*M2*Community
Manuscript Guide

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Authors Tutorial

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Authors Tutorial

Contents

M2 community

Main page

The main page consists of Instructions for Authors, How to submit a manuscript, JKSEA 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.)

Login/Registration

Login

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

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.

Login/Registration

Forgot Your Password?

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 <u>a temporary password</u> to reset your password. Please be sure to <u>reset your password</u> after logging in with the temporary password.

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.

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**

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.

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

New Submission

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

Submission Agreement

The corresponding author submitting the manuscript attests to the following:

○ Yes ○ No   **a.** Author(s) confirm(s) that this article has not been published in any other journals in any language.

○ Yes ○ No   **b.** Author(s) conform(s) that this article is not currently submitted or reviewed in any other journals.

○ Yes ○ No   **c.** Authors(s) confirm(s) that this manuscript complies with the following standards of ethical research.
http://publicationethics.org/static/1999/1999pdf13.pdf

Check list

☐ Does the article follow the recommended format that is provided since November 2015?
Korean Society of Exercise Physiology webpage -> Submit Article -> About the Article Format –> Article Template

☐ Has the article been written using the downloaded article font and has it been edited according to the article submission guidelines?
Korean Society of Exercise Physiology webpage –> Submit Article –> About the Article Format –> Article Font

☐ Does the article follow the page layout sizes?

☐ Is the corresponding author indicated?

☐ Does the English abstract follow the guidelines?
Include PURPOSE, METHODS, RESULTS, and CONCLUSION; describe briefly and clearly in a separate paragraph; use less than 150-250 words

☐ Does the article have less than 5 English and Korean key words, and email for contact?

☐ Does the article have the sections in the order of I. Introduction, II. Methods, III. Results, IV. Discussion, V. Conclusion, and References?
The conclusion briefly and clearly summarize comprehensive information of the article without providing redundant information from results

☐ Are all of the titles and contents captions of the Figures and Tables in English?

☐ Do the reference numbers and references in the text match? Are all the references in order according to the article submission guidelines?

✓ Confirm

New Submission

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 manuscript submission process</u> by selecting the "Incomplete Submissions" menu on the "Author Main" page.

New Submission

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".

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. **Files would be saved only if you click the "Upload File" button after searching file 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**

New Submission

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.**

New Submission

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.)

New Submission

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.

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.

New Submission

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.)

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 completion submission like number 1. They will also received e-mail about all the process and the review result.

⬤ **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 :
Website :

✓ **Confirm**

❶

[{journal_title}] Complete submissions.

Sender :	{society_name}
Recipient :	{name}
Date Submitted :	{enrolled_time}
Temporary number:	{number}
Category of Submission :	{gubun}
Type of Manuscript :	{cat}
Subspecialty :	{part}
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.

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

Sincerely,

Jeong Seop Moon, M.D.
Editor-in-Chief

{journal_title} Editorial Office
The Korean Society of Gastrointestinal Endoscopy
Room 2003, LG Palace, 165-8 Donggyo-dong, Mapo-gu, Seoul 121-754, Korea

TEL : +82-2-335-1552
FAX : +82-2-335-2690
E-mail : ksge@gie.or.kr
Website : http://submit.e-ce.org/

New Submission

Incomplete Submissions

When you log out writing or saving parts of contents during submission, you can check the list of manuscripts you are writing, delete them and continue completing submission.

1. **Click the "Incomplete Submissions" tap on the Author Main page to move the list page of manuscripts you are writing.**
2. **You can check the list of manuscripts you are writing at the bottom of the Author Main page.**
3. **You can delete the manuscript you are writing on the Author Main page or the Incomplete Submissions list page. Please be careful because you cannot restore the deleted manuscripts.**

New Submission

Submissions Sent Back to Author

You can confirm the list of the manuscripts converted into modifiable from completed submission, before accepted at the editors' request.

