

Korean Journal of Clinical Psychology

Manual for Author

Authors Tutorial

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e-Submission Main page

Main page

The main configuration consists of "Instructions for Authors", "Research and Publication Ethics", "How to Submit a Manuscript", "Copyright Transfer Form", "KJCP Archive", "Contact Us" that anyone can access without login. In order to submit a manuscript, login is required. If you do not have an ID, you can get a new ID through the "Register" menu at the top right or the "Registration" button at the bottom of the login window.

After logging in, the available menu is automatically created according to the user's designated role with accompanying rights. For example, access to the Author Center, Reviewer Center, Editor Center, Manuscript Editor Center, English-proofreading Center, or Editor-in-Chief, Publisher Center will be automatically presented depending on your role.

Online Manuscript Submission

Welcome to **Korean Journal of Clinical Psychology** e-submission system.
To log in, enter your User ID and Password into the boxes.
If it is your first visit, please register before submission.

LOGIN

ID (E-MAIL)

PASSWORD

Remember my ID on this computer

[» Registration](#)

[» Forgot my password](#)

Login/Registration

Login

To use the manuscript submission system, please log in using your registered ID (e-mail) and password.

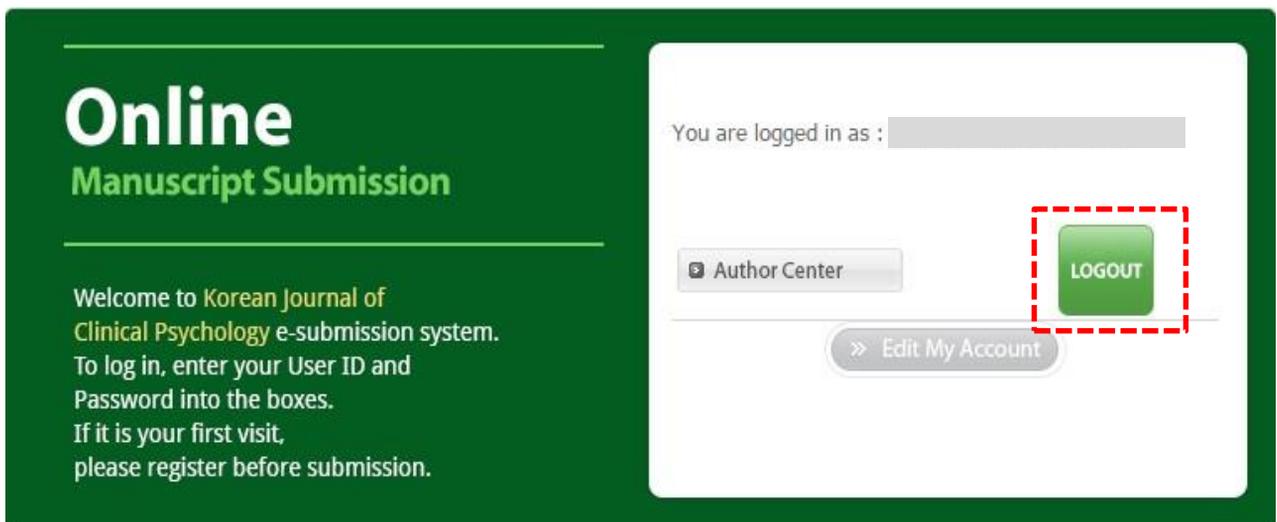


The screenshot shows the login interface for the 'Online Manuscript Submission' system. On the left, a green sidebar contains the title 'Online Manuscript Submission' and a welcome message: 'Welcome to Korean Journal of Clinical Psychology e-submission system. To log in, enter your User ID and Password into the boxes. If it is your first visit, please register before submission.' The main content area is white and features the word 'LOGIN' in large green letters. Below this, there are two input fields: 'ID (E-MAIL)' and 'PASSWORD'. A green 'LOGIN' button is positioned to the right of the password field. A red dashed box highlights the entire login form area. Below the input fields, there is a checkbox labeled 'Remember my ID on this computer'. At the bottom of the form, there are two buttons: '>> Registration' and '>> Forgot my password'.

Logout

You can log out of the system at any time by selecting “Logout” in the center of the page.

After logging out, you will be directed to the “Login” page.



The screenshot shows the user interface after logging in. The green sidebar on the left remains the same. The main content area is white and displays 'You are logged in as :' followed by a greyed-out text box. Below this, there are three buttons: 'Author Center' (with a user icon), 'LOGOUT' (highlighted with a red dashed box), and 'Edit My Account' (with '>>' and a right-pointing arrow).

Login/Registration

Forgot Your Password?

If you have an account but forgot your password, you can find the password through the menu “Forgot Your Password?”.

The system will send instructions to the pre-registered email so that you can reset your password. Please change your password after clicking the “Password Change” link in the email.

Online Manuscript Submission

Welcome to Korean Journal of Clinical Psychology e-submission system. To log in, enter your User ID and Password into the boxes. If it is your first visit, please register before submission.

LOGIN

ID (E-MAIL)

PASSWORD

Remember my ID on this computer

>> Registration >> **Forgot my password**

Forgot Your Password?

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

ID (e-mail)

Hello, this is the editorial office of [redacted].

Your su jeong kim's ID and password are as following:

ID / Modify : [redacted] / **Password Change**

Please log in electronic manuscript system again. Please contact copy editor of the Journal if you have any further inquiries, Email of contact person is [redacted].

Thank you,

Editorial members [redacted] Editorial Office

TEL: +82 [redacted]
FAX: +82 [redacted]
E-mail: [redacted]
Website: [redacted].org/

* ID (E-mail)

* Name

* Password * Password Retype

Login/Registration

Registration

The manuscript submission system can be used after logging in. If you do not have an ID, you can get a new ID through “Registration”.

Online Manuscript Submission

Welcome to Korean Journal of Clinical Psychology e-submission system. To log in, enter your User ID and Password into the boxes. If it is your first visit, please register before submission.

LOGIN

ID (E-MAIL)

PASSWORD

Remember my ID on this computer

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

Membership registration is carried out in three steps as follows:

1. Confirmation of consent for collection of personal information
2. Entering of personal information and completion of registration
3. Delivery of automatic e-mail for registration completion

1 Registration

* Use of Your Personal Information

The Purpose of The Collection and Use of Personal Information

Personal information submitted to Korean Journal of Clinical Psychology is used for the purpose of management of the members' activity data for such reasons of listing attendance to Korean Journal of Clinical Psychology conferences, e-mailing and sending publications to them through the website. Personal information submitted to Korean Journal of Clinical Psychology is handled appropriately within the scope of the purpose of use and will not be disclosed to any third party unless specifically required by law.

