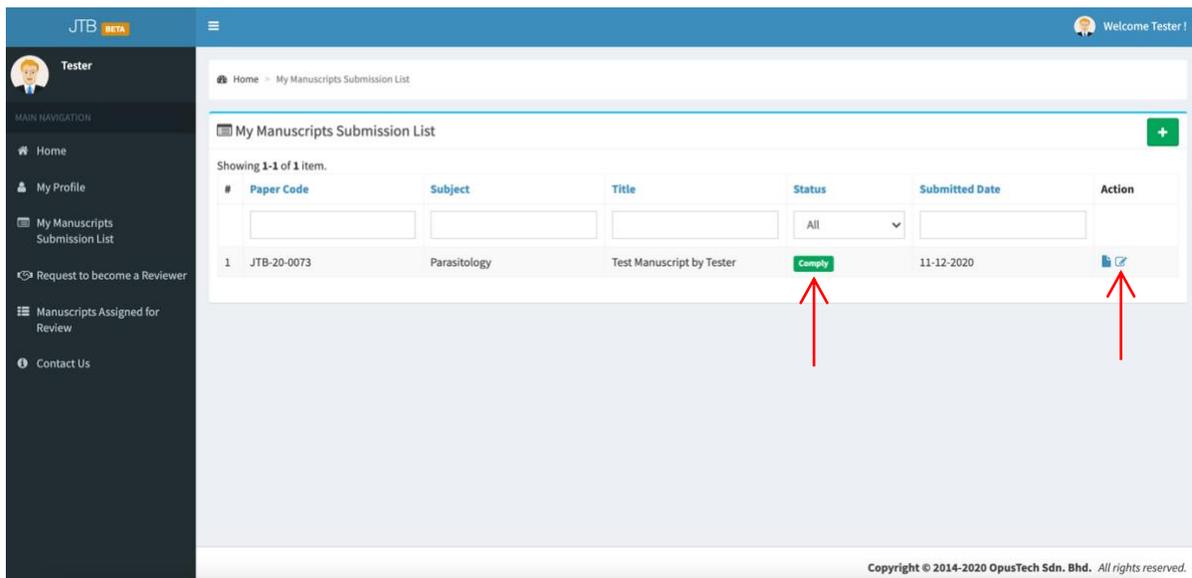
[Return to Table of Content](#) 

## 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 <paper\_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.



The screenshot displays the 'My Manuscripts Submission List' interface. The table contains the following data:

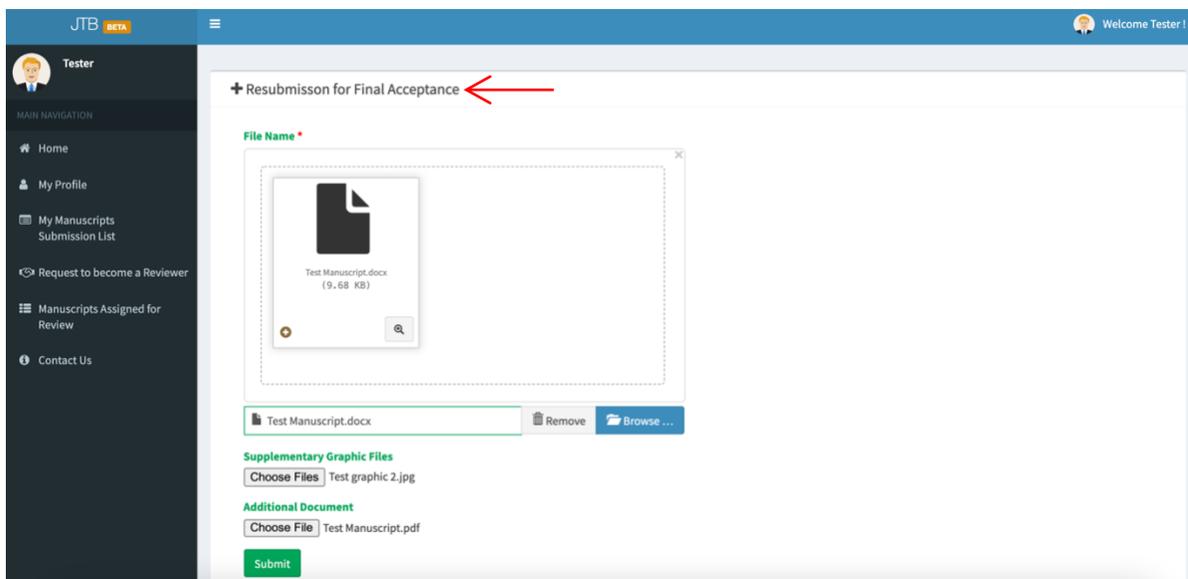
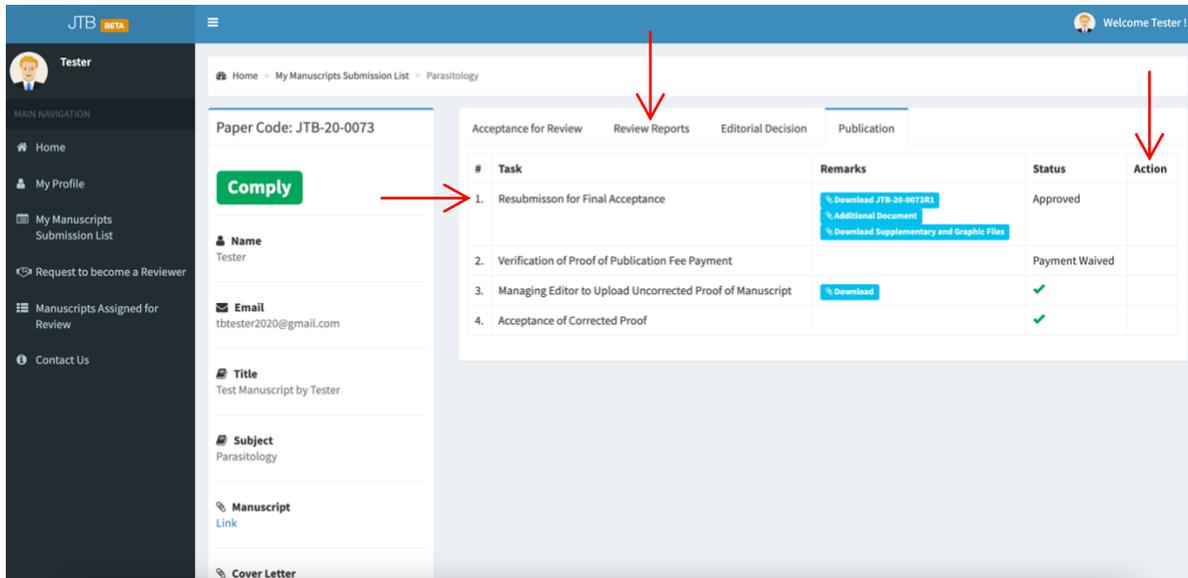
#	Paper Code	Subject	Title	Status	Submitted Date	Action
1	JTB-20-0073	Parasitology	Test Manuscript by Tester	Comply	11-12-2020	

