

User guide

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- [I want to link my ORCID and update my personal information](#)
- [What is the status of my article?](#)
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Register

If it's the first time you come to Nestor, please click on the **REGISTER** button at the top.



The screenshot shows the top navigation bar with the Nestor logo (ecp sciences) on the left and 'LOGIN' and 'REGISTER' buttons on the right. Below the navigation bar is a decorative banner with a blue and orange abstract pattern. The main content area features a heading 'Name of The Journal', a welcome message, a placeholder for a journal logo, and a paragraph of placeholder text.

NESTOR
ecp sciences

LOGIN REGISTER

Name of The Journal

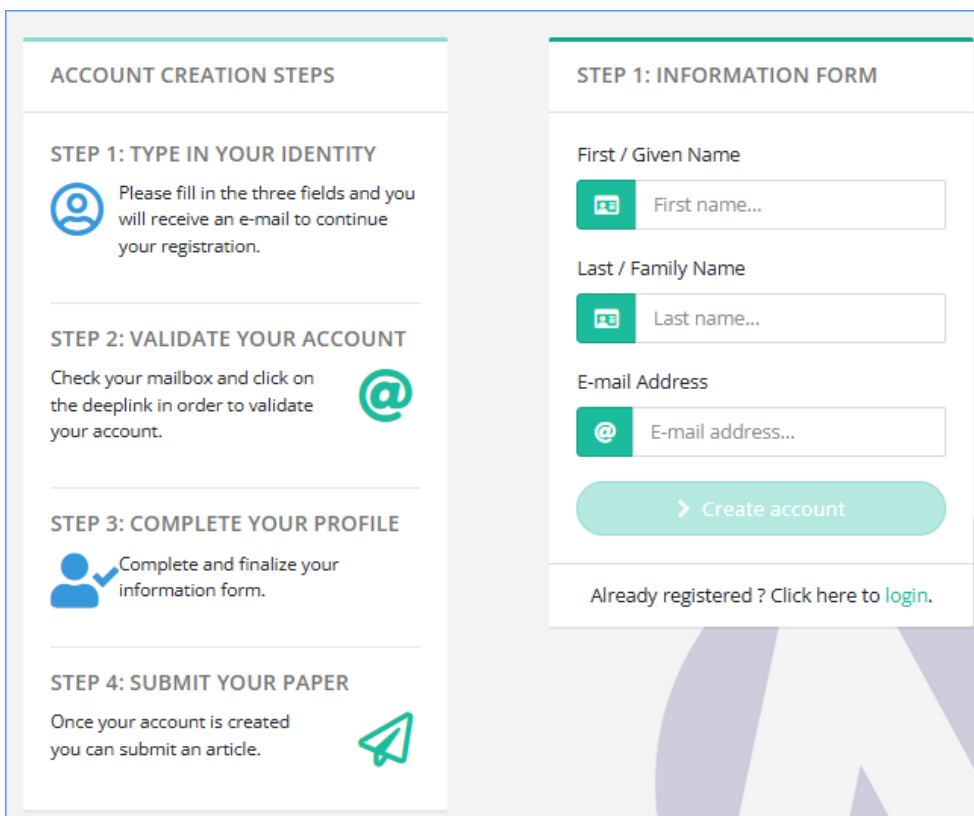
Welcome to the online article submission and editorial system for The Journal.

Please provide the aims and scope of the journal or any information about the journal. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur rutrum iaculis magna, non porttitor magna condimentum sed. Aliquam facilisis tempor efficitur.



journal_logo

Enter the requested information.



The screenshot displays the account creation process. On the left, a sidebar lists four steps: 1. Type in your identity, 2. Validate your account, 3. Complete your profile, and 4. Submit your paper. On the right, the 'STEP 1: INFORMATION FORM' is shown, containing input fields for 'First / Given Name', 'Last / Family Name', and 'E-mail Address', a 'Create account' button, and a link for already registered users.

ACCOUNT CREATION STEPS

STEP 1: TYPE IN YOUR IDENTITY
Please fill in the three fields and you will receive an e-mail to continue your registration.

