

M2community
Manuscript Guide

Manual for
Author

Authors Tutorial

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e-Submission Main page

Main page

메인 구성은 로그인 없이 누구나 접속 가능한 Instructions for Authors, How to submit a manuscript, Copyright Transfer Form, AJBC Archive, Contact us 등으로 구성되어 있으며 투고를 위해서는 로그인 후 이용 가능합니다.

ID가 없으신 분은 상단우측의 "Register" 메뉴 또는 로그인 창 하단의 "Registration" 버튼을 통해 신규 ID를 발급 받을 수 있습니다.

로그인 후에는 사용자 권한에 따라서 이용가능 한 메뉴가 자동으로 생성됩니다.
(Author Center, Reviewer Center, Editor Center, Manuscript Editor, English-proofreading, Editor-in-Chief, Publisher로 접속할 수 있습니다.)

Research in Vestibular Science

Res Vestib Sci Archive Login Register Contact

Online Manuscript Submission

Welcome to [Research in Vestibular Science](#) e-submission system.
To Log in, enter your User ID and Password into the boxes.
If it is your first visit, please register before submission.

LOGIN

ID (E-MAIL)


PASSWORD

Remember my ID on this computer

LOGIN

>> Registration

>> Forgot my password



Volume 15(2); June 2016

> Instructions for Authors

> How to Submit a Manuscript

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Login/Registration

Login

논문투고 및 심사 시스템 이용을 위해서는 등록하신 ID(E-mail)와 비밀번호로 로그인 후 이용 가능합니다.

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LOGIN

ID (E-MAIL)
PASSWORD
☐ Remember my ID on this computer

LOGIN

>> Registration >> Forgot my password

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Volume 15(2); June 2016

> Instructions for Authors
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Logout

페이지 중앙 또는 상단 우측에 있는 “Logout”을 선택하여 언제든지 시스템에서 로그아웃할 수 있습니다.
로그아웃 후에는 “Login” 페이지로 이동합니다.

Research in Vestibular Science

Res Vestib Sci Archive **Logout** Account Contact

Online Manuscript Submission

Welcome to [Research in Vestibular Science](#) e-submission system.
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If it is your first visit, please register before submission.

You are logged in as : y

Author Center
Reviewer Center
Editor Center
Manuscript Editor
English-proofreading
Editor-In-Chief
Publisher

LOGOUT

>> Admin >> Edit My Account

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> Instructions for Authors
> How to Submit a Manuscript

Login/Registration

Forgot Your Password?

계정을 가지고 있지만 비밀번호를 잊어 버린 경우 “Forgot Your Password?” 메뉴를 통해 비밀번호를 찾을 수 있습니다.

이 시스템은 비밀번호를 재설정 할 수 있도록 입력하신 이메일로 안내 메일이 발송 되며, 이메일에서 “Password Change” 링크를 클릭 후 비밀번호를 변경하시기 바랍니다.

Online Manuscript Submission

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LOGIN

ID (E-MAIL)

PASSWORD

☐ Remember my ID on this computer

[» Registration](#) [» Forgot my password](#)

Forgot Your Password?

Enter your ID (e-mail address) into the box below. If an account exists with this e-mail address, your password will be e-mailed to you.

ID (e-mail)

[Confirm](#)

Hello, this is the editorial office of *Journal of the Korean Ceramic Society*.

Your Submission's ID and password are as follows:

ID / Modify : [sif*****@jtkv.co.kr](#) / [Password Change](#)

Please log in electronic manuscript system again. Please contact copy editor of the Journal if you have any further inquiries. Email of contact person is younsang@m2community.co.kr. Thank you.

Editorial members

[J*****](#) Editorial Office
Meonija***** 49, Seoul, Korea

TEL: +82-2-***** 5140
FAX: +82-2-*****
E-mail: younsang@m2community.co.kr
Website: <http://submit.krc>

ID (E-mail) s*****@unity.co.kr

Name *****

Password Password Retype

[Modify](#)

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Login/Registration

Registration

논문투고 및 심사 시스템은 로그인 후 이용 가능합니다.
ID가 없으신 분은 "Registration"을 통해 신규 ID를 발급 받을 수 있습니다.

Online Manuscript Submission

Welcome to **Research in Vestibular Science** e-submission system.
To Log in, enter your User ID and Password into the boxes.
If it is your first visit, please register before submission.

LOGIN

ID (E-MAIL)

PASSWORD

☐ Remember my ID on this computer

회원가입을 위해서는 아래와 같이 두 단계로 진행됩니다.

1. 개인정보수집 동의 확인
2. 개인정보 입력 및 가입 완료
3. 가입 완료 자동 메일 발송

1. Registration

Use of Your Personal Information

The Purpose of The Collection and Use of Personal Information

Personal information submitted to Tuberculosis is used for the purpose of management of the members' activity datas for such reasons of listing attendance to Tuberculosis conferences, e-mailing and sending publications to them through the website. Personal information submitted for the purpose of use and will not be disclosed to any third party unless specifically required by law.

The Items of Required Personal Information

Members of Tuberculosis are divided into Members.

<Member>
Name, Degree, Affiliation, Country, Telephone, Fax, Cellular Phone, ID (E-mail), Password

Possession and Usage Period

While receiving services provided by Tuberculosis, your personal information will be retained as is.
If requested for withdrawal, your personal information will be deleted at the same time of the request.

☐ I agree to the collection and use of personal information.

2. Registration

Registration

All fields marked an asterisk(*) should be completed

ID ORCID What is ORCID?

ID (E-mail) ID Check ☐

Password Password Retype

* Password must be more than 4 characters

* First Name Middle Name Last Name

Korean Name

Contact Information

* Affiliation

Department

Degree ☐ None ☐ M.D. ☐ Ph.D. ☐ M.D./Ph.D. ☐ Others

* Address

* City/State Postal Code

* Country Republic of Korea

* Telephone Fax

* Cellular Phone

3. Registration

You have received this message because you have registered for the The Korean Journal of Pancreas and Biliary Tract e-submission system.

Please see below for the details you will need to access the The Korean Journal of Pancreas and Biliary Tract e-submission system at submit.kjpt.or.kr.

Enter these login details:

Your username is: m2community.co.kr

Your password is:

Once you log in, you may change your password and other personal information by selecting the "edit my account".