Copyright © 2014-2020 OpusTech Sdn. Bhd. All rights reserved.

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.



[Return to Table of Content](#)

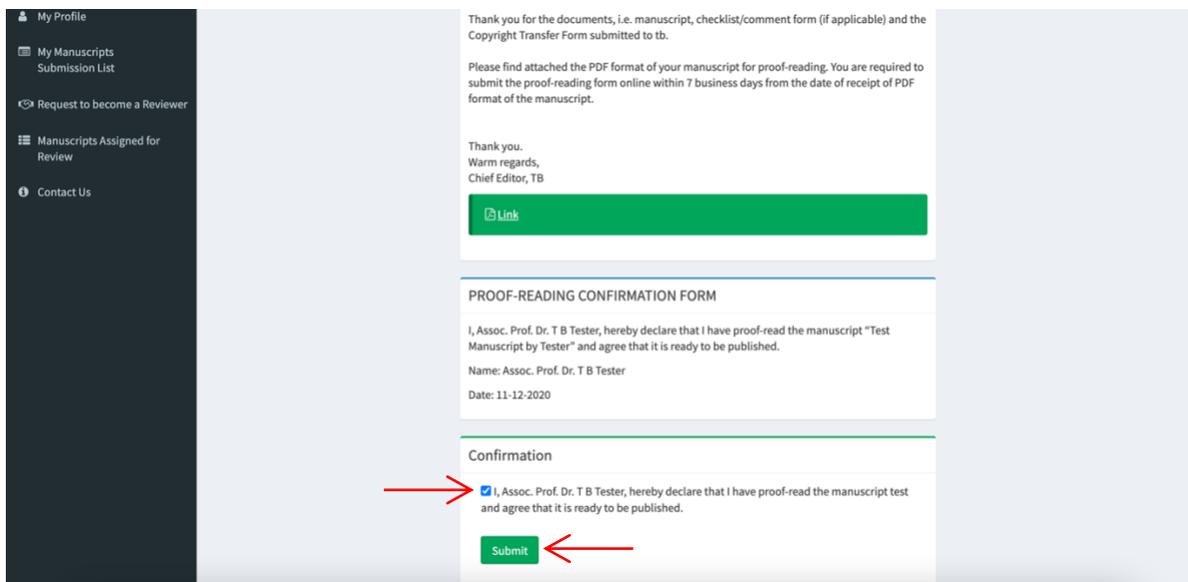
## 2.3 Publication Requirements

(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.



My Profile

- My Manuscripts Submission List
- Request to become a Reviewer
- Manuscripts Assigned for Review
- Contact Us

Thank you for the documents, i.e. manuscript, checklist/comment form (if applicable) and the Copyright Transfer Form submitted to tb.

Please find attached the PDF format of your manuscript for proof-reading. You are required to submit the proof-reading form online within 7 business days from the date of receipt of PDF format of the manuscript.

Thank you.  
Warm regards,  
Chief Editor, TB

[Link](#)

**PROOF-READING CONFIRMATION FORM**

I, Assoc. Prof. Dr. T B Tester, hereby declare that I have proof-read the manuscript "Test Manuscript by Tester" and agree that it is ready to be published.

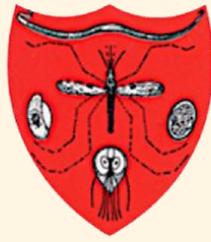
Name: Assoc. Prof. Dr. T B Tester  
Date: 11-12-2020

**Confirmation**

I, Assoc. Prof. Dr. T B Tester, hereby declare that I have proof-read the manuscript test and agree that it is ready to be published.

