



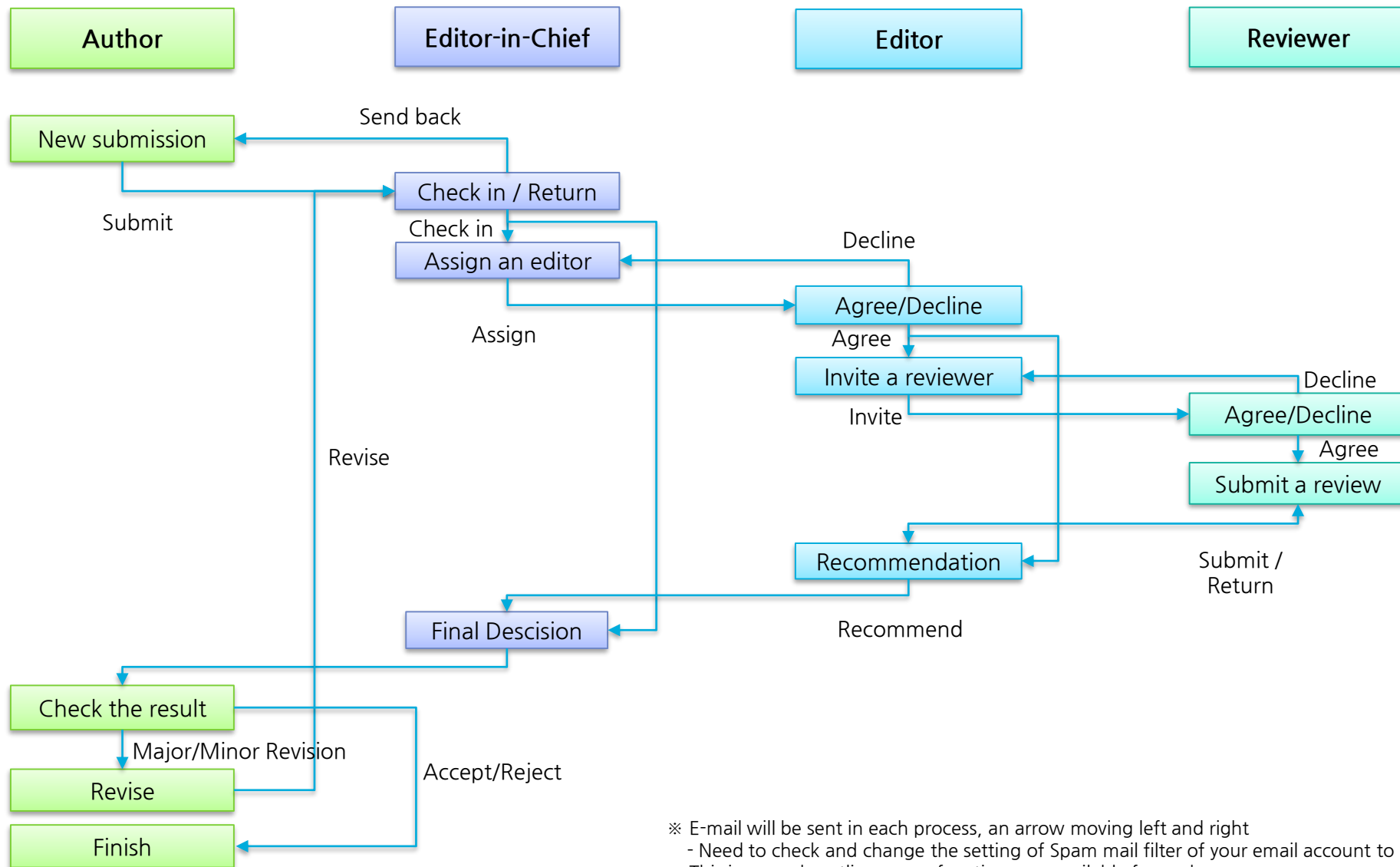
# Online Manuscript Submission System

## - Manual for Reviewers

# INDEX

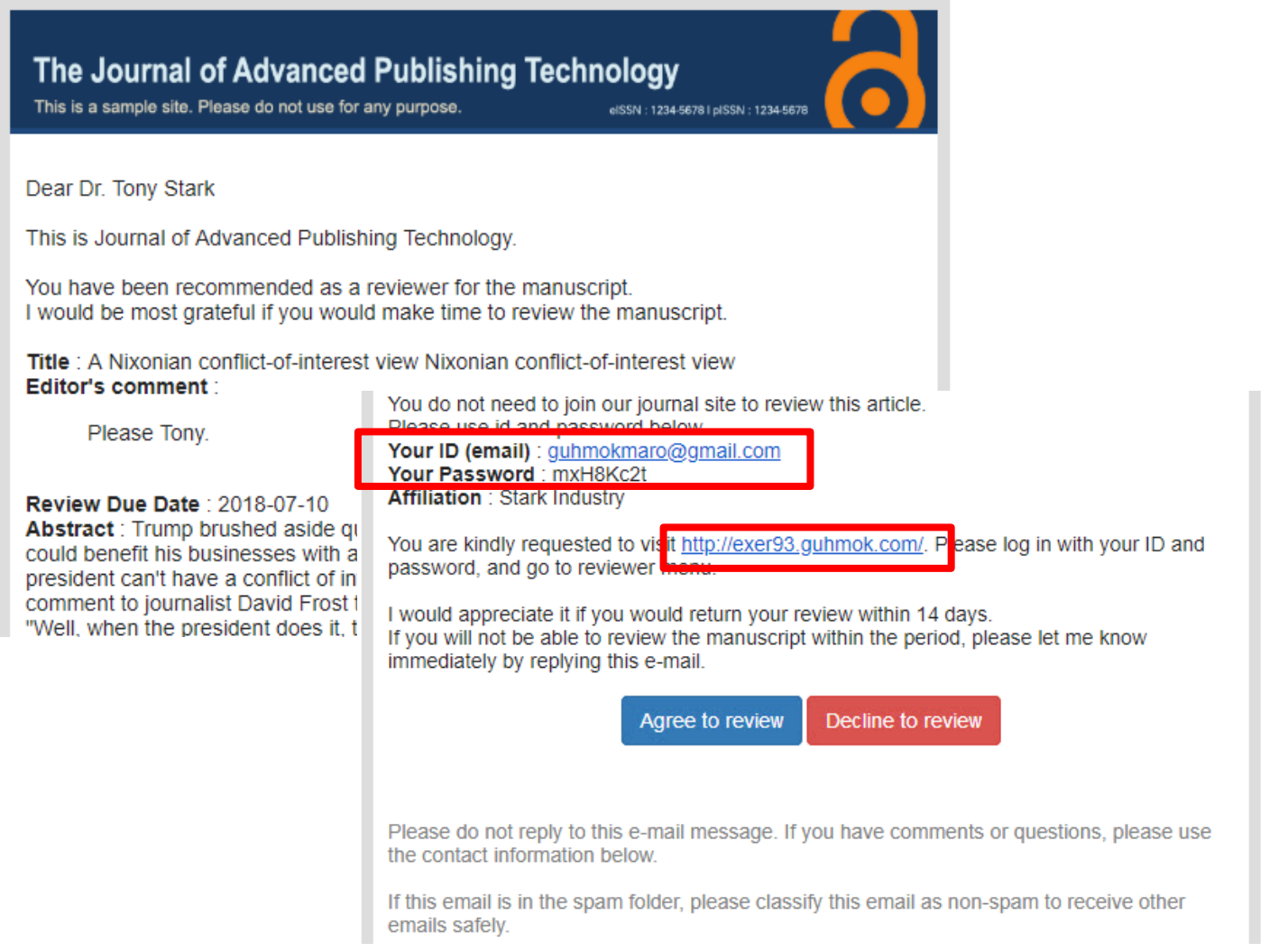
- I. Paper Submission System Work Flow
- II. Log-in & User management
- III. Main menu for reviewers
- IV. Agree/Decline to review
- V. Review and submission

