Acute and Critical Care

Manual for Author

Authors Tutorial

Contents

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 [   ] LOGIN
☐ 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.

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 to reset your password.
Please be sure to reset your password after clicking on "Password Change" at email."

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 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 regiter

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.
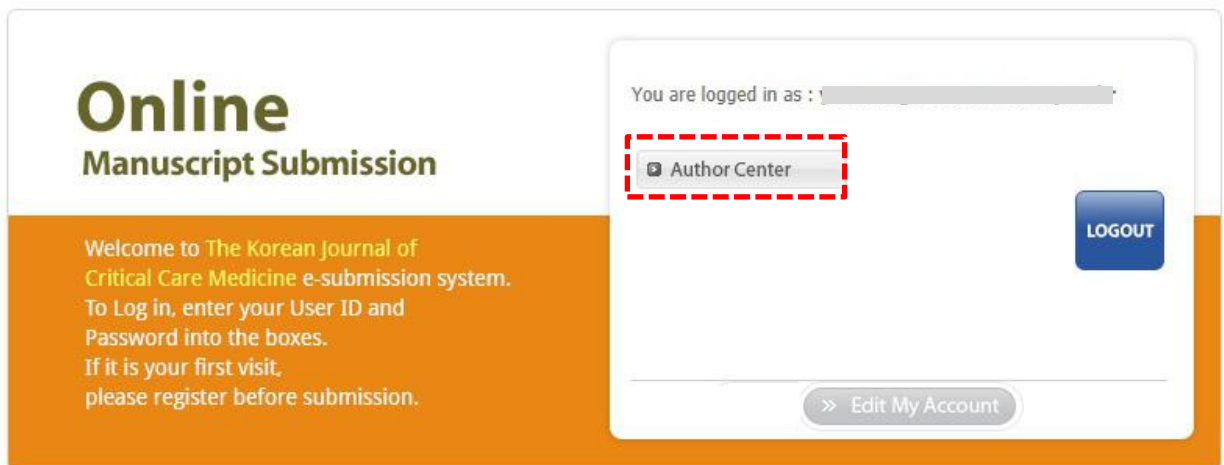
Edit My Account

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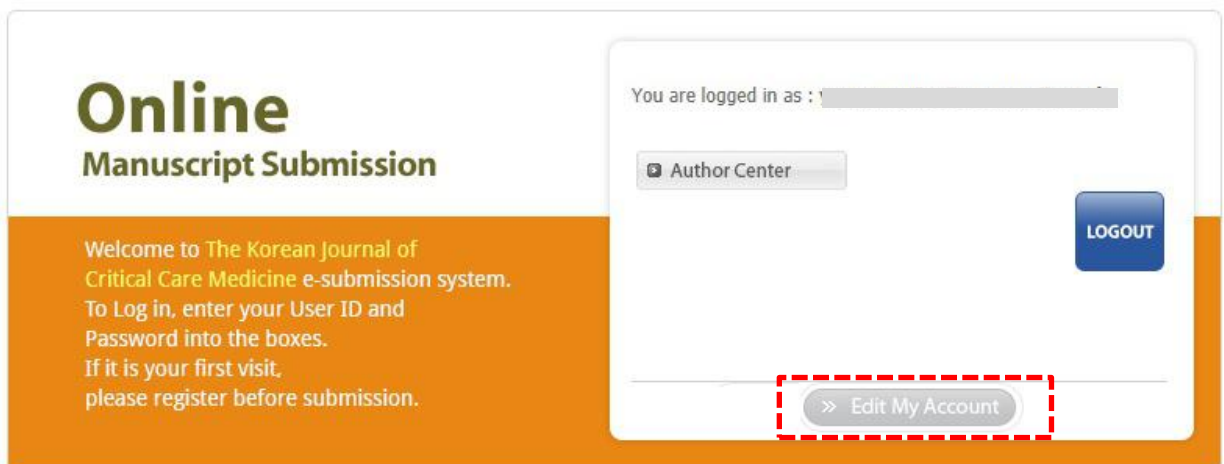
Author Center Main

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.

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

    - You can see how many manuscripts you have submitted and the current conditi
    - To confirm the details, click on each menu.
      (write the number of manuscripts according to each conditions)

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 <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

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".

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.

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. <u>Files would be saved only if you click the "Upload File" button after searching file to upload by item</u>.
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.

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. <u>Upload file in jpg and pdf format after getting author's signature</u>.

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

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

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.)

New Submission

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.

Incomplete Submissions

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

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 Returned to Author

You can confirm the list of the manuscripts <u>converted into modifiable from completed submission before accepted</u> 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.

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

New Submission

Submissions Under Process

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

<u>Submitted Manuscripts</u>

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.

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.

Manuscript in Revision

You can revise your paper after checking review.

1. Click on "**❶**" 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.

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.

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.
<u>If necessary, you must revise the manuscript until the revision deadline</u>.

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.

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.

Reviews/Revisions

Manuscript in Revision

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

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.

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 <u>to see the submitted files and the author's comments</u> on the detail view.

Manuscripts Accepted

You can check manuscripts with Accepted.

Completed

English Editing

You can check manuscripts under English-proofreading.

Manuscripts in Final revision

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.

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 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.

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

Attach File [ ] 찾아보기...

[Submit] [Temporary Save]

Manuscript Editing

You can check manuscripts under Manuscript Editing.

Completed

In Press

You can check manuscripts under In Press.

Thank you