Sincerely,

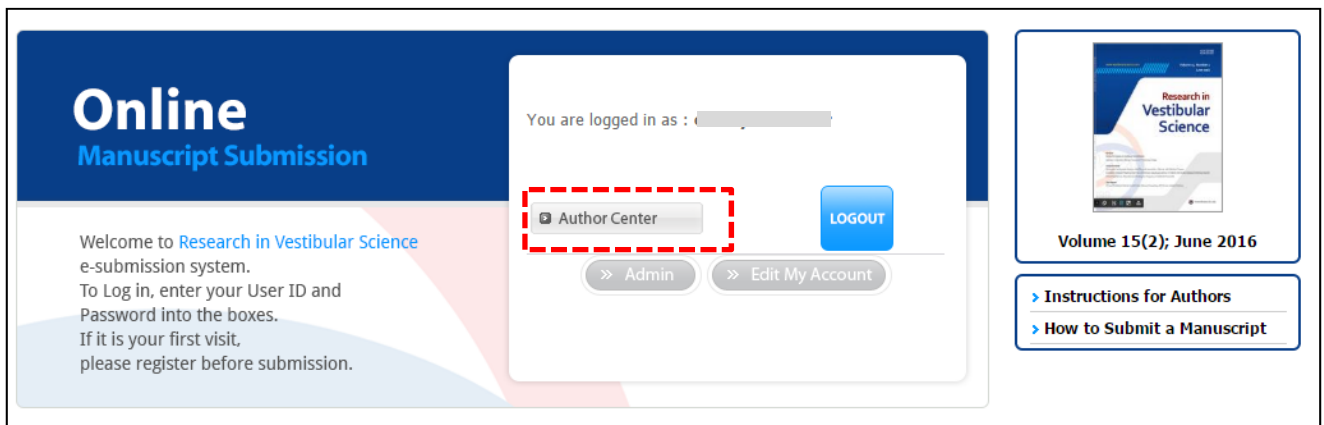
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#217, TAHOE Business Center, Lions Bldg.,
9, Samil-daero 4-gil, Jung-gu, Seoul 04553, Korea
TEL: +82-2-2285-5145
FAX: +82-2-2285-5146
E-mail: kjpa@hams.or.kr
Website: <http://submit.kjpt.org>

Login/Registration

The Welcome Page

현재 로그인 정보를 나타내주며, “Author Center” 바로가기 메뉴가 있습니다.
(사용자 권한에 따라, 접근할 수 있는 메뉴가 자동으로 표기됩니다.)

“Author Center”를 클릭하여 투고자 페이지로 입장합니다.



Online Manuscript Submission

Welcome to [Research in Vestibular Science](#) e-submission system.
To Log in, enter your User ID and Password into the boxes.
If it is your first visit, please register before submission.

You are logged in as : [User ID]

[Author Center](#) [LOGOUT](#)

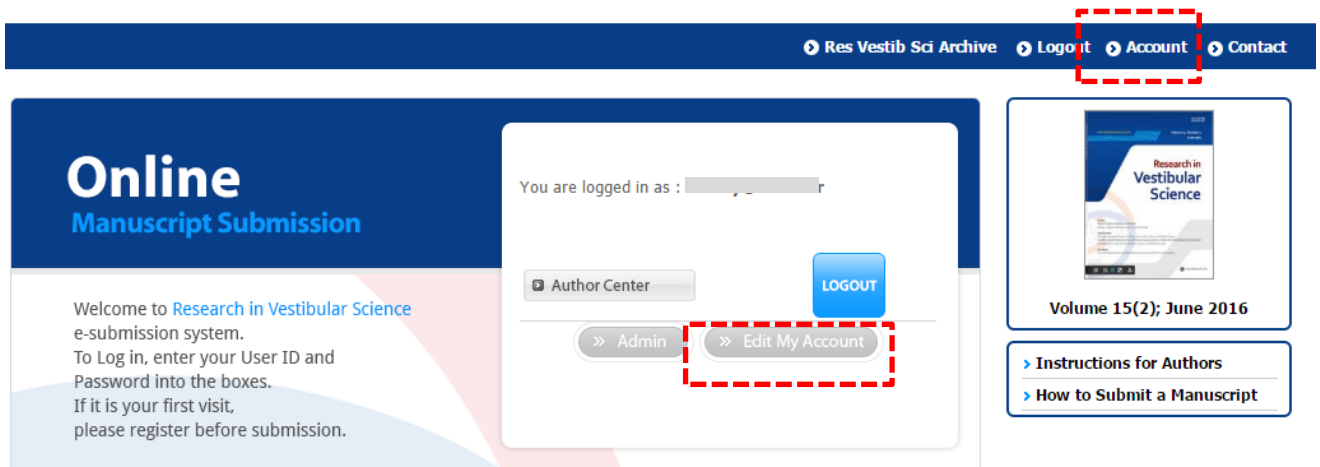
[Admin](#) [Edit My Account](#)

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[Instructions for Authors](#)
[How to Submit a Manuscript](#)

Edit My Account

하단 중앙 또는 상단 우측에 있는 “Edit My Account” 메뉴를 통해 개인정보를 수시로 업데이트 할 수 있습니다.



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You are logged in as : [User ID]

[Author Center](#) [LOGOUT](#)

[Admin](#) [Edit My Account](#)

[Res Vestib Sci Archive](#) [Logout](#) [Account](#) [Contact](#)

Research in Vestibular Science
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Author Center Main

Author Main

투고한 논문의 진행 현황을 확인할 수 있으며 신규 논문을 투고 할 수 있습니다.
각 메뉴를 클릭하면 상세내용을 확인 할 수 있습니다.

The screenshot shows the 'Author Main' interface. At the top, there's a 'Crossref Similarity Check' section with a warning about plagiarism detection. Below this, the page is divided into several sections. On the left, a sidebar contains links for 'New Submissions', 'Incomplete Submissions', 'Submissions Returned to Author', 'Submissions Under Process', 'Reviews / Revisions', 'Manuscripts in Review', 'Manuscript in Revision', 'Manuscripts Accepted', 'Completed', 'English Editing', 'Manuscripts in Final revision', 'Manuscript Editing', and 'In Press'. On the right, there's an 'Author Resources' section. At the bottom, there's a 'Manuscripts in Process' table with columns for 'Manuscript Title', 'Date Submitted', 'Status', and 'Edit (revision)'. Four numbered callouts are present: 1 points to the 'Submit a Manuscript' button in the 'New Submissions' section; 2 points to the 'Incomplete Submissions' link; 3 points to the 'Author Resources' section; and 4 points to the 'Manuscripts in Process' table.