STEP 2: VALIDATE YOUR ACCOUNT
Check your mailbox and click on the deeplink in order to validate your account.

STEP 3: COMPLETE YOUR PROFILE
Complete and finalize your information form.

STEP 4: SUBMIT YOUR PAPER
Once your account is created you can submit an article.

STEP 1: INFORMATION FORM

First / Given Name
First name...

Last / Family Name
Last name...


E-mail Address
E-mail address...


> Create account


Already registered ? Click here to [login](#).


You will then receive an e-mail containing a deeplink. Click (or copy and paste) this link and complete your information, i.e. choose a password and provide your affiliation.

ACCOUNT CREATION STEPS

STEP 1: TYPE IN YOUR IDENTITY
 Please fill in the three fields and you will receive an e-mail to continue your registration.

STEP 2: VALIDATE YOUR ACCOUNT
Check your mailbox and click on the deeplink in order to validate your account. 


STEP 3: COMPLETE YOUR PROFILE
 Complete and finalize your information form.


STEP 4: SUBMIT YOUR PAPER
Once your account is created you can submit an article. 

STEP 3: COMPLETE YOUR PROFILE


E-mail Address
a.dupont@test.fr


SECURITY


Password (at least 6 characters containing a capital letter and one number)
 Password

Password confirmation
 Repeated Password


INFORMATION

Title
 Mr. ▾

First / Given Name
 Alfred

Last / Family Name
 Dupont

INSTITUTE

Institute country
 Choose a country ▾

If you are an author or a referee already registered in MMS, **do not register again**, but please click on the 'Reset password' link <https://XXXX.nestor-edp.org/resetPassword> (or available in the Login page).

For editors previously using MMS, your codes have been migrated, **do not register again**. Type in your e-mail address (the one used with MMS) and the password you used to access MMS. If you got some connection problem, please click on the 'Reset password' link' <https://XXXX.nestor-edp.org/resetPassword>

Login

LOGIN

Login

demo@edpsciences.org

Password

Log me in

Login with your ORCID ID

What is ORCID?

Register - Reset password

NESTOR HELP

Did you forget your password?

Please follow [this link](#) to reset your password.

Don't have an account yet?

Please follow [this link](#) to create a new account.

ABOUT ORCID

What is ORCID?

ORCID is an open, non-profit, community-based effort to provide a registry of unique researcher identifiers and a transparent method of [...]

[Read more](#)

Once connected, you have access to your activities as author, co-author or referee available in three dedicated tabs. Or you can switch from your author role to referee role using the menu at the top.

NESTOR edpsciences

A&A AUTHOR ALFRED DUPONT

As Author 0 As Co-Author 0 As Referee 0

Submit new article

To-do list 0

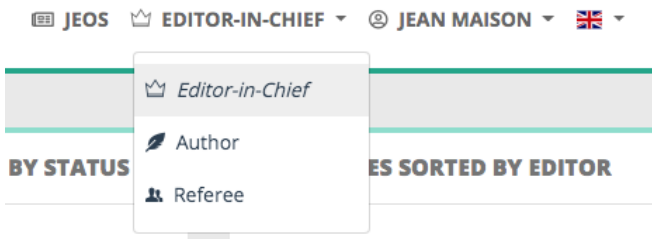
In progress 0

Production in progress 0

Finished 0

For editors previously using MMS, your codes have been migrated. **Do not register again.** Type in your e-mail address (the one used with MMS) and the password you used to access MMS. If you got some connection problem, please click on the 'Reset password' link' <https://XXXX.nestor-edp.org/resetPassword>

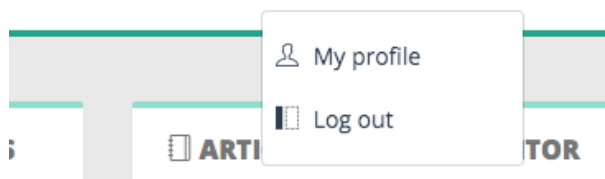
As an editor, once you're connected, you access directly your interface as editor.



You can switch to your interface as author or referee using the role menu close to your name.

