

# **Manuscript Guide**

Manual for  
Editor

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# Manuscripts for Editor

## Manuscripts for Editor

If you assign as the editor, you will receive email. And you can access to e-Submission system.

ONLINE MANUSCRIPT SUBMISSION	
<b>Reviewer Selection for {order_num}</b>	
<b>Sender :</b>	{journal_title}
<b>Recipient :</b>	{rName}
<b>Manuscript ID :</b>	{order_num}
<b>Title :</b>	{subject}
<b>Abstract :</b>	{abstract}
{confirm_date}	
Dear {rName}:	
You have been recommended as an editor for the above manuscript. Given your knowledge and expertise in the subject area of the manuscript, we hope you will agree to serve as editor for this manuscript.	
{passwd_info}	
You are kindly requested to visit the journal e-submission website ( ), log in with your ID and password, and go to the <b>Editor Center</b> .	
Thank you for your dedication to the {journal_title}.	
Sincerely,	
Editor-in-Chief	
{journal_title} Editorial Office	
TEL :	
FAX :	
E-mail :	
Website :	

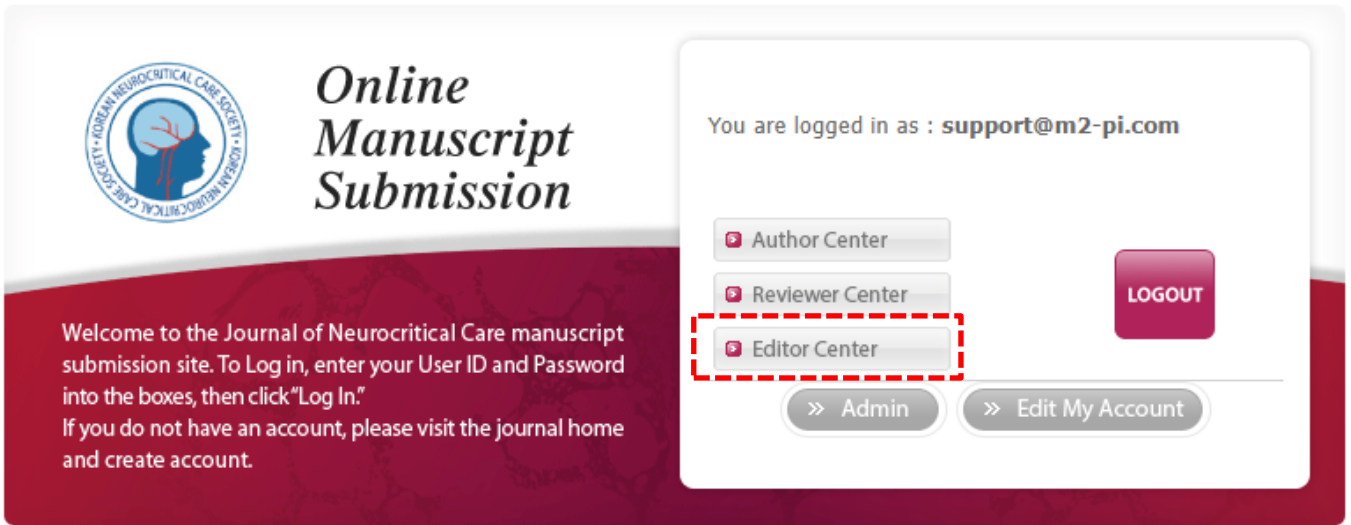
# Editor Center

## Editor Center

“Editor Center” icon will appear upon logging on as a track leader. Click on “Editor Center”.

The details on the page after log-in may differ from the picture depending on user authority.

(Access into Author Center, Reviewer Center, (Associate) Editor Center, EIC Center is possible.)



The screenshot displays the 'Online Manuscript Submission' interface. On the left, there is a circular logo for the 'AMERICAN NEUROCRITICAL CARE SOCIETY' and the text 'Online Manuscript Submission'. Below this, a welcome message reads: 'Welcome to the Journal of Neurocritical Care manuscript submission site. To Log in, enter your User ID and Password into the boxes, then click "Log In." If you do not have an account, please visit the journal home and create account.' On the right, a user is logged in as 'support@m2-pi.com'. A menu of options is shown: 'Author Center', 'Reviewer Center', and 'Editor Center'. The 'Editor Center' option is highlighted with a red dashed border. To the right of this menu is a 'LOGOUT' button. At the bottom of the menu are two buttons: '>> Admin' and '>> Edit My Account'.