The Items of Required Personal Information

Members of Korean Journal of Clinical Psychology are divided into Members.

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

Possession and Usage Period

While receiving services provided by Korean Journal of Clinical Psychology, your personal information will be retained and used by Korean Journal. If requested for withdrawal, your personal information will be deleted at the same time of the membership withdrawal.

I agree to the collection and use of personal information.

2 Registration

ID (E-MAIL)

* Password

* Password must be more than 4 characters

* First Name Middle Name Last Name

Korean Name

ORCID ID (What is ORCID?)

Contact

* Affiliation

Affiliation (Korean)

Degree None Prof. Dr. M.A. or M.S. B.A. or B.S. Others

Research Interest

* Address

* City/State Postal Code

* Country

* Telephone Cellular Phone

3 (Journal_title) Registration

Dear (Name),

You have received this message because you have registered for the (Journal_title) e-submission system.

Please see below for the details you will need to access the (Journal_title) e-submission system at [\[site_url\]](#).

Enter these login details:
Your username is: (Email)
Your password is: (password)

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

Sincerely,

TEL: +82-70-7707-0700
FAX: +82-70-7707-0700
E-mail: [\[email\]](#)
Website: [\[url\]](#)

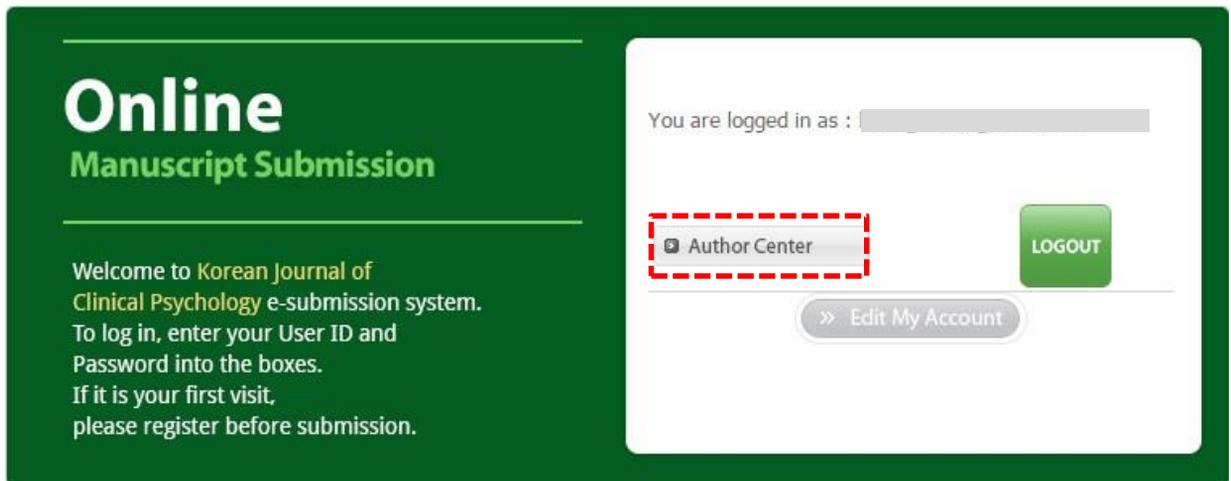
Login/Registration

The Welcome Page

The welcome page shows the current login information, and there is a shortcut menu for “Author Center”.

(Depending on the user's authority, the menu that one may access is automatically displayed.)

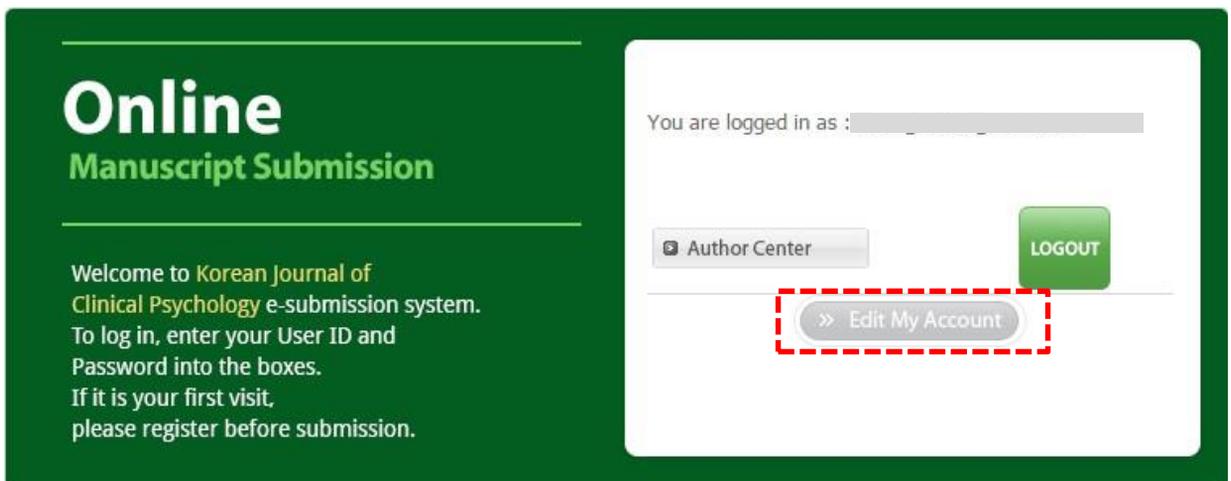
Click “Author Center” to enter the submission page.



The screenshot shows a green sidebar on the left with the text: "Online Manuscript Submission", "Welcome to Korean Journal of Clinical Psychology e-submission system. To log in, enter your User ID and Password into the boxes. If it is your first visit, please register before submission." The main content area is white and shows "You are logged in as : [redacted]". Below this are three buttons: "Author Center" (highlighted with a red dashed box), "LOGOUT" (green), and "» Edit My Account" (grey).

Edit My Account

You can update your personal information when necessary through the “Edit My Account” menu at the bottom center.