# I . Work Flow



※ E-mail will be sent in each process, an arrow moving left and right  
 - Need to check and change the setting of Spam mail filter of your email account to receive the e-mail  
 ※ This is a rough outline; more functions are available for each process

# II . Log-in & User management

Menu	Email for review request	
Summary	- When a review is requested to a reviewer, the request is emailed to reviewer's email.	
 <p>The Journal of Advanced Publishing Technology This is a sample site. Please do not use for any purpose. eISSN : 1234-5678   pISSN : 1234-5678</p> <p>Dear Dr. Tony Stark</p> <p>This is Journal of Advanced Publishing Technology.</p> <p>You have been recommended as a reviewer for the manuscript. I would be most grateful if you would make time to review the manuscript.</p> <p><b>Title :</b> A Nixonian conflict-of-interest view Nixonian conflict-of-interest view <b>Editor's comment :</b></p> <p>Please Tony.</p> <p><b>Review Due Date :</b> 2018-07-10 <b>Abstract :</b> Trump brushed aside q could benefit his businesses with a president can't have a conflict of in comment to journalist David Frost t "Well, when the president does it, t</p> <p>You do not need to join our journal site to review this article. Please use id and password below. <b>Your ID (email) :</b> <a href="mailto:guhmokmaro@gmail.com">guhmokmaro@gmail.com</a> <b>Your Password :</b> mxH8Kc2t <b>Affiliation :</b> Stark Industry</p> <p>You are kindly requested to visit <a href="http://exer93.guhmok.com/">http://exer93.guhmok.com/</a>. Please log in with your ID and password, and go to reviewer menu.</p> <p>I would appreciate it if you would return your review within 14 days. If you will not be able to review the manuscript within the period, please let me know immediately by replying this e-mail.</p> <p><a href="#">Agree to review</a> <a href="#">Decline to review</a></p> <p>Please do not reply to this e-mail message. If you have comments or questions, please use the contact information below.</p> <p>If this email is in the spam folder, please classify this email as non-spam to receive other emails safely.</p>		<h2>Work Flow</h2> <ol style="list-style-type: none"><li>1) Brief information of a paper is provided to a reviewer who has been previously registered as a member, to request for a review.</li><li>2) If the reviewer is not a registered member, temporary password will be provided along with ID(e-mail).</li><li>3) The reviewer can easily access to the manuscript submission system through the link on the website at the bottom.</li><li>4) Please change the password when you access with the temporary password.</li></ol> <h3>• Page Description</h3> <ul style="list-style-type: none"><li>- If the email sent to your spam mailbox, you may receive it in your inbox for the next time if you adjust your spam mail filter.</li></ul>

## 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  [Privacy - Terms](#)

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="349 691 987 764"><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 page for reviewers

Menu	Reviewer > Main Menu											
Summary	- Main menu page in reviewer's mode											
<p><b>Reviewer</b>   <a href="#">Manual (English)</a>   <a href="#">Manual (Korean)</a></p> <p><b>Reviewer's Assignments</b></p> <p>New Reviewer Invitations (0) Pending Reviews (1)</p> <p><b>Reviewer's History</b></p> <p>Review History (3)</p>												
<table border="1"><tr><td colspan="2"><b>Reviewer's Assignments</b></td></tr><tr><td>- New Reviewer Invitations</td><td>A paper newly registered for review</td></tr><tr><td>- Pending Reviews</td><td>A paper that you agree to review and in pending for submission</td></tr><tr><td colspan="2"><b>Reviewer's History</b></td></tr><tr><td>- Review History</td><td>A history of reviews</td></tr></table>			<b>Reviewer's Assignments</b>		- New Reviewer Invitations	A paper newly registered for review	- Pending Reviews	A paper that you agree to review and in pending for submission	<b>Reviewer's History</b>		- Review History	A history of reviews
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- Pending Reviews	A paper that you agree to review and in pending for submission											
<b>Reviewer's History</b>												
- Review History	A history of reviews											