## Editor Main menu

To view manuscript information, you click the link for “Manuscripts for Review”. It will display the select reviewers and all manuscripts listed are in a status.

1

New Invitations (0) Pending Assignments (1) Manuscripts in Review (0) Review Completed (0) Manuscripts in Revision (0) Revision Completed (1) Manuscripts with Decision (0)

Assignment Reviewer : O -> Agree X -> Decline

Manuscript ID	Title	Type of Manuscript	Assignment Reviewer	Merge Result	Date Submitted	Status
No Data.						

### 1. Editor Main menu

New Invitations (0)

Pending Assignments (1)

Manuscripts in Review (0)

Review Completed (0)

Manuscripts in Revision (0)

Revision Completed (1)

Manuscripts with Decision (0)

## New Invitation

New Invitations (0)

1. You can check the manuscript.
2. Check to assign the Editor.

### New Invitations

New Invitations (1)

Pending Assignments (0)

Manuscripts in Review (0)

Manuscripts in Revision (0)

Manuscripts with Decision (0)

All Manuscripts (1)

1	Manuscript ID	Title	Reviewer Decision	Editor Decision	Status
	[Redacted]	[Redacted] <input type="button" value="VIEW"/>			Submitted <input type="button" value="Agree or Decline"/>

\* Please click on 'Agree , Decline'

Manuscript ID	[Redacted]
Type of Manuscript	Article
Author	[Redacted]
Title	[Redacted]
Abstract	[Redacted]
Editor Invitations	<input checked="" type="radio"/> Agree <input type="radio"/> Decline

3. Select Agree or Decline

4. If you check the decline, you are required to enter the comment.

5. Click the Title, you can check manuscript details after selected agree.

\* Please click on 'Agree , Decline'

Manuscript ID	[Redacted]
Type of Manuscript	Article
Author	[Redacted]
Title	[Redacted]
Abstract	[Redacted]
Editor Invitations	<input type="radio"/> Agree <input checked="" type="radio"/> Decline
Comment	[Redacted]

- Next -

## Pending Assignments Pending Assignments (1)

1. Click on the “Manage Manuscripts” icon and Title to go directly to the task and full details of the manuscript.
2. You can download Crosscheck file.

Title	
Category of Submission	New
Manuscript ID	
Category	
Title	test_20170821

### Title

- Check the manuscript ID, category, type, title, etc.

Suggested Reviewers			
Surname	Given names	E-mail Address	Affiliation

### Suggest Reviewers

- Check the list of editor requested from author.

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

### Merge Result

- Clicking on the “Review Result Input” icon will enter the review result.
- Click the “Author’s comment”, you can check revision file.

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

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

- The editor can enter the merge result.

Manuscript File		
Original files		
PDF File Name	File Designation	
2017-08-21 : 2017-08-21 .pdf		

### Manuscript File

- Check the original and revised file

Revision Date					
	1st	2nd	3rd	4th	5th
Request Date					
Revision Period					
Revision Date					

### Revision Date

- Check the request date, revision date, due date and time in review.

Abstract	
Abstract	
Key Words	
Cover Letter	

### Abstract

- Check the abstract, keyword, comment and cover letter.

Corresponding Author	
E-mail	
Name	
Affiliation	
Address	
City	
Tel	
Cellular Phone	

### Corresponding author, Author Info, Manuscript file

- Check the corresponding author and author information.

Author Information	

- Check the original submission and revision.

> Print > Close

- Next-

## Pending Assignments Pending Assignments (1)

### Assignment Reviewer

1. Click on “assign” icon to assign the reviewer.
2. The editor check the reviewer list in the field and search for person’s name.