The screenshot is identical to the previous one, but the "» Edit My Account" button is highlighted with a red dashed box instead of the "Author Center" button.

Author Center Main

Author Main

You can check the progress of the submitted manuscript and submit new manuscripts.

You can check the details by clicking each menu.

The screenshot shows the 'Author Main' page. At the top left is the 'Crossref Similarity Check' logo, with a note: 'The journal to which you are submitting your manuscript employs a plagiarism detection system. By submitting your manuscript to this journal you accept that your manuscript may be screened for plagiarism against previously published works.' Below this are three main sections:

- 1 New Submissions:** Contains a 'Submit a Manuscript' button and a list of submission statuses: '1 Incomplete Submissions', '0 Submissions Returned to Author', and '0 Submissions Under Process'. Below this is a 'Reviews / Revisions' section with '0 Manuscripts in Review', '0 Manuscript in Revision', and '0 Manuscripts Accepted'. Further down is a 'Completed' section with '0 English Editing', '0 Manuscripts in Final revision', '0 Manuscript Editing', and '0 In Press'. At the bottom of this section are 'Accepted (0)', 'Rejected (0)', and 'Submissions with a Decision (0)'.
- 2 Author Resources:** A section titled 'Author Resources' with a description: 'It shows the most recent five e-mails reading your submission. To remove an e-mail from this list, click the delete link'. It lists two recent emails with IDs '20160004' and '20160002', both from '[Korean Journal of Critical Care Medicine] Complete submissions. Temp...', each with a delete icon.
- 3 Manuscripts in Process:** A table with columns: 'Manuscript Title', 'Date Submitted', 'Status', and 'Edit (revision)'. It shows one entry with 'Date Submitted' as '19-Jul-2016' and 'Status' as 'Incomplete'. The 'Edit (revision)' column contains a '> Continue Submission' button and a 'DEL.' button.

1. You can check the manuscript process status, such as submission of new manuscript, manuscript under review, and manuscript that have been reviewed.
-You can submit a new manuscript by clicking the “Submit a Manuscript” button.
-If you click each menu, you can check the list and details of the manuscript, and the number in front of the menu is the number of manuscripts submitted for each status.
2. You can re-check prior e-mail correspondence.
3. You can check the list of all manuscripts in progress.

New Submission

New Submission

In order to submit a new manuscript, you must confirm all of the “Submission Agreement” before submitting.

The corresponding author submitting the manuscript attests to the following:

- a. All authors have read and agreed to the submission of the manuscript.
- b. All authors have contributed to the paper.
- c. All authors ensure that they have written entirely original works, and have not used the work and/or words of others.
- d. The paper has not been published elsewhere and is not under consideration for publication elsewhere.
- e. At least one author is a member of Korean Clinical Psychology Association.

Confirm

New Submission

New Submission

Submission of a new manuscript is carried out in eight stages, and the manuscript is entered according to the input form for each stage. If at least the first step of manuscript submission is saved and closed, the submission can be continued through the “Incomplete Submissions” menu on the “Author Main” page.

The image shows a screenshot of a web form titled "New submission". On the left side, there is a vertical navigation menu with eight numbered steps: 1. Title, Abstract; 2. Authors; 3. File upload; 4. PDF conversion; 5. Cover Letter & Additional Info; 6. Suggest Reviewers; 7. Preview; 8. Submit. A red dashed box highlights the first four steps. A red arrow points from the "Title" field in the main form to the "2 Authors" button in the navigation menu. The main form is titled "Step 1: Manuscript Type, Title and Abstract" and contains various input fields and instructions. A "Next" button is located at the bottom of the form. The navigation menu on the right is a vertical stack of buttons, each corresponding to a step in the submission process.

1 Title, Abstract

2 Authors

3 File upload

4 PDF conversion

5 Cover Letter & Additional Info.

6 Suggest Reviewers

7 Preview

8 Submit

Step 1: Manuscript Type, Title and Abstract
Please fill in the manuscript type, title, running title.

Category of Submission New Resubmission

Type of Manuscript Original article Review article

Title

Title (Korean)

Running Title

Running Title (Korean)

Abstract

Acknowledgment

Keywords

Keywords (Korean)

Corresponding Author Please check here if corresponding author

E-mail

Full Name

ORCID ID

Name (Korean)

Affiliation

Affiliation (Korean)

Address

City

Country

Tel

Cellular Phone

Next

New Submission

New Submission

Manuscript submission step 1: Manuscript type, Title, Abstract, Corresponding Author

1. Enter the manuscript according to the input form (Type, Title, Running Title, Abstract, Keywords, etc.)

The difference between "New" and "Resubmission" in Category of submission is as follows.

- New: New submission
- Resubmission: When resubmitting an identical manuscript in a different format during the review process, it is generally referred to as resubmission, and the existing application number is entered together to view the past review details (A manuscript that has been judged inappropriate for publication cannot be resubmitted to KJCP)

2. Enter the Corresponding Author information.

If the logged-in person is the Corresponding Author, check "Please check here if corresponding author is the same to registrant." to automatically display the information, and you can search for Corresponding Author information with "Find Author".

The screenshot displays the 'New Submission' form. On the left, a vertical navigation menu is numbered 1 through 9. The main form area is titled 'Step 1. Manuscript Type, Title and Abstract' and includes fields for Category of Submission, Type of Manuscript, Title, Running Title, and Abstract. A '2' in a circle highlights the 'Corresponding Author' section, which contains a checkbox for 'Please check here if corresponding author is the same to registrant.' and a 'Find Author' button. Below this, there are fields for Email, Full Name (First, Middle, Last), ORCID ID, Name (Korean), Affiliation, Affiliation (Korean), Address, City, Country, and Tel. A 'Next' button is located at the bottom right of the form.

New Submission

New Submission

Manuscript submission step 2: Authors and Affiliations

1. Arrange the order of authors through the order sorting function. Order-> 1 is the First Author.
2. If an author is affiliated to more than one institution/organization, the affiliations can be designated through step 2.
3. You can edit or delete incorrectly entered author information.
4. When adding an author, if the affiliation is the same as the previously entered person, you can select the affiliation in step 4. If a typo occurs in the entered affiliation, correct it through step 3 and it will be automatically reflected in the other steps.
5. Enter the author's name according to the input form and click "Add Author" to add the author.
6. If there is no affiliation, enter the affiliation separately.

