



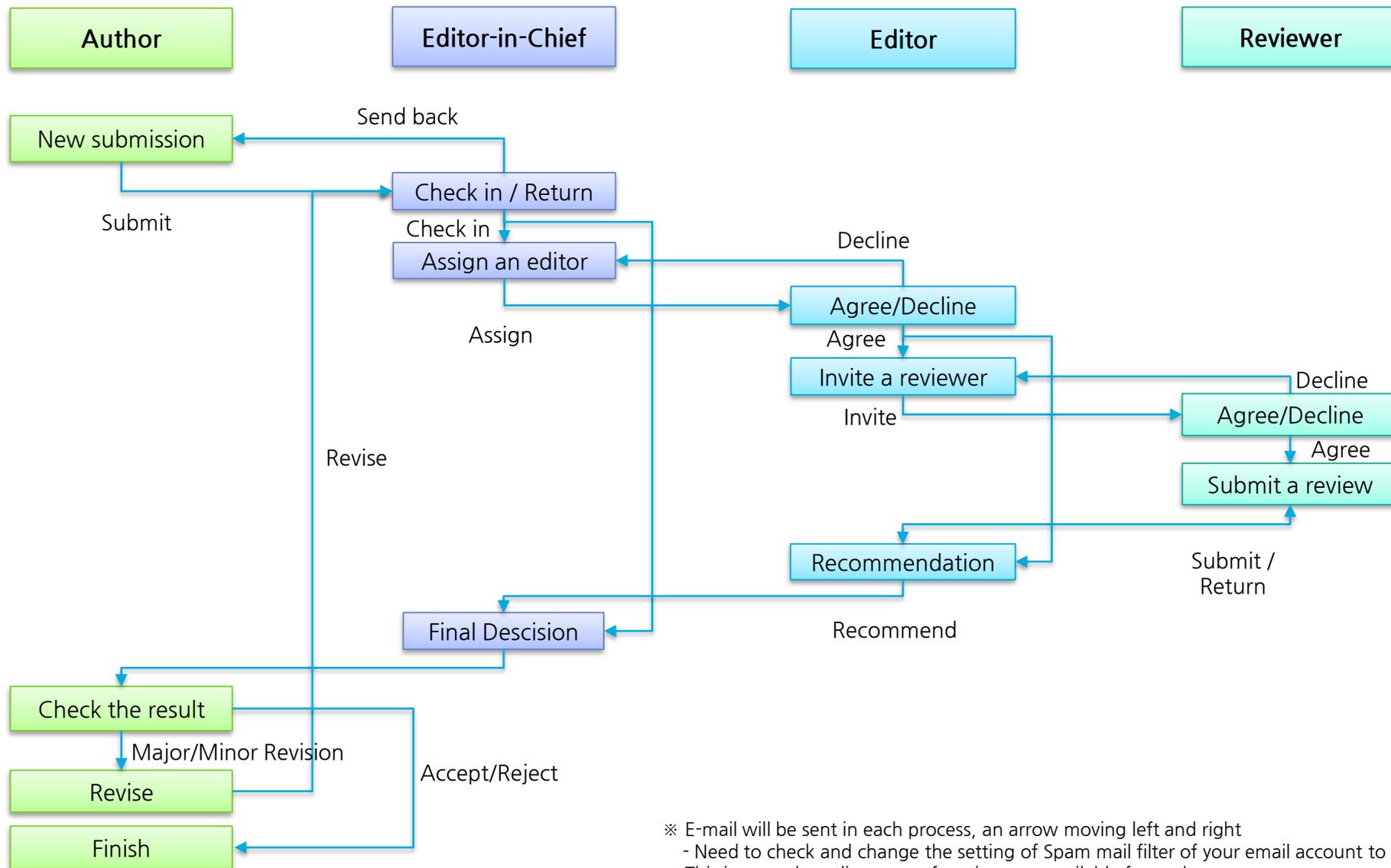
# Online Manuscript Submission System

## - Manual for Authors

# INDEX

- I. Work Flow
- II. Log-in & User management
- III. Main menu for author users
- IV. Paper submission
- V. Checking the process
- VI. Result check and submission of the revised paper

# I . Work Flow



# II . Log-in & User management

Menu	Home
Summary	The main page of the manuscript submission system

**The Journal of Advanced Publishing Technology**  
This is a sample site. Please do not use for any purpose. eISSN : 1234-5678 | pISSN : 1234-5678

[Home](#) 한글

## Online Manuscript Submission System

Welcome to Journal of Advanced Publishing Technology Online Manuscript Submission System.  
Please login with your ID and Password.

Email (ID)

Password

Remember email (ID).

Login

Sign up

Find password

Journal homepage

Instructions for author

Publication ethics

Contact information

- **Work Flow**
  - 1) Enter your email (ID).
  - 2) Enter the password.
  - 3) You may save your email(ID) to your personal PC.
- **Page Description**
  - Sign up: You may sign up for an account. By default, you will be registered as an author.
  - Find Password : When you forget the password, you may reset it here.

# II . Log-in & User management

Menu	Home > Sign-up (Register)
Summary	Register page

## Agreement

### Internet Privacy Policy

We respect the privacy of our web site visitors. We do use information you provide to better serve also recognize that this information belongs to you and that we must treat it accordingly. If there a policy in the future, information concerning any such change will be posted on this webpage. Pers through registration is kept confidential and will not be disclosed to third parties except as may be

### Guidance to Collection and Retention Period of P Information

- Mandatory Information: Email, Title, Name, Office Phone, Affiliation, Country
- Optional Information: Degree, ORCID, Additional Email, Mobile Phone, Fax, Position, Department
- Items to be preserved: Mandatory and optional information that you have consented to for collect
- Retention period: 3 years

### The Contact Information which Deals with Persor Protection Tasks

We are using its best endeavors to prevent damage that may be incurred from the disclosure, misuse information and, for such purposes, has designated the company in charge of the management of per be responsible for the reflection of opinions and handling of complaints regarding personal information

- Guhmok Publishing
- Telephone: +82-2-2277-3324
- Email: yeonwook.kim@gmail.com

### Consent

By using this site, you signify your consent to our on-line privacy policy. If you do not agree to this pc site. We reserve the right, at our discretion, to update, change, modify, add, or remove portions of thi

I agree to the collection and use of personal information.