[Submit](#)

[Return to Table of Content](#) 



Malaysian Society of Parasitology  
& Tropical Medicine

**Tropical Biomedicine**  
**Online Submission System**  
*powered by*

OpusSoft

journal management system

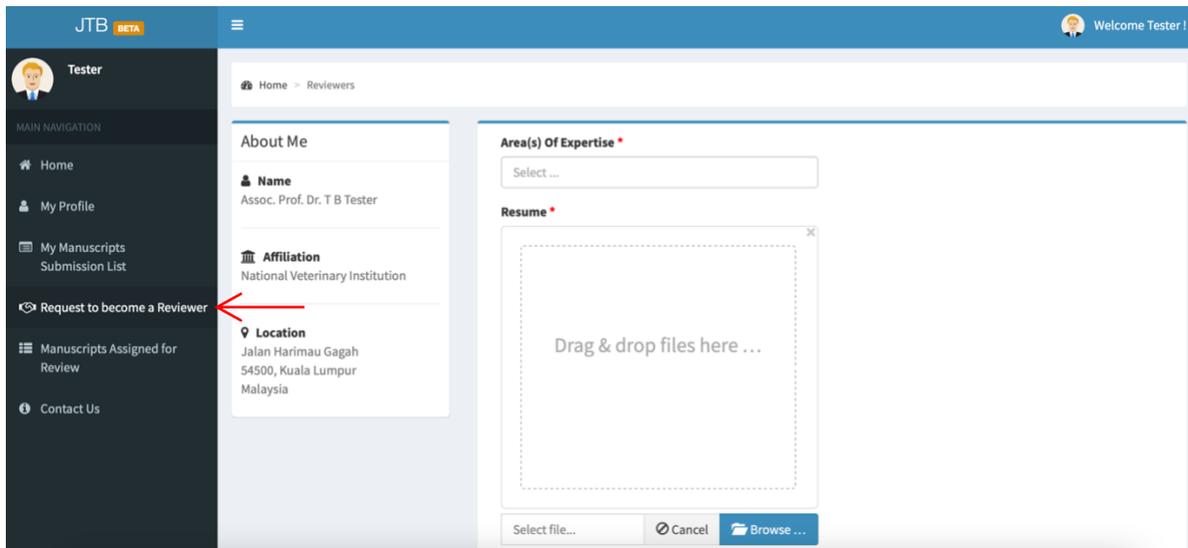
# TECHNICAL MANUAL

3.0 REVIEWERS

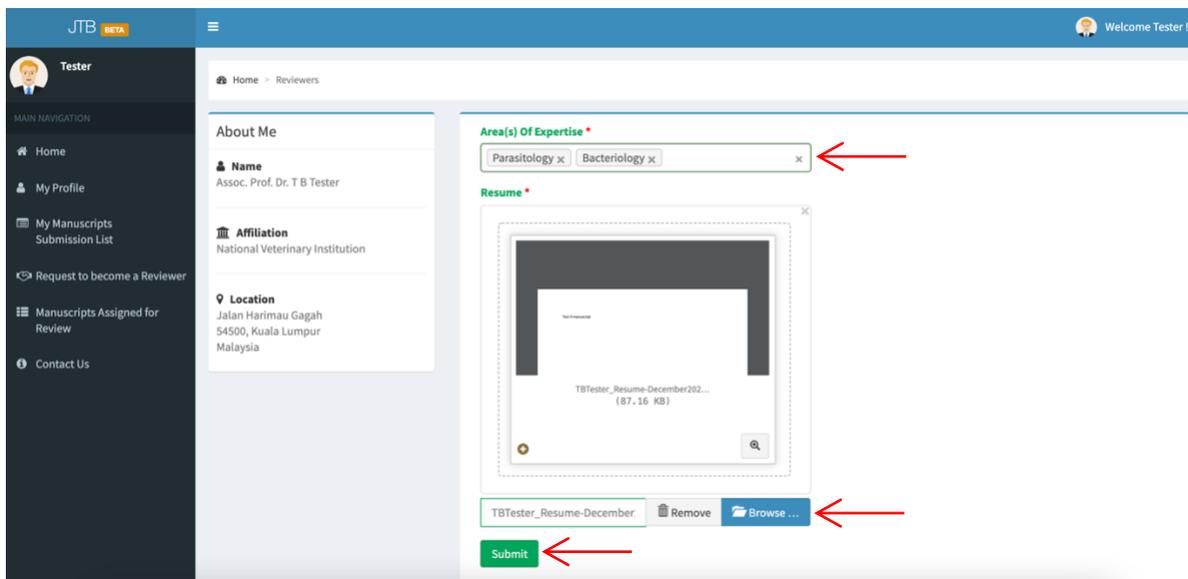
**Request to become a Reviewer and Review Process**

