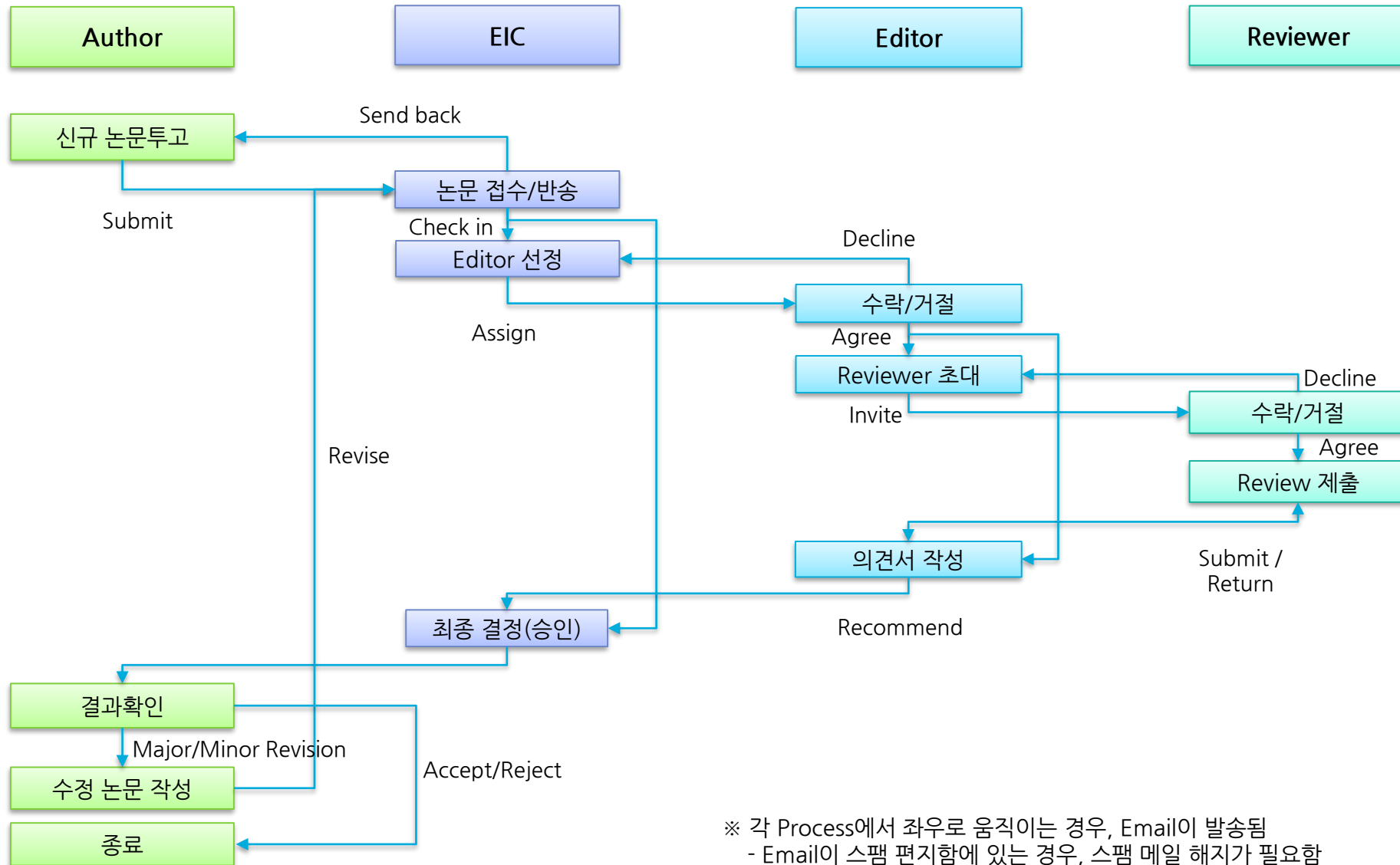




온라인 논문투고시스템 매뉴얼 - Author

I. 논문투고시스템 Workflow



- ※ 각 Process에서 좌우로 움직이는 경우, Email이 발송됨
- Email이 스팸 편지함에 있는 경우, 스팸 메일 해지가 필요함
- ※ 개략적인 그림으로 각 단계에서 다른 기능을 사용할 수도 있음
- ※ Author, EIC, Editor, Reviewer 한글 매뉴얼 PDF 배포

II. 로그인 및 회원 정보 관리

메뉴	Home
개요	- 논문투고시스템 처음 접속 화면

Home Journal Home

Menu Bar Online Manuscript Submission System

Welcome to Development & Reproduction Online Manuscript Submission System.
Please login with your ID and Password.

Email (ID)

Password

Remember email (ID).

The Email field is required.
The Password field is required.

Journal Homepage
Instructions For Authors
Publication Ethics
Contact Information

Journal 정보

- **작업 순서**
 - 1) Email (ID)를 입력합니다.
 - 2) Password 를 입력합니다.
 - 3) 개인이 사용하는 PC의 경우 ID를 저장할 수 있습니다.
- **화면 설명**
 - Sign up : 회원가입을 합니다.
기본적으로 Author로 회원 가입이 됩니다.
 - Find password : 비밀번호를 잊어버렸을 경우 찾을 수 있습니다.