I want to link my ORCID and update my personal information

👑 EDITOR-IN-CHIEF ▾ @ JEAN MAISON ▾ 🇬🇧 ▾ your name and on 'My profile'.



From this page, you can:

- Change your e-mail address and reset your password
- Link your ORCID account to your Nestor account
- Add or edit your institutes
- Set unavailability dates

Change your e-mail address and reset your password

USER PROFILE

Activity as author

Activity as editor

LOGIN INFORMATION

Email j.maison@mailinator.com [Modify E-mail](#)

Password ***** [Reset Password](#)

PERSONAL INFORMATION

Title Dr.

First name Jean

Last name Maison

Secondary mail address *Empty*

ORCID  <https://sandbox.orcid.org/0000-0001-8192-0762> 

Link your ORCID account to your Nestor account

Click on the ORCID link.

YOUR PROFILE

LOGIN INFORMATION

E-mail address m.lampe@mailinator.com [Modify your e-mail address](#)

Password ***** [Reset Your Password](#)


PERSONAL INFORMATION

Title **|** Mr.

First name Marius

Last name Lampe

Secondary e-mail address *Empty*

ORCID [Register or Connect your ORCID ID](#) 

Sign in to ORCID

Sign in

Email or 16-digit ORCID ID
0000-0002-0212-693X
example@email.com or 0000-0001-2345-6789

Password

SIGN IN

ORCID Authorize access

You are currently signed in as:
Marius Lampe
<https://sandbox.orcid.org/0000-0002-0212-693X>
Sign out

EDP Sciences ?
has asked for the following access to your ORCID record:



Read your information with visibility set to Trusted Organizations

Authorize access

Deny access




OP Sciences.

Your Nestor account is now linked to ORCID. If needed, you can delete the link with the red button.

ORCID  <https://sandbox.orcid.org/0000-0001-8192-0762> 

Add or edit your institutes

INSTITUTE INFORMATION

 **Commissariat a l'energie atomique et aux energies alternatives Sante et sciences du vivant**  

25 route des lacs
91000 Saclay
France FR

+ Add new institute

You can add another institute and choose the one by default.

Add new institute ⊗

i All fields marked with an asterisk (*) are mandatory.

Institute country *

Institute name *

Institute street *

Institute zipcode and city *

Set as default institute

Set unavailability dates

UNAVAILABILITIES

Add your dates and more information if you want.

Edit unavailability

All fields marked with an asterisk (*) are mandatory.

Unavailable * **From** 10/08/2022 **To** 12/08/2022

Reason (optional)
out in the experiment field

ALTERNATIVE CONTACT PERSON
Contact name: Fred Crany
Contact e-mail address: f.crary@univ.org

Save

UNAVAILABILITIES

From 10/08/2022 To 12/08/2022

Reason: out in the experiment field
Alternative contact name: Fred Crany
Alternative contact address: f.crary@univ.org

This will display a warning when other users want to assign you an article, invite you as referee or contact you via the system.

ARTICLES SORTED BY EDITOR

Editor-in-Chief

Dr. Jean Maison 0

Unavailability dates
10/08/2022 -> 12/08/2022 7

Assigned Editors

Dr. Anny Ruimy

Prof. Paul Sapin

- Editor-in-Chief
 - Jean Maison (Unavailable)
 - Associate Editor
 - Fred Crany
 - John Cusack
 - Uri Daz
 - Fifi Tour

REFEREE INVITATION

Caution: Jean Maison is unavailable at the following dates:
- From 10/08/2022 to 12/08/2022