### 3.1 Request to become a Reviewer (for Reviewers)

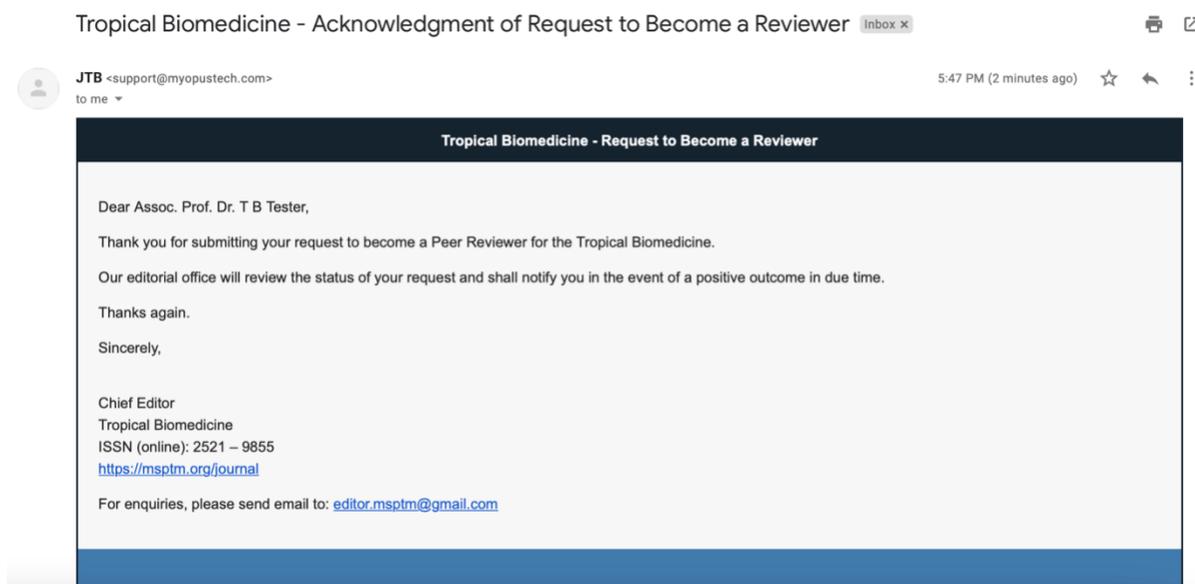
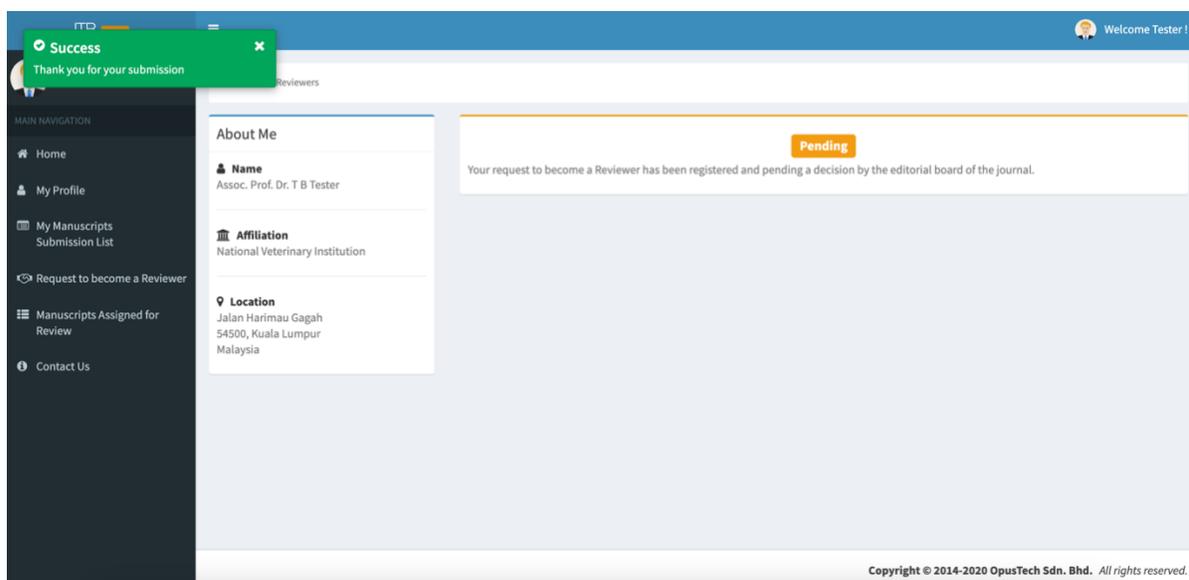
1. Go to <https://tb.myopustech.com> and login.
2. Click on the **Request to become a Reviewer** menu.



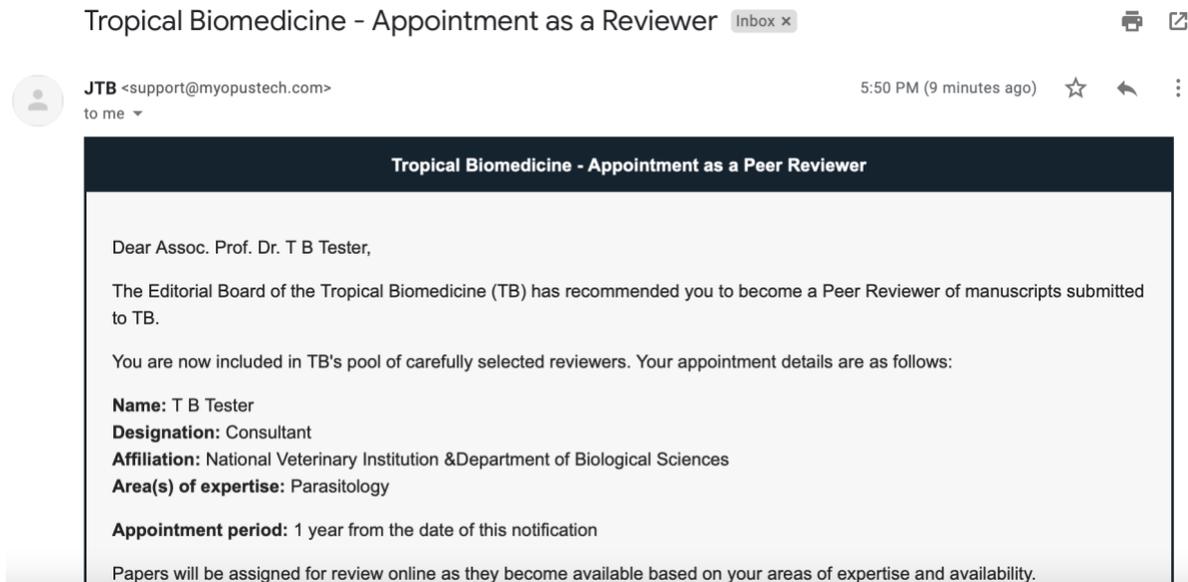
3. Select your area(s) of expertise, upload your latest resume (in PDF) and click **Submit**.