II. 로그인 및 회원 정보 관리




메뉴	Home > Sign up(Registration)																																									
개요	- 회원 가입 화면																																									
<div data-bbox="112 502 1456 1540"><h3>Internet Privacy Policy</h3><p>We respect the privacy of our web site visitors. We do use information y also recognize that this information belongs to you and that we must tre policy in the future, information concerning any such change will be pos through registration is kept confidential and will not be disclosed to third</p><h3>The Contact Information which Deal Protection Tasks</h3><p>We are using its best endeavors to prevent damage that may be incurre information and, for such purposes, has designated the company in cha be responsible for the reflection of opinions and handling of complaints</p><ul style="list-style-type: none">The Korean Society of Developmental BiologyTelephone : +82-2-920-7639Email: yeonwook.kim@gmail.com<h3>Consent</h3><p>By using this site, you signify your consent to our on-line privacy policy this site. We reserve the right, at our discretion, to update, change, mod time.</p><p><input checked="" type="radio"/> I agree to the collection and use of personal information.</p><p><input type="radio"/> I do not agree to the collection and use of personal informatio</p><div data-bbox="510 1252 784 1321">Confirm</div><table border="1"><tr><td>Email (ID) *</td><td>ex) email@example.com</td></tr><tr><td>Password *</td><td>Between 6-20 characters.</td></tr><tr><td>Confirm Password *</td><td>Confirm Password</td></tr><tr><td>Title *</td><td>Dr. [v]</td></tr><tr><td>First Name *</td><td>ex) Gildong</td></tr><tr><td>Middle Name</td><td></td></tr><tr><td>Last Name *</td><td>ex) Hong</td></tr><tr><td>Degree</td><td>ex) PH.D., M.S., B.A., etc.</td></tr><tr><td>ORCID</td><td>ex) xxx-xxxx-xxxx-xxxx </td></tr><tr><td>Secondary Email</td><td>ex) email@example.com</td></tr></table><h3>Phone Information</h3><table border="1"><tr><td>Office Phone *</td><td>ex) +82-2-1234-5678</td></tr><tr><td>Mobile Phone</td><td>ex) +82-10-1234-5678</td></tr><tr><td>Fax</td><td>ex) +82-2-9876-5432</td></tr></table><h3>Institution Information</h3><table border="1"><tr><td>Position</td><td>ex) Professor, Researcher</td></tr><tr><td>Affiliation *</td><td></td></tr><tr><td>Department</td><td></td></tr><tr><td>Address</td><td></td></tr><tr><td>City/State</td><td></td></tr><tr><td>Postcode</td><td></td></tr><tr><td>Country *</td><td>:: Country:: [v]</td></tr></table><p>reCAPTCHA *</p><div data-bbox="918 1364 1220 1460"><input type="checkbox"/> 로봇이 아닙니다. reCAPTCHA 개인 정보 보호 · 약관</div><p>Fields marked with asterisk(*) are required.</p><div data-bbox="1003 1513 1075 1540">Register</div></div>		Email (ID) *	ex) email@example.com	Password *	Between 6-20 characters.	Confirm Password *	Confirm Password	Title *	Dr. [v]	First Name *	ex) Gildong	Middle Name		Last Name *	ex) Hong	Degree	ex) PH.D., M.S., B.A., etc.	ORCID	ex) xxx-xxxx-xxxx-xxxx	Secondary Email	ex) email@example.com	Office Phone *	ex) +82-2-1234-5678	Mobile Phone	ex) +82-10-1234-5678	Fax	ex) +82-2-9876-5432	Position	ex) Professor, Researcher	Affiliation *		Department		Address		City/State		Postcode		Country *	:: Country:: [v]	<p>· 작업 순서</p> <ol style="list-style-type: none">1) 회원 정책에 동의(I agree) 하고 Confirm을 클릭합니다.2) 회원정보를 입력합니다.3) * 표시는 필수정보입니다.4) reCAPTCHA를 클릭하고 Register를 클릭합니다.5) 가입이 완료되면, Author로서 논문을 제출할 수 있습니다. <p>· 화면 설명</p> <p>- reCAPTCHA : 자동 가입 방지하고 사람이 직접 입력하는 것을 판별하기 위한 보안 장치</p>
Email (ID) *	ex) email@example.com																																									
Password *	Between 6-20 characters.																																									
Confirm Password *	Confirm Password																																									
Title *	Dr. [v]																																									
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Fax	ex) +82-2-9876-5432																																									
Position	ex) Professor, Researcher																																									
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Department																																										
Address																																										
City/State																																										
Postcode																																										
Country *	:: Country:: [v]																																									

II. 로그인 및 회원 정보 관리

메뉴	Home > Find Password	
개요	- 패스워드 분실 시, 이메일을 통해서 패스워드를 찾는 화면	
<div data-bbox="152 491 1458 874"><p>Email <input type="text" value="ex) abc@example.com"/></p><p>Find your password</p><p>Find your password through your email.</p><p>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></div>		<p>· 작업 순서</p> <ol style="list-style-type: none">1) 회원가입에 사용된 Email을 적고 버튼을 클릭한다.2) 메일에 전송된 패스워드를 확인한다. (30분간 유효함)3) 접속한 후 패스워드를 다시 변경한다. <p>· 화면 설명</p>