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

Order	Name	Affiliation	Other Affiliation	Edit	Delete
1	Corresponding Author First Author Cha [redacted]	[redacted]	[redacted]	[redacted]	[redacted]
2	Junggyu Park ²	[redacted]	[redacted]	[redacted]	[redacted]

2 [redacted] affiliations, select the relevant affiliations from the "Other Affiliation"

3 [redacted] Edit Delete

4 [redacted] What is ORCID?

5 [redacted] Add Author

6 [redacted] Add Affiliation

Add Author

Affiliation Management

1.	[redacted]	M2community Co, Ltd.
2.	[redacted]	M2COMM

Add Affiliation

*Affiliation [redacted]
*City [redacted]
*Country Republic of Korea

Add(affiliation)

Prev Next

Add Affiliation

*Affiliation [redacted]
*City [redacted]
*Country Republic of Korea

Add(affiliation)

New Submission

New Submission

Manuscript submission step 3: File upload

1. Manuscript file should be attached divided into the Title page, Main body, Figure, and Supplement (if applicable).
 - : The format for the attached file is displayed on the screen when you select Item.
2. After finding the file to upload, it is only saved by clicking the "Upload File" button.
3. The uploaded file can be checked in the "Original files" list. In the case of figures, you must attach the file and enter the file description, and you can sort them in order.
4. The entered file can be edited/deleted through the "Edit/Delete" button until the submission is completed.

Step 3. File upload
Please upload Title page, Main body, Copyright Transfer Form, Completion Certificate for Course on Research Ethics, Plagiarism Test Result.

Title page Article title, full names and affiliations of all authors, corresponding author's contact information, running title.
Main body Abstract, key words, main text, acknowledgments, references, figure legends.
Table file tables of data(includes table footnotes)
Figure file includes figures (illustrations, diagrams or photographs)
Supplement file Supply all supplementary material in standard file formats
Copyright Transfer Form
Completion Certificate for Course on Research Ethics
Plagiarism Test Result.

Add a New File

Item: Title page (With Author Details), Main body (No Author Details), Table, Figure, Supplementary materials, Copyright Transfer Agreement, Completion Certificate for Course on

File Name: 파일 선택 선택된 파일 없음

Upload File

Order	Item	File Name	Description	Date	Edit	Delete
1	Title page (With Author Details)	A_kjcp_20170003_1.docx		10-Jan-2017	EDIT	DEL
2	Main body (No Author Details)	A_kjcp_20170003_2.docx		10-Jan-2017	EDIT	DEL
3	Figure	A_kjcp_20170003_4_00_28.jpg	fig. 1	10-Jan-2017	EDIT	DEL

Prev Next

New Submission

New Submission

Manuscript submission step 4: PDF conversion

1. The file uploaded in step 3 is converted into a PDF file by clicking the "Build PDF" button.
2. Clicking the "Build PDF" button automatically proceeds to "PDF Converting" as shown in step 2.
3. When PDF conversion is completed, the merged pdf file is created as shown in step 3. (This is the file with the main body+ figure, and the title page is removed.)

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

Order	File Designation	Original File Name	Description
1	Title page (With Author Details)	170003_1_00.docx (2KBytes)	
2	Main body (No Author Details)	170003_2_00.docx (2KBytes)	
3	Figure	0003_4_00_28.jpg (27KBytes)	fig. 1
4			20170003_0.pdf

* You must **Build PDF** for your submission to proceed to the next step.

1 Build PDF

2 PDF Converting

3 20170003_0.pdf

New Submission

New Submission

[Manuscript submission step 5: Cover Letter & Additional Info](#)

Enter the message to be sent to the editorial board.

: The above information can be additionally provided even when revising the manuscript.

- Title, Abstract
- Authors
- File upload
- PDF conversion
- Cover Letter & Additional Info.**
- Suggest Reviewers
- Preview
- Submit

Step 5. Cover Letter & Additional Information

Cover Letter Please, write down the additional notes to Editor-in-Chief.
Additional Information Please respond to the questions/statements below.

Cover Letter ?

Additional Information

* a. Research Grant	<input type="radio"/> Yes <input type="radio"/> No
* b. IRB approval	<input type="radio"/> Yes <input type="radio"/> No
* c. Conflict of Interest	<input type="radio"/> Yes <input type="radio"/> No

[Prev](#) [Next](#)

New Submission

New Submission

[Manuscript submission step 6: Suggest Reviewers](#)

Please enter the names of two reviewers who you would like to specifically request for review. Enter the name, email, and affiliation when making a recommendation. You must suggest at least two reviewers.

- Title, Abstract
- Authors
- File upload
- PDF conversion
- Cover Letter & Additional Info.
- Suggest Reviewers**
- Preview
- Submit

Suggest Reviewers

Step 6. This is particularly important when the manuscript deals with a highly specialized subject. Use the fields below to give us contact information for each suggested reviewer. Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

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

[Prev](#) [Next](#)

New Submission

New Submission

[Manuscript submission step 7: Preview](#)

1. Check the contents entered from steps 1 to 6 before submission, and if there are any corrections, move to the relevant step through the "Modify" button and edit the manuscript.
2. Before submitting a manuscript, the last converted "PDF" file must be checked before submission.
3. Click the "Submit" button to complete the submission.
(After submission is completed, the submitted manuscript cannot be modified before review.)

Step 7. Preview
Please confirm preview contents. If you agree to submit the manuscript, please click "submit" button

1 **Step 1. (Title, Abstract)** Modify

Type of Manuscript: [redacted]
Title: [redacted]
Running Title: [redacted]
Abstract: test
Keywords (English): [redacted]
Keywords (Korean): [redacted]
Acknowledgment: [redacted]
Corresponding Author:
E-mail: [redacted]
Name: [redacted] Moon
Affiliation: [redacted]
Address: [redacted]
Step 2. (Authors) Modify
[redacted] Moon^{1*}, [redacted]
¹M2community Co, Ltd., Seoul, Republic of Korea
²M2COMM, Seoul, Republic of Korea

2 **Step 3. (File upload)** Modify
[redacted] 0170003_0.pdf
I have reviewed the pdf file of the manuscript
Confirmation of the pdf file is required prior to submission of the manuscript

Step 5. (Cover Letter & Additional Information) Modify

* a. Research Grant	No
* b. IRB approval	No
* c. Conflict of Interest	No

Step 6. (Suggest Reviewers) Modify

* Surname	* Given names	* E-mail Address	* Affiliation
[redacted]	[redacted]	[redacted]	[redacted]

* Please submit the converted PDF file* after confirmed.