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”.

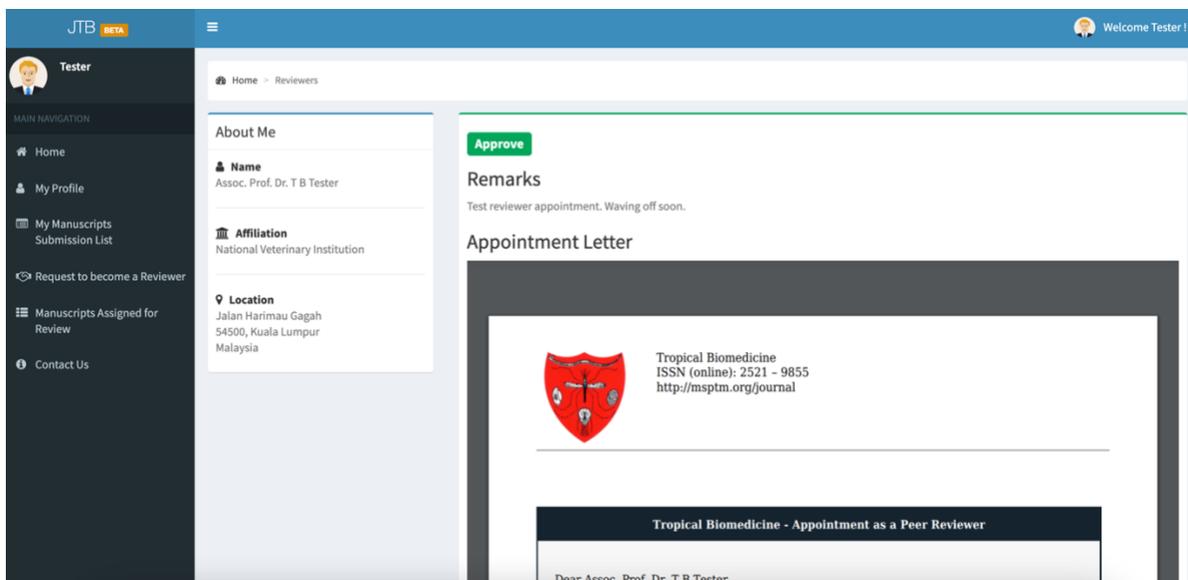


5. If your request is approved, you will be sent the “Tropical Biomedicine - Appointment as a Reviewer” approval email.



If you are not hearing from us on the decision of your request, you may write in to [editor.msptm@gmail.com](mailto: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.



[Return to Table of Content](#)

## 3.2 Review Process

(for Reviewers)

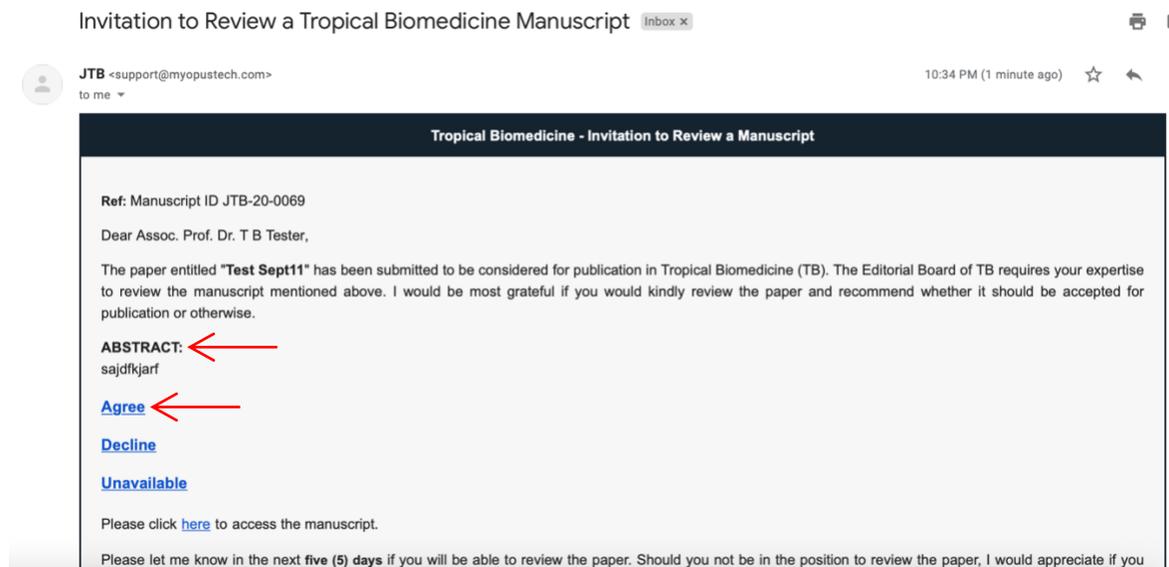
If your appointment as a Reviewer is active, you may be invited to review manuscripts that fall under your expertise area(s). You will be notified about the invitation via email. You may then act on the invitation either