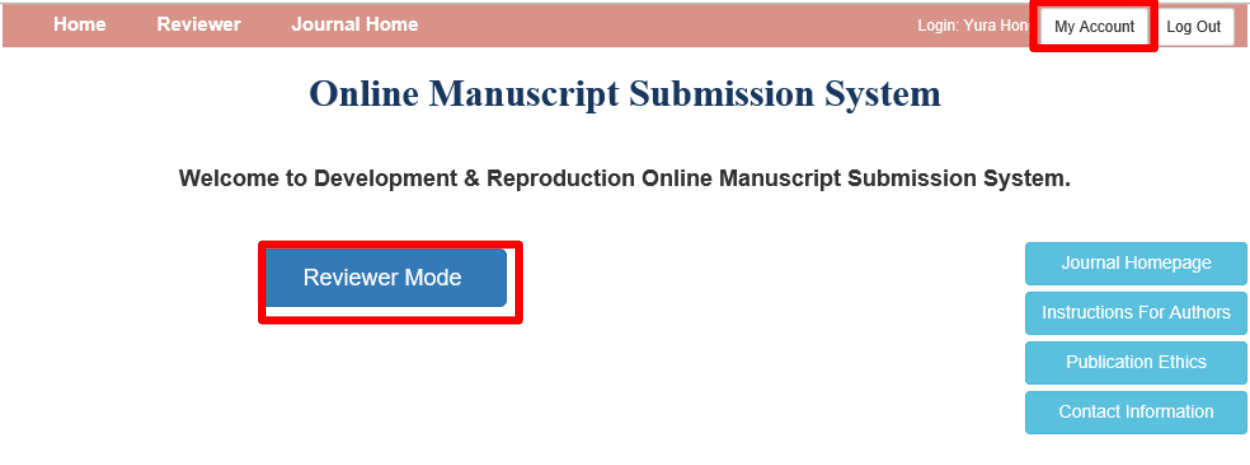
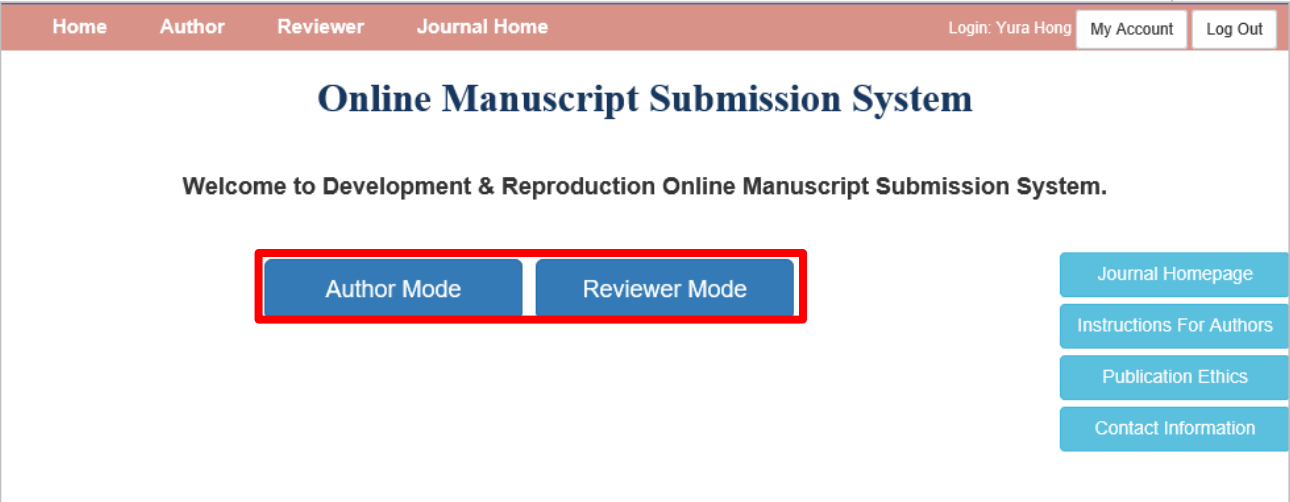
II. 로그인 및 회원 정보 관리

메뉴	My Account > My Information / My Password Change
개요	- 개인 정보 / 패스워드 변경

<p>Home Author Journal Home Login: Yeonwook Kim My Account Log Out</p> <p>My Page</p> <ul style="list-style-type: none">My InformationMy Password Change	<h3>Modify User Information</h3> <p>If you want to change password, please click "My Password Change" on the left side.</p> <h4>Personal Information</h4> <table border="1"><tr><td>Email (ID) *</td><td>kimkakaka@gmail.com</td></tr><tr><td>Current Password *</td><td><input type="password"/></td></tr><tr><td>Title *</td><td>Mr. ▼</td></tr><tr><td>First Name *</td><td>Yeonwook</td></tr><tr><td>Middle Name</td><td><input type="text"/></td></tr><tr><td>Last Name *</td><td>Kim</td></tr><tr><td>Degree</td><td>ex) PH.D., M.S., B.A., etc.</td></tr><tr><td>ORCID</td><td>ex) xxxx-xxxx-xxxx-xxxx </td></tr><tr><td>Secondary Email</td><td>ex) email@example.com</td></tr></table>	Email (ID) *	kimkakaka@gmail.com	Current Password *	<input type="password"/>	Title *	Mr. ▼	First Name *	Yeonwook	Middle Name	<input type="text"/>	Last Name *	Kim	Degree	ex) PH.D., M.S., B.A., etc.	ORCID	ex) xxxx-xxxx-xxxx-xxxx 	Secondary Email	ex) email@example.com
Email (ID) *	kimkakaka@gmail.com																		
Current Password *	<input type="password"/>																		
Title *	Mr. ▼																		
First Name *	Yeonwook																		
Middle Name	<input type="text"/>																		
Last Name *	Kim																		
Degree	ex) PH.D., M.S., B.A., etc.																		
ORCID	ex) xxxx-xxxx-xxxx-xxxx 																		
Secondary Email	ex) email@example.com																		

- **작업 순서**
 - 1) 로그인 후 상단 오른쪽에 “My Account”를 클릭한다.
 - 2) 개인 정보를 변경 내역을 입력하고 저장을 한다.
 - 3) 패스워드를 변경할 경우 왼쪽 사이드바의 “My Password Change”를 클릭하고 현재 패스워드, 변경 패스워드를 입력하고 저장한다.
- **화면 설명**
 - 개인정보 및 패스워드를 변경할 때, 보안상의 이유로 현재의 패스워드를 꼭 입력해야 한다.

