

Acute and Critical Care

Manual for Author

Authors Tutorial

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e-Submission Main page

Main page

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

Online Manuscript Submission

Welcome to The Korean Journal of Critical Care Medicine 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

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

Online Manuscript Submission

Welcome to The Korean Journal of Critical Care Medicine 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

☐ Remember my ID on this computer

[» Registration](#)[» Forgot my 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.

Online Manuscript Submission

Welcome to The Korean Journal of Critical Care Medicine 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.

You are logged in as :

[» Edit My Account](#)

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.

The screenshot shows the 'Online Manuscript Submission' page. On the left, a welcome message states: 'Welcome to The Korean Journal of Critical Care Medicine 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.' On the right, the 'LOGIN' section contains input fields for 'ID (E-MAIL)' and 'PASSWORD', a 'LOGIN' button, and a checkbox for 'Remember my ID on this computer'. Below the login fields, there are two buttons: '» Registration' (highlighted with a red dashed box) and '» Forgot my password'.

Follow the 3-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
3. Send out email about completed register

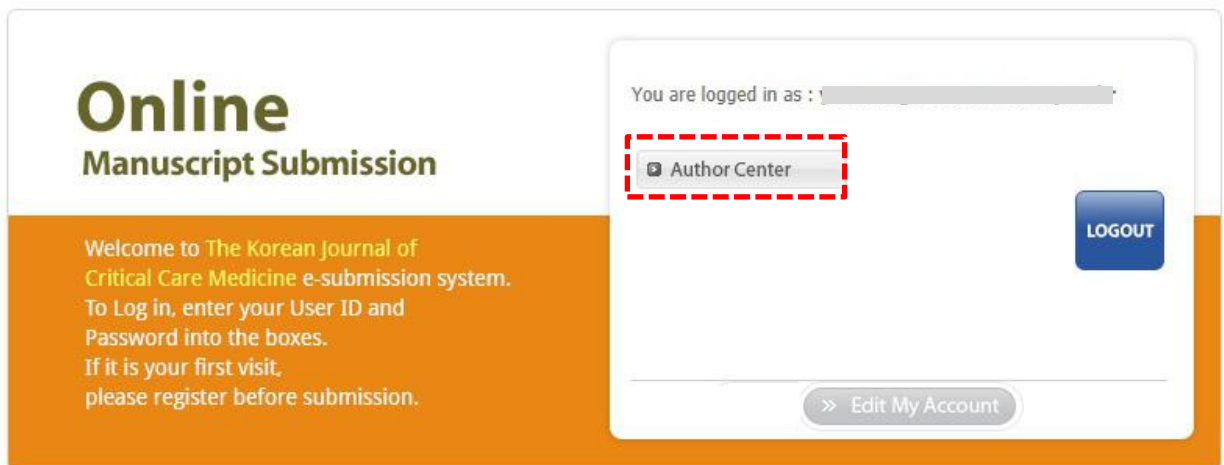
The screenshot illustrates the three-step registration process. Step 1, labeled '1 Registration', shows a 'Use of Your Personal Information' form with sections for 'The Purpose of The Collection and Use of Personal Information', 'The Items of Required Personal Information', and 'Possession and Usage Period'. A 'Confirm' button is at the bottom. Step 2, labeled '2 Registration', shows a 'Registration' form with fields for 'ID', 'E-mail', 'Password', 'First Name', 'Middle Name', 'Last Name', 'Affiliation', 'Department', 'Address', 'City/State', 'Postal Code', 'Country', 'Telephone', and 'Cellular Phone'. A 'Register' button is at the bottom. Step 3, labeled '3', shows a confirmation email template titled '{journal_title} Registration' with a 'Dear {Name},' salutation, a welcome message, and contact information for TEL, FAX, E-mail, and Website.

