

Manuscript Guide

Manual for Reviewers

Manual for Reviewers

Contents

Request for manuscript review	2
Reviewer Center	3
Reviewer Main menu	4
Awaiting Review Agreement	5
Manuscripts for Reviewer	6
Manuscripts in Revision	8
Manuscripts with Decision	11

Request for manuscript review

Request for manuscript review

심사위원으로 선임되면 아래와 같이 심사의뢰 요청 메일이 발송 됩니다.

1. 1차 심사 의뢰 시 심사 동의 여부를 전달하기 위한 "Agree, Decline" 버튼이 보입니다. 심사동의 여부는 사이트에 접속하셔서 하실 수 있습니다.
2. 로그인 비밀번호를 잊었을 경우 Login info를 클릭 하면 비밀번호를 새로 설정 할 수 있는 페이지로 이동합니다.

The screenshot shows an email from the Asia Journal of Beauty and Cosmetology. The header includes the sender, recipient, manuscript ID, title, and review period. The main body of the email contains a message from the Editor-in-Chief, a request to review a manuscript, and two buttons labeled 'Agree' and 'Decline'. A red dashed box with a circled '1' highlights these buttons. Another red dashed box with a circled '2' highlights a link labeled 'Login info' in the 'Your ID & Login information' section. Below the buttons, there is an 'Abstract' section and contact information for the editorial office.

Sender : Asia Journal of Beauty and Cosmetology
Recipient : s[redacted]@kim
Manuscript ID : A[redacted]006
Title : tewt
Review Period : 2015/12/14 ~ 2015/12/28
Agree OR Decline (Deadline) : ~ 2015/12/19

Dear Dr. s[redacted] :

You have been recommended as a reviewer for the above-mentioned manuscript. Given your knowledge and expertise in the subject area of the manuscript, we would be most grateful if you would find time to review the manuscript.

1 Agree Decline

Your ID & Login information : s[redacted]@community.co.kr / **2** Login info

Abstract

If you cannot review this manuscript, let us know within 5 days. If you can, then press "Agree" below.

You are kindly requested to visit [http://submit\[redacted\]](http://submit[redacted]), log in with your I.D. and password, and go to the Reviewer Center. Please read the Instructions for Reviewers and proceed as guided.

If you accept this invitation, I would be very grateful if you would return your review by 2015/12/28.
If you will not be able to provide comments within this time frame, please let me know immediately by replying this e-mail.

Sincerely,
S[redacted], D.Phil
Editor-in-Chief

Asia Journal of Beauty and Cosmetology Editorial Office
3rd Floor, Life Science Building, P.O. Box 703, Konkuk University
120 Neungdong-ro, Gwangjin-gu, Seoul 05029, Korea

TEL: +82-70-8770-1034
FAX: +82-51-950-1178
E-mail: [ko\[redacted\]@community.co.kr](mailto:ko[redacted]@community.co.kr)
Website: [http://submi\[redacted\]](http://submi[redacted])

Reviewer Center

심사위원으로 로그인 하면 아래와 같이 “Reviewer Center” 바로가기 메뉴가 있습니다.

“Reviewer Center” 메뉴를 클릭 후 심사위원 화면으로 이동합니다.

로그인 후에는 사용자 권한에 따라서 이용가능한 메뉴가 자동으로 생성되므로 아래 화면과 다를 수 있습니다.

(Author Center, Reviewer Center, Editor Center, Manuscript Editor, English-proofreading, Editor-in-Chief, Publisher로 접속할 수 있습니다.)

The screenshot shows the 'Online Manuscript Submission' interface. On the left, there is a circular logo for the 'AN INDOCRITICAL 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 login area displays 'You are logged in as :' followed by a greyed-out input field. Below this are two buttons: 'Author Center' and 'Reviewer Center', with the latter highlighted by a red dashed box. A 'LOGOUT' button is also present. At the bottom of the login area is an 'Edit My Account' button. The bottom navigation bar contains four buttons: 'Review article template', 'Original article template', 'Title of research article template', and 'Image template'.

Reviewer Main menu

심사의뢰 된 논문의 진행 상황을 확인하실 수 있습니다.