3 Prev Submit

New Submission

New Submission

[Manuscript submission step 8: Submit](#)

The eighth step of manuscript submission is the submission completion page. Submitted manuscript cannot be edited.

A submission completion email will be sent to the Corresponding Author and the submitter as shown in No. 1 below, and all progress and review results are also notified by email.

 New submission (Complete submissions)

Thank you for submitting your manuscript.

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

For any questions, please call editorial staff at

E-mail : h[redacted]o.kr
Website : [redacted]



[{journal_title}] Complete submissions

Sender : {society_name}

Recipient : {name}

Date Submitted : {enrolled_time}

Temporary number : {number}

Category of Submission : {gubun}

Type of Manuscript : {cat}

Abstract

{subject}

{abstract}

Manuscript file: {userfile}

Dear Dr. {name}:

Thank you for submitting your manuscript to {journal_title}.

Your manuscript titled "{subject}" has been received by the electronic manuscript submission system of {journal_title} and has been numbered {number} temporarily.

Your official manuscript number will be assigned shortly, and we will be in touch with you in due course.

Sincerely,

Sungkwan An, D.Phil.
Editor-in-Chief

{journal_title} Editorial Office
2nd Floor, Venture Center II
194-41 Osongsaengmyeong 1-ro, Osong-eup, Heungdeok-gu, Cheongju-si 28160
Chungcheongbuk-do, Republic of Korea

TEL: +82-70-7707-4346
FAX: +82-502-770-2278
E-mail: aibc.edit@gmail.com
Website: <http://submit.e-aibc.org>

New Submission

Incomplete Submissions

When submitting a manuscript, you can check the list of manuscripts, delete, or continue writing after you log out or move to another menu.

1. Click "Incomplete Submissions" on the Author Main page to go to the page of manuscript list being written.
2. You can also check the list of manuscripts being written at the bottom of the Author Main page. Click the "Title" or "Continue Submission" button to go to the submission page.
3. The manuscript being written can be deleted from the Author Main page or the Incomplete Submissions list page. Please note that deleted manuscripts cannot be recovered.

The screenshot shows the 'Author Main' page. At the top left, there is a 'Crossref Similarity Check' logo and a note: 'The journal to which you are submitting your manuscript employs a plagiarism detection system. By submitting your manuscript to this journal you accept that your manuscript may be screened for plagiarism against previously published works.'

The page is divided into several sections:

- New Submissions:** Contains a 'Submit a Manuscript' button and a link to '1 Incomplete Submissions' (highlighted with a red box and a '1' in a black circle).
- Author Resources:** Shows a list of recent e-mails with delete links.
- Reviews / Revisions:** Lists 'Manuscripts in Review', 'Manuscript in Revision', and 'Manuscripts Accepted'.
- Completed:** Lists 'English Editing', 'Manuscripts in Final revision', 'Manuscript Editing', and 'In Press'.
- Accepted (0), Rejected (0), Submissions with a Decision (0):** Summary statistics.
- Manuscripts in Process:** A table with columns: Manuscript Title, Date Submitted, Status, Edit (revision), and a 'Continue Submission' button (highlighted with a red box and a '2' in a black circle). A 'DEL.' button is also visible (highlighted with a red box and a '3' in a black circle).

Manuscript Title	Date Submitted	Status	Edit (revision)
	19-Jul-2016	Incomplete	Continue Submission DEL.

New Submission

Submissions Returned to Author

Among the manuscripts that have been submitted, you can check the list of manuscripts that have been converted to a state where they can be edited before submission at the request of the editorial committee.

1. Click "Submission Returned to Author" on the Author Main page to go to the page where you can check the manuscript list.
2. You can also check the manuscript list at the bottom of the Author Main page and click the "Title" or "Continue Submission" button to go to the submission page.

This status is the same as the status before submission, so you can revise the manuscript after checking the revisions requested by the editorial committee.

The screenshot shows the 'Author Main' page. At the top left is the 'Crossref Similarity Check' logo, powered by iThenticate. Below it is a 'Submit a Manuscript' button. A red box highlights the '1 Submissions Returned to Author' link, with a '1' in a black circle next to it. Below this are sections for 'Reviews / Revisions' and 'Completed' manuscripts. At the bottom, a table titled 'Manuscripts in Process' is shown, with a red dashed box around the first row. The table has columns for 'Manuscript Title', 'Date Submitted', 'Status', and 'Edit (revision)'. The first row shows a manuscript submitted on 19-Jul-2016 with an 'Incomplete' status, and buttons for 'Continue Submission' and 'DEL'.

Author Main

Crossref Similarity Check
Powered by iThenticate

The journal to which you are submitting your manuscript employs a plagiarism detection system. By submitting your manuscript to this journal you accept that your manuscript may be screened for plagiarism against previously published works.

New Submissions

Submit a Manuscript

0 Incomplete Submissions

1 Submissions Returned to Author

0 Submissions Under Process

Author Resources

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

20160004	[Korean Journal of Critical Care Medicine] Complete submissions. Temp...	✕
20160002	[Korean Journal of Critical Care Medicine] Complete submissions. Temp...	✕

Reviews / Revisions

0 Manuscripts in Review

0 Manuscript in Revision

0 Manuscripts Accepted

Completed

0 English Editing

0 Manuscripts in Final revision

0 Manuscript Editing

0 In Press

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

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
	19-Jul-2016	Incomplete	Continue Submission DEL

New Submission

Submissions Under Process

Click "Submissions Under Process" on the Author Main page to go to the page of manuscript list pending review.