Login/Registration

The Welcome Page

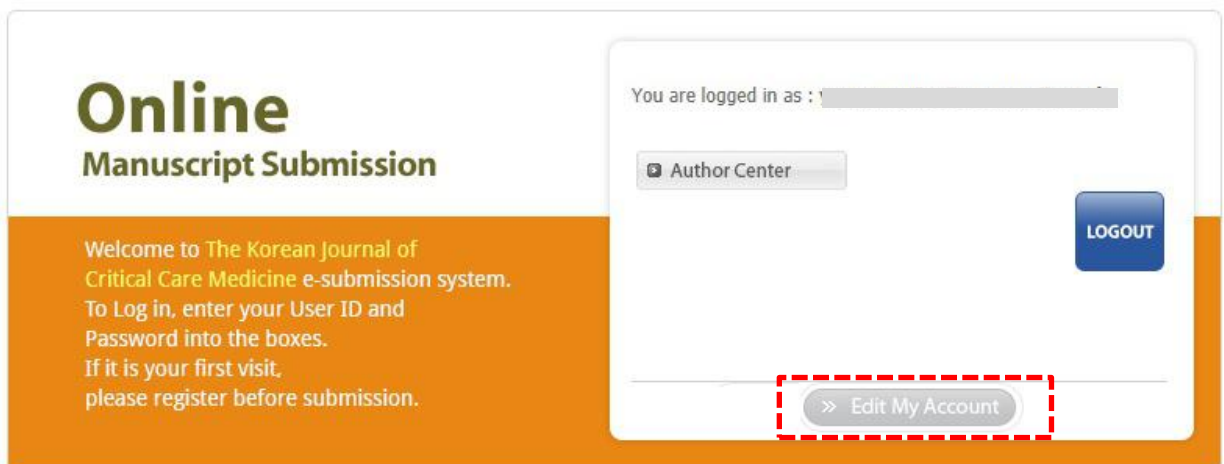
The Welcome Page shows a current login information. There is the "Author Center" shortcut menu.

(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 Center Main

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.

The screenshot shows the 'Author Main' interface. At the top, there is a 'Crossref Similarity Check' logo and a notice about plagiarism detection. The interface is divided into several sections:

- New Submissions (Callout 1):** Contains a 'Submit a Manuscript' button and links for 'Incomplete Submissions', 'Submissions Returned to Author', and 'Submissions Under Process'.
- Reviews / Revisions:** Contains links for 'Manuscripts in Review', 'Manuscript in Revision', and 'Manuscripts Accepted'.
- Completed:** Contains links for 'English Editing', 'Manuscripts in Final revision', 'Manuscript Editing', and 'In Press'.
- Accepted, Rejected, Submissions with a Decision:** Each with a count of 0.
- Author Resources (Callout 2):** Contains a list of recent e-mails with submission details and delete links.
- Manuscripts in Process (Callout 3):** A table showing the status of submitted manuscripts.

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

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

- 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 condition)

2. You can check e-mail received again.

3. 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".

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 *KJCCM* editor.

 Confirm

New Submission

New Submission

A new submission is progressed in eight steps as below. You should enter the manuscript, following the input format. Although you save and exit completing only first step, you could continue the manuscript submission process by selecting the "Incomplete Submissions" menu on the "Author Main" page.

The screenshot shows the 'New submission' form with an 8-step process overlay. The steps are:

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

The form is divided into two main sections: 'Step 1. Manuscript Type, Topic' and 'Corresponding Author'. The 'Step 1' section includes fields for 'Category of submission' (New, Revising), 'Type of Manuscript' (Editorial, Medical Education, Topics), 'Title' (Korean/Chinese), 'Running Title' (Korean/Chinese), and 'Abstract'. The 'Corresponding Author' section includes fields for 'E-mail', 'Full Name' (First Name, Last Name), 'ORCID ID', 'Name' (Korean/Chinese), 'Affiliation' (Korean/Chinese), 'Address' (Korean/Chinese), 'City', 'Country', 'Tel', 'Fax', and 'Cellular Phone'. A red dashed box highlights the first step of the process, and a red arrow points to the 'Title' field.

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.)
 - New: New submission
 - Resubmission: you will need to log back into your Author Center and find Manuscript ID if you submit other format or reject your paper. To start your revision you enter the existing ID.

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".

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, abstract, keywords and Corresponding Author.