Pending Assignments

Manuscript ID	Title	Reviewer Decision	Editor Decision	Status
1 0.pdf	test_ijjat_submit <a href="#">VIEW</a>	<b>1</b> <a href="#">Assign</a>		Submitted

[1]

**Assignment Reviewer**

[View all Reviewers >>](#) [Registration\(Add Reviewer\)](#)

Suggest Reviewers : -0007

* Surname	* Given names	* E-mail Address	* Affiliation				
Total:2 [1/1]							
Subspeciality							
Engineering Ceramics		Electronics Ceramics and Energy Ceramics					
Name <input type="text"/> <a href="#">Search</a>							
No	Name ▲ ▼	Affiliation	Subspeciality ▲ ▼	Status	Total (X)	Current Year (X)	Assignment
2	Cho	Co, Ltd.		<a href="#">View</a>	4 (0)	4 (0)	0 <a href="#">Assign</a> Memo
1	Kim			<a href="#">View</a>	0 (0)	0 (0)	0 <a href="#">Assign</a> Memo

[1]

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

- Next -



## Pending Assignments Pending Assignments (1)

### Assignment Reviewer

3. Click on the “View all Reviewers” icon to go full reviewer list and check reviewer in the field then click the “Area”.

4. Click on the “Registration (Add Reviewer)” to add the reviewer if the person you would like to have review the manuscripts is not in the list.

The screenshot displays the 'Assignment Reviewer' interface. On the left, a table lists reviewers with columns for No., Name, Affiliation, Subspecialty, Status, Total, Current Year, and Assigner. Two reviewers are listed: No. 2, Cho, M...y Co., Ltd., and No. 1, Kim. A red dashed box highlights the 'View all Reviewers >>' button (labeled 3) and the 'Registration(Add Reviewer)' button (labeled 4). A red arrow points from the 'Registration(Add Reviewer)' button to the 'Reviewer Registration' form on the right. The form includes sections for Identification, Contact, and Subspecialty, with various input fields and checkboxes.

No.	Name ▲▼	Affiliation	Subspecialty ▲▼	Status	Total (X)	Current Year (X)	Assigner
2	Cho	M...y Co., Ltd.		<a href="#">View</a>	4 (0)	4 (0)	0 Assign
1	Kim			<a href="#">View</a>	0 (0)	0 (0)	0 Assign

[1]

> Print > Close

#### Reviewer Registration

All fields marked with asterisk(\*) should be completed.

Identification

ID (E-mail)   ID Check  
Please type email address as your ID. @hanmail.net can not be registered.

\* Password  \* Password Retype   
\* Password must be more than 4 characters and less than 8 characters.

\* First Name  Middle Name  \* Last Name

Contact

\* Affiliation   
Department   
Title  None  Prof.  Dr.  Others  
Degree  (MD, MS, PhD etc.)  
Address   
City/State  Postal Code   
\* Country  Republic of Korea  
Telephone  \* Fax   
Cellular Phone

\* Level  Reviewer  Editor  Editor-in-Chief  Publishing  MS Editor  Admin  Author  English- proofreading

Subspecialty

Alternative Medicine  Anesthesiology & Pain  Basic Medical Sciences  Cardiovascular Disorders  
 Cell Therapy & Organ Transplantation  Critical care  Dentistry  Dermatology  
 Editing, Writing and Publishing  Emergency Medicine  Endocrinology, Nutrition & Metabolism  Gastroenterology & Hepatology

- Next -

## Pending Assignments Pending Assignments (1)

### Assignment Reviewer

5. The editor can see the review history, click on the “Status”.

6. Clicking on the “Assign” to assign will open the alert the editor to have the reviewer assigned and assign the reviewer after checking the “Ok”.

No	Name ▲▼	Affiliation	Subspecialty ▲▼	Status	Total (X)	Current Year (Y)	Assignment
2	Cho			View	4 (0)	4 (0)	0 Assign
1	Kim			View	0 (0)	0 (0)	0 Assign

심사위원	심사의뢰논문	심사거부논문	실제심사논문	심사완료횟수	심사회자(평균)	평균심사기간(회차)
1	2	1	1	1.00		23

심사결과	Accept	Minor revision	Major revision	Reject, resubmission allowed	Reject, no further consideration
	0	0	0	0	1

웹 페이지 메시지

Name :  
E-mail address :  
Do you want to select the reviewer?