I do not agree to the collection and use of personal information.

## Sign up

※ We recommend that you use only English for compatibility with other authors in the Manuscript Submission System.

### Personal information

Email (ID) *	<input type="text" value="ex) email@example.com"/>
Password *	<input type="text" value="Between 8-20 charact"/>
Password confirmation *	<input type="text" value="Confirm Password"/>
Title *	<input type="text" value="Dr. v"/>
First name *	<input type="text" value="ex) Gildong"/>
Middle name	<input type="text"/>
Last name *	<input type="text" value="ex) Hong"/>

### Institution information

Position	<input type="text" value="ex) Professor, Researche"/>
Affiliation *	<input type="text"/>
Department	<input type="text"/>
Address	<input type="text"/>
City/State	<input type="text"/>
Postcode	<input type="text"/>
Country *	<input type="text" value=":: Country::"/>

Check automatic registration \*  I'm not a robot  This field check the automatic registration. Please click the check button.

Fields marked with asterisk(\*) are required.

## Work Flow

- 1) Confirm the user policy, and click “Confirm” button
- 2) Fill out your information
- 3) Fileds marked with \* are required.
- 4) Click “reCAPTCHA” and “Register”.
- 5) You may submit your paper as an author after the registration.

## Page Description

- reCAPTCHA : It is a security test to prevent automatic registration and determine whether or not the user is human.

## II . Log-in & User Management

Menu	Home > Reset Password	
Summary	When users forget their passwords, they may reset their passwords through this process.	<ul style="list-style-type: none"><li>• <b>Work Flow</b><ol style="list-style-type: none"><li>1) Enter your email address and click the button.</li><li>2) Check the password that is sent to your email (valid for 30 min.).</li><li>3) Reset your password after log-in.</li></ol></li><li>• <b>Page Description</b></li></ul>
<div data-bbox="210 598 286 625"><b>Email</b></div> <div data-bbox="349 584 987 655"><input type="text" value="ex) abc@example.com"/></div> <div data-bbox="349 691 987 762"><input type="button" value="Find password"/></div> <p data-bbox="331 802 1406 906">Find your password through your email (ID). If an email address that you write exists in database, your password will be e-mailed to you. New password will be working only within 30 minutes.</p>		

# II . Log-in & User Management

Menu	My Account > Update Personal Information / Change Password
Summary	Update Personal Information / Change Password

Home Author Reviewer Login: Junnsung q Kim **My page** Logout 한글

**My Page**

- My information
- Change my password**

## Modify User Information

※ We recommend that you use only English names for compatibility with other authors in the Manuscript Submission System.  
※ If you want to change password, please click 'My Password Change' on the left side.

### Personal information

Email (ID) *	author1@guhmok.com
<b>Current Password *</b>	<input type="password"/>
Title *	Prof. ▾
First name *	Junnsung
Middle name	q
Last name *	Kim
Full Name	Junnsung q Kim <small>You can not type directly into this field.</small>
Degree	PH. D.
ORCID	1234-4567-4567-4568 
Secondary email	second@xxx.xxx

### •Work flow

- 1) Click “My page” on the upper right-hand corner after log-in.
- 2) Update the User Information and save it.
- 3) If you are changing a password, click “Change my password” on the left sidebar. Enter the current password and save the new password.