Required fields are marked with ***

* Category of Submission
☒ New ☐ Resubmission

* Type of Manuscript
☒ Editorial ☐ Review Article ☐ Original Article ☐ Case Report ☐ Idea and Innovation ☐ Continuing Medical Education ☐ Book Review ☐ Letter ☐ Image ☐ Communications ☐ Discussion ☐ Special Topics

* Title
test test Special Characters
Title (Korean/Chinese) Special Characters

* Running Title
test 0/40 characters
Do not use special characters
Running Title (Korean/Chinese) Do not use special characters
3 words (up to 250 Words)
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)
afda asdf asdf asdf

* Abstract

Acknowledgment

* Keywords
Between three and five keywords

Corresponding Author ☒ Please check here if corresponding author is the same to registrant.

* E-mail
s.***@***.CO.KR Find Author

* Full Name
First Name s.*** Middle Name Last
Name KIM

ORCID ID What is ORCID?

Name (Korean/Chinese)

* Affiliation
M2
ex) 2nd Floor, Venture Center II,
Affiliation (Korean/Chinese)
ex) 2nd Floor, Venture Center II,

* Address
ex) 194-41 Osongsaengmyeong 1-ro, Osong-eup, Heungdeok-gu, Cheongju-si 28160 Chungcheongbuk-do, Republic of Korea
Address (Korean/Chinese)
ex) 194-41 Osongsaengmyeong 1-ro, Osong-eup, Heungdeok-gu, Cheongju-si 28160 Chungcheongbuk-do, Republic of Korea

* City
seoul

* Country
Republic of Korea

* Tel
Fax

Cellular Phone

Next

New Submission

New Submission

Step 2 : Authors and Affiliations

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

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 0000-0000-3445	Cho ¹	<input type="checkbox"/>		
2	Kim ^{1,2}	M2community, Seoul, Republic of Korea	<input type="checkbox"/>	<input type="button" value="EDIT"/>	<input type="button" value="DEL"/>

Add Author

* First Name Middle Name * Last Name
ORCID ID What is ORCID?
* Affiliation
* City
* Country
E-mail (* first author)

Affiliation Management

1.	<input type="button" value="Up"/> <input type="button" value="Down"/>	M2community
2.	<input type="button" value="Up"/> <input type="button" value="Down"/>	M2comm, Seoul, Republic of Korea

Add Affiliation

* Affiliation
* City
* Country

New Submission

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 completing the submission.

1 Title, Abstract

2 Authors

3 File upload

4 PDF conversion

5 Cover Letter & Additional Info.

6 Suggest Reviewers

7 Preview

8 Submit

File upload
Please upload Title page, Main body, Author Forms.

Step 3.
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 Agreement

Add a New File

1

Item

Title page (With Author Details)
Main body (No Author Details)
Table
Figure
Supplementary materials
Copyright Transfer Agreement

(File Format : MS word (.doc, .docx))

File Name

찾아보기...

2

Upload File

Original files

3

Order	Item	File Name	Description	Photo Release Form File Name	Date	4	Edit	Delete
1	Title page (With Author Details)	50001_1_00.docx			26-Oct-2015		EDIT	DEL.
2	Main body (No Author Details)	50001_2_00.docx			26-Oct-2015		EDIT	DEL.
3	Figure	50001_4_00_3.jpg 150 dpi	fig. 1	PHOTO RELEASE FORM UPLOAD FILE	26-Oct-2015		EDIT	DEL.

Prev

Next

Copyright © M2 Community All rights reserved. **M2community**

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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.

File upload
Please upload Title page, Main body, Author Forms.

Step 3.

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 Agreement

Add a New File

Item	Format : MS word (.doc, .docx, pdf, jpg)
1	Copyright Transfer Form

File Name

Original files

Order	Item
1	Title page (With Author Details)
2	Main body (No Author Details)
3	Figure

KJCCM The Korean Journal of Critical Care Medicine

ONLINE MANUSCRIPT SUBMISSION

Authorship Responsibility and License Agreement Form

Type of Manuscript:
☒ Original article ☐ Review article ☐ Case report ☐ Letter to the editor ☐ Editorial

Title:
asfd

Each author must read and sign the following statements. Completed statements should be send to the Editorial Office through online manuscript submission system or e-mail (ksccm@ksccm.org).