Referee invitation Send

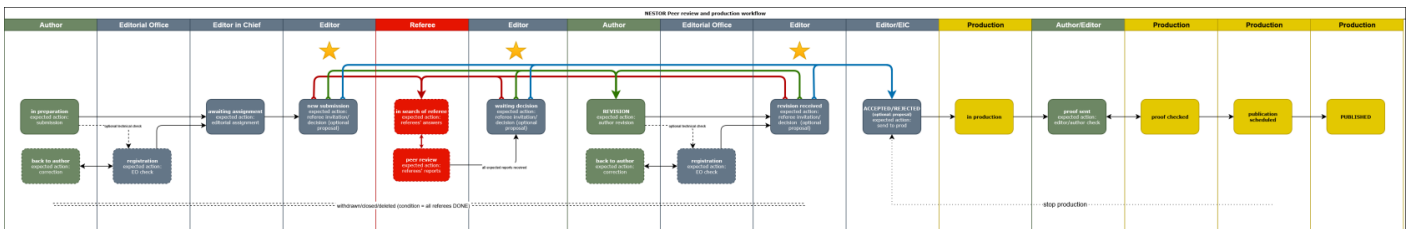
Execute without mail

What is the status of my article?

In your author dashboard, the workflow has been divided into functional steps (who is working on the articles). Your to-do list focuses on articles expecting an action from you. See below from a detailed breakdown of article statuses, and the detailed workflow diagram.

To-do list (cf green status in the diagram)	
Back to author	The article did not pass technical check and expects your input. Resubmitting <u>will not</u> create a new version.
Revision in progress	The article was sent to you for revision. Resubmitting <u>will</u> create a new version.
Proof sent	The article is expecting your proof corrections
In progress	
Registration / RV registration	The article is the hands of the Editorial Office for initial checks
With Editor	This tag covers several statuses, cf diagram below. <ul style="list-style-type: none">• Awaiting assignment: to be sent to an editor• <input type="checkbox"/>New submission: expecting refereeing/decision• In search of referee: start of peer review invitations• <input type="checkbox"/>Waiting editorial decision: end of peer review (reports received)• Editorial decision proposed: reserved to EiCs• <input type="checkbox"/>Revision received: expecting refereeing/decision• Proof sent to Editorial Office
Peer review in progress	The article is in the hands of referees, reports are expected

Accepted	Good news: the article is in the hands of the Editorial Office for final corrections. Requests for revision can still be expected.
In production	This tag covers several statuses, cf diagram below. <ul style="list-style-type: none"> • In production: production starts • Proof checked by you • Proof checked by Editorial Office • Proof validated by Editorial Office • Publication scheduled
Finished	
Published	:)
Rejected	: (
Closed	The article is closed (usually, no news from you)
Withdrawn	The article is withdrawn (usually at your request)