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

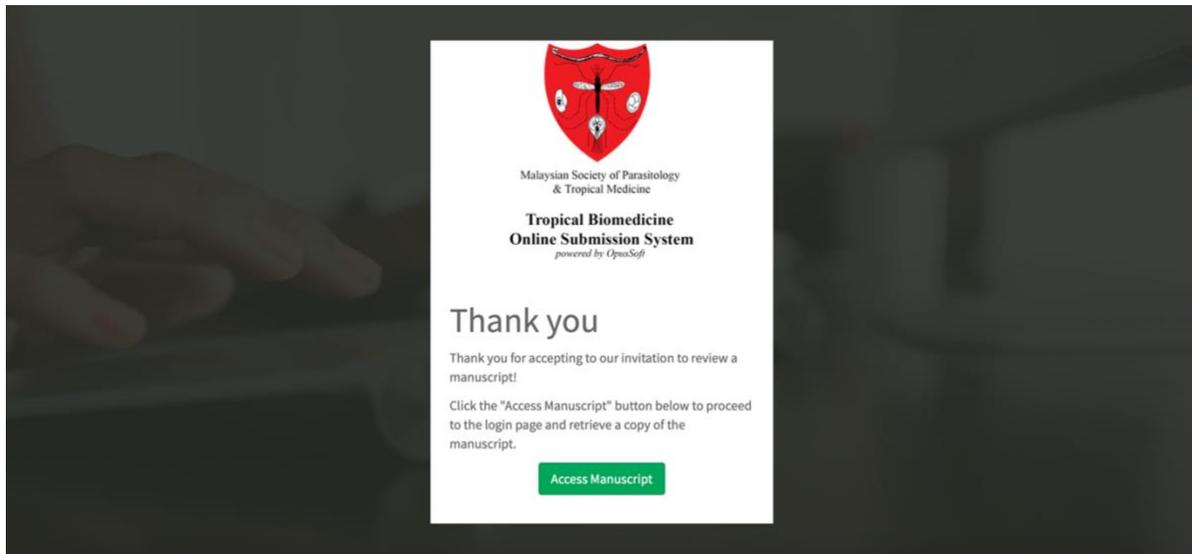
### 3.2.1 Acting on a review invitation via email

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.

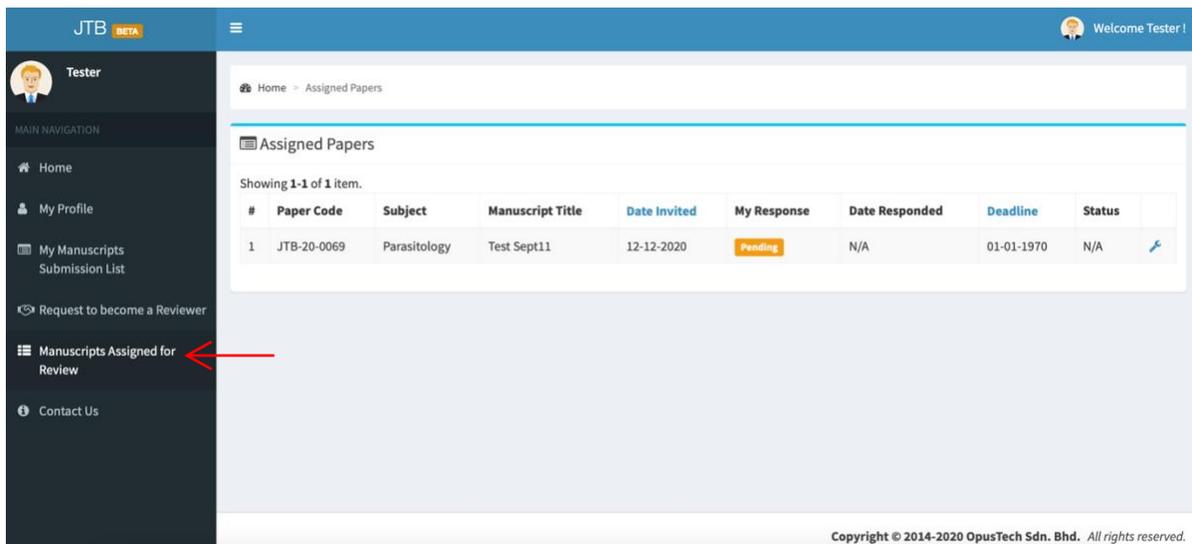


2. If you select the “[Agree](#)” option, you will be brought to the following page where you can click the [Access Manuscript](#) button to login to OpusSoft and access the manuscript for reviewing.

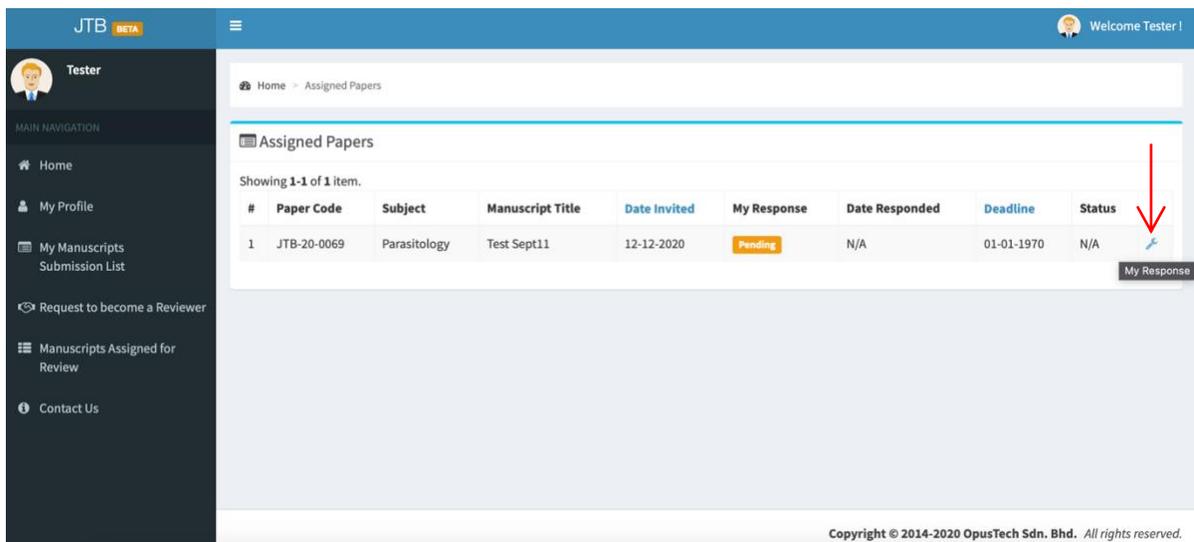


### 3.2.2 Acting on a review invitation at the OpusSoft system

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



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.