# IV. Agreed / Declined to review

Menu	Reviewer's task > Newly requested paper for review																			
Summary	-A section to complete reviewer's task																			
<h2>New Reviewer Invitations</h2> <p><a href="#">Move to Previous Menu</a></p> <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>Review Status (Date changed)</th><th>Date review due</th></tr></thead><tbody><tr><td><a href="#">Agree/Decline to Review</a> <a href="#">View Submission</a> <a href="#">Letters</a></td><td>DR-2016-00003 (2nd)</td><td>Original Article <b>(Urgent)</b></td><td>A Nixonian conflict-of-interest view Nixonian conflict-of-interest view</td><td>Under review (2017-10-25)</td><td>Reviewer invited (2018-06-28)</td><td>2018-07-03 (1 day over)</td></tr></tbody></table>							Action	Manuscript ID	Type (Urgency)	Title	Status (Date changed)	Review Status (Date changed)	Date review due	<a href="#">Agree/Decline to Review</a> <a href="#">View Submission</a> <a href="#">Letters</a>	DR-2016-00003 (2nd)	Original Article <b>(Urgent)</b>	A Nixonian conflict-of-interest view Nixonian conflict-of-interest view	Under review (2017-10-25)	Reviewer invited (2018-06-28)	2018-07-03 (1 day over)
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<ul style="list-style-type: none"><li>• <b>Work Flow</b><ol style="list-style-type: none"><li>1) Agree/Decline to review: a reviewer get to decide whether he or she return or accept the requested paper for review.</li><li>2) View submission : a reviewer get to check the content of the paper.</li><li>3) Letters: Check sent email and send a reminder mail if it is necessary.</li><li>4) Move to previous page: After completing task for the paper on the list, return to the main page.</li></ol></li><li>• <b>Page description</b></li></ul>																				

# IV. Agreed / Declined to review

Menu	Reviewer's task > agree/ decline for review
Summary	- A reviewer may decide whether to accept or decline the paper for review.

## Agree/Decline to Review

[Move to Previous Menu](#)

### Submission Summary

Manuscript ID	DR-2016-00003 (2nd, Urgent Manuscript)
Title	A Nixonian conflict-of-interest view Nixonian conflict-of-interest view
Status	Under review (Date changed: 2017-10-25)

[View Details of 1st Submission](#)

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

### Form

Comment from Editor	No comment
Agreement	<input type="radio"/> Yes <input type="radio"/> No, I will send this back to Editor.
Comment	Comment why this submission is sent back to editor <input type="text"/>

[Submit](#)

- **Work Flow**
  - 1) As you click “View details” button, you may check the main information of the paper, and download the related files. (Even after you agree to the review, you can still check the details by clicking “View details” button.)
  - 2) If you want to accept the review, press “Yes” to confirm. If you wish to decline, click “No” and write down the reasons for your decision.
- **Page Description**
  - Revised paper comes along with the previous versions (1<sup>st</sup> version, 2<sup>nd</sup> version etc.). You may check the history through “View for details”.

# V. Review and submit

Menu	Reviewer's task > Submitting review result
Summary	The paper under review should be reviewed and submitted.

## Pending Reviews

[Move to Previous Menu](#)

### Submission List

Action	Manuscript ID	Type (Urgency)	Title	Status (Date changed)	Review Status (Date changed)	Date review due
<a href="#">Submit Review</a>	DR-2016-00003 (2nd)	Original Article (Urgent)	A Nixonian conflict-of-interest view Nixonian conflict-of-interest view	Under review (2017-10-25)	Reviewing (2018-07-03)	2018-07-03 (1 day over)

[View Details of 1st Submission](#)  
[View Details of 2nd Submission \(Now in Progress\)](#)

### Review Form

Comment from Editor: No comment

Comment to Author \*

Comment to Editor

- **Work flow**
  - 1) Submit review: you may submit the review result, after going through the paper.
  - 2) You may check the main information of the paper through the "View details" button, and download the related files.
  - 3) The results of the review should be written differently for the author and the editor.
  - 4) If a comment is made on different files, you may attach them on the system; the author can download those files as well.
- **Page description**
  - The editor may request for change in the review details. In this case, email will be sent. The above process may be used to re-compile and submit the review details.

# Thank you.

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