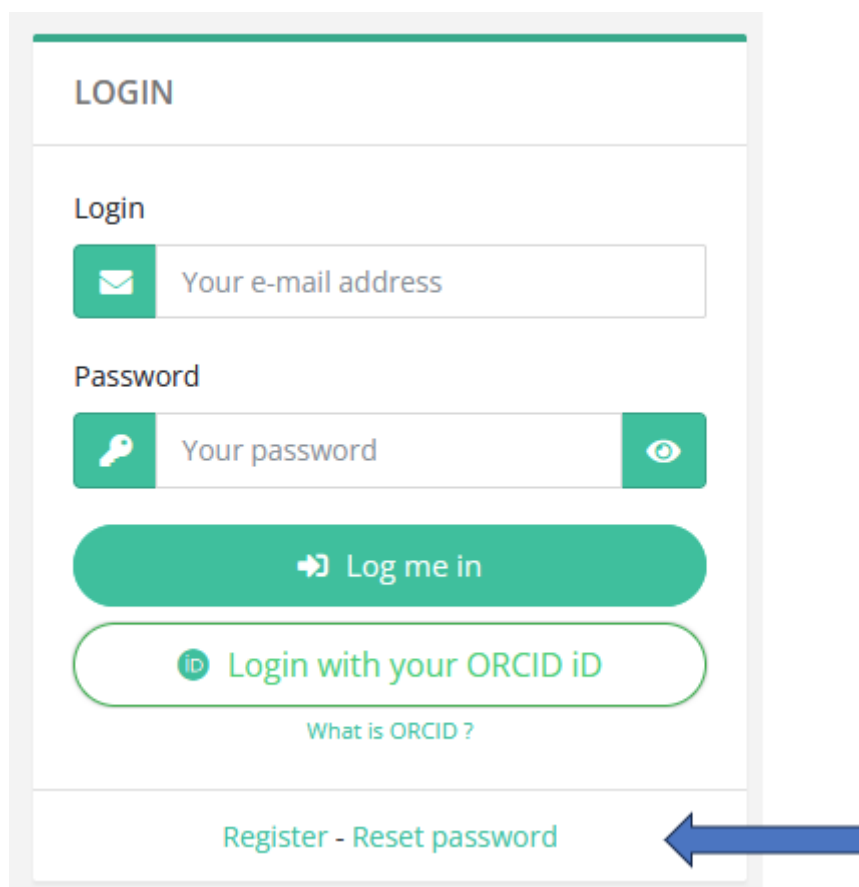
FAQs for journals migrating from MMS

The Manuscript Management System (MMS) for your journal has migrated to a new platform NESTOR (New Editorial System Tool for Research). All papers, including their data, files, correspondence history, reports, and associated users, have been migrated to this new system. This means authors, referees, and editors can access all their current and past activities within NESTOR.

Please find below some questions that may help you.

1. How can I log into NESTOR?

If you are an author or a referee already registered in MMS, please DO NOT register again! For your FIRST connection in Nestor, click on 'Login' and 'Reset password'



LOGIN

Login

Your e-mail address

Password

Your password

Log me in

Login with your ORCID iD

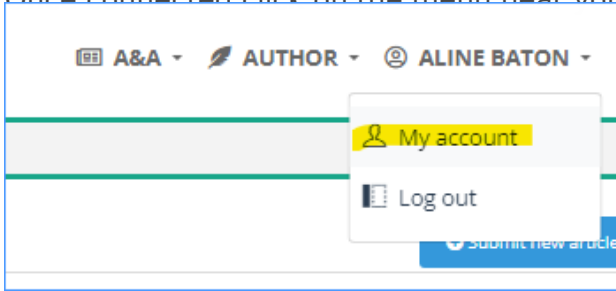
What is ORCID?

Register - Reset password

Provide your first e-mail address used in MMS and you will receive a message. Click on the deeplink and follow the instructions. You will be asked to choose a password and check your affiliation.

2. How can I update my profile information?

Once connected click on the menu near your name and select 'My account'.





Here you can:

- Change your e-mail address and reset your password
- Link your ORCID account to your Nestor account




LOGIN INFORMATION

E-mail address	a.baton@mailinator.com	Modify your e-mail address
Password	*****	Reset Your Password

PERSONAL INFORMATION

Title	Prof.
First name	Aline
Last name	Baton
Secondary e-mail address	Empty
ORCID	 https://sandbox.orcid.org/0009-0001-2205-9818 

INSTITUTE INFORMATION

 **Inria Centre de Recherche Sophia Antipolis Mediterranee**  
225
25891 Marseille
France FR

[+ Add new institute](#)