I as an author submit my manuscript in consideration of the Editorial Board of the Korean Journal of Critical Care Medicine reviewing, editing, and publishing.
I hereby transfer, assign and otherwise convey to the Korean Society of Critical Care Medicine upon acceptance of the manuscript for publication by the Korean Journal of Critical Care Medicine all copyright. I can use part or all of the contents of the manuscript providing that the original work is properly cited.
The contribution is my original work all of which has been carried out by those named as authors and I will take public responsibility for its content.
I agree to standard and principles of coping with duplication and certify that the content of the manuscript, in all or in part, has not been published and is not being considered for publication elsewhere, unless otherwise specified herein.
I certify that I have disclosed a potential conflict of interest in the cover letter including financial support or political pressure from interest groups, or academic problems.

Author's printed name Signature Date
younsang Cho _____ _____

Name and signature of the corresponding author: younsang Cho _____

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.)

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)	A_00001_1_00.docx (21KBytes)	
2	Main body (No Author Details)	A_00001_2_00.docx (834KBytes)	
3	Figure	A_00001_4_00_3.jpg (413KBytes)	fig. 1
4			0150001_0.pdf

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

1. Build PDF

2. PDF Converting

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.

1

Title, Abstract

2

Authors

3

File upload

4

5

Cover Letter & Additional Info.

6

7

8

Step 5.

Cover Letter & Additional Information

Cover Letter Please, writer down the additional notes to Editor-in-Chief.

Additional Information Please respond to the questions/statements below.

Cover Letter

Additional Information

*** a.** Research Grant

☐ Yes ☒ No

*** b.** IRB / IACUC approval

☐ Yes ☒ No

*** c.** Conflict of Interest

☐ Yes ☒ No

Prev

Next

New Submission

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.

1 Title, Abstract

2 Authors

3 File upload

4 PDF conversion

5 Cover Letter & Additional Info.

6 Suggest Reviewers

7 Preview

8 Submit

Suggest Reviewers

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

* Selection of the suggested reviewers is optional. If not, click the "skip" button. * indicates a required field.

* 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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Prev

Next

Skip

New Submission

New Submission

논문접수 7단계 : 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.)

1 Title, Abstract

2 Authors

3 File upload

4 PDF conversion

5 Cover Letter & Additional Info.

6 Suggest Reviewers

7 Preview

8 Submit

Step 7. Preview

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

Step 1. (Title, Abstract)

Type of Manuscript Editorial

Title

Running Title

Abstract

Keywords :

Acknowledgment

Corresponding Author

E-mail g@m2community.co.kr

Name g Cho

Affiliation

Address

Step 2. (Authors)

Cho^{1*}, Song²

¹test2, test, Republic of Korea

²test14, Seoul, Republic of Korea

Step 3. (File upload)

20150001_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)

a. Research Grant No

b. IRB approval No

c. Conflict of Interest No

Step 6. (Suggest Reviewers)

Surname Given names E-mail Address Affiliation

* Please submit the confirmed "PDF file" after confirmed.

Prev Submit

New Submission

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

[{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,


Editor-in-Chief

{journal_title} Editorial Office

TEL: +82

FAX: +82

E-mail: [@](#)

Website: [.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.

The screenshot displays the 'Author Main' interface. At the top, there's a 'Crossref Similarity Check' section. Below it, the 'New Submissions' section features a 'Submit a Manuscript' button and a list of submission statuses: 'Incomplete Submissions' (highlighted with a red dashed box and a circled '1'), 'Submissions Returned to Author', and 'Submissions Under Process'. The 'Reviews / Revisions' section lists 'Manuscripts in Review', 'Manuscript in Revision', and 'Manuscripts Accepted'. The 'Completed' section lists 'English Editing', 'Manuscripts in Final revision', 'Manuscript Editing', and 'In Press'. At the bottom, the 'Manuscripts in Process' section shows a table with columns: 'Manuscript Title', 'Date Submitted', 'Status', and 'Edit (revision)'. A row is visible with the date '19-Jul-2016' and status 'Incomplete', which is highlighted with a red dashed box. This row contains two circled numbers: '2' over the 'Status' column and '3' over the 'Edit (revision)' column, which includes a 'Continue Submission' button and a 'DEL.' link.