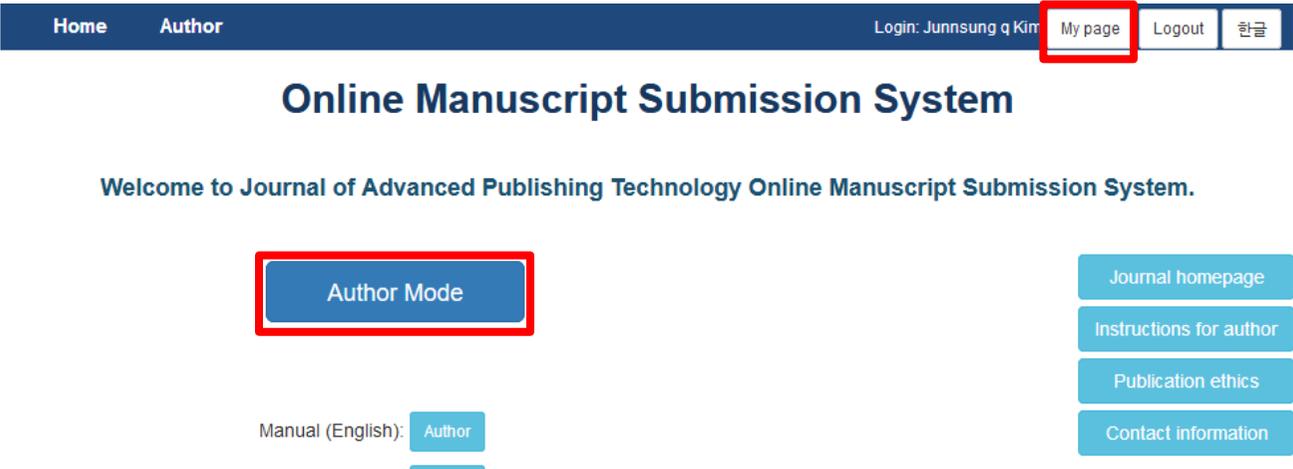
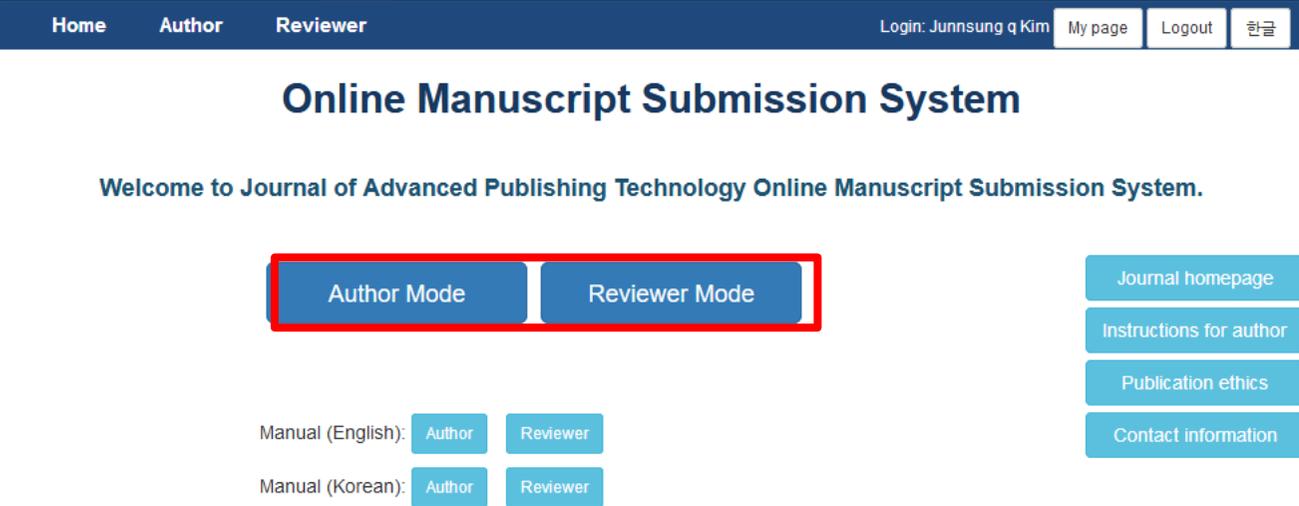
### • Page Description

- Before you change your personal information and a password, you must enter your current password for security reasons.

## II . Log-in & User Management

Menu	Home > My Account
Summary	- Reviewers may activate the author mode by entering personal information.

	<ul style="list-style-type: none"><li>• <b>Work Flow</b><ol style="list-style-type: none"><li>1) A reviewer who received a temporary password via e-mail can submit a paper in the author mode by entering personal information and changing the password.</li></ol></li></ul>
	<ul style="list-style-type: none"><li>• <b>Page Description</b></li></ul>

# III. Main menu for Author Users

Menu	Author > Main menu																											
Summary	Main menu for author users																											
	<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 24pt; font-weight: bold;">Author</span> <div style="display: flex; gap: 10px;"> <span style="background-color: #00a0e3; color: white; padding: 5px 10px; border-radius: 5px;">Manual (English)</span> <span style="background-color: #00a0e3; color: white; padding: 5px 10px; border-radius: 5px;">Manual (Korean)</span> </div> </div> <div style="margin-bottom: 20px;"> <h3 style="color: #00a0e3;">New Submissions</h3> <div style="background-color: #f0f0f0; padding: 10px; border-radius: 5px; margin-top: 5px;"> <p><b>Submit New Manuscript</b></p> <p><b>Incomplete Submissions (10)</b></p> <p>Submissions Sent Back to Author (0)</p> <p><b>Submissions Being Processed (2)</b></p> </div> </div> <div style="margin-bottom: 20px;"> <h3 style="color: #00a0e3;">Revisions</h3> <div style="background-color: #f0f0f0; padding: 10px; border-radius: 5px; margin-top: 5px;"> <p>Submissions Needing Revision (0)</p> <p>Incomplete Submissions Being Revised (0)</p> <p>Revisions Sent Back to Author (0)</p> <p><b>Revisions Being Processed (1)</b></p> </div> </div> <div> <h3 style="color: #00a0e3;">Completed</h3> <div style="background-color: #f0f0f0; padding: 10px; border-radius: 5px; margin-top: 5px;"> <p>Submissions with a Decision (4)</p> <p>Submissions with Withdrawal (4)</p> </div> </div>																											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;"><b>New submissions (primary)</b></th> </tr> <tr> <td style="padding: 5px;">- Submit New Manuscript</td> <td style="padding: 5px;">Submitting a new paper</td> </tr> <tr> <td style="padding: 5px;">- Incomplete Submissions</td> <td style="padding: 5px;">A list of papers which are in the process of revision</td> </tr> <tr> <td style="padding: 5px;">- Submissions Sent Back to Author</td> <td style="padding: 5px;">A list of declined papers. You may re-submit the revised paper which reflects the cause of return.</td> </tr> <tr> <td style="padding: 5px;">- Submissions Being Processed</td> <td style="padding: 5px;">A list of submitted papers. The progress can be checked.</td> </tr> <tr> <th colspan="2" style="text-align: left; padding: 5px;"><b>Revisions (2<sup>nd</sup> or more)</b></th> </tr> <tr> <td style="padding: 5px;">- Submissions Needing Revision</td> <td style="padding: 5px;">Submit a revised paper</td> </tr> <tr> <td style="padding: 5px;">- Incomplete Submissions Being Revised</td> <td style="padding: 5px;">A list of papers which are in the process of revision</td> </tr> <tr> <td style="padding: 5px;">- Revisions Sent Back to Author</td> <td style="padding: 5px;">A list of declined papers</td> </tr> <tr> <td style="padding: 5px;">- Revisions Being Processed</td> <td style="padding: 5px;">A list of submitted papers</td> </tr> <tr> <th colspan="2" style="text-align: left; padding: 5px;"><b>Completed</b></th> </tr> <tr> <td style="padding: 5px;">- Submissions with a Decision</td> <td style="padding: 5px;">A list of papers that final decision has been made</td> </tr> <tr> <td style="padding: 5px;">- Submissions with Withdrawal</td> <td style="padding: 5px;">- Withdrawn or deleted paper</td> </tr> </table>		<b>New submissions (primary)</b>		- Submit New Manuscript	Submitting a new paper	- Incomplete Submissions	A list of papers which are in the process of revision	- Submissions Sent Back to Author	A list of declined papers. You may re-submit the revised paper which reflects the cause of return.	- Submissions Being Processed	A list of submitted papers. The progress can be checked.	<b>Revisions (2<sup>nd</sup> or more)</b>		- Submissions Needing Revision	Submit a revised paper	- Incomplete Submissions Being Revised	A list of papers which are in the process of revision	- Revisions Sent Back to Author	A list of declined papers	- Revisions Being Processed	A list of submitted papers	<b>Completed</b>		- Submissions with a Decision	A list of papers that final decision has been made	- Submissions with Withdrawal	- Withdrawn or deleted paper
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# IV. Paper Submission