II. 로그인 및 회원 정보 관리

메뉴	Home > My Account	
개요	- Reviewer Mode만 있는 경우, 개인 정보를 입력하면 Author Mode가 활성화된다.	· 작업 순서 1) 이메일을 통해서 임시 패스워드를 받은 Reviewer는 개인 정보를 입력하고, 비밀번호를 수정하면 Author Mode로 논문을 투고할 수 있다.
		· 화면 설명
		

III. Author 관련 업무

메뉴	Author > Main Menu																										
개요	- Author Mode의 Main Menu 화면																										
<div data-bbox="94 539 560 590"> <h2>Author Main Menu</h2> </div> <div data-bbox="143 643 490 684"> <h3>New Submissions</h3> </div> <div data-bbox="152 699 963 893"> <ul style="list-style-type: none"> Submit New Manuscript Incomplete Submissions (0) Submissions Sent Back to Author (0) Submissions Being Processed (0) </div> <div data-bbox="143 959 333 1000"> <h3>Revisions</h3> </div> <div data-bbox="152 1015 963 1209"> <ul style="list-style-type: none"> Submissions Needing Revision (0) Incomplete Submissions Being Revised (0) Revisions Sent Back to Author (0) Revisions Being Processed (0) </div> <div data-bbox="143 1273 362 1318"> <h3>Completed</h3> </div> <div data-bbox="152 1331 963 1444"> <ul style="list-style-type: none"> Submissions with a Decision (0) Submissions with Withdrawal (0) </div>	<table border="1"> <tr> <td colspan="2" data-bbox="1055 392 2161 475">New Submissions (1차)</td> </tr> <tr> <td data-bbox="1055 475 1552 563">- Submit a New Manuscript</td> <td data-bbox="1552 475 2161 563">신규 논문 제출</td> </tr> <tr> <td data-bbox="1055 563 1552 651">- Incomplete Submissions</td> <td data-bbox="1552 563 2161 651">수정 중인 신규 논문 목록</td> </tr> <tr> <td data-bbox="1055 651 1552 746">- Submissions Sent Back to Author</td> <td data-bbox="1552 651 2161 746">반려논문 목록, 반려 사유에 대해 논문을 수정하여 재 제출</td> </tr> <tr> <td data-bbox="1055 746 1552 834">- Submissions Being Processed</td> <td data-bbox="1552 746 2161 834">제출된 논문의 목록. 진행상태 확인 가능</td> </tr> <tr> <td colspan="2" data-bbox="1055 834 2161 917">Revisions (2차 이상)</td> </tr> <tr> <td data-bbox="1055 917 1552 1013">- Submissions Needing Revision</td> <td data-bbox="1552 917 2161 1013">수정 논문 제출</td> </tr> <tr> <td data-bbox="1055 1013 1552 1109">- Incomplete Submissions Being Revised</td> <td data-bbox="1552 1013 2161 1109">수정 중인 수정 논문 목록</td> </tr> <tr> <td data-bbox="1055 1109 1552 1204">- Revisions Sent Back to Author</td> <td data-bbox="1552 1109 2161 1204">반려된 수정논문 목록,</td> </tr> <tr> <td data-bbox="1055 1204 1552 1292">- Revisions Being Processed</td> <td data-bbox="1552 1204 2161 1292">제출된 수정 논문의 목록</td> </tr> <tr> <td colspan="2" data-bbox="1055 1292 2161 1380">Completed</td> </tr> <tr> <td data-bbox="1055 1380 1552 1468">- Submissions with a Decision</td> <td data-bbox="1552 1380 2161 1468">최종 결정된 논문 목록</td> </tr> <tr> <td data-bbox="1055 1468 1552 1556">- Submissions with Withdrawal</td> <td data-bbox="1552 1468 2161 1556">철회된 논문 목록</td> </tr> </table>	New Submissions (1차)		- Submit a New Manuscript	신규 논문 제출	- Incomplete Submissions	수정 중인 신규 논문 목록	- Submissions Sent Back to Author	반려논문 목록, 반려 사유에 대해 논문을 수정하여 재 제출	- Submissions Being Processed	제출된 논문의 목록. 진행상태 확인 가능	Revisions (2차 이상)		- Submissions Needing Revision	수정 논문 제출	- Incomplete Submissions Being Revised	수정 중인 수정 논문 목록	- Revisions Sent Back to Author	반려된 수정논문 목록,	- Revisions Being Processed	제출된 수정 논문의 목록	Completed		- Submissions with a Decision	최종 결정된 논문 목록	- Submissions with Withdrawal	철회된 논문 목록
New Submissions (1차)																											
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Revisions (2차 이상)																											
- Submissions Needing Revision	수정 논문 제출																										
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- Submissions with Withdrawal	철회된 논문 목록																										

III. Author 관련 업무

메뉴	New Submissions > Submit New Manuscript > Author Checklists	
개요	- 논문 제출 전 필수적인 체크리스트를 확인한다.	
<div data-bbox="136 507 1384 1406"><h2>Author Checklists</h2><p>If you want to submit manuscript, please read and confirm all checklists.</p><ul style="list-style-type: none"><input checked="" type="checkbox"/> 1. This paper has not been and will not be published in any other journal.<input checked="" type="checkbox"/> 2. This paper follows the format of the submission guideline.<input checked="" type="checkbox"/> 3. This work follows the Research Ethics.<input checked="" type="checkbox"/> 4. Co-authors did their meaningful role in this paper.<input checked="" type="checkbox"/> 5. Any research funds, sponsorship, or grants was acknowledged in this paper.<input checked="" type="checkbox"/> 6. The Copyright Transfer Agreement has been signed by all authors.<input checked="" type="checkbox"/> 7. All conflict of interests is written in this paper.<p>Confirm</p></div>		<p>· 작업 순서</p> <ol style="list-style-type: none">1) 체크리스트를 확인하고 모든 항목에 체크를 한다.2) Confirm을 눌러서 다음 단계로 이동한다. <p>· 화면 설명</p>

