# **Manuscript Guide**

# Authors Tutorial

## **Authors Tutorial**

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#### Main page

The main page consists of Instructions for Authors, How to submit a manuscript, Archive, Contact us that allow anyone to access without login. To submit manuscripts, it is available after logging in.

If you do not have an ID, you could get a new ID on the "Registration" menu. After logging in, available menu is generated automatically under the user authority.

(You can access to Author Center, Reviewer Center, Editor Center, Manuscript Editor, English-proofreading, Editor-in-Chief, Publisher.)

<b>Online</b> Manuscript Submission	LOGIN
Welcome to Journal of Korean Gerontological Nursing e-submission system. To Log in, enter your User ID and Password. If it is your first visit, please register before submission.	Remember my ID on this computer      Registration     Forgot my password



## Login/Registration

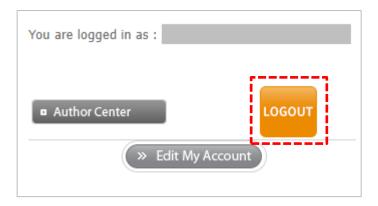
#### Login

Manuscript submission and review system are available after logging in with registered ID(E-mail) and password.

ID (E-MAIL)	GIN	LOGIN
PASSWORD	Remember my ID on this comput	er

#### Logout

You can log out of the system at any time by selecting "Logout" at the center of the page. You will be returned to the "Login" page.





#### Forgot Your Password?

0

If you know you have an account but have forgotten your password, use the "Forgot Your Password?" menu and find your password.

The system will send you an e-mail with a temporary password to reset your password. Please be sure to reset your password after logging in with the temporary password.

	LOGIN		
	ID (E-MAIL) PASSWORD Remember my ID	LOGIN	
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ᅌ Forgot Your	Password?	•	
Enter your ID (e-ma you.	il address) into the box below. If an account e	xists with this e-mail address, your p	assword will be e-mailed to
ID (e-mail)	Cor	ıfirm	



## Login/Registration

#### Registration

Manuscript submission and review system are available after logging in. If you do not have an ID, you could get a new ID on the "Registration" menu.

LO	GIN	
ID (E-MAIL) PASSWORD		LOGIN
	Remember my ID on this comput	er
🔵 » Re	gistration 🚬 🔗 Forgot my passw	vord

Follow the 2-step process for creating your account as below.

- 1. To confirm approval of the collection and use of personal information
- 2. To enter personal information and register

Registration					
Use of Your Personal Information					
The Purpose of The Collection and Use of Personal Information Personal information submitted to Tuberculosis is used for the purpose of management of the mer Tuberculosis conferences, e-mailing and sending publications to them through the website.Personal information submitted to 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 Tuberculosis are divided into Members.	Registration				
<member></member>	Identification			All fields marked an asteris	k(*) should be comple
Name, Degree, Affiliation, Country, Telephone, Fax, Cellular Phone, ID (E-mail), Password	ORCID ID	ORCID Sign-in >	What is ORCID?		
	* ID (E-mail)		✓ ID Check		
Possession and Usage Period	* Password	"Password" must be more than 4 characters	Password Retype		
While receiving services provided by Tuberculosis, your personal information will be retained and u	First Name	"Password" must be more than 4 characters Middle Name		* Last Name	
If requested for withdrawal, your personal information will be deleted at the same time of the mer	Korean Name				1
I agree to the collection and use of personal information.					
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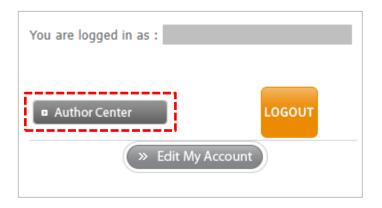


## Login/Registration

### The Welcome Page

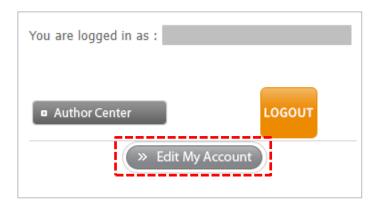
The Welcome Page shows a current login information. There is the "Author Center" shortcut menu.

(The available menu is generated automatically under the user authority.) Click on the "Author Center" and go to the author dashboard.



#### **Edit My Account**

You can update your personal information frequently by selecting the "Edit My Account" menu at the bottom center of the page.