Menu	New submissions > Submit New Manuscript> Author Checklist	
Summary	- Checking a required checklist before submitting a paper.	<ul style="list-style-type: none"><li>• <b>Work Flow</b><ol style="list-style-type: none"><li>1) Review the checklist and check all items.</li><li>2) Press Confirm to proceed to the next step.</li></ol></li><li>• <b>Page Description</b></li></ul>
<h2 data-bbox="219 616 730 671">Author Checklists</h2> <hr data-bbox="219 699 1234 702"/> <p data-bbox="219 746 1133 775"><b>If you want to submit manuscript, please read and confirm all checklists.</b></p> <ul data-bbox="219 807 1160 1225" style="list-style-type: none"><li><input type="checkbox"/> 1. This paper has not been and will not be published in any other journal.</li><li><input type="checkbox"/> 2. This paper follows the format of the submission guideline.</li><li><input type="checkbox"/> 3. This work follows the Research and Publication Ethics.</li><li><input type="checkbox"/> 4. Co-authors did their meaningful role in this paper.</li><li><input type="checkbox"/> 5. Any research funds, sponsorship, or grants was acknowledged in this paper.</li><li><input type="checkbox"/> 6. The Copyright Transfer Agreement has been signed by all authors.</li><li><input type="checkbox"/> 7. All conflict of interests is written in this paper.</li></ul> <div data-bbox="293 1251 439 1318" style="text-align: center;"><input type="button" value="Confirm"/></div>		

# IV. Paper Submission

Menu	New submissions > Submit New Manuscript> Manuscript type & Category							
Summary	- A page to select a type and categories for a paper							
<div data-bbox="85 555 371 991"><p><b>Submission</b></p><ul style="list-style-type: none"><li>1. Manuscript Type &amp; Category</li><li>2. Title &amp; Abstract</li><li>3. Author</li><li>4. Additional Information</li><li>5. File Upload</li><li>6. Submission Preview</li></ul></div> <div data-bbox="398 555 1456 1082"><h2>Manuscript Type &amp; Category</h2><p>Select the Article Type or Category related to your manuscript. If you want a process of urgency, you may need to pay additional charge according as the term of Journal.</p><table border="1"><tr><td><b>Urgency *</b></td><td><input checked="" type="radio"/> Normal Manuscript <input type="radio"/> Urgent Manuscript</td></tr><tr><td><b>Type *</b></td><td><input type="text" value="Original Article"/></td></tr><tr><td><b>Category *</b></td><td><input type="checkbox"/> Interest part A <input type="checkbox"/> Interest part B <input type="checkbox"/> Interest part C <input type="checkbox"/> Interest part D <input type="checkbox"/> Other</td></tr></table><p><input type="button" value="Save"/> <input type="button" value="Next"/></p></div>			<b>Urgency *</b>	<input checked="" type="radio"/> Normal Manuscript <input type="radio"/> Urgent Manuscript	<b>Type *</b>	<input type="text" value="Original Article"/>	<b>Category *</b>	<input type="checkbox"/> Interest part A <input type="checkbox"/> Interest part B <input type="checkbox"/> Interest part C <input type="checkbox"/> Interest part D <input type="checkbox"/> Other
<b>Urgency *</b>	<input checked="" type="radio"/> Normal Manuscript <input type="radio"/> Urgent Manuscript							
<b>Type *</b>	<input type="text" value="Original Article"/>							
<b>Category *</b>	<input type="checkbox"/> Interest part A <input type="checkbox"/> Interest part B <input type="checkbox"/> Interest part C <input type="checkbox"/> Interest part D <input type="checkbox"/> Other							

# IV. Paper Submission

Menu	New submissions > Submit New Manuscript> Title & Abstract
Summary	- Submitting basic information including a title and an abstract

Submission
1. Manuscript Type & Category
<b>2. Title &amp; Abstract</b>
3. Author
4. Additional Information
5. File Upload
6. Submission Preview

## Title & Abstract

Enter the title of your manuscript. You cannot submit a manuscript without a title.