1 Submit a Manuscript

2 Incomplete Submissions

3 Author Resources

4 Manuscripts in Process

1. "Submit a Manuscript" 버튼을 클릭하면 신규 논문을 투고할 수 있습니다.
2. 투고한 논문의 개수 및 전체 현황을 볼 수 있으며, 클릭 시 상세 내용을 확인할 수 있습니다.(각 현황 별 논문 개수 표기)
3. 수신 된 메일을 다시 한번 확인 할 수 있습니다.
4. 진행 중 논문(Manuscripts in Progress) 리스트를 한번에 확인할 수 있습니다.

New Submission

New Submission

신규 논문을 투고하기 위해서는 “Submission Agreement”를 모두 확인해야 투고 하실 수 있습니다.

Submission Agreement

The corresponding author submitting the manuscript attests to the following:

- ☐ a. All co-authors have read and agreed to the submission of the manuscript.
- ☐ b. All authors have contributed to the paper as specified in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (www.icmje.org).
- ☐ c. The paper has not been published elsewhere and is not under consideration for publication elsewhere.
- ☐ d. In case the manuscript is accepted for publication, it will not be published in other scientific journals without the permission from *Res Vestib Sci* editor.

 Confirm

New Submission

New Submission

신규 논문 투고는 아래와 같이 8단계에 걸쳐 진행이 되며, 각 단계별 입력 양식에 맞게 논문을 입력합니다.

논문 접수 1단계만 저장 후 종료 하더라도, “Author Main” 페이지에서 “Incomplete Submissions”메뉴를 통해 계속 이어서 투고를 진행 할 수 있습니다.

1 Title, Abstract

2 Authors

3 File upload

4 PDF conversion

5 Cover Letter & Additional Info.

6 Suggest Reviewers

7 Preview

8 Submit

Step 1. Manuscript Title

Please fill in the

Category of Submission ☒ New

Type of Manuscript ☐ Article

Subspecialty -- None

* Title

* Running Title

* It should be less than 100 characters (Word)

Abstract

Acknowledgment

* Keywords

* Between 3 and 6 keywords

* Was the article revised or edited? ☐ Yes ☒ No

Corresponding Author

* E-mail

* Full Name First Name Last Name

ORCID ID

* Affiliation (ex) Department of Biology

* Address (ex) #312

* City

* Country [None]

* Tel

Cellular Phone

Required fields are marked with "*"

Special Characters

0/40 characters

Special Characters

es; purpose, methods, results and conclusion.

Keywords list

Name

New Submission

New Submission

논문접수 1단계 : Manuscript type, Title, Abstract, Corresponding Author

1. 입력양식에 맞게 논문을 입력합니다.(Type, Title, Running Title, Abstract, Keywords 등) Category of submission 에서 New와 Resubmission의 차이는 아래와 같습니다.

- New: 신규 투고
- Resubmission: 심사중에 다른형식으로 다시 제출하거나, reject 된 후, 향후에 보완하여 다시 투고할 때를 일반적으로 resubmission 이라 명명하며 과거 심사내역을 볼 수 있게 기존 접수번호를 함께 입력합니다.

2. Corresponding Author 정보를 입력합니다.

로그인 한 본인이 Corresponding Author 일 경우에는 “Please check here if corresponding author is the same to registrant.”에 체크하면 자동으로 정보가 표기되고 “Find Author”로 Corresponding Author 정보를 검색하실 수 있습니다.

Step 1. Manuscript Type, Title and Abstract
Please fill in the manuscript type, title, running title, abstract, keywords and Corresponding Author.

Required fields are marked with *

Category of Submission: ☒ New ☐ Resubmission ☐ Special Issue

Type of Manuscript: ☐ Article ☐ Communication ☐ Review

Subspecialty: -- None --

Title: Special Characters

Running Title: 0/40 characters

Abstract: 0 words (up to 150 Words) Special Characters

Acknowledgment:

Keywords: Keywords list Keywords list Keywords list

* Between two and five keywords should be listed.

* Was the article revised or edited by the professional English proofreading? ☐ Yes ☐ No

Corresponding Author ☐ Please check here if corresponding author is the same to registrant.

E-mail: Find Author

Full Name: First Name Middle Name Last Name

ORCID ID: What is ORCID?

Affiliation: ex) Department of ooo, ooo University

Address: ex) #100 Inha-ro, Nam-gu, Incheon, SW 560C, 22212, Korea

City:

Country: None

Tel: Fax:

Cellular Phone:

Next

New Submission

New Submission

논문접수 2단계 : Authors and Affiliations

1. Order 정렬 기능을 통해 저자 순서를 배치합니다. Order->1은 First Author입니다.
2. 한 저자의 소속이 2개일 경우 2번을 통해 한번 더 지정할 수 있습니다.
3. 잘못 입력 된 저자의 정보를 수정, 삭제 할 수 있습니다.
4. 저자 추가 시 소속이 이전 입력 한 사람과 동일할 경우 4번에서 소속을 선택하면 됩니다.
입력 한 소속에 오타가 발생하면 3번을 통해 수정하면 자동으로 반영됩니다.
5. 저자명을 입력 양식에 맞게 입력 후 "Add Author"를 클릭하면 저자가 추가 됩니다.
6. 소속이 없을 경우 별도로 소속을 입력합니다.

Step 2. Authors and Affiliations
Please fill in the author names and affiliation. The author list can not be revised after submission.
The result of review shall be informed only to the corresponding author.

1 Order

Order	Name	Affiliation	Other Affiliation	Edit	Delete
1	Corresponding Author First Author Su Jeong Kim ¹	M2 , ., Republic of Korea	2 <input type="checkbox"/>	3 <input type="button" value="Edit"/>	<input type="button" value="Delete"/>

4 Add Author

Add the corresponding author ☐ * The maximum number of First author is two.

* First Name Middle Name * Last Name

ORCID ID What is ORCID?

* Affiliation **4**

If there is the Affiliation you helped to select it. If not, enter your affiliation directly to add new one.

* City

* Country

E-mail

5

Affiliation Management

1.

* Affiliation

* City

* Country

6

Add Affiliation

* Affiliation

* City

* Country

New Submission

New Submission

논문접수 3단계 : File upload

1. 논문파일은 Title page, Main body, Table, Figure, Supplement, Copyright Transfer Agreement으로 나누어서 첨부합니다.
: 첨부하는 파일에 대한 포맷은 Item을 선택하면 화면에 나타납니다.
2. 각 Item별로 등록할 파일을 찾은 뒤, "Upload File" 버튼을 클릭해야만 저장 됩니다.
3. 입력한 file은 "Original files" 리스트에서 확인 가능하고 Table과 figure의 경우, file을 첨부 한 후 File Description을 입력하셔야 하며, 순서대로 정렬하실 수 있습니다.
4. 입력한 file은 투고 완료 전까지 "Edit/Delete" 버튼을 통해 수정/삭제 하실 수 있습니다.