#### **Author Main**

You can track the status and view the details of all your manuscripts. You also can submit a new manuscript.

To confirm the details, click on each menu.

	Author	
		g your manuscript employs a plagiarism detection system. By nal you accept that your manuscript may be screened for I works.
9	w Submissions	3 thor Resources
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A	ccepted (0) Rejected (0) Submissions with a Decision (0)	
M	lanaging editor (0)	
4	wseripts-in-Precessor	
	Manuscript Title	Date Submitted Status Edit (revision)

1. To submit a new manuscript click on the "New Submission" button.

2. You can see how many manuscripts you have submitted and the current conditions. To confirm the details, click on each menu.

(write the number of manuscripts according to each conditions)

3. You can check e-mail received again.

4. You can see the list of Manuscripts in Progress one at a time.



### **New Submission**

To submit a new manuscript, you should check all the "Submission Agreement".

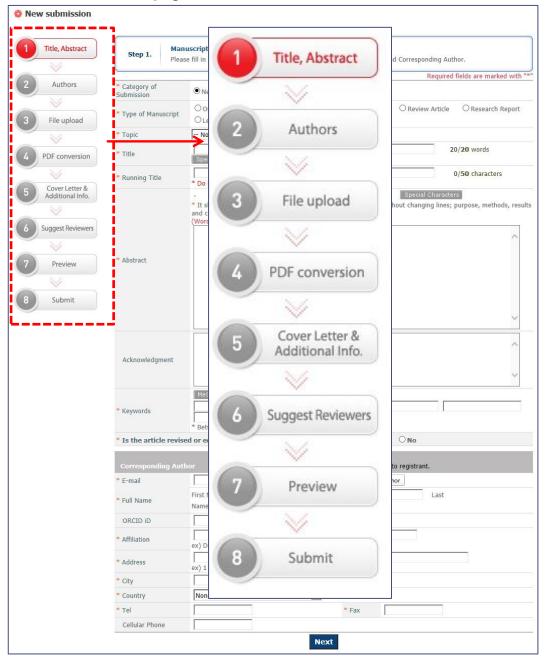
The	corresponding author submitting the manuscript attests to the following:
	a. All co-authors have read and agreed to the submission of the manuscript.
	b. All authors have contributed to the paper as specified in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (www.icmje.org).
	c. The paper has not been published elsewhere and is not under consideration for publication elsewhere.
	d. In case the manuscript is accepted for publication, it will not be published in other scientific journals without the permission from J Korean Soc Environ Anal editor.



### **New Submission**

A new submission is <u>progressed in eight steps</u> as below. You should enter the manuscript ,following the input format.

Although you <u>save and exit completing only first step</u>, you could <u>continue the</u> <u>manuscript submission process</u> by selecting the "Incomplete Submissions" menu on the "Author Main" page.





### **New Submission**

#### Step 1. : Manuscript type, Title, Abstract, Corresponding Author

**1.** Enter a manuscript, following the input format. (Type, Title, Running Title, Abstract, Keywords etc.)

2. Basically your login information is marked in the Corresponding Author box, but as needed, you could edit the information. You can search by selecting the "Find Author".

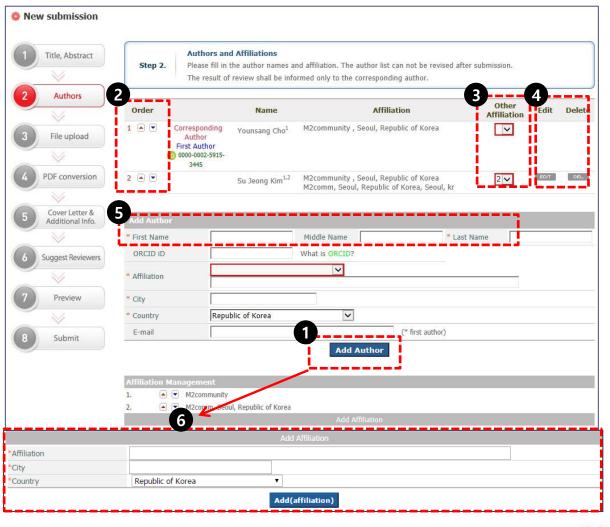
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	* Address				
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	* Country	None	~		
	* Tel		* Fax		1
	Cellular Phone			1	



#### **New Submission**

#### **Step 2. : Authors and Affiliations**

- 1. To add an author, click the "Add Author" after enter the author name following the form.
- 2. Set the order by selecting the function of Order. Order-> is to First Author.
- 3. If an author has two affiliations, you can designate again by number 3.
- 4. You can edit or delete affiliations mistyped.
- 5. If the affiliation is the same as authors entered previously when adding authors, make a selection from number 5.
- 6. If there is a typing error in affiliations entered, the error would be changed by number 4 and reflected automatically.
- 7. If there is no affiliation that matches including the second entry, enter an extra affiliation.