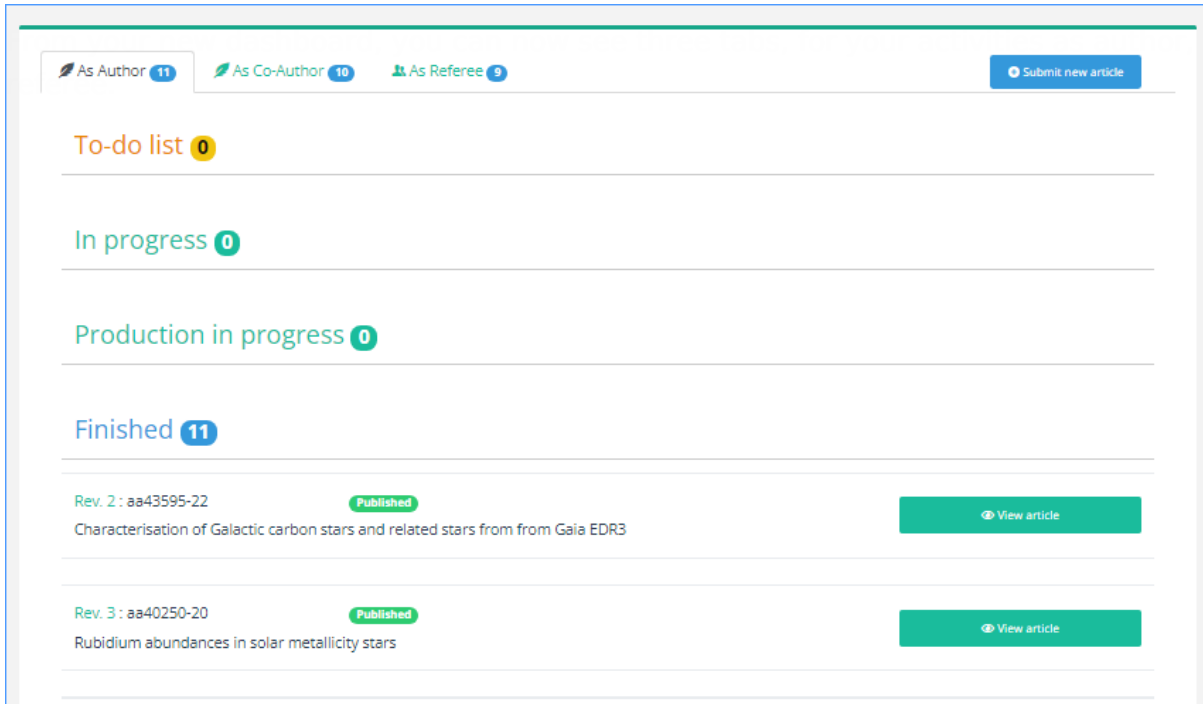
UNAVAILABILITY

[+ Add unavailability period](#)

More details [here](#).

3. Where can I find my previous papers?

All your previous papers complete with data, files, correspondence history and reports have been migrated to NESTOR.



The screenshot shows a user interface for NESTOR. At the top, there are three tabs: 'As Author' with a count of 11, 'As Co-Author' with a count of 10, and 'As Referee' with a count of 9. A 'Submit new article' button is located in the top right corner. Below the tabs, there are four main sections: 'To-do list' (0), 'In progress' (0), 'Production in progress' (0), and 'Finished' (11). Under the 'Finished' section, two articles are listed:

Revision	Status	Title	Action
Rev. 2 : aa43595-22	Published	Characterisation of Galactic carbon stars and related stars from from Gaia EDR3	View article
Rev. 3 : aa40250-20	Published	Rubidium abundances in solar metallicity stars	View article

co-author and

4. I recently submitted a paper, do I need to re-submit it on NESTOR?

No, there is no need to submit again. All articles and data have been transferred. You will find your paper under the 'As author' tab.

5. My article is under revision in MMS, where do I submit the revised version?

Your article is under your 'As author' tab, specifically in the "To-do list" folder since it is currently under revision.

6. Can I add new files or a revised figures to my paper?

In NESTOR, file uploads are only allowed during specific phases of the evaluation process. If your article isn't in submission or under revision, you are not able to upload files and edit the data. If you need to make changes, you may do so at the next phase in the process (for instance at the next revision stage).

7. I'm not the corresponding author anymore, can I change this myself within Nestor?

No. Please contact the editor overseeing your article or the editorial office to make this change.

8. As a referee, I've accepted the invitation to review in MMS, how can I access the article?

After logging into NESTOR (as per Question 1), click on the 'As referee' tab. The article will be available in the 'Expected report' folder.

9. As a referee, can I upload more than one file with my report?

Yes. The review form contains a questionnaire and sections for comments to both authors and the editor. You can upload multiple files, but please ensure they are anonymized.

Additional Information

Need more information about NESTOR's features?	Visit our documentation page Nestor User Guide for more guidance and user guides on the new system.
Didn't find an answer to your question?	If your query isn't addressed in the above FAQs, please don't hesitate to contact us support@nestor-edp.org . We're here to assist you every step of the way.
Have suggestions for our FAQ section?	We continually aim to improve our user experience. If you have recommendations for additional questions or insights that might be helpful, please share your suggestions with us support@nestor-edp.org .