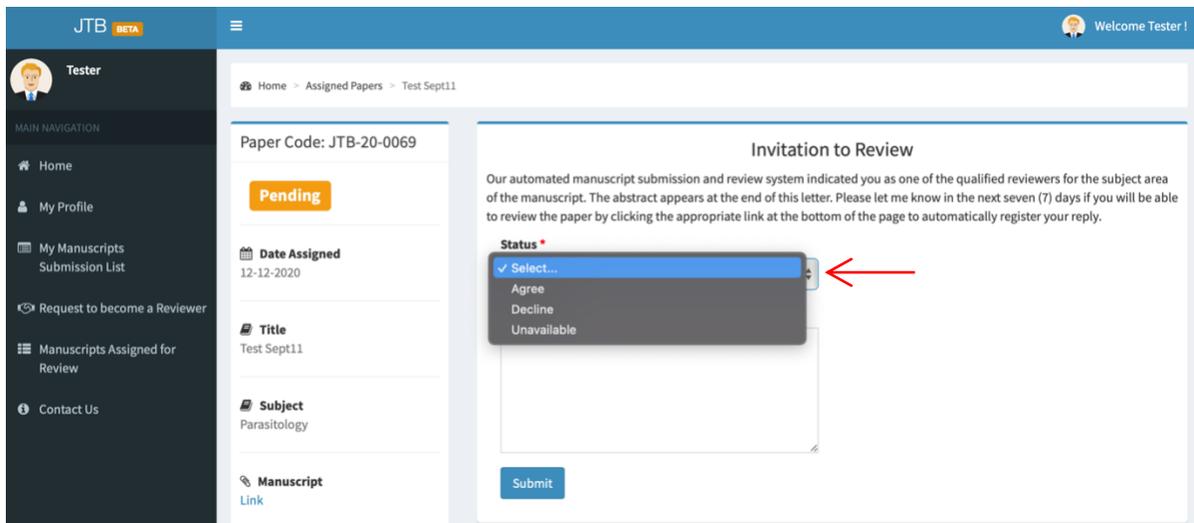


The screenshot shows the 'Assigned Papers' page. The table contains the following data:

#	Paper Code	Subject	Manuscript Title	Date Invited	My Response	Date Responded	Deadline	Status
1	JTB-20-0069	Parasitology	Test Sept11	12-12-2020	Pending	N/A	01-01-1970	N/A

A red arrow points to a wrench icon in the 'Status' column, which is labeled 'My Response'.

Copyright © 2014-2020 OpusTech Sdn. Bhd. All rights reserved.



The screenshot shows the 'Invitation to Review' page. The page displays the following information:

- Paper Code: JTB-20-0069
- Status: Pending
- Date Assigned: 12-12-2020
- Title: Test Sept11
- Subject: Parasitology
- Manuscript Link

The 'Status' dropdown menu is open, showing the following options:

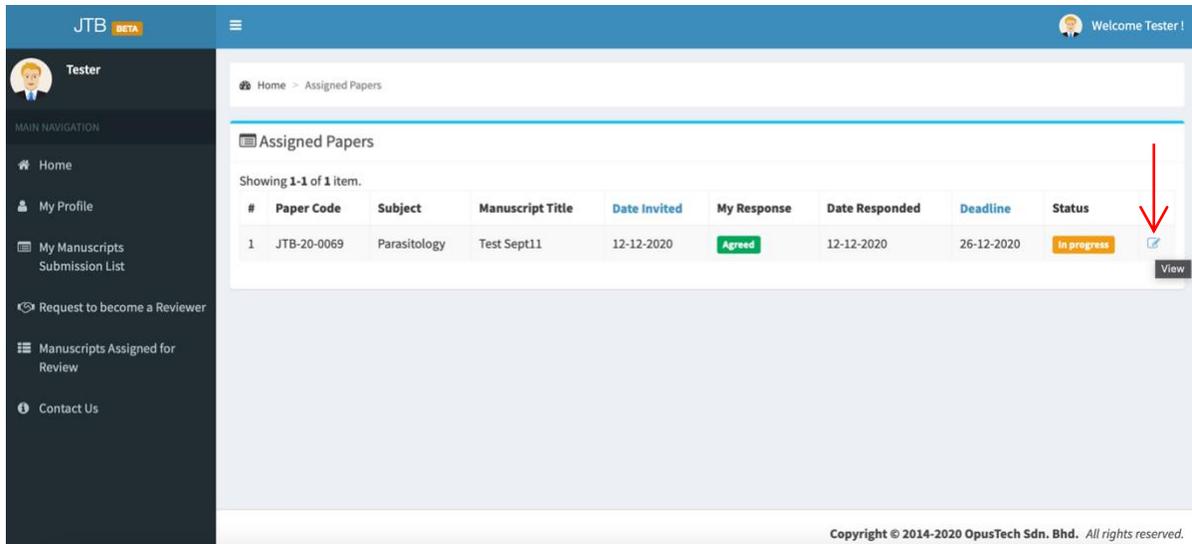
- Select...
- Agree
- Decline
- Unavailable

A red arrow points to the 'Select...' option.