1. 심사 동의 대기중(Awaiting Review Agreement), 심사 진행중(Manuscripts for Reviewer), 저자 수정중(Manuscripts in Revision), 완료 된 논문(Manuscripts with Decision) 등 진행 상황별로 확인 및 심사 하실 수 있습니다.
항목별 앞에 숫자는 각 현황 별 논문 개수를 표기하고 있습니다.
2. 최초(1차) 심사 시, 논문 심사에 대한 동의 여부를 전달 합니다.
3. 수신 된 논문을 다시 한 번 확인하실 수 있습니다.

The screenshot shows the 'Reviewer Main Menu' interface. It is divided into three main sections:

- 1. Reviewer Main:** A list of menu items with counts: 'Awaiting Review Agreement' (1), 'Manuscripts for Reviewer' (1), 'Manuscripts in Revision' (1), and 'Manuscripts with Decision' (0).
- 2. Manuscript Table:** A table with columns: 'Manuscript ID', 'Title', 'Type of Manuscript', 'Invitation Date', and 'Agreement'. The first row shows ID '15-0003', 'Original article', and '21-Aug-2015', with an 'Agree/Decline' button.
- 3. Reviewer Resources:** A section for recent emails, including a description and two email entries with IDs like '16-0008' and '16-001', each with a delete link.

Awaiting Review Agreement

최초(1차) 심사 시, 논문 심사에 대한 동의 여부에 대해 의견을 전달 합니다.

논문 심사를 허락 할 경우에는 "Agree" 버튼을 클릭하시고, 거절할 경우에는 "Decline" 버튼을 클릭하시면 됩니다.

Email에서 동의 여부를 하셨으면, 더 이상 하실 필요 없습니다.

동의(Agree) 후에만 심사가 가능하며, Decline 일 경우 해당 논문에 대해서 심사를 할 수 없습니다.

동의 여부는 신속하게 전달해 주십시오.

Reviewer Main Menu

1

Reviewer Main

- 1 [Awaiting Review Agreement](#)
- 1 [Manuscripts for Reviewer](#)
- 1 [Manuscripts in Revision](#)
- 0 [Manuscripts with Decision](#)

Reviewer Resources

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

16-0008	[Reviewer ID, Username] Request for manuscript review :(1st review)	✕
16-001	[Reviewer ID, Username] Request for manuscript review :(1st review)	✕

2

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
15-0003	test test	Original article	21-Aug-2015	Agree/Decline

Awaiting Review Agreement

* Please click on 'Agree' or 'Decline' as soon as you can.

Manuscript ID	15-0003
Type of Manuscript	Original article
Reviewer	[Reviewer ID, Username]
Title	test test
Abstract	It should contain the following components in the order listed without changing titles, purpose, methods, results and conclusion
Invitation	<input type="radio"/> Agree <input type="radio"/> Decline

[Confirm](#)

Manuscripts for Reviewer

심사 동의 후 심사 진행중인 논문 목록을 확인할 수 있습니다.

Reviewer Main Menu

Reviewer Main

- 0 Awaiting Review Agreement
- 1 Manuscripts for Reviewer**
- 1 Manuscripts in Revision
- 0 Manuscripts with Decision

Reviewer Resources

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

- 16-0008 [redacted]smeto] Request for manuscript review :(1st review) [X]
- 16-001 [redacted]smeto] Request for manuscript review :(1st review) [X]

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

Manuscripts for Reviewer

Manuscript ID	Title	Type of Manuscript	Status & Review	Review Period	My Result
16-0001-0001_0.pdf	The bra age	Discussion	2 Under 1st Review Review	3 2016.01.13 ~ 2016.01.27	4 1st - Not Reviewed

- 1. Manuscript ID/Title:** 제목(Title) 및 pdf 파일을 클릭 하면 심사 할 논문의 상세 정보를 확인할 수 있습니다.
- 2. Status & Review:** 해당 논문에 대해서 심사를 하려면 **"Review"** 버튼을 클릭합니다.
- 3. Review Period:** 정해진 심사기간 이내에 심사를 하셔야 하며, 심사결과 제출 전에는 언제든지 심사하실 수 있습니다. (단, 심사 결과 제출시에는 수정이 불가능합니다.)
- 4. My Result:** 심사 결과 상태를 확인할 수 있습니다.