File upload
Please upload Manuscript file Copyright Transfer Form.

Step 3.

Manuscript file Article title, full names and affiliations of all authors, corresponding author's contact information, running title, Abstract, key words, main text, acknowledgments, references, figure legends.
Table file tables of data(includes table footnotes)
Figure file includes figures (illustrations, diagrams or photographs)
Supplement file Supply all supplementary material in standard file formats
Copyright Transfer Form

Add a New File

Item: Manuscript file, Table, Figure, Supplementary materials, Copyright Transfer Agreement (File Format : MS word (.doc, .docx, pdf, jpg))

File Name: [input field] [찾아보기...]

[Upload File]

Original files

Order	Item	File Name	Description	Date	Edit	Delete
1	Manuscript file	A_jkcs_20160014_2_00.doc		09-Jun-2016	EDIT	DEL
2	Table	A_jkcs_20160014_3_00_52.doc		09-Jun-2016	EDIT	DEL
3	Figure	A_jkcs_20160014_4_00_53.jpg	Found not resolution dpi	09-Jun-2016	EDIT	DEL

[Prev] [Next]

New Submission

New Submission

논문접수 3단계 : File upload > Copyright Transfer Agreement 업로드

1. 저작권 동의서는 “Copyright Transfer Form Download” 버튼 클릭 후, 출력하여 저자에게 친필 서명을 받습니다.
2. 친필 서명을 받은 후 doc, docx, jpg, pdf 파일로 업로드 합니다.

- 1 Title, Abstract
- 2 Authors
- 3 File upload
- 4 PDF conversion
- 5 Cover Letter & Additional Info.
- 6 Suggest Reviewers
- 7 Preview
- 8 Submit

File upload
Please upload Manuscript file Copyright Transfer Form.

Step 3.

Manuscript file Article title, full names and affiliations of all authors, corresponding author's contact information, running title, Abstract, key words, main text, acknowledgments, references, figure legends.

Table file tables of data(includes table footnotes)

Figure file includes figures (illustrations, diagrams or photographs)

Supplement file Supply all supplementary material in standard file formats

Copyright Transfer Form

Add a New File

Item	File Name	Description
1	Manuscript file	Format : MS word (.doc, .docx, pdf, jpg)
2	Table	
3	Figure	
4	Supplementary materials	
5	Copyright Transfer Agreement	

File Name: 찾아보기...

Upload File

Original files

Order	Item	File Name	Description	Date	Edit	Delete
1	Manuscript file				EDIT	DEL
2	Table				EDIT	DEL
3	Figure				EDIT	DEL

Copyright Agreement

The following must be completed to identify the manuscript. Please print.

Manuscript Number: _____

Manuscript Title: asaf

Name of Authors: Su Jeong Kim

COPYRIGHT TRANSFER

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The author declares that any person named as co-author of the contribution is aware of the above fact and has agreed to being so named.

Print Author's or Agent Name	Author's or Agent's Signature	Date
Su Jeong Kim	_____	_____

Corresponding Author

Name: Su Jeong Kim
E-Mail: sj5124@m2community.co.kr
Tel: 1 / Fax: 1
Address: .

[Print](#)

New Submission

New Submission

논문접수 4단계 : PDF conversion

1. 3단계에서 입력한 파일은 "Build PDF" 버튼을 클릭하여 PDF 파일로 변환합니다.
2. "Build PDF" 버튼 클릭 시 2번과 같이 자동적으로 "PDF Converting" 진행 됩니다.
3. PDF 변환이 완료되면 3번과 같이 merge 된 pdf 파일이 생성됩니다.
(Main body+ Table + Figure 파일이며, Title page는 제거됩니다.)

1 Title, Abstract

2 Authors

3 File upload

4 PDF conversion

5 Cover Letter & Additional Info.

6 Suggest Reviewers

7 Preview

8 Submit

Step 4. PDF conversion
1. please click the "Build PDF" button. (The process finishes when the PDF Merger file is made.)

Order	File Designation	Original File Name	Description
1	Manuscript file	A_jkcs_20160014_2_00.doc (33KBytes)	
2	Table	A_jkcs_20160014_3_00_52.doc (70KBytes)	
3	Figure	A_jkcs_20160014_4_00_53.jpg (175KBytes)	test
4			A_jkcs_20160014_0.pdf

* You must

1

Build PDF for your submission to proceed to the next step.

Prev

>> Build PDF

Next

2

PDF Converting

New Submission

New Submission

논문접수 5단계 : Cover Letter & Additional Info

편집인에게 전하는 글을 입력합니다.

: 위 내용에 대해서는 논문 수정시에도 추가로 작성하실 수 있습니다.

1 Title, Abstract

2 Authors

3 File upload

4 PDF conversion

5 Cover Letter & Additional Info.

6 Suggest Reviewers

7 Preview

8 Submit

Step 5. **Cover Letter & Additional Information**
Cover Letter Please, writer down the additional notes to Editor-in-Chief.
Additional Information Please respond to the questions/statements below.

Cover Letter

Additional Information

a. Research Grant

☐ Yes ☐ No

b. I confirm that I have mentioned all organizations that funded my research in the acknowledgements section of my submission including grant numbers where appropriate.

☐ Yes ☐ No

c. Conflict of Interest

☐ Yes ☐ No

Prev

Next

New Submission

New Submission

논문접수 6단계 : Suggest Reviewers

특별히 심사를 의뢰 하고 싶은 심사위원이 있을 경우 이름, 이메일, 소속을 입력하시면 심사 의뢰 시 참고 합니다.

없을 경우 "Skip" 버튼을 클릭하면 다음 단계로 이동합니다.

1 Title, Abstract

2 Authors

3 File upload

4 PDF conversion

5 Cover Letter & Additional Info.

6 Suggest Reviewers

7 Preview

8 Submit

Suggest Reviewers

Step 6.

Suggest Reviewers

Suggesting 2 reviewer(s) is required for Submission.

This is particularly important when the manuscript deals with a highly specialized subject.

Use the fields below to give us contact information for each suggested reviewer.

Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

* indicates a required field.