- **Awaiting:** Status before a Manuscript ID is assigned
- **Submitted:** Status after a Manuscript ID is assigned. You can check the status of the review process before assignment, and detailed information of the submitted manuscript by clicking on the manuscript title

The screenshot shows the 'Author Main' interface. On the left, a sidebar contains several categories: 'New Submissions' (with a 'Submit a Manuscript' button), 'Incomplete Submissions' (0), 'Submissions Returned to Author' (0), and 'Submissions Under Process' (1, highlighted with a red dashed box). Below these are 'Reviews / Revisions' (0 Manuscripts in Review, 0 Manuscript in Revision, 0 Manuscripts Accepted), 'Completed' (0 English Editing, 0 Manuscripts in Final revision, 0 Manuscript Editing, 0 In Press), and 'Accepted (0)', 'Rejected (0)', and 'Submissions with a Decision (0)'. On the right, 'Author Resources' shows a list of recent emails with IDs 20160004 and 20160002. At the bottom, a 'Manuscripts in Process' table is highlighted with a red dashed box, containing one entry with a redacted title, date '21-Aug-2015', and status 'Awaiting'. Two red arrows point from the 'Submissions Under Process' link in the sidebar and the 'Manuscripts in Process' table to the 'Submissions Under Process' page below. This page features a table with columns: Manuscript ID, Manuscript Title, Date Submitted, Date Decided, Status, and Edit (revision). It shows one entry with a redacted title, date '21-Aug-2015', and status 'Awaiting'.

Author Main

Crossref
Similarity Check
Powered by iThenticate

The journal to which you are submitting your manuscript employs a plagiarism detection system. By submitting your manuscript to this journal you accept that your manuscript may be screened for plagiarism against previously published works.

New Submissions

Submit a Manuscript

0 Incomplete Submissions

0 Submissions Returned to Author

1 Submissions Under Process

Reviews / Revisions

0 Manuscripts in Review

0 Manuscript in Revision

0 Manuscripts Accepted

Completed

0 English Editing

0 Manuscripts in Final revision

0 Manuscript Editing

0 In Press

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

Author Resources

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

20160004	[Korean Journal of Critical Care Medicine] Complete submissions. Temp...	✕
20160002	[Korean Journal of Critical Care Medicine] Complete submissions. Temp...	✕

Manuscripts in Process

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

Submissions Under Process

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

New Submission

Submissions Under Process

Awaiting manuscript

When the submission is completed, the status of the review process is "Awaiting", and in this case, a "Temporary number" is assigned instead of a "Manuscript ID" number.

When you click on the title, you can check the submitted content and cannot modify it.

Submissions Under Process					
Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
-	[Redacted]	21-Aug-2015	-	Awaiting	

Title

Category of Submission: New

Manuscript ID: [Redacted]

Temporary number: 20170003

Type of Manuscript: Original article

Date Submitted: 10-Jan-2017

Title: [Redacted]

Running title: [Redacted]

Corresponding Author

E-mail: [Redacted]@munity.co.kr

Name: [Redacted]

Affiliation: M2community Co, Ltd.

Address: [Redacted]

City: [Redacted] Country: Republic of Korea

Tel: [Redacted] Cellular Phone: [Redacted]

Author Information

[Redacted]

[Redacted]

[Redacted]

Abstract & Cover Letter

Abstract: test

Keywords: [Redacted]

Acknowledgment: [Redacted]

Cover Letter & Additional Information

* a. Research Grant	No
* b. IRB approval	No
* c. Conflict of Interest	No

Manuscript File

Original files

File Name	PDF File Name	File Designation
A\20170003_1_00.docx		Title page (With Author Details)
A\20170003_2_00.docx		Main body (No Author Details)
A\20170003_4_00_28.jpg		Figure fig. 1
A\20170003_6_00.pdf		Copyright Transfer Agreement
A\20170003_7_00.pdf		Completion Certificate for Course on Research Ethics
A\20170003_8_00.pdf		Plagiarism Test Result
	0170003_0.pdf	

Review Result

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

Author's comment

Author's comment	1st	2nd	3rd	4th	5th

New Submission

Submissions Under Process

Submitted manuscript

In the case of a manuscript that has been accepted after the editorial committee judges its suitability, a "Manuscript ID" is given, and the review is conducted after the reviewers are assigned.

When you click on the title, you can check the submitted content and cannot modify it.

Submissions Under Process

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
17-0003	[Redacted]	10-Jan-2017	-	Submitted	

Title					
Category of Submission	[Redacted]				
Manuscript ID	17-0003				
Type of Manuscript	Original article				
Temporary number	20170003				
Date Submitted	10-Jan-2017				
Title					
Running title					
Corresponding Author					
E-mail	[Redacted]@m2community.co.kr				
Name	[Redacted]				
Affiliation	[Redacted]				
Address	[Redacted]				
City	[Redacted]				
Country	Republic of Korea				
Tel	[Redacted]				
Cellular Phone	[Redacted] 78				
Author Information					
[Redacted], Jonggyo Park ²					
¹ M2community Co, Ltd., Seoul, Republic of Korea					
² M2COMM, Seoul, Republic of Korea					
Abstract & Cover Letter					
Abstract	[Redacted]				
Keywords	[Redacted]				
Acknowledgment	[Redacted]				
Cover Letter & Additional Information	<ul style="list-style-type: none"> * a. Research Grant No * b. IRB approval No * c. Conflict of Interest No 				
Manuscript File					
Original files					
File Name	PDF File Name	File Designation			
A_17-0003_1-001.docx		Title page (With Author Details)			
A_17-0003_1-002.docx		Main body (No Author Details)			
A_17-0003_1-003.jpg		Figure fig. 1			
A_17-0003_1-004.pdf		Copyright Transfer Agreement			
A_17-0003_1-005.pdf		Completion Certificate for Course on Research Ethics			
A_17-0003_1-006.pdf		Plagiarism Test Result			
Review Result					
Review Result	1st	2nd	3rd	4th	5th
Author's comment	1st	2nd	3rd	4th	5th

Reviews/Revisions

Manuscripts in Review

After the reviewers are assigned, you can check the status of the manuscript being reviewed.

1. You can move to the list of manuscripts under review and only view details.

-Date Decided: The date when the evaluation result of the relevant round was notified.

-Status: You can see the number of rounds it is currently being reviewed.

2. Clicking the title of manuscript moves to the detailed view screen.

The screenshot shows the 'Author Main' dashboard. At the top left is the 'Crossref Similarity Check' logo, powered by iThenticate. A notice states: 'The journal to which you are submitting your manuscript employs a plagiarism detection system. By submitting your manuscript to this journal you accept that your manuscript may be screened for plagiarism against previously published works.'