Title (English) *	<input type="text"/> (0 words)										
Running Title (English) * (within 10 words)	<input type="text"/> (0 words)										
Abstract (English) * (within 250 words)	<div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"><span>✂</span> <span>📄</span> <span>📁</span> <span>📧</span> <span>↶</span> <span>↷</span> <span>ABC</span> <span>Ω</span> <b>B</b> <i>I</i> <u>U</u> <del>S</del> <math>x_2</math> <math>x^2</math> <math>I_x</math></div><div style="height: 150px;"></div><div style="text-align: right; font-size: small;">Paragraphs: 0, Words: 0/250</div></div>										
Keywords (English) * (3-7 keywords)	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td></td><td></td><td></td></tr></table>	<input type="text"/>									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
<input type="text"/>	<input type="text"/>										

[Previous](#) [Save](#) [Next](#)

### • Work Flow

- 1) Enter a title, a running title, an abstract and keywords
- 2) Press "Save" button to save.
- 3) Press "Next" button to move on.

### • Page Description

- If an academic journal regulated word counts for a title, a running title and an abstract, it won't proceed until you follow the regulation.
- The fields with \* mark are mandatory to fill in, otherwise it won't proceed.

# IV. Paper Submission

Menu	New submissions > Submit New Manuscript> Author
Summary	- Enter information of an author & an affiliation

## Author & Affiliation

Please fill in the author names and affiliation. The author list can not be revised after submission.

1. Add Author : Click 'Add Author' button and fill out the forms.
2. Add Affiliation : Click 'Add Affiliation' button and fill out the forms.
3. Save Affiliation Number : Click appropriate Affiliation Number and click 'Save Affiliation Number' button.
4. Confirm 'Author Information Summary'

Author	Gildong Hong <sup>1</sup> , Doe John <sup>1,2</sup>
Affiliation	<sup>1</sup> Guhmok Publishing, Seoul 12345, Korea, Republic of <sup>2</sup> ABC University, New York 12345, United States

**Author List**

Order	Name	ORCID	Affiliation	Edit	Delete
1	Gildong Hong [First Author]	1234-1234-1234-1234	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	Edit	Delete
2	Doe John [Corresponding Author]	1234-1234-1234-1234	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Edit	Delete

**Add Author** (1)

**Affiliation List**

Order	Affiliation	City	Postcode	Country	Edit	Delete
1	Guhmok Publishing	Seoul	12345	Korea, Republic of	Edit	Delete
2	ABC University	New York	12345	United States	Edit	Delete

**Add Affiliation** (2)

Previous **Save Affiliation Number** (4) Next

5

- **Work Flow**
  - 1) Click "Add author" to save the author information.
  - 2) Click "Add affiliation" to enter the affiliation information.
  - 3) Check the affiliation where the author belongs.
  - 4) Press "Save affiliation number" button to save.
  - 5) Check the information summary to ensure everything is entered correctly.
  - 6) Press "Next " button to proceed.
- **Page Description**
  - The order of each author and affiliation can be changed using the arrows on the left side.
  - Each author and affiliation information can be modified or deleted via the menu on the right side.

# IV. Paper Submission

<b>Menu</b>	New submissions > Submit New Manuscript> Additional Information	
<b>Summary</b>	- Write a cover letter and the reviewer list to suggest or oppose.	

### Additional Information

**Suggested & Opposed Reviewer List (Optional)**  
Suggest or oppose reviewer to your manuscript if you want.

**Suggested & Opposed Reviewer**

Name	ORCID	Email	Affiliation	Country	Type	Short Reason	Edit	Delete
No data saved								

**Cover letter (Optional)**  
Please enter the Cover Letter to the Editor.



**Funding information**  
Please enter the funder name and the grant number. Editors may restrict from adding or editing funds information not written here later.  
(ex- This manuscript has not received any funding.) **Insert example comment**

This manuscript has not received any funding.aaa

- **Work Flow**

- 1) If there is an reviewer you wish to suggest or oppose, fill out "reviewer list".
- 2) Complete the cover letter to an editor.
- 3) Save funding information and more.  
(Depending on the journal settings, additional information configuration may vary.)

- **Page description**

- The "reviewer list" is optional.
- The editor may not conduct a review reflecting the reviewer.
- Make sure to press "save" button after completing the cover letter (if you don't click "save" button before you move on to the reviewer list, the cover letter may not be saved.)

# IV. Paper Submission

<b>Menu</b>	New submissions > Submit New Manuscript> File Upload	
<b>Summary</b>	- Uploading manuscript files	

**Submission**

- 1. Manuscript Type & Category
- 2. Title & Abstract
- 3. Author
- 4. Additional Information
- 5. File Upload**
- 6. Submission Preview

## File Upload

Please upload all the files to publish and review it.  
Files marked with an asterisk (\*) in the entry are mandatory.  
Please do not enter author information in the description field. (Reviewers can see it.)  
You can download the template file from the link on the journal site below.  
Please upload only one Manuscript File.

[Journal homepage](#) [Instructions for author](#) [Copyright transfer agreement](#)

Item	<input type="text" value="* Title Page (with Author Details)"/>
Description	<input type="text"/>
File	<input type="text"/>

**File**

Order	Item	File Name	File Size	Description	Last modified date	Edit	Delete
No data saved							

※ If you want to change file, please delete and upload again.

### • Work Flow

- 1) Click "instructions for author" or "copyright transfer agreement" button to download the document for the template and the form.
- 2) Select the type of the file you wish to upload; fill out "Description" information

Please do not enter the author's information in "Description" section.

- 3) Click "select file" button to attach the file and click "save" to upload the file; you may see the uploaded file on the file list.

### • Page Description

- Any item marked with \* should be submitted.

# IV. Paper Submission

Menu	New submissions > Submit New Manuscript > Submission Preview	
Summary	- Reviewing a paper before submission.	