### **New Submission**

#### Step 3. : File upload

- 1. Upload files in Title page, Manuscript file, Table, Figure, Supplement, Copyright Transfer Form. The format about attached files will appear on the screen by selecting the Item.
- 2. <u>Files would be saved only if you click the "Upload File" button after searching file</u> to upload by item.
- 3. You can check files uploaded in the list of the "Original files". In the case of Table and figure, you should enter File Description after uploading file and could put them in order.
- 4. You can edit or delete files uploaded by the "Edit/Delete" button before completing the submission.

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### **New Submission**

#### Step 3. : File upload > Copyright Transfer Form upload

- 1. You should print out a copyright transfer agreement by clicking the "Copyright Transfer Form Download" button and get author's signature in his own handwriting.
- 2. Upload file in jpg and pdf format after getting author's signature.

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#### **New Submission**

#### Step 4. : PDF conversion

- 1. To convert files uploaded in step 3 to PDF file, click on the "Build PDF" button.
- 2. "PDF Converting" is progressed automatically like number 2 when you click on the "Build PDF" button.
- 3. The progress finishes when the PDF Merger file like number 3 is made. (It is the file combined Manuscript file, Table and 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.)
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PDF conversion	4	Table	A_TRD_20140003_3_00_204.docx (12KBytes)	Table 2.
	5	Figure	A_TRD_20140003_4_00_205.tif (2045KBytes)	Fig. 1. Test
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### **New Submission**

#### Step 5. : Cover Letter & Additional Info

#### Write down the cover letter to Editor-in-Chief.

: You can write the additional notes about the above in editing manuscripts.

Title, Abstract	Cover Letter & Additional Information           Step 5.         Cover Letter Please, writer down the additional notes to Editor-in-C           Additional Information Please respond to the questions/statement	
Authors	Cover Letter	
File upload		
~		
PDF conversion		
Cover Letter & Additional Info.		
Suggest Reviewers	Additional Information	
	* a. Research Grant	⊖Yes ⊖No
	* b. IRB approval	O Yes O No
Preview	* c. Conflict of Interest	O Yes O No



### **New Submission**

#### Step 6. : Suggest Reviewers

If you know a reviewer that you want to request review particularly, enter their name, e-mail and affiliation. It will be referred when requesting for review. If not, it moves to the next step by the "Skip" button.

-
of appropriate
ndicates a required field.



#### **New Submission**

Step 7. : Preview

- 1. Double check the inputs from step 2 to step 6 before submission. If you have to correct, move to the step and edit the manuscript.
- 2. You must check the "PDF" file you converted the last time before submission, then you can submit the file.
- 3. Click the "Submit" button to complete submission. (Once submission has completed, you cannot revise the manuscript you have submitted before review.)

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#### **New Submission**

#### Step 8. : Submit

The step 8 for manuscripts submission is to complete submissions. The manuscripts completed submission cannot be revised.

As a corresponding author and a submitter, they will be notified by e-mail of an <u>completion submission</u> like number 1. They will also <u>received e-mail about all the</u> <u>process and the review result</u>.

Il manuscripts will first be reviewed to ensure compliance with the manuscript submission guidelines, ou will receive your registration number or return notice via email. arran questions, please call editorial staff at 	hank you for submit	itting your manuscript.	
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Recipient :       (name)         Date Submitted :       (enrolled_time)         Temporary number:       (number)         Category of       (gubun)         Submission :       (gubun)         Type of Manuscript :       (cat)         Subspecialty :       (part)         Abstract       [subject]         (abstract)       [austract]         Dear Dr. (name):       Thank you for submitting your manuscript to (journal_title).         Your manuscript titled "(subject)" has been raceived by the electronic manuscript submission system of (journal_title) and has been numbered (number) temporarily.         A manuscript number will be assigned shortly, and we will be in touch with you in due course.         Sincerely,       Jeong Seop Moon, M.D.         Edtor=n-Chief       (journal_title) Edtoral Office         The Korean Society of Gastronitestial Endoscopy			
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E-mail: ksge@gie.or.kr		Room 2003, LG Palace, 165-8 Donggyo-dong, Mapo-gu, Seoul 121-754, Korea TEL : +82-2-335-1552 FAX : +82-2-335-2690	