확인 취소

- Next -

## Pending Assignments Pending Assignments (1)

### Assignment Reviewer

7. If you are assigned reviewer, you should request the review for proceeding the review.

- Click on the "Request 1<sup>st</sup> Review" icon.
- In the "Request 2<sup>nd</sup> Review" case, you look somewhat the same.

The editor can all keep track of review and date history.

- Rejection: Name is underlined with (X) sign
- Acceptance: Name in blue color with (O) sign
- No Answer: Name with (-) sign

The date next to (-) sign is the deadline of review acceptance or rejection

Manuscripts in Review

Manuscript ID	Title	Reviewer Decision	Editor Decision	Status
[redacted]	test_ijat_submit	aa aa (-) ~09/14 Add another reviewer.	Send Mail 1 Mail Log	Processing 21 days Under 1st Review

[1]

Manuscript ID : F[redacted]02 Reviewer : 2 M E-mail address : y[redacted]m.co.kr

No.	Count	Date Request	Date Agreed	Date Deadline	Date Completed	Status	Manage
							Request 1st review

Delete Reviewer Print Close

Manuscript ID : J[redacted]007 Name : Y[redacted] Cho E-mail address : [redacted]g@m2community.co.kr

Manuscript ID : J[redacted]-0007

Count : 1 Count(Time)자  
 첫번째 심사외의 (1차 심사와 동일하게 발송됩니다.)

Reviewer : Yo[redacted]ounsang@[redacted]y.co.kr)

period of review : 2016 Year 6 Month 22 Due date

Comment : [text area]

Send Cancel

After completed 1<sup>st</sup> Review, check the

Manuscripts in Review (0)

- Next -

## Manuscripts in Review Manuscripts in Review (0)

The editor can all keep track of review and date history.

8. You can check all history of email and log.
9. The number in the button is the stage of request. It can be read review status, deadline, results and so on.
10. Clicking “EDIT” button to revise the review history.
11. Throughout the “Request 2<sup>nd</sup> Review”, you can request the next review .
12. If you click the “Delete Reviewer”, the all of the information of review will be deleted completely.

Assignment Reviewer : O -> Agree X -> Decline

Manuscript ID	Title	Type of Manuscript	Assignment Reviewer	Merge Result	Status
0001 A 0016_0.pdf		Review article	Kim (X) Send Mail Mail Log 1 Decline 1 - Minor revision Completed 2 Processing 20 days	1st : Major revision Editor : Completed	Under 1st Review

Manage Manuscripts

cross\_file\_201...1.pdf  
Proceed Review or Decline Proceed Review

Manuscript ID : 0001-0007 Reviewer : Youngho E-mail address : youngho@community.co.kr

No.	Count	Date Request	Date Agreed	Date Deadline	Date Completed	Status	Manage
1	1					Not Completed	EDIT complete

Request 2nd review

Delete Reviewer

Print Close

## Manuscripts in Review

### Manage Manuscripts

1. The user can choose the “Recommendation” refer to the review results, and input comments to author besides reviewer comments.
2. Click the “Preview” to preview the e-mail to author.

#### Manuscripts in Review

Manuscript ID	Title	Reviewer Decision	Editor Decision	Status
[redacted].pdf	test_ijat_submit <small>VIEW</small>	aa aa (Agree) Send Mail <b>1</b> - Minor revision <small>VIEW</small> Mail Log Completed <input checked="" type="checkbox"/> public		Under 1st Review
		JP Park (Agree) Send Mail <b>1</b> - Minor revision <small>VIEW</small> Mail Log Completed <input checked="" type="checkbox"/> public		



### Editor Menu

Manuscript ID: [redacted]-0099

Count:  1st  2nd  3rd  4th  5th \* Please count check!!

Recommendation: **1** 1   
 -- choose--   
 Accept   
 Minor revision   
 Major revision   
 Reject

Comments to Authors (Editor)

Attach file 1: [input] 찾아보기...

Attach file 2: [input] 찾아보기...

Attach file 3: [input] 찾아보기...

Attach file 4: [input] 찾아보기...

Attach file 5: [input] 찾아보기...

> Submit > Close

### 2

sent : {enrolled\_time}

Date Decisioned : {enrolled\_time}

Manuscript ID : {order\_num}

Title : {subject}

Corresponding Author : {writer\_name}

Review result : {judge} {modify\_date}

Comments to Authors (Editorial Office) : {content}

Dear Author

Congratulations!