III. Author 관련 업무

메뉴	New Submissions > Submit New Manuscript > Article Type & Category	
개요	- 논문 투고 시 Article Type 과 Category를 선택하는 화면	
<div data-bbox="91 523 1487 1493"><h3>Submission</h3><ul style="list-style-type: none">1. Article Type & Category2. Title & Abstract3. Authors4. Cover Letter & Suggestions5. File Upload6. Preview<h2>Article Type & 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><p>Urgency of Article * <input checked="" type="radio"/> Normal Article <input type="radio"/> Urgent Article</p><p>Article Type * <input type="text" value="Research Article"/></p><p>Article Category *</p><ul style="list-style-type: none"><input type="checkbox"/> Assisted reproductive technology<input type="checkbox"/> Gametogenesis and fertilization<input type="checkbox"/> Cryobiology of development<input checked="" type="checkbox"/> Fertility and sterility of medicine and basic sciences<input type="checkbox"/> Reproductive mechanisms<input type="checkbox"/> Molecular genetics of development<input type="checkbox"/> Control of gene expression<input checked="" type="checkbox"/> Trait maintaining<input type="checkbox"/> Cell interactions and cell-matrix interactions<input type="checkbox"/> Mechanisms of differentiation<input type="checkbox"/> Growth factors and oncogenes<input type="checkbox"/> Regulation of stem cell populations<input type="checkbox"/> Evolution of developmental control<input type="checkbox"/> Competence and trait expression of development<input type="checkbox"/> Morphology-tissue genesis and organogenesis- of development<input type="checkbox"/> Histology of development<input type="checkbox"/> Life cycle regulation<input type="checkbox"/> Other<p><input type="button" value="Save"/> <input type="button" value="Next"/></p></div>		<p>· 작업 순서</p> <ol style="list-style-type: none">1) Article 긴급 여부를 선택합니다. (Urgent)2) Article의 Type을 선택합니다. - Research Article, Review Article 등3) 해당되는 Category를 복수 선택합니다.4) “Save” 버튼을 눌러서 저장합니다.5) “Next” 버튼을 눌러서 다음으로 이동합니다. <p>· 화면 설명</p>

III. Author 관련 업무

메뉴	New Submissions > Submit New Manuscript > Title & Abstract									
개요	- 타이틀, 초록 등 기본정보 등록									
<div data-bbox="91 555 1496 1453"><h3>Submission</h3><ul style="list-style-type: none">1. Article Type & Category2. Title & Abstract3. Authors4. Cover Letter & Suggestions5. File Upload6. Preview<h2>Title & Abstract</h2><p>Enter the title of your manuscript. You cannot submit a manuscript without a title.</p><table border="1"><tr><td>Title (English) *</td><td>Neque porro quisquam est qui dolorem ipsum quia dolor sit amet</td></tr><tr><td>Running Title (English) *</td><td>Neque est qui dolorem ipsum quia amet</td></tr><tr><td>Abstract (English) *</td><td><div data-bbox="696 834 1473 1230"><p>Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p></div></td></tr><tr><td>Keywords (English) *</td><td>dolorem quia amet qui</td></tr></table><p>Previous Save Next</p></div>		Title (English) *	Neque porro quisquam est qui dolorem ipsum quia dolor sit amet	Running Title (English) *	Neque est qui dolorem ipsum quia amet	Abstract (English) *	<div data-bbox="696 834 1473 1230"><p>Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p></div>	Keywords (English) *	dolorem quia amet qui	<ul style="list-style-type: none">• 작업 순서<ol style="list-style-type: none">1) Title, Running Title, Abstract, Keywords를 입력합니다.2) "Save" 버튼을 눌러서 저장합니다.3) "Next" 버튼을 눌러서 다음으로 이동합니다.• 화면 설명<ul style="list-style-type: none">- Keywords수 : 최소 3, 최대 7- * 표시는 필수 입력 항목이며 해당 항목 미 작성시 논문 투고 진행이 불가합니다.
Title (English) *	Neque porro quisquam est qui dolorem ipsum quia dolor sit amet									
Running Title (English) *	Neque est qui dolorem ipsum quia amet									
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Keywords (English) *	dolorem quia amet qui									