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


New Submission

Submissions Returned to Author

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

1. To view a history, click on "Submission Returned to Author" at Author Main page.
2. Click on "title" and "Continue Submission" to open submission page. You can revise your paper after checking requested comment from editor.

Author Main



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

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)
	19-Jul-2016	Incomplete	<div>Continue Submission</div> <div>DEL</div>


New Submission

Submissions Under Process

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

Author Main



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)

Manuscripts in Process

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

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...	

Submissions Under Process

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

New Submission

Submissions Under Process

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

Title					
Category of Submission					
Manuscript ID		Type of Manuscript	Original research		
Temporary number	20140002	Date Submitted	06-Oct-2014		
Title					
Running title					
Corresponding Author					
E-mail	omm.co.kr				
Name	o				
Affiliation	M2community				
Address					
City	Seoul	Country	Republic of Korea		
Tel	+82	Fax	+8		
Cellular Phone	+82				
Author Information					
Y g Cho ^{1*}					
¹ M2community, Seoul, Republic of Korea					
Abstract & Cover Letter					
Abstract					
Keywords					
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. 0140002_1_00.docx		Title Page (With Author Details)			
A. 0140002_2_00.docx		Manuscript file (No Author Details)			
	A. 20140002_0.pdf				
Review Result					
	1st	2nd	3rd		
Review Result					
Author's Opinion					
	1st	2nd	3rd		
Author's Opinion					

New Submission

Submissions Under Process

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 Under Process

Manuscript ID	Manuscript Title	Date Submitted	Date Decisined	Status	Edit (revision)
15-001		21-Aug-2015	-	Submitted	

Title					
Category of Submission					
Manuscript ID	15-001	Type of Manuscript	Original research		
Temporary number	20140002	Date Submitted	06-Oct-2014		
Title					
Running title					
Corresponding Author					
E-mail	mm.co.kr				
Name	o				
Affiliation	M2community				
Address					
City	Seoul	Country	Republic of Korea		
Tel	+82-	Fax	+82-3-4931		
Cellular Phone	+82-				
Author Information					
ho**					
M2community, Seoul, Republic of Korea					
Abstract & Cover Letter					
Abstract					
Keywords					
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_1_00.docx		Title Page (With Author Details)			
A_2_00.docx		Manuscript file (No Author Details)			
	A_002_0.pdf				
Review Result					
Review Result	1st	2nd	3rd	4th	5th
Author's Opinion					
Author's Opinion	1st	2nd	3rd	4th	5th

Reviews/Revisions

Manuscripts in Review


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

1. 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.

2. To view detail it, click on the title.

Author Main



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

Reviews / Revisions

1 [Manuscripts in Review](#)

0 [Manuscript in Revision](#)

0 [Manuscripts Accepted](#)

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

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

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
[VIEW]	13-Jan-2016	Under 1st Review	


Reviews/Revisions

Manuscript in Revision

You can revise your paper after checking review.

1. Click on "1" to view requested correction list. You can check review result and revise your paper.
2. To check review and comment, click on "Status".
3. Click on "Revision" to check due date and move the page for revising paper.

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Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
	21-Aug-2015	In first revision # Minor revision	→ Revision Processing ~ 2015-9-18

Reviews/Revisions

Manuscript in 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.