Manuscripts for Reviewer

논문 심사하기

Manuscript ID	Title	Type of Manuscript	Status & Review	Review Period	My Result
16-0001 A-16-0001-0.pdf	The meridian massage effect on aged women	Discussion	Under 1st Review Review	2016.01.13 ~ 2016.01.27	1st - Not Reviewed

1 1st Reviewed | Review period : 2016.01.13 ~ 2016.01.27 | Manuscript ID : 16-0001

2 Type of Manuscript : Discussion

Title : ... in middle-aged women

3 Manuscript Files

Original file : File Download : A-16-0001-0.pdf

4 Review Result

Author's comment

Recommendation

Accept Minor revision Major revision Reject

	Originality	Scientific Importance	Experimental design	Adequacy of methods	Brevity and clarity
1) Originality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2) Scientific Importance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3) Experimental design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4) Adequacy of methods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5) Brevity and clarity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5 Review Comments

Comments to Authors

You can attach your comments :

Comments to Editors

6 Submit Temporary Save

1. 심사 차수, 심사기간, 논문접수 번호를 확인 할 수 있습니다.
2. Type of Manuscript, Title, 심사 할 논문 pdf 파일 확인. Original file, 1st Revision file 등 심사 할 차수에 따라 저자가 업로드 한 파일을 확인 할 수 있습니다.
3. Recommendation을 체크 합니다.
4. 평가표를 작성합니다.
5. 저자 지적사항 및 편집위원 장에게 보내는 글을 작성합니다.
6. "Submit" 버튼은 제출 완료 입니다.(심사기간이 남아 있어도 수정할 수 없습니다.)

"Temporary Save" 버튼은 임시저장 입니다. (저장 후 심사기간 내에 제출 하시면 됩니다.)

Manuscripts in Revision

“Manuscript in Revision” 메뉴를 클릭하면 심사 완료 후 저자 수정중인 논문을 확인할 수 있습니다.

Reviewer Main Menu

Reviewer Main

- 0 [Awaiting Review Agreement](#)
- 1 [Manuscripts for Reviewer](#)
- 1 [Manuscripts in Revision](#)
- 0 [Manuscripts with Decision](#)

Reviewer Resources

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

- 16-0008 [redacted] Request for manuscript review :(1st review)
- 16-001 [redacted] Request for manuscript review :(1st review)

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

Manuscripts in Revision

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
16-0008	[redacted]	Original Article	In first revision	1st - Minor revision	<input type="button" value="1st : Minor revision"/>

Manuscripts in Revision

[본인 심사결과 확인](#)

“My Result”를 클릭하면 본인의 심사결과를 확인할 수 있습니다. (2차, 3차도 동일)

Manuscripts in Revision

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
16-0008		Original Article	In first revision	1st - Minor revision	1st : Minor revision



Review Result

1st Review

Date of submission of review opinion : 2016.01.15
Date of deadline in Review opinion : 2016.01.29

Manuscript ID : 16-0008
Review Count : 1st
Reviewer : han
Type of Manuscript : Original Article
Title :
Author's comment :

Recommendation : **Minor revision**
Comments to Authors :

Attached file :
Comments to Editor :

Print Close

Manuscripts in Revision

[통합 심사결과 확인](#)

“Merge Result” 버튼을 클릭하면 편집위원장의 최종 심사결과 및 전체 심사평을 확인할 수 있습니다.

Manuscripts in Revision

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
16-0008		Original Article	In first revision	1st - Minor revision	1st : Minor revision



Merge Result

[Review](#) Manuscript ID : 16-0008

Review Count	1st
Send Date	15-Jan-2016
Recommendation	Minor revision

Reviewer's Comments

Reviewer 1 [redacted]

Reviewer 2 [redacted]

> Print > Close

Manuscripts with Decision

심사가 완료된 논문 목록 및 심사 결과를 확인할 수 있습니다.

Reviewer Main Menu

Reviewer Main

- 0 [Awaiting Review Agreement](#)
- 1 [Manuscripts for Reviewer](#)
- 1 [Manuscripts in Revision](#)
- 1 [Manuscripts with Decision](#)

Reviewer Resources

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

- 16-008 [Action: Review Comment] Request for manuscript review :(1st review)
- 16-001 [Action: Review Comment] Request for manuscript review :(1st review)

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
14-002 A_20140002_0.pdf	Title Test	Original research	Accepted	1st - Minor revision	<input type="button" value="1st : Minor revision"/> <input type="button" value="2nd : Accept"/>

Thank you