### Manuscript Information

Manuscript ID	DR-2017-00013
Degree (Date submitted)	1st (2017-04-24)
Status (Date changed)	Process ended (2017-04-25)
Editor-In-Chief (Date invited)	Ka-ram middle Kim (2017-04-25)
Editor (Date invited)	Ilkook Song (2017-04-25)

### Author Information

Author	Gildong Hong <sup>1</sup> , Doe John <sup>1,2</sup>
Affiliation	<sup>1</sup> Guhmok Publishing, Seoul 12345, Korea, Republic of <sup>2</sup> ABC University, New York 12345, United States

### Manuscript Type & Category

Urgency	Urgent Manuscript
Type	Book Review
Category	

### Additional Information

Cover letter	-
Funding information	This manuscript has not received any funding.aaa
Conflict of interest	No potential conflict of interest relevant to this article was reported.bbb
IRB approval	This manuscript does not require IRB approval because there are no human participants.ccc

### Title & Abstract

Title (English)	korean test
Running Title (English)	as
Abstract (English)	as
Keywords (English)	sa; as; as

### Suggested & Opposed Reviewer

Name	ORCID	Email	Affiliation	Country	Type	Short Reason
No data saved						

### File Upload

Order	Item	File Name	File Size	Description	Last modified date
1	Title Page (with Author Details)	kjps-2018-00001-TIT-aa.pdf	21KB		Jul 03, 2018
2	Manuscript File (without Author Details)	kjps-2018-00001-MAN-bb.pdf	20KB		Jul 03, 2018
3	Copyright Transfer Agreement	kjps-2018-00001-COP-aa.pdf	21KB		Jul 03, 2018

### Related Article already Published

Google Scholar	<a href="#">Search through Author's Name</a>	<a href="#">Search through Manuscript's Title</a>
PubMed	<a href="#">Search through Author's Name</a>	<a href="#">Search through Manuscript's Title</a>

[Previous](#) [Submit](#)

## • Work Flow

- 1) Check again if the entered information is correct.
- 2) You may check if there are similar papers that have already been published via Google and Pubmed.
- 3) When the verification is completed, click "Submit" to submit the paper.

## • Page Description

- If there is any insufficient information, the warning window may pop up. In this case, you can submit after filling out the necessary information.

# IV. Paper Submission

Menu	New submissions > Incomplete Submissions																																							
Summary	- Paper in process or in revision process (before submission)																																							
<h2>Incomplete Submissions</h2> <div style="text-align: right;"><a href="#">Move to Previous Menu</a></div> <h3>Submission List</h3> <table border="1"><thead><tr><th>Action</th><th>Manuscript ID</th><th>Type (Urgency)</th><th>Title</th><th>Status (Date changed)</th><th>Author (Date submitted)</th></tr></thead><tbody><tr><td><a href="#">Edit/Submit Manuscript</a> <a href="#">Remove Submission</a> <a href="#">Letters</a></td><td>kjps-2018-00001 (1st)</td><td>Original Article (Normal)</td><td></td><td>Unsubmitted (2018-01-25)</td><td>연옥 김 (No Date)</td></tr><tr><td><a href="#">Edit/Submit Manuscript</a> <a href="#">Remove Submission</a> <a href="#">Letters</a></td><td>jce-2017-00019 (1st)</td><td>Original Article (Normal)</td><td>test</td><td>Unsubmitted (2017-12-21)</td><td>연옥 김 (No Date)</td></tr><tr><td><a href="#">Edit/Submit Manuscript</a> <a href="#">Remove Submission</a> <a href="#">Letters</a></td><td>DR-2017-00019 (1st)</td><td>Original Article (Normal)</td><td></td><td>Unsubmitted (2017-11-02)</td><td>연옥 김 (No Date)</td></tr><tr><td><a href="#">Edit/Submit Manuscript</a> <a href="#">Remove Submission</a> <a href="#">Letters</a></td><td>DR-2017-00016 (1st)</td><td>Original Article (Normal)</td><td></td><td>Unsubmitted (2017-08-01)</td><td>연옥 김 (No Date)</td></tr><tr><td><a href="#">Edit/Submit Manuscript</a> <a href="#">Remove Submission</a> <a href="#">Letters</a></td><td>DR-2016-00010 (1st)</td><td>Original Article (Normal)</td><td></td><td>Unsubmitted (2016-12-12)</td><td>연옥 김 (No Date)</td></tr></tbody></table>					Action	Manuscript ID	Type (Urgency)	Title	Status (Date changed)	Author (Date submitted)	<a href="#">Edit/Submit Manuscript</a> <a href="#">Remove Submission</a> <a href="#">Letters</a>	kjps-2018-00001 (1st)	Original Article (Normal)		Unsubmitted (2018-01-25)	연옥 김 (No Date)	<a href="#">Edit/Submit Manuscript</a> <a href="#">Remove Submission</a> <a href="#">Letters</a>	jce-2017-00019 (1st)	Original Article (Normal)	test	Unsubmitted (2017-12-21)	연옥 김 (No Date)	<a href="#">Edit/Submit Manuscript</a> <a href="#">Remove Submission</a> <a href="#">Letters</a>	DR-2017-00019 (1st)	Original Article (Normal)		Unsubmitted (2017-11-02)	연옥 김 (No Date)	<a href="#">Edit/Submit Manuscript</a> <a href="#">Remove Submission</a> <a href="#">Letters</a>	DR-2017-00016 (1st)	Original Article (Normal)		Unsubmitted (2017-08-01)	연옥 김 (No Date)	<a href="#">Edit/Submit Manuscript</a> <a href="#">Remove Submission</a> <a href="#">Letters</a>	DR-2016-00010 (1st)	Original Article (Normal)		Unsubmitted (2016-12-12)	연옥 김 (No Date)
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- **Work Flow**

- 1) If the paper is not submitted during the process or if it is decided to be revised, it appears on the "Incomplete Submissions" list.
- 2) The paper can be revised and submitted through "Edit/submit Manuscript".
- 3) The paper can be removed by "remove Submission".
- 4) Sent email can be checked in "Letters".

- **Page Description**

- If you agree to revise the paper, the paper will be moved to the "Incomplete Submissions".
- The progress of the paper can be check from the status menu.