### 3.2.3 Filling out the review form (at the OpusSoft system)

- 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.



The screenshot displays the 'Assigned Papers' section of the OpusSoft system. The interface includes a sidebar with navigation options and a main content area with a table of assigned papers. The table has the following data:

#	Paper Code	Subject	Manuscript Title	Date Invited	My Response	Date Responded	Deadline	Status
1	JTB-20-0069	Parasitology	Test Sept11	12-12-2020	Agreed	12-12-2020	26-12-2020	In progress

A red arrow points to a pencil icon in the 'Status' column of the first row, which is labeled 'View'.

Copyright © 2014-2020 OpusTech Sdn. Bhd. All rights reserved.

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.

Paper Code: JTB-20-0073

**In progress**

**Date Assigned**  
11-12-2020

**Date Responded**  
11-12-2020

**Title**  
Test Manuscript by Tester

**Subject**  
Parasitology

**Manuscript**

Section I   Section II   Section III   Section IV

**Note!**  
Your responses are Auto Saved, just in case you are logged out or need to return to this page at a later date & time

**Quantitative Assessment of the Manuscript**

**Significance in contribution**

**1. The article is based on rigorous academic standard.**  
Select...

**2. The article makes a significant contribution to the body of knowledge related to this journal and ground-breaking or provides a foundation for future research.**  
Select...

*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.

Thank you  
Thank you for reviewing this Manuscript.

Welcome Tester!

Assigned Papers

Showing 1-1 of 1 item.

#	Paper Code	Subject	Manuscript Title	Date Invited	My Response	Date Responded	Deadline	Status	
1	JTB-20-0069	Parasitology	Test Sept11	12-12-2020	Agreed	12-12-2020	26-12-2020	Completed	

Copyright © 2014-2020 OpusTech Sdn. Bhd. All rights reserved.

[Return to Table of Content](#) 



Malaysian Society of Parasitology  
& Tropical Medicine

**Tropical Biomedicine**  
**Online Submission System**  
*powered by*

OpusSoft

journal management system

## **TECHNICAL MANUAL**

4.0 MILESTONES AND AUTOMATED EMAILS

**Publication Process Flow Milestones, and  
Definition and List of Automated Emails**

## 4.1 Publication Process Flow Milestones

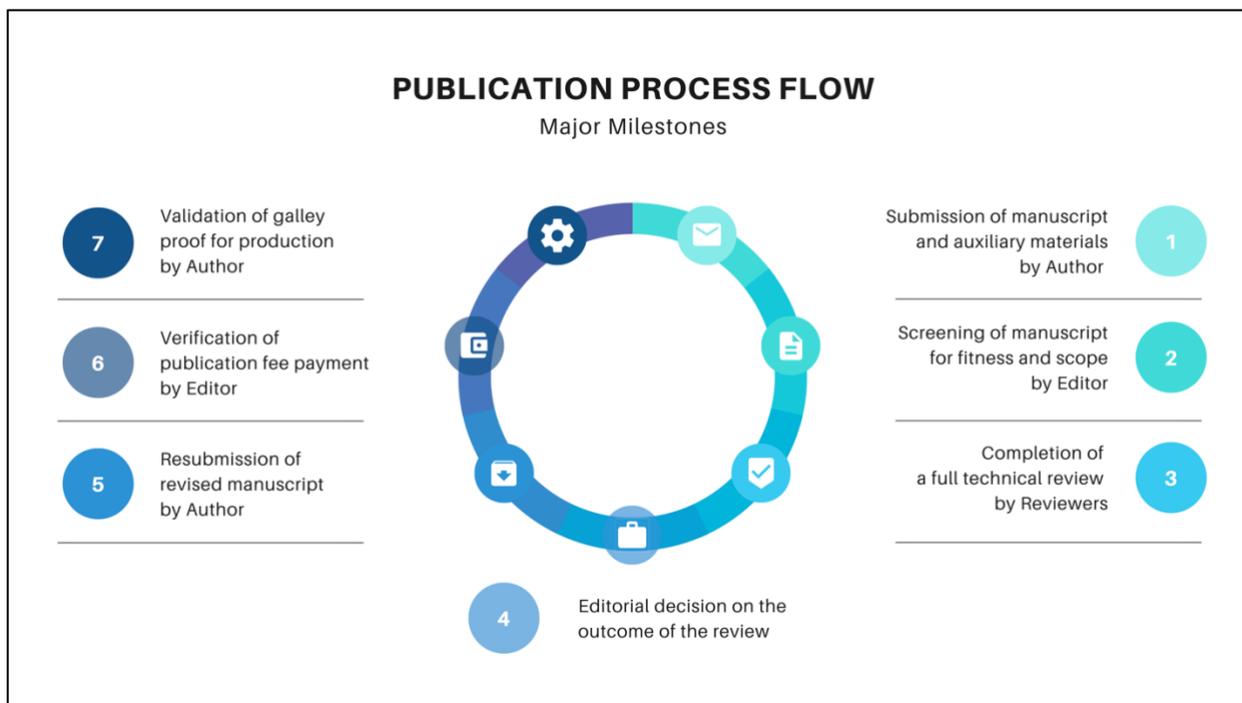
(for all Users including Authors and Reviewers)

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](#).

[Return to Table of Content](#) 

## 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](mailto: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](mailto: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.

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

[Return to Table of Content](#) 