Manuscript in Revision					
Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
15-0003		21-Aug-2015	21-Aug-2015	In first revision Processing ~ 2015-9-18 Minor revision	>> Revision

Title					
Category of Submission	New				
Manuscript ID	15-0003	Type of Manuscript	Original research		
Temporary number	20140002	Date Submitted	06-Oct-2014		
Title					
Running title					
Corresponding Author					
E-mail	[redacted]@m2community.kr				
Name	[redacted]				
Affiliation	M2community				
Address	[redacted]				
City	Seoul	Country	Republic of Korea		
Tel	+82-2-1234-5678	Fax	+82-2-1234-5678		
Cellular Phone	+82-2-1234-5678				
Author Information					
[redacted] ho ^{1*}					
*M2community, Seoul, Republic of Korea					
Abstract & Cover Letter					
Abstract	[redacted]				
Keywords	[redacted]				
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_15-0003_1_00.docx		Title Page (With Author Details)			
A_15-0003_2_00.docx		Manuscript file (No Author Details)			
	A_15-0003_0.pdf				
Review Result					
	1st	2nd	3rd	4th	5th
Review Result	Minor revision				
Author's Opinion					
	1st	2nd	3rd	4th	5th
Author's Opinion					

Reviews/Revisions

Manuscript in 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.

Manuscript in Revision					
Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
15-0003		21-Aug-2015	21-Aug-2015	<div>In first revision Processing ~ 2015-9-18 Minor revision</div>	» Revision

Review Result

Manuscript ID	-002
Review Count	1st
Send Date	06-Oct-20
Recommendation	Minor revision
Comments to Authors (Editorial Office)	통합심사내용 test

Reviewer's Comments

Reviewer 1

Comments to Authors

[» Print](#) [» Close](#)

Reviews/Revisions

Manuscript in 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 in Revision					
Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
15-0003		21-Aug-2015	21-Aug-2015	In first revision Processing ~ 2015-9-18 Minor revision	» Revision

1

Title, Abstract

2

Authors

3

File upload

4

5

6

7

8

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

☒ Editorial ☐ Review Article ☐ Original Article ☐ Case Report ☐ Idea and Innovation ☐ Continuing Medical Education ☐ Book Review ☐ Letter ☐ Image ☐ Communications ☐ Discussion ☐ Special Topics

Title

sdffad

Special Characters

Title (Korean/Chinese)

테스트

Special Characters

Running Title

sadfa

5/40 characters

Running Title (Korean/Chinese)

테스트

Do not use special characters

Abstract

0 words (up to 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)

fsad

Acknowledgment

dfest

Keywords

fsaf dsad fsaf

Between three and five keywords should be listed.

Corresponding Author

☐ Please check here if corresponding author is the same to registrant.

E-mail

community.co.kr

Find Author

Full Name

First Name Middle Name Last Name Cho

ORCID ID

What is ORCID?

Name (Korean/Chinese)

테스트

Affiliation

test14

ex) 2nd Floor, Venture Center II,

Affiliation (Korean/Chinese)

test

ex) 2nd Floor, Venture Center II,

Address

ex) 194-41 Osongsaengmyeong 1-ro, Osong-eup, Heungdeok-gu, Cheongju-si 28160 Chungcheongbuk-do, Republic of Korea

Address (Korean/Chinese)

테스트

ex) 194-41 Osongsaengmyeong 1-ro, Osong-eup, Heungdeok-gu, Cheongju-si 28160 Chungcheongbuk-do, Republic of Korea

City

Seoul

Country

Republic of Korea

Tel

Fax

Cellular Phone

Save Next

Reviews/Revisions

Manuscript in 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 at the File upload step.

1Title, Abstract

2Authors

3File upload

4PDF conversion

5Cover Letter & Additional Info.

6Author's comment

7Preview

8Submit

File upload

Please upload Main body (Clean Copy), List of responses file.

Step 3.

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 Agreement

View and Response to Decision Letter

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

Add a New File

Item

Title page (With Author Details)
Main body (No Author Details)
List of responses file
Table
Figure
Supplementary materials

(File Format : MS word (.doc, .docx))

File Name

찾아보기...