* Surname	* Given names	* E-mail Address	* Affiliation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Prev

Next

New Submission

New Submission

논문접수 7단계 : Preview

1. 1단계에서 6단계까지 입력한 내용을 제출 전에 다시 한번 체크 한 후 수정사항이 있을 경우 "Modify" 버튼을 통해 해당 단계로 이동하여 논문을 수정합니다.
2. 논문 제출 전에 마지막으로 변환한 "PDF" 파일을 점검해야만 제출 가능합니다.
3. "Submit" 버튼을 클릭하면 제출이 완료됩니다.
(제출이 완료된 후에는 투고 논문에 대해서 심사전에는 수정할 수 없습니다.)

1 Title, Abstract

2 Authors

3 File upload

4 PDF conversion

5 Cover Letter & Additional Info.

6 Suggest Reviewers

7 Preview

8 Submit

Step 7. Preview

Please confirm preview contents. If you agree to submit the manuscript, please click "submit" button

Step 1. (Title, Abstract)

Type of Manuscript Article

Title

Running Title

Abstract

a

Keywords : afd / sf

Acknowledgment

Corresponding Author

E-mail sj co.kr

Name

Affiliation M2

Address

Step 2. (Authors)

Su Jeong Kim^{1*}

¹M2, , Republic of Korea

Step 3. (File upload)

A 20160014_0.pdf

☐ I have reviewed the pdf file of the manuscript

Confirmation of the pdf file is required prior to submission of the manuscript

Step 5. (Cover Letter & Additional Information)

a. Research Grant

No

b. I confirm that I have mentioned all organizations that funded my research in the acknowledgements section of my submission including grant numbers where appropriate.

Yes

c. Conflict of Interest

No

Step 6. (Suggest Reviewers)

* Surname	* Given names	* E-mail Address	* Affiliation
a	a	asdf@ad.com	123
asdf	asfd	asdf@ad.com	asdf

* Please submit the confirmed "PDF file" after confirmed.

Prev Submit

New Submission

New Submission

[논문접수 8단계 : Submit](#)

논문 투고 8단계는 투고 완료 페이지입니다. 제출이 완료된 논문은 수정할 수 없습니다. 아래 1번과 같이 투고 완료 메일이 Corresponding Author와 제출자에게 발송되며, 모든 진행, 심사 결과에 대해서도 메일로 통보됩니다.

New submission (Complete submissions)

Thank you for submitting your manuscript.

All manuscripts will first be reviewed to ensure compliance with the manuscript submission guidelines.
You will receive your registration number or return notice via email.

For any questions, please call editorial staff at

E-mail :

Website :

 Confirm

New Submission

Incomplete Submissions

논문 투고 시 일부 내용을 입력/저장하고 로그아웃 하거나 다른 메뉴로 이동 했을 때 작성 중인 논문 목록을 확인 할 수 있으며 삭제 또는 계속 이어서 투고를 완료 할 수 있습니다.

1. Author Main 페이지에서 "Incomplete Submissions" 클릭하면 작성중인 논문 목록 페이지로 이동합니다.
2. Author Main 페이지 하단에서도 작성중인 논문 목록 확인 가능하며 "제목" 또는 "Continue Submission" 버튼 클릭 시 투고 페이지로 이동합니다.
3. 작성중인 논문은 Author Main 페이지 또는 Incomplete Submissions 목록 페이지에서 삭제 가능합니다. 삭제 된 논문은 다시 되돌릴 수 없으니 주의하시기 바랍니다.

The screenshot displays the 'Author Main' interface. On the left, a sidebar contains navigation links: 'New Submissions' (with a 'Submit a Manuscript' button), 'Incomplete Submissions' (highlighted with a red dashed box and a circled '1'), 'Submissions Returned to Author', 'Submissions Under Process', 'Reviews / Revisions' (with links for 'Manuscripts in Review', 'Manuscript in Revision', and 'Manuscripts Accepted'), 'Completed' (with links for 'English Editing', 'Manuscripts in Final revision', 'Manuscript Editing', and 'In Press'), and a summary section for 'Accepted (0)', 'Rejected (0)', and 'Submissions with a Decision (0)'. The main content area is titled 'Author Resources' and includes a note about email notifications. Below this is a table of recent submissions. At the bottom, a 'Manuscripts in Process' table lists submissions with columns for 'Manuscript Title', 'Date Submitted', 'Status', and 'Edit (revision)'. The first row shows a submission with ID 'sdfsa', dated '26-Oct-2015', with a status of 'Incomplete'. This row is highlighted with a red dashed box, and the 'Continue Submission' button is circled with a '2', while the 'DEL' button is circled with a '3'.

Manuscript Title	Date Submitted	Status	Edit (revision)
sdfsa	26-Oct-2015	Incomplete	Continue Submission DEL

New Submission

Submissions Returned to Author

투고가 완료된 논문 중에서 편집위원회의 요청에 의해 접수 전, 수정 가능한 상태로 전환된 논문 목록을 확인할 수 있습니다.

1. Author Main 페이지에서 "Submission Returned to Author" 클릭하면 논문 목록을 확인할 수 있는 페이지로 이동합니다.
2. Author Main 페이지 하단에서도 논문 목록 확인 가능하며 "제목" 또는 "Continue Submission" 버튼 클릭 시 투고 페이지로 이동합니다. 투고 완료 전 상태와 동일하므로, 편집위원회에서 요청한 수정사항을 확인 후 논문을 수정하시면 됩니다.

New Submissions

[Submit a Manuscript](#)

[Incomplete Submissions](#)

1 [Submissions Returned to Author](#)

[Submissions Under Process](#)

Reviews / Revisions

[Manuscripts in Review](#)

[Manuscript in Revision](#)

[Manuscripts Accepted](#)

Completed

[English Editing](#)

[Manuscripts in Final revision](#)

[Manuscript Editing](#)

[In Press](#)

Accepted (0) **Rejected (0)** **Submissions with a Decision (0)**

Author Resources

It shows the most recent five e-mails reading your submission. To remove an e-mail from this list, click the delete link.

20150008	[...]	Complete submissions. Tempo...	X
20150007	[...]	Complete submissions. Tempo...	X

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
sdfsad	26-Oct-2015	Incomplete	Continue Submission DEL

New Submission

Submissions Under Process

Author Main 페이지에서 “Submissions Under Process” 클릭하면 심사 대기중인 논문 목록 페이지로 이동 합니다.

- **Awaiting** : 접수번호(Manuscript ID) 부여 전 상태
- **Submitted** : 접수번호(Manuscript ID) 부여 후 심사위원 배정 전 상태

논문 제목 클릭 시 투고한 논문의 상세 정보를 확인할 수 있습니다.