With pleasure, we would like to inform you that your manuscript titled above has been accepted for publication in [redacted].

Your manuscript will be checked by English and/or bibliographic experts and will be delivered to you if there are any further changes necessary. In that case, please indicate modified parts with color and return the final version through the online submission system as soon as possible.

Thank you for your worthy contribution to *The Korean Journal of Critical Care Medicine*. We look forward to having your continued contributions to the journal.

Sincerely,

[redacted]   
 Editor-in-Chief

{journal\_title} Editorial Office   
 #806, Yongseong Biztel, 109 Hangang-daero, Yongsan-gu, Seoul 04376, Korea

TEL: [redacted]   
 FAX: [redacted]   
 E-mail: [redacted]   
 Website: [redacted]

Reviewer's comments

## Manuscripts in Review

### Merge Result

The user can check the merge results.

Manuscripts in Revision

Manuscript ID	Title	Reviewer Decision	Editor Decision	Status
[Redacted]	test_ijat_submit <small>VIEW</small>	<p>aa aa (Agree) <b>Send Mail</b> 1 - Minor revision <small>VIEW</small> <b>Mail Log</b> Completed <input checked="" type="checkbox"/> public</p> <p>JP Park (Agree) <b>Send Mail</b> 1 - Minor revision <small>VIEW</small> <b>Mail Log</b> Completed <input checked="" type="checkbox"/> public</p>	<div style="border: 2px dashed red; padding: 5px;">1st : Minor revision Editor : Completed</div>	In first revision Processing



### Editor Decision

**Review** Manuscript ID : IJAT-17-0001

<b>Review Count</b>	1st
<b>Send Date</b>	12-Sep-2017
<b>Recommendation</b>	Minor revision

Dear Author,

We have now received the reviewers' comments on the manuscript " test\_ijat\_submit " submitted to *International Journal of Automotive Technology*.

The reviewers recommend publication after minor revisions are made in the manuscript. You can find the reviewers' comments at the end of this letter.

When preparing your revised manuscript, please carefully read the reviewers' comments and prepare a **Response to reviewers comments** to address all issues raised in the comments. Your responses to reviewers comment should be uploaded as a separate file in addition to **your revised manuscript** (all changes should be marked in color). Please visit our site online at <http://submit-ijat.jatsxml.org> and follow the instructions in the Author Center.

I look forward to receiving your revised manuscript before {due\_date}.

---

#### Reviewer's Comments

**Reviewer 1** 1. Essential modifications (Required)  
test

**Reviewer 2** 1. Essential modifications (Required)  
test

---

> Print > Close

## Manuscripts in Revision Manuscripts in Revision (0)

The list of papers that proceeding review.

### Manuscripts in Revision

Manuscript ID	Title	Reviewer Decision	Editor Decision	Status
	test_ijat_submit <small>VIEW</small>	<p>aa aa (Agree)</p> <p>JP Park (Agree)</p>	<p>1 - Minor revision Completed <input checked="" type="checkbox"/></p> <p>1 - Minor revision Completed <input checked="" type="checkbox"/></p> <p>1st : Minor revision</p> <p>Editor : Completed</p>	<p>In first revision Processing</p>

## Manuscripts with Decision

Manuscripts with Decision (0)

The list of papers that completed the review.

### Manuscripts with Decision

Manuscript ID	Title	Reviewer Decision	Editor Decision	Status	
<a href="#">[redacted]</a>	test_ijat_submit <a href="#">VIEW</a>	<p>aa aa (Agree)</p> <p>JP Park (Agree)</p>	<p><a href="#">Send Mail</a> <b>1</b> - Accept <a href="#">VIEW</a></p> <p><a href="#">Mail Log</a> Completed <input checked="" type="checkbox"/> public</p> <p><a href="#">Send Mail</a> <b>1</b> - Accept <a href="#">VIEW</a></p> <p><a href="#">Mail Log</a> Completed <input checked="" type="checkbox"/> public</p>	<p>1st : Accept</p> <p>Editor : Completed</p>	Accepted 2017-09-12



***Thank you.***