Upload File

Original files

Order	Item	File Name	Description	Photo Release Form File Name	Date	Edit	Delete
1	Title page (With Author Details)	A50001_1_00.docx			26-Oct-2015		
2	Main body (No Author Details)	A50001_2_00.docx			26-Oct-2015		
3	Figure	A0001_4_00_3.jpg 50 dpi	fig. 1	PHOTO RELEASE FORM UPLOAD FILE	26-Oct-2015		

1st revision files

Order	Item	File Name	Description	Photo Release Form File Name	Date	Edit	Delete
-------	------	-----------	-------------	------------------------------	------	------	--------

2nd revision files

Order	Item	File Name	Description	Photo Release Form File Name	Date	Edit	Delete
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3rd 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	Photo Release Form File Name	Date	Edit	Delete
-------	------	-----------	-------------	------------------------------	------	------	--------

PrevNext

Reviews/Revisions

Manuscript in 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 responses to the comments of each reviewer.

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

1

Title, Abstract

2

Authors

3

File upload

4

5

6

Author's comment

7

8

Step 6.

Author's comment

Author's comment

Prev

Next

Reviews/Revisions

Manuscript in 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.

Manuscript in Revision					
Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
140002		06-Oct-2014	06-Oct-2014	In first revision Completed	Minor revision

Title

Category of Submission

Manuscript ID

Temporary number

Title

Running title

New

20140002

Type of Manuscript

Date Submitted

Original research

06-Oct-2014

Corresponding Author

E-mail

Name

Affiliation

Address

City

Tel

Cellular Phone

Seoul

Country

Republic of Korea

+82-2-2420-1200

+82-

Author Information

¹H2community, Seoul, Republic of Korea

Abstract & Cover Letter

Abstract

Keywords

Acknowledgment

Cover Letter Test

a. Research Grant

b. IRB approval

c. Conflict of Interest

No

No

No

Manuscript File

Original files

File Name

PDF File Name

File Designation

140002_1_00.docx

Title Page (With Author Details)

140002_2_00.docx

Manuscript file (No Author Details)

140002_0.pdf

1st revision files

File Name

PDF File Name

File Designation

140001_1_11.docx

Title Page (With Author Details)

140001_2_11.docx

Manuscript file (No Author Details)

140001_1.pdf

Review Result

1st

2nd

3rd

4th

5th

Minor revision

Author's Opinion

1st

2nd

3rd

4th

5th


1st Author's Opinion

Reviews/Revisions

Manuscripts Accepted

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Author Main



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



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

Manuscripts in Process

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

Author Resources

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

Completed

English Editing

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- [0 Manuscripts Accepted](#)

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- [1 English Editing](#)
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- [0 Manuscript Editing](#)
- [0 In Press](#)

Accepted (1) **Rejected** (0) **Submissions with a Decision** (0)

Author Resources

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

Manuscripts in Process


Manuscript Title	Date Submitted	Status	Edit (revision)
------------------	----------------	--------	-----------------

Completed

Manuscripts in Final revision

You can upload the final revision file by selecting the "Submissions Needing Final Revision" menu after manuscripts are accepted. (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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0 Incomplete Submissions

0 Submissions Returned to Author

0 Submissions Under Process

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0 Manuscripts in Review

0 Manuscript in Revision

0 Manuscripts Accepted

Completed

0 English Editing

1 Manuscripts in Final revision

0 Manuscript Editing

0 In Press

Accepted (1)

Rejected (0)

Submissions with a Decision (0)

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
	21-Aug-2015	Final Revision	<div>» Final Revision</div>

Completed

Manuscripts in Final revision

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	-15-0003
Title	
English-proofreading	
This attachment file is the final revision after English-proofreading. Please answer your acceptance.	
<input type="radio"/> 1. Yes, I agree the proofreading.	
<input type="radio"/> 2. No, I do not agree it.	
If, you do not agree it, please describe your requests in detail.	
<div></div>	
Please, attach the final manuscript after the revision. * Do not revise the other contents of manuscript	
Attach File	<input type="text"/> <input type="button" value="찾아보기..."/>
<input type="button" value="Submit"/> <input type="button" value="Temporary Save"/>	

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

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[0 Manuscript in Revision](#)
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[Accepted \(1\)](#)
[Rejected \(0\)](#)
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Manuscripts in Process


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[English Editing](#)

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(0)

[Submissions with a Decision](#)
(0)

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

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
------------------	----------------	--------	-----------------

Thank you