New Submissions

[Submit a Manuscript](#)

- [Incomplete Submissions](#)
- [Submissions Returned to Author](#)
- [1 Submissions Under Process](#)**

Reviews / Revisions

- [0 Manuscripts in Review](#)
- [0 Manuscript in Revision](#)
- [0 Manuscripts Accepted](#)

Completed

- [0 English Editing](#)
- [0 Manuscripts in Final Revision](#)
- [0 Manuscript Editing](#)
- [0 In Press](#)

[Accepted \(0\)](#) [Rejected \(0\)](#) [Submissions with a Decision \(0\)](#)

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
test test [VIEW]	21-Aug-2015	Awaiting	

Submissions Under Process

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
-	test test [VIEW]	21-Aug-2015	-	Awaiting	

New Submission

Submissions Under Process

Awaiting 논문

투고가 완료 되면 심사 진행 상태는 “Awaiting”이 되며 이 경우 “Manuscript ID” 번호 대신 “Temporary number”가 부여됩니다.

해당 제목을 클릭 시 투고한 내용을 확인할 수 있으며 수정은 불가능합니다.

Submissions Under Process

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
-	test test [VIEW]	21-Aug-2015	-	Awaiting	

Title

Category of Submission
New

Manuscript ID

Type of Manuscript
Original research

Temporary number
20140002

Date Submitted
06-Oct-2014

Title
Title Test

Running title
Running Title Test

Corresponding Author

E-mail
sjmm.co.kr

Name
Y

Affiliation
M2community

Address
M2community Center and North Korea Center for Policy Research, 43, Kor

City
Seoul

Country
Republic of Korea

Tel
+82-2-390

Fax
+82-2-31

Cellular Phone
+82-2-344

Author Information

Yg Cho^{1*}

¹M2community, Seoul, Republic of Korea

Abstract & Cover Letter

Abstract
Abstract test

Keywords
Keywords 1&&Keywords 2&&Keywords 3&&Keywords 4&&Keywords 5

Acknowledgment

Cover Letter & Additional Information

Cover Letter Test

a. Research Grant
No

b. IRB approval
No

c. Conflict of Interest
No

Manuscript File

Original files

File Name
PDF File Name
File Designation

A_0140002_1_00.docx
Title Page (With Author Details)

A_0140002_2_00.docx
Manuscript file (No Author Details)

A_20140002_0.pdf

Review Result

1st
2nd
3rd
4th
5th

Review Result

Author's Opinion

1st
2nd
3rd
4th
5th

Author's Opinion

New Submission

Submissions Under Process

Submitted 논문

편집위원회에서 적합성 여부 판단 후 접수 완료 된 논문의 경우 “Manuscript ID”가 부여되며 심사위원 배정 후 심사가 진행 됩니다.

해당 제목을 클릭 시 투고한 내용을 확인할 수 있으며 수정은 불가능합니다.

Submissions Under Process					
Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
1-001	test test [VIEW]	21-Aug-2015	-	Submitted	

Title

Category of Submission

Manuscript ID

Temporary number

Title

Running title

Corresponding Author

E-mail

Name

Affiliation

Address

City

Tel

Cellular Phone

Author Information

Younsang

M2community, Seoul, Republic of Korea

Abstract & Cover Letter

Abstract

Keywords

Acknowledgment

Cover Letter & Additional Information

Manuscript File

Original files

File Name

PDF File Name

File Designation

Review Result

Review Result

Author's Opinion

Author's Opinion

Reviews/Revisions

Manuscripts in Review

심사위원이 배정 된 후 심사 진행중인 논문의 현황을 확인할 수 있습니다.

New Submissions

[Submit a Manuscript](#)

[0 Incomplete Submissions](#)

[0 Submissions Returned to Author](#)

[0 Submissions Under Process](#)

Reviews / Revisions

[1 Manuscripts in Review](#)

[0 Manuscript in Revision](#)

[0 Manuscripts Accepted](#)

Completed

[0 English Editing](#)

[0 Manuscripts in Final revision](#)

[0 Manuscript Editing](#)

[0 In Press](#)

[Accepted \(0\)](#) [Rejected \(0\)](#) [Submissions with a Decision \(0\)](#)

Manuscripts in Process

Manuscript ID	Manuscript Title	Date Submitted	Status	Edit (revision)
C-16-0003	Potential [VIEW]	13-Jan-2016	Under 1st Review	

1. 심사 진행 중인 논문의 리스트로 이동하며 상세보기만 가능합니다.

- Date Decided : 해당 회차의 심사 결과가 통보 된 날짜입니다.
- Status : 현재 몇 회차 심사중인지 알 수 있습니다.

2. 제목 클릭 시 상세 보기 화면으로 이동합니다.

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
C-16-0003	Material through Evaluating [VIEW]	13-Jan-2016	-	Under 1st Review	

Reviews/Revisions

Manuscript in Revision

1차, 2차 등 심사결과에 대한 지적사항 및 심사내역을 확인하실 수 있으며, 심사 결과 확인 후 논문에 대해 수정 할 수 있습니다.

New Submissions

[Submit a Manuscript](#)

[0 Incomplete Submissions](#)

[0 Submissions Returned to Author](#)

[0 Submissions Under Process](#)

Reviews / Revisions

[0 Manuscripts in Review](#)

[1 Manuscript in Revision](#)

[0 Manuscripts Accepted](#)

Completed

[0 English Editing](#)

[0 Manuscripts in Final revision](#)

[0 Manuscript Editing](#)

[0 In Press](#)

[Accepted \(0\)](#)

[Rejected \(0\)](#)

[Submissions with a Decision \(0\)](#)

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
test test [VIEW]	21-Aug-2015	In first revision Minor revision	» Revision Processing ~ 2015-9-18

Author Resources

It shows the most recent five e-mails reading your submission. To remove an e-mail from this list, click the delete link

20150008

gy] Complete submissions. Tempo...

x

20150007

[/

gy] Complete submissions. Tempo...

x

Reviews/Revisions

Manuscript in Revision

Manuscript Title

제목 클릭하면 논문 등록 기본정보, Manuscript file(Original files ~ 최종파일), 심사내역, 수정내역 등 전체적인 상세정보를 확인하실 수 있습니다.