III. Author 관련 업무

메뉴	New Submissions > Submit New Manuscript > Author & Affiliation																																												
개요	- 투고자/ 소속정보 입력																																												
<div data-bbox="271 491 1189 1538"> <h3>Authors & Affiliations</h3> <p>Please fill in the author names and affiliation. The author list can not be revised after submission.</p> <ol style="list-style-type: none"> Add Author : Click 'Add Author' button and fill out the forms. Add Affiliation : Click 'Add Affiliation' button and fill out the forms. Save Affiliation Number : Click appropriate Affiliation Number and click 'Save Affiliation Number' button. Confirm 'Author Information Summary' <p>Author Information Summary 5</p> <table border="1" data-bbox="286 751 1182 863"> <tr> <td>Authors</td> <td>So-Hyun Park¹, Kyung Ja Lee^{1,2}</td> </tr> <tr> <td>Affiliations</td> <td>¹ Dept. of Food and Nutrition, Seoul National University, Seoul 08826, Korea, Republic of ² Majors in Nutrition Education, Inha University, Incheon 22212, Korea, Republic of</td> </tr> </table> <p>Authors saved</p> <table border="1" data-bbox="286 916 1182 1107"> <thead> <tr> <th>Order</th> <th>Name</th> <th>ORCID</th> <th>Affiliation</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>So-Hyun Park [Corresponding Author]</td> <td>1234-4567-4567-4568</td> <td><input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>2</td> <td>Kyung Ja Lee</td> <td></td> <td><input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p>Add Author 1 3</p> <p>Affiliations saved</p> <table border="1" data-bbox="286 1225 1182 1417"> <thead> <tr> <th>Order</th> <th>Affiliation</th> <th>City</th> <th>Postcode</th> <th>Country</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dept. of Food and Nutrition, Seoul National University</td> <td>Seoul</td> <td>08826</td> <td>Korea, Republic of</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>2</td> <td>Majors in Nutrition Education, Inha University</td> <td>Incheon</td> <td>22212</td> <td>Korea, Republic of</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p>Add Affiliation 2 4</p> <p>Previous Save Affiliation Number Next</p> </div>		Authors	So-Hyun Park ¹ , Kyung Ja Lee ^{1,2}	Affiliations	¹ Dept. of Food and Nutrition, Seoul National University, Seoul 08826, Korea, Republic of ² Majors in Nutrition Education, Inha University, Incheon 22212, Korea, Republic of	Order	Name	ORCID	Affiliation	Edit	Delete	1	So-Hyun Park [Corresponding Author]	1234-4567-4567-4568	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	Edit	Delete	2	Kyung Ja Lee		<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	Edit	Delete	Order	Affiliation	City	Postcode	Country	Edit	Delete	1	Dept. of Food and Nutrition, Seoul National University	Seoul	08826	Korea, Republic of	Edit	Delete	2	Majors in Nutrition Education, Inha University	Incheon	22212	Korea, Republic of	Edit	Delete	<p>· 작업 순서</p> <ol style="list-style-type: none"> 1) “Add Author”를 클릭하여 저자의 정보를 저장합니다. 2) “Add Affiliation”을 클릭하여 소속의 정보를 입력합니다. 3) 저자의 Affiliation에 해당되는 곳을 클릭하여 Check를 합니다. 4) “Save Affiliation” 버튼을 눌러서 저장합니다. 5) Summary에 올바르게 입력되었는지 확인합니다. 6) “Next” 버튼을 눌러서 다음으로 이동합니다. <p>· 화면 설명</p> <ul style="list-style-type: none"> - 각각의 Author와 Affiliation은 좌측의 화살표를 사용하여 순서 변경이 가능합니다. - 각각의 Author와 Affiliation은 우측의 메뉴를 통해서 수정 및 삭제가 가능합니다.
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2	Majors in Nutrition Education, Inha University	Incheon	22212	Korea, Republic of	Edit	Delete																																							

III. Author 관련 업무

메뉴	New Submissions > Submit New Manuscript > Cover Letter & Suggestions	
개요	- Cover Letter를 작성하고, Reviwer를 추천/거절 목록을 작성한다.	

Submission

- 1. Article Type & Category
- 2. Title & Abstract
- 3. Authors
- 4. Cover Letter & Suggestions**
- 5. File Upload
- 6. Preview

Cover Letter & Suggestions

1. Suggest or oppose reviewer to your manuscript if you want.
2. Enter the Cover Letter to the Editor.

Reviewers saved

Name	ORCID	Email	Affiliation	Country	Type	Short Reason	Edit	Delete
Choon Hyang Sung		ywkim@guhmok.com	ABC University	United Kingdom	Suggest	He is a top expert in this field.	Edit	Delete

[Suggest & Oppose Reviewer](#)

Cover Letter

✂ 📄 📁 🔒 ↶ ↷ ABC Ω **B** *I* U ~~S~~ x₂ x² *I*_x

Dear Editor,

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

body p

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

- **작업 순서**
 - 1) 추천하거나 거절하고 싶은 Reviewer가 있는 경우 목록을 작성합니다.
 - 2) Editor에게 보내는 Cover Letter를 작성합니다.

- **화면 설명**
 - Reviewer의 작성은 선택사항입니다.
 - Editor가 Reviewer를 꼭 반영하여 심사를 진행하지 않을 수 있습니다.
 - Cover Letter 작성 후 꼭 저장 버튼을 눌러주시기 바랍니다. (저장을 안 하고, Reviewer 작성을 클릭하면 내용이 없어질 수 있음)

III. Author 관련 업무

메뉴	New Submissions > Submit New Manuscript > File Upload
개요	- 논문 파일 업로드

Submission	File Upload																								
1. Article Type & Category	Please upload all the files to publish and review it. Manuscript and Copyright Transfer Agreement file are required. Please place your scanned signatures from all the authors on the form and submit the file. Download the form																								
2. Title & Abstract	Add a File																								
3. Authors	Item: * Manuscript File																								
4. Cover Letter & Suggestions	Description: <input type="text"/>																								
5. File Upload	Choose File: <input type="button" value="파일 선택"/> 선택된 파일 없음																								
6. Preview	<input type="button" value="Save File"/>																								
	Files Saved																								
	<table border="1"><thead><tr><th>Order</th><th>Item</th><th>File Name</th><th>File Size</th><th>Description</th><th>Last Modified</th><th>Edit</th><th>Delete</th></tr></thead><tbody><tr><td>1</td><td>* Manuscript File</td><td>DR-2017-00011-MAN-aa.docx</td><td>11KB</td><td></td><td>Feb 06, 2017</td><td><input type="button" value="Edit"/></td><td><input type="button" value="Delete"/></td></tr><tr><td>2</td><td>* Copyright Transfer Agreement</td><td>DR-2017-00011-COP-bb.pdf</td><td>20KB</td><td></td><td>Feb 06, 2017</td><td><input type="button" value="Edit"/></td><td><input type="button" value="Delete"/></td></tr></tbody></table>	Order	Item	File Name	File Size	Description	Last Modified	Edit	Delete	1	* Manuscript File	DR-2017-00011-MAN-aa.docx	11KB		Feb 06, 2017	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	2	* Copyright Transfer Agreement	DR-2017-00011-COP-bb.pdf	20KB		Feb 06, 2017	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
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	<input type="button" value="Previous"/> <input type="button" value="Next"/>																								

· 작업 순서

- 1) “Download the form”을 눌러 원고 및 저작권 양도 동의서 파일을 다운로드 후 작성합니다.
- 2) 업로드 할 파일의 종류를 Item에서 선택 후 Description 정보를 입력 합니다. (중복선택 가능)
- 3) “파일선택” 버튼을 클릭하여 파일을 첨부한 후 “Save File” 클릭 하면 파일이 업로드 되고, 업로드 된 파일은 Files Saved의 목록으로 확인이 가능합니다.