# IV. Paper Submission

Menu	New submissions > Submissions Sent Back to Author
Summary	- An editorial office will check things that need to be revised and send you back before the paper get reviewed by a reviewer.

## Submissions Sent Back to Author

[Move to Previous Menu](#)

### Submission List

Action	Manuscript ID	Type (Urgency)	Title	Status (Date changed)	Author (Date submitted)
<a href="#">Agree/Decline to Revise</a> <a href="#">View Submission</a> <a href="#">Withdraw Submission</a> <a href="#">Letters</a>	pss-2018-00003 (1st)	Original Article (Normal)	Phonetics of KSSS	(2018-07-03)	Ka-ram middle Kim (No Date)

### Search Option

The number of submission which is now searched : 1

:: Degree :: ▾:: Urgency :: ▾:: Type :: ▾:: Status :: ▾:: Final Decision :: ▾

Title ▾  Search

- **Work Flow**
  - 1) The paper from the editor will be returned to you, if it is applicable.
  - 2) You may confirm or reject to revise through “Agree/decline to revise”.
  - 3) You may withdraw your paper from “withdraw Submission”.
  - 4) Sent email can be checked in “Letters”.
- **Page Description**
  - If you agree to revise the paper, the paper will be moved to the "Incomplete Submissions".

# V. Check the process

Menu	New submissions > Submissions Being Processed				
Summary	-A process of the submitted paper can be checked in this page.				

## Submissions Being Processed

[Move to Previous Menu](#)

### Submission List

Action	Manuscript ID	Type (Urgency)	Title	Status (Date changed)	Author (Date submitted)
<a href="#">View Submission</a> <a href="#">Letters</a>	DR-2016-00001 (1st)	(Normal)	A Nixonian conflict-of-interest view Nixonian conflict-of-interest view	<b>Decision in progress</b> (2018-06-26)	Junnsung q Kim (2016-11-23)
<a href="#">View Submission</a> <a href="#">Letters</a>	DR-2016-00013 (1st)	Editorial <b>(Urgent)</b>	sdf	<b>Received by Journal</b> (2016-12-16)	Junnsung q Kim (2016-12-16)

#### Search Option

The number of submission which is now searched : 2

:: Degree :: :: Urgency :: :: Type :: :: Status :: :: Final Decision ::

Title  Search

- **Work Flow**

- 1) The status of submissions can be checked.
- 2) Click "View submission" to check the content of the submitted paper.
- 3) Sent email can be checked in "Letters".

- **Page Description**

- The progress of the paper can be check on the "Status" menu.

# VI. Check the examination result and submit the revised paper

Menu	Revisions	
Summary	- If the first version confirmed to be revised, the revision must be proceed.	
<div data-bbox="107 507 291 555"><b>Author</b></div> <div data-bbox="322 512 517 560">Manual (English)</div> <div data-bbox="551 512 745 560">Manual (Korean)</div> <div data-bbox="163 619 528 657"><b>New Submissions</b></div> <div data-bbox="163 679 1032 887"><p>Submit New Manuscript</p><p>Incomplete Submissions (4)</p><p>Submissions Sent Back to Author (1)</p><p>Submissions Being Processed (0)</p></div> <div data-bbox="163 954 367 992"><b>Revisions</b></div> <div data-bbox="163 1015 1032 1222"><p>Submissions Needing Revision (1)</p><p>Incomplete Submissions Being Revised (0)</p><p>Revisions Sent Back to Author (0)</p><p>Revisions Being Processed (0)</p></div> <div data-bbox="163 1289 385 1327"><b>Completed</b></div> <div data-bbox="163 1350 1032 1474"><p>Submissions with a Decision (0)</p><p>Submissions with Withdrawal (0)</p></div>		
		<ul style="list-style-type: none"><li>• <b>Work order</b><ol style="list-style-type: none"><li>1) The revision is carried out in the following “Revisions” section.</li><li>2) You may check the result, whether paper is finalized as approved or rejected for publishing in “final paper” section.</li></ol></li> <li>• <b>Page Description</b></li></ul>

# VI. Check the examination result and submit the revised paper

Menu	Revisions > Submissions Needing Revision > Accept/Decline to revise	
Summary	- If the first version confirmed as to be revised, the decision should be made whether you will approve or reject the further revision.	

## Agree/Decline to Revise

### Submission Summary

Manuscript ID	DR-2016-00014 (2nd, Normal Manuscript)
Title	ddd
Corresponding Author	Ka-ram middle Kim (eic1@guhmok.com, +8211111111, +8222222222)
Status	Revision required (Date changed: 2018-06-26)

[View Details of 1st Submission](#)

[View Details of 2nd Submission \(Now in Progress\)](#)

### Agreement Form

Agreement	<input type="radio"/> Yes <input type="radio"/> No, I will not revise this submission and close it.
Comment *	Comment why the request for revision is declined by author <input type="text"/>

[Submit](#) [Cancel](#)

- Work Flow
  - 1) All details, including the results of the review, can be checked through the “View details of submission”. Even after you approve, you can still check the details at any time through this button.
  - 2) When you decide to decline to submit a revised paper, you need to write and submit the reason.
- Page Description
  - If you agree to revise the paper, the paper will move to “Incomplete Submissions Being Revised”.
  - If the editorial office return the paper, you need to review the feedbacks and revise the paper to submit again.

# VI. Check the examination result and submit the revised paper

Menu	Revisions> Incomplete Submissions Being Revised
Summary	- Revising and submitting a paper .