The dashboard is divided into several sections:

- New Submissions:** Includes a 'Submit a Manuscript' button and links for 'Incomplete Submissions', 'Submissions Returned to Author', and 'Submissions Under Process'.
- Author Resources:** A list of recent emails with delete links. Two entries are shown for ID 20160004 and 20160002, both from '[Korean Journal of Critical Care Medicine] Complete submissions. Temp...'
- Reviews / Revisions:** A section with a red box around the '1 Manuscripts in Review' link, which has a red circle with the number '1' next to it. Below it are '0 Manuscript in Revision' and '0 Manuscripts Accepted'.
- Completed:** Includes links for 'English Editing', 'Manuscripts in Final revision', 'Manuscript Editing', and 'In Press'.
- Accepted / Rejected / Submissions with a Decision:** Each category shows a count of 0.
- Manuscripts in Process:** A table with a red dashed border and a red circle with the number '2' next to it. The table has columns for 'Manuscript Title', 'Date Submitted', 'Status', and 'Edit (revision)'. One entry is visible with the title '[VIEW]', '13-Jan-2016', and 'Under 1st Review'.

Reviews/Revisions

Manuscript in Revision

You can check the findings and review details for the first and second review result, and you can edit the manuscript after checking the review results.

1. You can go to the list of manuscripts that have been requested to be revised, and check the review results and edit the manuscript
2. If you click the screening result button in the "Status" category, you can check the points and details of the review.
3. Check the revision deadline and click the "Revision" button to move to the manuscript revision screen.

The screenshot displays the 'Author Main' interface. At the top left, there is a 'Crossref Similarity Check' logo and a notice about plagiarism detection. Below this, there are sections for 'New Submissions' (with a 'Submit a Manuscript' button and links for incomplete submissions, returned to author, and under process), 'Reviews / Revisions' (with a red dashed box around '1 Manuscript in Revision' and a circled '1'), and 'Completed' (with links for English editing, final revision, manuscript editing, and in press). At the bottom, there is a table for 'Manuscripts in Process' with columns for 'Manuscript Title', 'Date Submitted', 'Status', and 'Edit (revision)'. A red dashed box highlights the 'Status' column, showing 'In first revision' and 'Minor revision' with a circled '2'. Another red dashed box highlights the 'Edit (revision)' column, showing a 'Revision' button and 'Processing ~ 2017-2-7' with a circled '3'.

Author Main

Crossref
Similarity Check
Powered by iThenticate

The journal to which you are submitting your manuscript employs a plagiarism detection system. By submitting your manuscript to this journal you accept that your manuscript may be screened for plagiarism against previously published works.

New Submissions

Submit a Manuscript >

- 0 Incomplete Submissions
- 0 Submissions Returned to Author
- 0 Submissions Under Process

Reviews / Revisions

- 0 Manuscripts in Review
- 1 Manuscript in Revision**
- 0 Manuscripts Accepted

Completed

- 0 English Editing
- 0 Manuscripts in Final revision
- 0 Manuscript Editing
- 0 In Press

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

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
	10-Jan-2017	In first revision Minor revision	Revision Processing ~ 2017-2-7

Reviews/Revisions

Manuscript in Revision

[Manuscript Title](#)

If you click the title, you can check the overall detailed information such as basic manuscript registration information, manuscript file (original files ~ final file), review details, and revision details.

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
[REDACTED]03	[REDACTED]	10-Jan-2017	10-Jan-2017	In first revision Processing ~ 2017-2-7 Minor revision	Revision



Title					
Category of Submission	New				
Manuscript ID	[REDACTED]03				
Temporary number	20170003				
Type of Manuscript	Original article				
Date Submitted	10-Jan-2017				
Title					
Running title					
Corresponding Author					
E-mail	[REDACTED]@m2c.com				
Name	[REDACTED]				
Affiliation	M2community Co., Ltd.				
Address					
City	Seoul				
Country	Republic of Korea				
Tel	[REDACTED]				
Cellular Phone	[REDACTED]				
Author Information					
[REDACTED]					
Abstract & Cover Letter					
A	test				
Keywords	아스키코드 한글&가위드				
Acknowledgment					
Cover Letter & Additional Information	d [REDACTED] No * b. IRB approval No [REDACTED] No				
Manuscript File					
Original files					
File Name	PDF File Name	File Designation			
A. [REDACTED]_1_00.docx		Title page (With Author Details)			
A. [REDACTED]_2_00.docx		Main body (No Author Details)			
A. [REDACTED]_4_00_28.jpg		Figure fig. 1			
A. [REDACTED]_6_00.pdf		Copyright Transfer Agreement			
A. [REDACTED]_7_00.pdf		Completion Certificate for Course on Research Ethics			
A. [REDACTED]_8_00.pdf		Plagiarism Test Result			
[REDACTED]03_0.pdf					
Revi [REDACTED]					
	1st	2nd	3rd	4th	5th
Review Result	Minor revision				
Author's comment					
	1st	2nd	3rd	4th	5th

Reviews/Revisions

Manuscript in Revision

[Status](#)

You can check the current status of the review process and the deadline for revision, and you can check the points and details of the review by clicking the button. Please pay attention to the revision period as modification is not possible after the revision deadline has passed.

Manuscripts in Process				
Manuscript Title	Date Submitted	Status	Edit (revision)	
[Redacted]	10-Jan-2017	In first revision Minor revision	Revision	Processing ~ 2017-2-7

Review Result

Manuscript ID	[Redacted]-002
Review Count	1st
Send Date	[Redacted]
Recommendation	Minor revision
Comments to Authors (Editorial Office)	통합심사내용 test
Reviewer's Comments	
# Reviewer 1	
Comments to Authors	[Redacted]

[Print](#) [Close](#)

Reviews/Revisions

Manuscript in Revision

Edit (revision)

Revision of manuscript can be done step by step after checking the review result and clicking the "Revision" button. The "Revision" button is activated only when the status value is edited by the author.

Manuscript Title	Date Submitted	Status	Edit (revision)
[Redacted]	10-Jan-2017	In first revision Minor revision	» Revision Processing

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

Required fields are marked with ***

Category of Submission New Resubmission

Type of Manuscript Original article Review article brief report Editorial

Title Special Characters

Title (Korean) Special Characters

Running Title 4/40 characters
* Do not use special characters

Running Title (Korean)
* Do not use special characters
- 1 words (up to 250 Words) Special Characters
* It should contain the following components in the order listed without changing lines; purpose, methods, results and conclusion.
(Word count of abstract should be equal to or less than 250)

Abstract

Acknowledgment

Keywords
* Between three and five keywords should be listed.