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Corresponding Author	sj6124@m2comm.co.kr				
Name	Younsang Cho				
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City	Seoul	Country	Republic of Korea		
Tel	+82-2-3420-1390	Fax	+82-2-563-4931		
Cellular Phone	+82-2-3420-1344	1 constant			
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E-mail		j6124@m2comm.co.kr					
Name	100	Younsang Cho					
Affiliation		12community					
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Title Test [VIEW]		06-Oct-2014 Under 1	st Review

#### You can check the manuscript in review only with detail view.

- Date Decisioned : It is the date that you received the review result of the relevant turn.

#### - Status : You can see how many turns reviews the manuscript.

Manuscripts	in Review					
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M2-14-002	Title Test [VIEW]		06-Oct-2014		Under 1st Review	



### **Submissions Needing Revision**

You can check comments and history about the review result. You can revise the manuscript after confirming the review result.

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Manuscripts in Progress Manuscript Title		Date Submitted	Status	Edit (revision)
Title Test [VIEW]		06-Oct-2014	In first revision	>> Revision Processing ~ 2014-10-20



#### **Submissions Needing Revision**

#### **Manuscript Title**

Select the title to check the basic information of submission, Manuscript file(Original files ~ final files), the history of reviews and revision and all the details.

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#### <u>Status</u>

You can confirm Status and the closing date of revision. Click the button to see the Reviewer's Comments and history of review about the review result. If necessary, you must revise the manuscript until the revision deadline.

nuscript ID	Manuscript Title	Date Submitted	Date Decisioned	Status	Edit (revision
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### **Submissions Needing Revision**

Edit (revision)

After confirming the result, click the "Revision" button and fill in step by step to edit the manuscript. The "Revision" button is activated only when the Status is under revision.

Manuscript ID	Manu	iscript Title	Date Submitted	Date Decisioned	Status	Edit (revision)
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### Edit (revision) – Step 3. File Upload: revision manuscripts according to the review result

The revision is processed the same steps as the "New Submission", but you cannot edit the information of the author. The manuscript revised according to the review result will be under "PDF conversion" after attached files the same as the first submission <u>at the File upload step</u>.

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Edit (revision) – Step 6. Response note: entry author's comments according to the revision

You can confirm the first review comments again, and you can write a list of responses to the comments of each reviewer. You can enter directly or send it as an attachment.

The rest step is the same as the first submission. The submitted manuscript completed revision cannot be edited any more.

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#### Edit (revision) – Complete Submission

Once a manuscript has submitted after the author revised it, you cannot edit any more because its status is "Completed". Select the title <u>to see the submitted files</u> <u>and the author's comments</u> on the detail view.

Submissions N	eeding Revision						
Manuscript ID		Manuscript Title		Date Submitted	Date Decisioned	Status	Edit (revision)
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	20140002		Date Submitted	06-Oct-2014			
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Running title	Running Title Test						
Corresponding Author							
E-mail Name	sj6124@m2comm.co.kr						
Affiliation	Younsang Cho M2community						
Address		y Center 2nd floor, 22 Teheran-ro	7-gil, Gangnam-gu, Seoul 1	35-703, Kor			
City	Seoul		Country	Republic of Korea			
Tel	+82-2-3420-1390		ax	+82-2-563-4931			
Cellular Phone	+82-2-3420-1344						
Author Information							
Younsang Cho <sup>1*</sup>							
<sup>1</sup> M2community, Seoul, Republic	c of Korea						
Abstract & Cover Letter							
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### Submissions Needing Final Revision (Optional)

You can <u>upload the final revision file</u> by selecting the "Submissions Needing Final Revision" menu <u>after manuscripts are accepted</u>.(or you can upload the file by selecting the list at the bottom on the screen or the "Accept" menu.) You can temporarily save the final revision file by selecting the "Temporary Save" button and complete submission by the "Submit" button.

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