## Incomplete Submissions Being Revised

[Move to Previous Menu](#)

### Submission List

Action	Manuscript ID	Type (Urgency)	Title	Status (Date changed)	Author (Date submitted)
<a href="#">Decline to Revise</a> <a href="#">Edit/Submit Manuscript</a> <a href="#">Letters</a>	DR-2016-00014 (2nd)	Original Article (Normal)	ddds	Revision incomplete (2018-07-03)	Ka-ram middle Kim (No Date)

#### Search Option

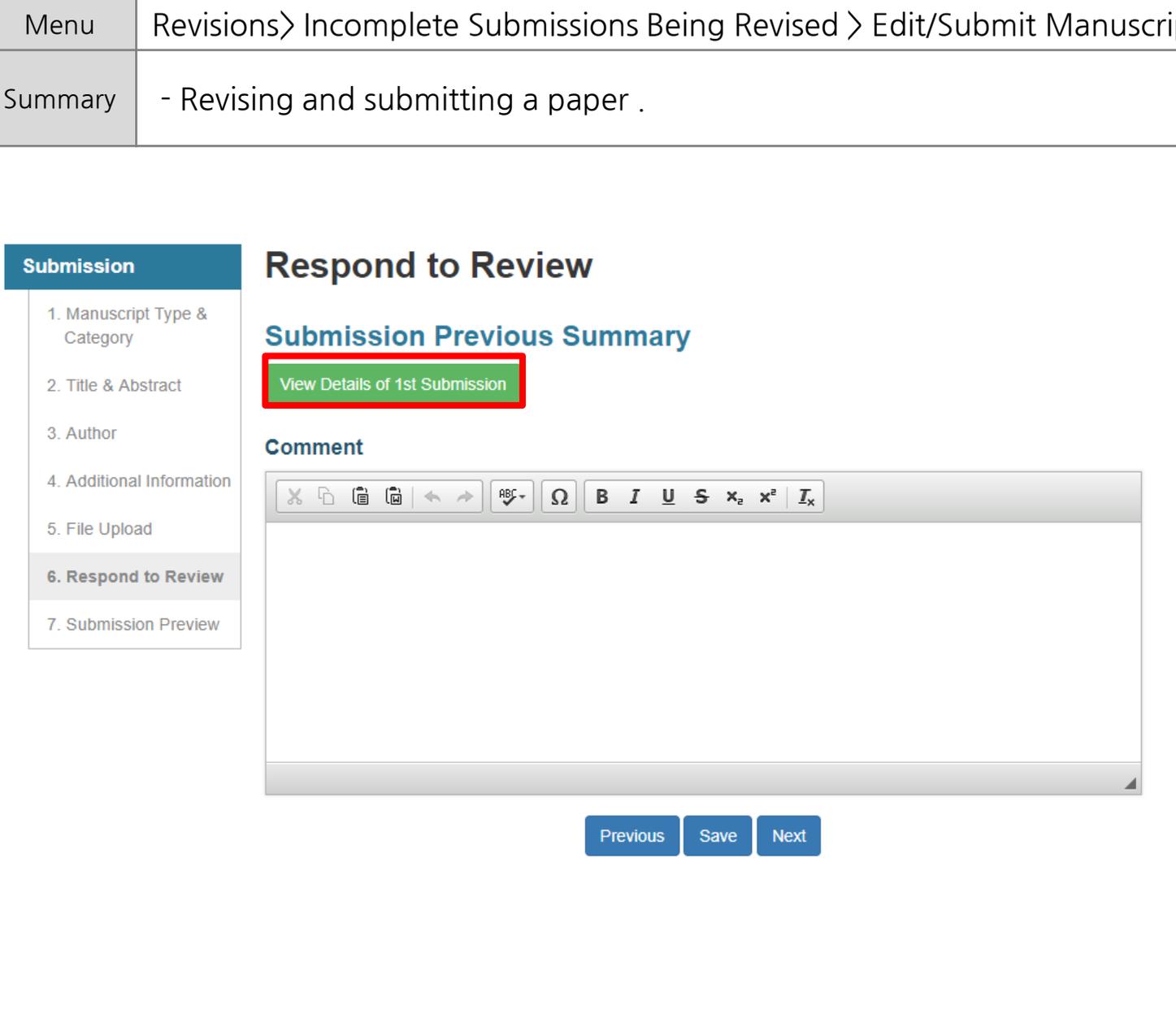
The number of submission which is now searched : 1

:: Degree :: ▾:: Urgency :: ▾:: Type :: ▾:: Status :: ▾:: Final Decision :: ▾

Title ▾[Search](#)

- **Work flow**
  - 1) Decline to revise: decline to revise, and terminate the process. (can not be reversed)
  - 2) Revise/Submit Manuscript : revise the paper, and submit it again. The content of the previous version is saved, so you must check and revise it (except for files).
  - 3) Sent email can be checked in “Letters”.
- **Page Description**

# VI. Check the examination result and submit the revised paper

Menu	Revisions > Incomplete Submissions Being Revised > Edit/Submit Manuscript > Respond to Review	
Summary	- Revising and submitting a paper .	
		<ul style="list-style-type: none"><li>• <b>Work Flow</b><ol style="list-style-type: none"><li>1) View details of submission: Check the review details and feedbacks of the previous submission.</li><li>2) Reply to the comment of the editor and the reviewer.</li><li>3) Check the entire details of submitted paper from "Submission Preview", and submit it.</li></ol></li><li>• <b>Screen description</b><ul style="list-style-type: none"><li>- The paper should be revised and submitted. The content of the previous version is saved, so you must check and revise it (except for files).</li><li>- Any relevant file to be submitted can be submitted via "File Upload".</li><li>- When submitting a revised paper (2nd or higher), the 'Responds to review' menu appears.</li><li>- If you do not see a 'Response to review' menu based on the journal settings, you can upload a respond file in the File Upload menu.</li></ul></li></ul>

# Thank you.

If you have any questions or comments,  
please contact [info@guhmok.com](mailto:info@guhmok.com).