투고 완료 전 상태와 동일하므로, 편집위원회에서 요청 한 수정사항을 확인 후 논문을 수정하시면 됩니다.

New Submission

Submissions Being Processed

Click the "Submissions Being Processed" tap on the Author Main page to move the manuscripts waiting for review list page.

- **Awaiting : status before given a Manuscript ID**
- **Submitted : status with Manuscript ID before assigned reviewers**

Submissions Being Processed

Awaiting Manuscripts

The status will be turned "Awaiting" after completing submission. In this case, "Temporary number" is assigned instead of "Manuscript ID".
You can see the contents you have submitted by selecting the title but cannot revise it.

Submissions Being Processed

Submitted Manuscripts

The submitted manuscripts after the editors make the decision if it is suitable for the guide line is assigned a "Manuscript ID". Then, the review is progressed after assigned reviewers.
You can see the contents you have submitted by selecting the title but cannot revise it.

Submissions Being Processed

Manuscript ID	Manuscript Title	Date Submitted	Date Decisioned	Status	Edit (revision)
M2-14-002	Title Test [VIEW]	06-Oct-2014	-	Submitted	

Title

Category of Submission	New		
Manuscript ID	M2-14-002	Type of Manuscript	Original research
Temporary number	20140002	Date Submitted	06-Oct-2014
Title	Title Test		
Running title	Running Title Test		

Corresponding Author

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Author Information

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[1]M2community, Seoul, Republic of Korea

Abstract & Cover Letter

Abstract	Abstract test
Keywords	Keywords 1&&Keywords 2&&Keywords 3&&Keywords 4&&Keywords 5
Acknowledgment	

Cover Letter & Additional Information	Cover Letter Test	
	* 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_JRPR_20140002_1_00.docx		Title Page (With Author Details)	
A_JRPR_20140002_2_00.docx		Manuscript file (No Author Details)	
	A_JRPR_20140002_0.pdf		

Review Result

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

Author's Opinion

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

Reviews/Revisions

Manuscripts in Review

You can check the current status of the manuscript in review after assigned the reviewers.

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.

Reviews/Revisions

Submissions Needing Revision

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

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.

Reviews/Revisions

Submissions Needing Revision

Status

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.

Reviews/Revisions

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.

Reviews/Revisions

Submissions Needing Revision

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>.

Reviews/Revisions

Submissions Needing Revision

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.

Submissions Needing Revision

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 to see the submitted files and the author's comments on the detail view.

Reviews/Revisions

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.

Reviews/Revisions

Submissions Needing Final Revision **(Optional)**

You can check the English-proofreading file. You can temporarily save the final revision file by selecting the "Temporary Save" button and complete submission by the "Submit" button.
The revision file completed submission cannot be edited, and you can see the contents submitted by selecting the title on the list page.

Manuscript ID	JRPR-14-002
Title	Title Test
English-proofreading	Title Page (With Author Details) - Download : Eng_20140002_1_00.docx Manuscript file (No Author Details) - Download : Eng_20140002_2_00_13.docx Final revision file : Final_20140002_2_00_13.docx(12KBytes)

This attahcment file is the final revision after English-proofreading.
Please answer your acceptance.

◉ 1. Yes, I agree the proofreading.
◯ 2. No, I do not agree it.

If, you do not agree it, please describe your requests in detail.

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TEST
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Please, attach the final manuscript after the revision.
* Do not revise the other contents of manuscript

Attach File [   ] 찾아보기...

[Submit] [Temporary Save]

Manuscripts with Accepted

You can check manuscripts with Accepted.

Completed

Manuscripts under English-proofreading (Optional)

You can check manuscripts under English-proofreading.

Completed

Manuscripts under Manuscript Editing (Optional)

You can check manuscripts under Manuscript Editing.

Completed

Manuscripts under In Press

You can check manuscripts under In Press.

Completed

Manuscripts under PDF Proof (Optional)

You can check manuscripts under PDF Proof.

Thank you