· 화면 설명

- * 표시가 되어 있는 항목은 모두 제출해야 합니다. (Manuscript File, Copyright Transfer Agreement)

III. Author 관련 업무

메뉴	New Submissions > Submit New Manuscript > Preview
개요	- 논문을 Submit 하기 전에 작성한 내용을 검토한다.

· 작업 순서

- 1) 입력한 내용이 맞는지 전체적으로 다시 확인한다.
- 2) Related Article already Published를 통하여 Google과 Pubmed에 유사한 논문이 있는지 확인할 수 있다.
- 3) 확인이 완료되었으면, "Submit"을 눌러서 논문을 제출한다.

· 화면 설명

- 입력이 부족한 부분이 있는 경우, 경고창이 뜰 수 있습니다. 이 경우, 재입력 후 다시 제출할 수 있습니다.

Submission Preview

Please check your information and edit it correctly.

Article Information

Manuscript ID	DR-2017-00011
Degree (Date Submitted)	1st (No Date)
Status (Date Changed)	Unsubmitted (2017-02-06)

File Upload

Order	Item	File Name	File Size	Description	Last Modified
1	* Manuscript File	DR-2017-00011-MAN-aa.docx	11KB		Feb 06, 2017
2	* Copyright Transfer Agreement	DR-2017-00011-COP-bb.pdf	20KB		Feb 06, 2017

Related Article already Published

Google Scholar	<input type="button" value="Search through Author's Name"/>	<input type="button" value="Search through Article's Title"/>
PubMed	<input type="button" value="Search through Author's Name"/>	<input type="button" value="Search through Article's Title"/>

III. Author 관련 업무

메뉴	New Submissions > Incomplete Submissions	
개요	- 논문을 작성 중이거나, 수정하기로 결정한 논문 (아직 제출 전 논문)	

Incomplete Submissions

[Move to Previous Menu](#)

Submission Lists

Action	Manuscript ID	Type (Urgency)	Title	Manuscript Status (Date Changed)	Author (Date Submitted)
Edit/Submit Manuscript Withdraw Submission Letters	DR-2017-00011 (1st)	Research Article (Normal)	Neque porro quisquam est qui dolorem ipsum quia dolor sit amet	Submission incomplete (2017-02-06)	Yeonwook Kim (No Date)

Search Option

The number of submission which is now searched : 1

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

Title ▾

Search

· 작업 순서

- 1) 작성 중에 Submit을 하지 않았거나, 반송된 논문을 수정하기로 한 경우 “Incomplete Submissions” 목록에 나타난다.
- 2) Edit/Submit Manuscript 메뉴를 통해서 논문을 수정하고 Submit 할 수 있다.
- 3) Withdraw를 통해서 논문을 철회할 수 있다.
- 4) Letter에서 발송된 메일을 확인할 수 있다.

· 화면 설명

- 논문을 수정하기로 동의하면, “Incomplete Submissions” 메뉴로 논문이 이동한다.
- Status를 통해서 논문의 진행상황을 확인할 수 있다.

III. Author 관련 업무

메뉴	New Submissions > Submissions Sent Back to Author	
개요	- Editorial Office에서 제출한 논문을 검토하고 수정이 필요한 부분을 발견하고, Review하기 전에 반송한 논문	

Submissions Sent Back to Author

[Move to Previous Menu](#)

Submission Lists

Action	Manuscript ID	Type (Urgency)	Title	Manuscript Status (Date Changed)	Author (Date Submitted)
Agree/Decline to Revise View Submission Withdraw Submission Letters	DR-2017-00011 (1st)	Research Article (Normal)	Neque porro quisquam est qui dolorem ipsum quia dolor sit amet	Submission unaccepted (2017-02-06)	Yeonwook Kim (No Date)

Search Option

The number of submission which is now searched : 1

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

Title ▾

[Search](#)

· 작업 순서

- 1) Editor가 논문을 반송한 경우, Author에서 논문이 돌아온다.
- 2) Agree/Decline to Revise를 통해서 논문을 수정을 동의하거나, 거절할 수 있다.
- 3) Withdraw를 통해서 논문을 철회할 수 있다.
- 4) Letter에서 발송된 메일을 확인할 수 있다.

· 화면 설명

- 논문을 수정하기로 동의하면, “Incomplete Submissions” 메뉴로 논문이 이동한다.
- Status를 통해서 논문의 진행상황을 확인할 수 있다.

III. Author 관련 업무

메뉴	New Submissions > Submissions Being Processed
개요	- Submit 한 논문의 진행상태를 확인할 수 있다.

Submissions Being Processed

[Move to Previous Menu](#)

Submission Lists

Action	Manuscript ID	Type (Urgency)	Title	Manuscript Status (Date Changed)	Author (Date Submitted)
View Submission Letters	DR-2017-00011 (1st)	Research Article (Normal)	Neque porro quisquam est qui dolorem ipsum quia dolor sit amet	Submitted (2017-02-06)	Yeonwook Kim (2017-02-06)

Search Option

The number of submission which is now searched : 1

- **작업 순서**
 - 1) Submit한 논문의 상태를 확인할 수 있다.
 - 2) View Submission을 클릭하면, 제출한 논문의 내용을 확인할 수 있다.
 - 3) Letter에서 발송된 메일을 확인할 수 있다.
- **화면 설명**
 - Status를 통해서 논문의 진행상황을 확인할 수 있다.