Manuscript in Revision					
Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
A-15-0003	test test [VIEW]	21-Aug-2015	21-Aug-2015	In first revision Processing ~ 2015-9-18 Minor revision	>> Revision

Title				
Category of Submission New				
Manuscript ID	A-15-0003	Type of Manuscript	Original research	
Temporary number	20140002	Date Submitted	06-Oct-2014	
Title	Title Test			
Running title	Running Title Test			
Corresponding Author				
E-mail	[redacted]@m2community.kr			
Name	Younsang Cho			
Affiliation	M2community			
Address	[redacted] 135-703, Kor			
City	Seoul	Country	Republic of Korea	
Tel	+82-2-[redacted] 390	Fax	+82-2-5-[redacted]	
Cellular Phone	+82-2-[redacted] 44			
Author Information				
[redacted]ho				
M2community, Seoul, Republic of Korea				
Abstract & Cover Letter				
Abstract	Abstract test			
Keywords	Keywords 1&&Keywords 2&&Keywords 3&&Keywords 4&&Keywords 5			
Acknowledgment				
Cover Letter & Additional Information	Cover Letter Test			
	* a. Research Grant	No		
	* b. IRB approval	No		
	* c. Conflict of Interest	No		
Manuscript File				
Original files				
File Name	PDF File Name	File Designation		
A-15-0002_1_00.docx		Title Page (With Author Details)		
A-15-0002_2_00.docx		Manuscript file (No Author Details)		
	A-15-0002_0.pdf			
Review Result				
	1st	2nd	3rd	4th
Review Result	Minor revision			
Author's Opinion				
	1st	2nd	3rd	4th
Author's Opinion				

Reviews/Revisions

Manuscript in Revision

Status

현재 심사 진행 상태 및 수정 마감일을 확인할 수 있으며, 버튼 클릭 시 심사결과에 대한 지적사항 및 심사내역을 확인하실 수 있습니다.
수정 마감일이 지난 후에는 수정할 수 없으니 수정기간을 지켜주시기 바랍니다.

Manuscript in Revision					
Manuscript ID	Manuscript Title	Date Submitted	Date Decisioned	Status	Edit (revision)
0003-15	test test [VIEW]	21-Aug-2015	21-Aug-2015	In first revision Processing ~ 2015-9-18 Minor revision	>> Revision

Review Result

Manuscript ID	0002
Review Count	1st
Send Date	06-Oct-20
Recommendation	Minor revision
Comments to Authors (Editorial Office)	통합심사내용 test

Reviewer's Comments

Reviewer 1

Comments to Authors

> Print > Close

Reviews/Revisions

Manuscript in Revision

[Edit \(revision\)](#)

논문에 대한 수정은 심사결과 확인 후 “Revision” 버튼을 클릭한 후에 단계별로 작성하시면 됩니다. “Revision” 버튼은 상태값이 저자 수정 시에만 활성화 됩니다.

Manuscript in Revision					
Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
A-15-0003	test test [VIEW]	21-Aug-2015	21-Aug-2015	In first revision Processing ~ 2015-9-18 Minor revision	» Revision

1

Title, Abstract

2

Authors

3

File upload

4

PDF conversion

5

Cover Letter & Additional Info.

6

Author's comment

7

Preview

8

Submit

Step 1. Manuscript Type, Title and Abstract

Please fill in the manuscript type, title, running title, abstract, keywords and Corresponding Author.

Required fields are marked with ***

* Category of Submission

☒ New ☐ Resubmission

* Type of Manuscript

☒ Editorial ☐ Review Article ☐ Original Article ☐ Case Report ☐ Idea and Innovation ☐ Continuing Medical Education ☐ Book Review ☐ Letter ☐ Image ☐ Communications ☐ Discussion ☐ Special Topics

* Title

jdtsad Special Characters

Title (Korean/Chinese)

테스트 Special Characters

* Running Title

jsdfa 5/40 characters

Running Title (Korean/Chinese)

테스트 Do not use special characters

* Abstract

0 words (up to Words)

Special Characters

It should contain the following components in the order listed without changing lines; purpose, methods, results and conclusion. (Word count of abstract should be equal to or less than 250)

jsadt

Acknowledgment

dsadt

* Keywords

jsaf dsad jsaf

Between three and five keywords should be listed.

Corresponding Author

☐ Please check here if corresponding author is the same to registrant.

* E-mail

younsang@m2community.co.kr Find Author

* Full Name

First Name Younsang Middle Name Last Name Cho

ORCID ID

What is ORCID?

Name (Korean/Chinese)

테스트

* Affiliation

test14
ex) 2nd Floor, Venture Center II,

Affiliation (Korean/Chinese)

test
ex) 2nd Floor, Venture Center II,

* Address

42 Jeong-ro, Dong-gu, Gwangju 501-757, Korea
ex) 194-41 Osongsaengmyeong 1-ro, Osong-eup, Heungdeok-gu, Cheongju-si 28160 Chungcheongbuk-do, Republic of Korea

Address (Korean/Chinese)

테스트
ex) 194-41 Osongsaengmyeong 1-ro, Osong-eup, Heungdeok-gu, Cheongju-si 28160 Chungcheongbuk-do, Republic of Korea

* City

Seoul

* Country

Republic of Korea

* Tel

010-5261-6113

Cellular Phone

010-5261-6113

Save

Next

Reviews/Revisions

Manuscript in Revision

Edit (revision) – 3단계 File Upload: 심사결과에 따른 논문파일 수정

논문 수정은 “New Submissions”과 동일한 단계로 진행되나, 저자 정보에 대한 수정은 할 수 없습니다. 심사 결과에 따라 수정 된 논문 파일은 3단계 File Upload에서 최초 투고 시와 동일한 방법으로 첨부파일 등록 후 “PDF conversion”을 합니다.
첨부한 파일은 Original file부터 3차 수정 된 파일까지 업로드 된 모든 파일을 확인할 수 있습니다.

- 1 Title, Abstract
- 2 Authors
- 3 File upload
- 4 PDF conversion
- 5 Cover Letter & Additional Info.
- 6 Author's comment
- 7 Preview
- 8 Submit

File upload
Please upload Main body (Clean Copy), List of responses file.

Title page Article title, full names and affiliations of all authors, corresponding author's contact information, running title.

Main body Abstract, key words, main text, acknowledgments, references, figure legends.

List of responses file Response to Decision Letter

Table file tables of data(includes table footnotes)

Figure file includes figures (illustrations, diagrams or photographs)

Supplement file Supply all supplementary material in standard file formats

Copyright Transfer Agreement

Step 3.

View and Response to Decision Letter

	1st	2nd	3rd	4th	5th
Review Result					

Add a New File

Item

Manuscript file
Table
Figure
Supplementary materials
Copyright Transfer Agreement

(File Format : MS word (.doc, .docx))

File Name

찾아보기...