Keywords (Korean)

Corresponding Author Please check here if corresponding author is not same to registrant.

E-mail Find Author

Full Name First Name Middle Name Last Name

ORCID ID What is ORCID?

Name (Korean)

Affiliation

Affiliation (Korean)

Address
ex) 109 Hangeung-daero, Yongsan-gu, Seoul 04376, Korea

City

Country

Tel Cellular Phone

Reviews/Revisions

Manuscript in Revision

Edit (revision)-Stage 3 File Upload: Edit of manuscript file according to the review result

Modification of manuscript proceeds in the same steps as "New Submissions", but author information cannot be modified. The manuscript file modified according to the review result is converted to a pdf file by clicking "PDF conversion" after registering the attached file in the same way as the first submission at the third stage of File Upload.

All uploaded files can be checked, from the original file to the third modified file. Do not upload files that can confirm who the contributor is (ex. IRB approval, etc.) and inferred contents in the supplement files or in the body.

- Title, Abstract
- Authors
- File upload**
- PDF conversion
- Cover Letter & Additional Info.
- Author's comment
- Preview
- Submit

Step 3.

File upload
Please upload Main body (Clean Copy), List of responses file.
Title page Article title, full names and affiliations of all authors, corresponding author's contact information, running title.
Main body Abstract, key words, main text, acknowledgments, references, figure legends.
List of responses file Response to Decision Letter
Table file tables of data(includes table footnotes)
Figure file includes figures (illustrations, diagrams or photographs)
Supplement file Supply all supplementary material in standard file formats
Copyright Transfer Form

View and Response to Decision Letter

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

Add a New File

Item: Title page (With Author Details) (File Format : MS word (.doc, .docx))
Main body (No Author Details)
Table
Figure
Supplementary materials

File Name: 선택된 파일 없음

Original files

Order	Item	File Name	Description	Date	Edit	Delete
1	Title page (With Author Details)	0003_1_00.docx		10-Jan-2017		
2	Main body (No Author Details)	0003_2_00.docx		10-Jan-2017		
<input type="checkbox"/>	Figure	0003_4_00_28.jpg	fig. 1	10-Jan-2017		
4		0003_6_00.pdf		10-Jan-2017		
5		0003_7_00.pdf		10-Jan-2017		
6		0003_8_00.pdf		10-Jan-2017		

1st revision files
* In the case of Table and Figure, you can copy the file you uploaded previously. Select the "checkbox" tap of the previous file to copy.
* If you have to revise Title or Abstract, you must revise at first step as well.

Order	Item	File Name	Description	Date	Edit	Delete
-------	------	-----------	-------------	------	------	--------

Reviews/Revisions

Manuscript in Revision

[Edit \(revision\) – Step 6 Response note: Enter author's opinion according to manuscript revision](#)

The rest of the steps are the same as for the initial registration, and the manuscript that has been revised and submitted can no longer be revised.

The screenshot shows a multi-step submission process. On the left, a vertical list of steps is displayed, each with a number in a circle and a label. Step 6, 'Author's comment', is highlighted with a green circle. The main content area is divided into two sections: a top section labeled 'Step 6.' and 'Author's comment' with a light green border, and a larger text input area below it with a grey header 'Author's comment'. At the bottom of the input area, there are two buttons: 'Prev' (blue) and 'Next' (black).

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

Step 6. Author's comment

Author's comment

Prev Next

Reviews/Revisions

Manuscript in Revision

Edit (revision)-Submission completed

The manuscript that has been submitted after author modification has changed its status to "Completed" and cannot be modified anymore. After clicking the title, you can check the submitted file and author's opinion on the detail view screen.

Manuscript in Revision

Manuscript in Revision

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
0003		10-Jan-2017	10-Jan-2017	In first revision Completed	Minor revision



Title					
Category of Submission	New				
Manuscript ID	0003				
Temporary number	20170003				
Type of Manuscript	Original article				
Date Submitted	10-Jan-2017				
Title					
Running title					
Corresponding Author					
E-mail					
Name					
Affiliation					
Address	8th FL, DreamTower, 66 Seongsu-ro, Seongdong-gu				
City					
Country					
Tel					
Cellular Phone	01012345678				
Author Information					
Chanbeom Moon ¹ , Jonggyo Park ²					
1) M2 Community Co., Ltd., Seoul, Republic of Korea					
2) M2 Community Co., Ltd., Seoul, Republic of Korea					
Abstract & Cover Letter					
Abstract	test				
Keywords	a&b&b&c				
Acknowledgment					
Cover Letter & Additional Information	<input type="checkbox"/> a. Research Grant No <input type="checkbox"/> b. IRB approval No <input type="checkbox"/> c. Conflict of Interest No				
Manuscript File					
Original files					
File Name	PDF File Name				
003_1_00.docx	Title page (With Author Details)				
003_2_00.docx	Main body (No Author Details)				
003_4_00_28.jpg	Figure fig. 1				
003_6_00.pdf	Copyright Transfer Agreement				
003_7_00.pdf	Completion Certificate for Course on Research Ethics				
003_8_00.pdf	Plagiarism Test Result				
1st revision files					
File Name	PDF File Name				
003_2_11.docx	Main body (No Author Details)				
A_003_4_11_34.jpg	Figure fig. 1				
Review Result					
	1st	2nd	3rd	4th	5th
Review Result	Minor revision				
Author's comment					
	1st	2nd	3rd	4th	5th
Author's comment	1st Author's Answer				

Reviews/Revisions

Manuscripts Accepted

You can check the manuscripts for which acceptance has been confirmed.

Author Main

 **Crossref**
Similarity Check
Powered by iThenticate

The journal to which you are submitting your manuscript employs a plagiarism detection system. By submitting your manuscript to this journal you accept that your manuscript may be screened for plagiarism against previously published works.

New Submissions

[Submit a Manuscript](#)

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

Reviews / Revisions

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

Completed

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

[Accepted \(1\)](#) [Rejected \(0\)](#) [Submissions with a Decision \(0\)](#)

Author Resources

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

20160004	[Korean Journal of Critical Care Medicine] Complete submissions. Temp...	✕
20160002	[Korean Journal of Critical Care Medicine] Complete submissions. Temp...	✕

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
	14-Jan-2016	Accepted	

Thank you