III. Author 관련 업무

메뉴	Revisions	
개요	- 이전 차수에 제출한 논문이 최종적으로 Revision으로 결정이 되면 수정을 진행해야 한다.	
<div data-bbox="89 502 1075 1540"><h2>Author Main Menu</h2><h3>New Submissions</h3><ul style="list-style-type: none">Submit New ManuscriptIncomplete Submissions (0)Submissions Sent Back to Author (0)Submissions Being Processed (0)<h3>Revisions</h3><ul style="list-style-type: none">Submissions Needing Revision (1)Incomplete Submissions Being Revised (0)Revisions Sent Back to Author (0)Revisions Being Processed (0)<h3>Completed</h3><ul style="list-style-type: none">Submissions with a Decision (0)Submissions with Withdrawal (0)</div>		<ul style="list-style-type: none">· 작업 순서<ol style="list-style-type: none">1) 수정 논문의 경우 아래의 Revisions 메뉴에서 진행하게 된다.2) 논문이 Accept/Reject로 결정된 경우 Completed에서 결과를 확인할 수 있다.· 화면 설명

III. Author 관련 업무

메뉴	Revisions > Submissions Needing Revision > Agree/Decline to Revise															
개요	- 이전 차수에 제출한 논문이 최종적으로 Revision으로 결정이 되었고, 논문을 수정/거절할지 결정해야 한다.															
<div data-bbox="107 523 1480 1441"><h3>Agree/Decline to Revise</h3><h4>Submission Summary</h4><table border="1"><tr><td>Submission ID</td><td>DR-2017-00011 (1st)</td></tr><tr><td>Title</td><td>Neque porro quisquam est qui dolorem ipsum quia dolor sit amet</td></tr><tr><td>Corresponding Author</td><td>Yeonwook Kim (kimkakaka@gmail.com, +82-10-7166-3137)</td></tr><tr><td>Status</td><td>Submission unaccepted (Date status changed: 2017-02-06)</td></tr><tr><td>Comment why this submission is sent back to author</td><td>Please re-check the copyright transfer agreement.</td></tr></table><p>View Details of 1st Submission (Now in Progress)</p><h4>Form of Agreement</h4><table border="1"><tr><td>Agreement to revise</td><td><input type="radio"/> Yes <input type="radio"/> No, I will not revise this submission and close it.</td></tr><tr><td>Comment</td><td>Explain to Editor-In-Chief why you decline to revise this submission and close it. <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></td></tr></table><p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p></div>		Submission ID	DR-2017-00011 (1st)	Title	Neque porro quisquam est qui dolorem ipsum quia dolor sit amet	Corresponding Author	Yeonwook Kim (kimkakaka@gmail.com, +82-10-7166-3137)	Status	Submission unaccepted (Date status changed: 2017-02-06)	Comment why this submission is sent back to author	Please re-check the copyright transfer agreement.	Agreement to revise	<input type="radio"/> Yes <input type="radio"/> No, I will not revise this submission and close it.	Comment	Explain to Editor-In-Chief why you decline to revise this submission and close it. <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<ul style="list-style-type: none">• 작업 순서<ol style="list-style-type: none">1) 논문이 반송된 사유를 확인하고, 논문을 수정할지 여부를 결정한다.2) 수정을 거절할 경우 사유를 같이 작성하여 제출한다.• 화면 설명<ul style="list-style-type: none">- 논문을 수정하기로 동의하면, “Incomplete Submissions Being Revised” 메뉴로 논문이 이동한다.
Submission ID	DR-2017-00011 (1st)															
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III. Author 관련 업무

메뉴	Revisions > Incomplete Submissions Being Revised
개요	- 수정 논문을 작성하고 제출한다.

Incomplete Submissions Being Revised

[Move to Previous Menu](#)

Submission Lists

Action	Manuscript ID	Type (Urgency)	Title	Manuscript Status (Date Changed)	Author (Date Submitted)
Decline to Revise Edit/Submit Manuscript Letters	DR-2017-00011 (2nd)	Research Article (Normal)	Neque porro quisquam est qui dolorem ipsum quia dolor sit amet	Revision incomplete (2017-02-07)	Yeonwook Kim (No Date)

- **작업 순서**
 - 1) Decline to Revise : 논문 수정을 거절하고 종료시킨다. (반복 불가)
 - 2) Edit/Submit Manuscript : 논문을 수정하고 제출한다. 이전 차수의 내용이 복사되어 있기 때문에 내용을 확인하고 수정해야 한다.(파일 제외)
 - 3) Letter에서 발송된 메일을 확인할 수 있다.
- **화면 설명**

III. Author 관련 업무

메뉴	Revisions > Incomplete Submissions Being Revised > Edit/Submit Manuscript > Respond to Review	
개요	- 수정 논문을 작성하고 제출한다.	
<div data-bbox="91 512 1518 1350"><h3>Submission</h3><ul style="list-style-type: none">1. Article Type & Category2. Title & Abstract3. Authors4. Cover Letter & Suggestions5. File Upload6. Respond to Review7. Preview<h2>Respond to Review</h2><p>Please write your responses to reviewer and editor.</p><h3>Submission Previous Summary</h3><p>View Details of 1st Submission</p><h4>Comment</h4><div data-bbox="423 858 1498 1254"><p>I have modified some table you asked.</p></div><p>Previous Save Next</p></div>		<ul style="list-style-type: none">• 작업 순서<ol style="list-style-type: none">1) View Details : 이전 논문의 Review와 Comment를 확인한다.2) Editor와 Reviewer에 Comment에 대한 답변을 작성한다.3) Preview 화면에서 작성 내용을 전체적으로 확인하고 Submit 한다.• 화면 설명<ul style="list-style-type: none">- 논문을 수정하고 제출한다. 이전 차수의 내용이 복사되어 있기 때문에 내용을 확인하고 수정해야 한다.(파일 제외)- 제출해야 할 파일이 있다면 'File Upload'에서 같이 제출할 수 있다.

마치며...

감사합니다.