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

Author

New submission

Submit

Revise

Check the result

Major/Minor Revision

Revise

Finish

Editor-in-Chief

Send back

Check in / Return

Check in

Assign an editor

Assign

Decline

Agree/Decline

Agree

Decline

Agree

Decline

Submit / Return

Reviewer

Agree/Decline

Invite a reviewer

Recommendation

Recommend

Submit a review

Final Decision

Accept/Reject

※ 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

<table>
<thead>
<tr>
<th>Menu</th>
<th>Email for review request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary</strong></td>
<td>- When a review is requested to a reviewer, the request is emailed to reviewer's email.</td>
</tr>
</tbody>
</table>

### Work Flow

1. Brief information of a paper is provided to a reviewer who has been previously registered as a member, to request for a review.
2. If the reviewer is not a registered member, temporary password will be provided along with ID(e-mail).
3. The reviewer can easily access to the manuscript submission system through the link on the website at the bottom.
4. Please change the password when you access with the temporary password.

### Page Description

- 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.
II. Log-in & User management

<table>
<thead>
<tr>
<th>Menu</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>The main page of the manuscript submission system</td>
</tr>
</tbody>
</table>

- **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

### Work Flow
1. Confirm the user policy, and click the "Confirm" button.
2. Fill out your information.
3. Fields 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

<table>
<thead>
<tr>
<th>Menu</th>
<th>Home ➔ Reset Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>When users forget their passwords, they may reset their passwords through this process.</td>
</tr>
</tbody>
</table>

### Work Flow

1. Enter your email address and click the button.
2. Check the password that is sent to your email (valid for 30 min.).
3. Reset your password after log-in.

### Page Description
## II. Log-in & User Management

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

### Summary
Update Personal Information / Change Password

### 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

<table>
<thead>
<tr>
<th>Menu</th>
<th>Home &gt; My Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>- Reviewers may activate the author mode by entering personal information.</td>
</tr>
</tbody>
</table>

### Work Flow
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.

### Page Description
### III. Main page for reviewers

<table>
<thead>
<tr>
<th>Menu</th>
<th>Reviewer  &gt;  Main Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary</strong></td>
<td>- Main menu page in reviewer’s mode</td>
</tr>
</tbody>
</table>

#### Reviewer

- [Manual (English)](#)
- [Manual (Korean)](#)

#### Reviewer’s Assignments

- **New Reviewer Invitations** (0)
  - A paper newly registered for review
- **Pending Reviews** (1)
  - A paper that you agree to review and in pending for submission

#### Reviewer’s History

- **Review History** (3)
  - 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

<table>
<thead>
<tr>
<th>New Reviewer Invitations</th>
</tr>
</thead>
</table>

Submission List

<table>
<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>View Submission</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

· Work Flow
1) Agree/Decline to review: a reviewer get to decide whether he or she return or accept the requested paper for review.
2) View submission: a reviewer get to check the content of the paper.
3) Letters: Check sent email and send a reminder mail if it is necessary.
4) Move to previous page: After completing task for the paper on the list, return to the main page.

· Page description
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.

<table>
<thead>
<tr>
<th>Agree/Decline to Review</th>
</tr>
</thead>
</table>

**Submission Summary**

<table>
<thead>
<tr>
<th>Manuscript ID</th>
<th>DR-2010-00003 (2nd, Urgent Manuscript)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>A Nconion conflict-of-interest view Nckonion conflict-of-interest view</td>
</tr>
<tr>
<td>Status</td>
<td>Under review (Date changed: 2017-10-25)</td>
</tr>
</tbody>
</table>

- View Details of 1st Submission
- View Details of 2nd Submission (Now in Progress)

**Form**

<table>
<thead>
<tr>
<th>Comment from Editor</th>
<th>No comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement</td>
<td>Yes ☐ No, I will send this back to Editor</td>
</tr>
<tr>
<td>Comment</td>
<td>Comment why this submission is sent back to editor</td>
</tr>
</tbody>
</table>

**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 (1st version, 2nd version etc.). You may check the history through “View for details”.

Submit
V. Review and submit

<table>
<thead>
<tr>
<th>Menu</th>
<th>Reviewer's task › Submitting review result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>The paper under review should be reviewed and submitted.</td>
</tr>
</tbody>
</table>

**Pending Reviews**

**Submission List**

<table>
<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>
</table>

**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 "Veiw 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.