Upload File

Original files

Order	Item	File Name	Description	Photo Release Form File Name	Date	Edit	Delete
1		A_50001_1_00.docx			26-Oct-2015		
2		A_50001_2_00.docx			26-Oct-2015		
3	Figure	A_50001_4_00_3.jpg	fig. 1	PHOTO RELEASE FORM UPLOAD FILE	26-Oct-2015		

1st revision files

Order	Item	File Name	Description	Photo Release Form File Name	Date	Edit	Delete

2nd revision files

Order	Item	File Name	Description	Photo Release Form File Name	Date	Edit	Delete

3rd revision files

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* If you have to revise Title or Abstract, you must revise at first step as well.

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Reviews/Revisions

Manuscript in Revision

Edit (revision) – 6단계 Response note: 논문 수정에 따른 저자의견 입력

1차 심사의견을 다시 한번 확인할 수 있으며, 각 심사위원의 심사의견에 대한 답변서(list of responses) 작성합니다. 직접 입력하거나 파일로 첨부하여 전달할 수 있습니다. 나머지 단계는 최초 등록과 동일하며 수정이 완료 되어 제출 된 논문은 더 이상 수정할 수 없습니다.

1 Title, Abstract

2 Authors

3 File upload

4 PDF conversion

5 Cover Letter & Additional Info.

6 Author's comment

7 Preview

8 Submit

Step 6. Author's comment

Review Result

	1st	2nd	3rd	4th	5th
Review Result	Minor revision				

Author's Opinion

Attach File

찾아보기...

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Reviews/Revisions

Manuscript in Revision

Edit (revision) – 제출 완료

저자 수정 후 제출이 완료 된 논문은 Status 상태가 “Completed”로 변경되어 더 이상 수정 할 수 없으며 제목 클릭 후 상세보기 화면에서 제출 된 파일 및 저자 의견을 확인할 수 있습니다.

Manuscript in Revision					
Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
02	Title Test [VIEW]	06-Oct-2014	06-Oct-2014	In first revision Completed	Minor revision

Title					
Category of Submission	New				
Manuscript ID	14-002	Type of Manuscript	Original research		
Temporary number	20140002	Date Submitted	06-Oct-2014		
Title	Title Test				
Running title	Running Title Test				
Corresponding Author					
E-mail	s16124@m2comm.co.kr				
Name	Younsang Cho				
Affiliation	M2community				
Address	1				
City	Seoul	Country	Republic of Korea		
Tel	+82-0	Fax	+82-1		
Cellular Phone	+82-2-3420-1344				
Author Information					
M2community, Seoul, Republic of Korea					
Abstract & Cover Letter					
Abstract	Abstract test				
Keywords	Keywords 1, Keywords 2, Keywords 3, Keywords 4, Keywords 5				
Acknowledgment					
Cover Letter & Additional Information	Cover Letter Test a. Research Grant No b. IRB approval No c. Conflict of Interest No				
Manuscript File					
Original files					
File Name	PDF File Name	File Designation			
140002_1_00.docx		Title Page (With Author Details)			
A_0002_2_00.docx		Manuscript file (No Author Details)			
	A_JRPR_20140002_0.pdf				
1st revision files					
File Name	PDF File Name	File Designation			
A_0001_1_11.docx		Title Page (With Author Details)			
A_0001_2_11.docx		Manuscript file (No Author Details)			
	A_JRPR_20140001_1.pdf				
Review Result					
	1st	2nd	3rd	4th	5th
Review Result	Minor revision				
Author's Opinion					
	1st	2nd	3rd	4th	5th
Author's Opinion	1st Author's Opinion				

Reviews/Revisions

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게재허가 "Accept"가 확정된 논문을 확인하실 수 있습니다.

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Completed

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[0 Manuscript Editing](#)

[0 In Press](#)

Accepted (1) Rejected (0) Submissions with a Decision (0)

Author Resources

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5-0008	etter of decision 5th - Accept	X
5-0008	etter of decision 4th - Reject	X
5-0008	etter of decision 3rd - Major revision	X
5-0008	etter of decision 2nd - Minor revision	X
5-0008	8	X
5-0008	etter of decision 1st - Minor revision	X
5-0008	ssion to Asian Journal of Beauty and Co...	X
03	metology] Complete submissions. Tempo...	X
5-0003	est for manuscript review :(1st review)	X
09	metology] Complete submissions. Tempo...	X

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
qwe [VIEW]	14-Jan-2016	Accepted	

Completed

English Editing

English Editing이 진행중인 논문을 확인하실 수 있습니다.

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0 Manuscript in Revision

0 Manuscripts Accepted

Completed

1 English Editing

0 Manuscripts in Final revision

0 Manuscript Editing

0 In Press

Accepted
(0)

Rejected
(0)

Submissions with a Decision
(0)

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20150008

Complete submissions. Tempo...

x

20150007

Complete submissions. Tempo...

x

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
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Completed

Manuscripts in Final revision

게재허가 “Accept”가 확정되면 “Manuscripts in Final Revision” 메뉴를 통해 최종원고를 업로드 합니다(또는 화면 하단에 있는 논문 목록과 “Accept” 메뉴를 통해서도 업로드 가능합니다.)

최종 원고는 “Temporary Save” 버튼을 통해 임시 저장 가능하며 “Submit” 버튼 클릭 시 제출 완료 됩니다.

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Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
test test [VIEW]	21-Aug-2015	Final Revision	>> Final Revision

Author Resources

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20150008] Complete submissions. Tempo...	X
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Completed

Manuscripts in Final revision

English-proofreading 파일을 확인하실 수 있으며 최종 원고는 “Temporary Save” 버튼을 통해 임시 저장 가능하며 “Submit” 버튼 클릭 시 제출 완료 됩니다.
제출 완료 된 최종 파일은 수정이 불가능하며 목록 화면에서 제목 클릭 시 제출된 내용을 확인하실 수 있습니다.

Manuscript ID	15-0003
Title	test test
English-proofreading	

This attachment file is the final revision after English-proofreading.
Please answer your acceptance.

☐ 1. Yes, I agree the proofreading.
☐ 2. No, I do not agree it.

If, you do not agree it, please describe your requests in detail.

Please, attach the final manuscript after the revision.
*** Do not revise the other contents of manuscript**

Attach File

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Manuscript Editing

Manuscript Editing이 진행중인 논문을 확인하실 수 있습니다.

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(0)

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(0)

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Manuscript Title	Date Submitted	Status	Edit (revision)
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20150007		Complete submissions. Tempo...	x

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Manuscripts in Process

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20150007

Complete submissions. Tempo...

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Thank you