

M2PI

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 | |
|--|-----------------|
| Reviewer Selection for {order_num} | |
| Sender : | {journal_title} |
| Recipient : | {rName} |
| Manuscript ID : | {order_num} |
| Title : | {subject} |
| Abstract : | {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 Editor Center . | |
| | |
| Thank you for your dedication to the {journal_title}. | |
| | |
| Sincerely, | |
| | |
| Editor-in-Chief | |
| | |
| {journal_title} Editorial Office | |
| | |
| TEL : () | |
| FAX : () | |
| E-mail : () | |
| Website : () | |

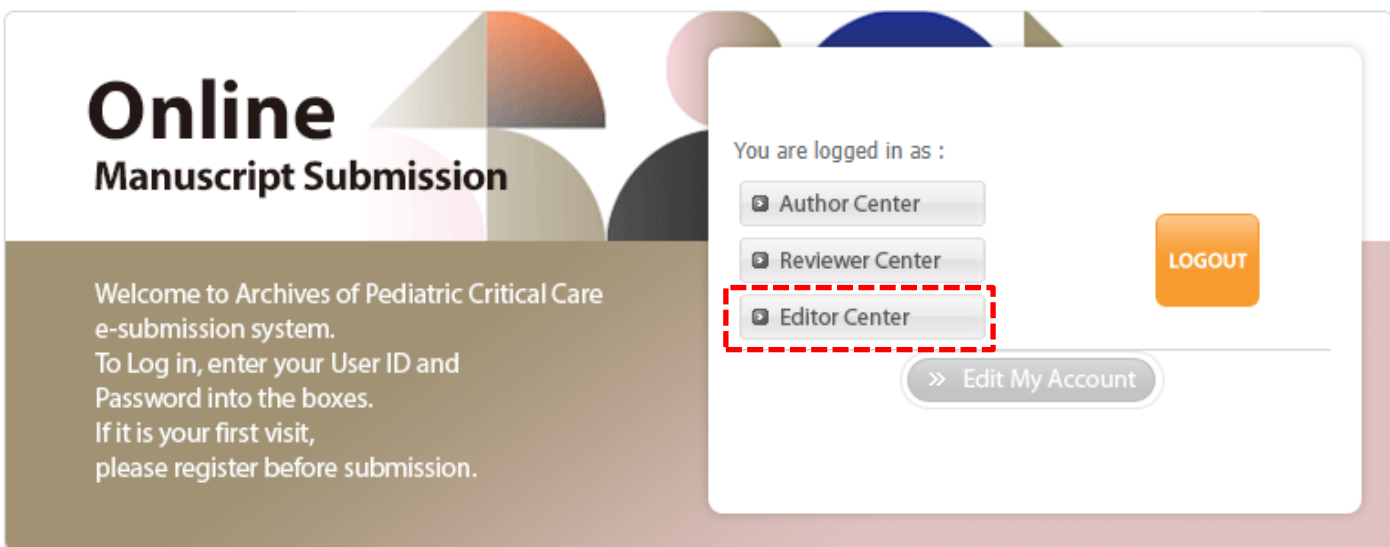
Editor Center

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.)



Online Manuscript Submission

Welcome to Archives of Pediatric Critical Care 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 :

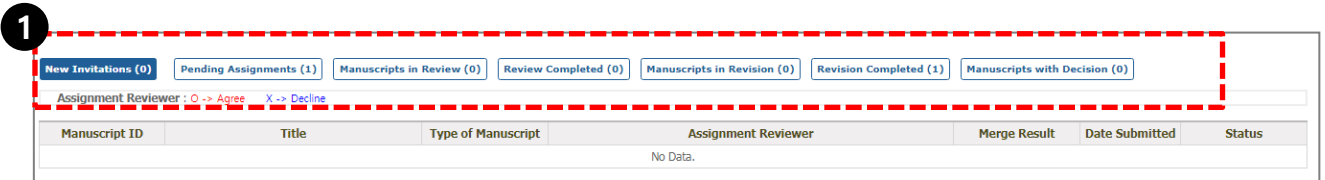
- Author Center
- Reviewer Center
- Editor Center**

LOGOUT

>> 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. 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)

Editor Center

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)



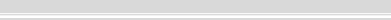

Manuscripts in Revision (0)

Manuscripts with Decision (0)

All Manuscripts (1)

| 1 | Manuscript ID | Title | Reviewer Decision | Editor Decision | Status |
|---|--|--|-------------------|-----------------|---|
| |  0.pdf |  VIEW | | | 2 Submitted Agree or Decline |

* Please click on 'Agree , Decline'

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


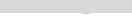
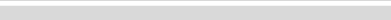

[Confirm](#)

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 |  |
| Type of Manuscript | Article |
| Author |  |
| Title |  |
| Abstract |  |
| Editor Invitations | <input type="radio"/> Agree <input checked="" type="radio"/> Decline |
| Comment | <input type="text"/> |

[Confirm](#)

- 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 VIEW | 1 Assign | | 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"/> Search | | | | | | | |
| No | Name ▲ ▼ | Affiliation | Subspeciality ▲ ▼ | Status | Total (X) | Current Year (X) | Assignment |
| 2 | Cho | Co, Ltd. | | View | 4 (0) | 4 (0) | 0 Assign Memo |
| 1 | Kim | | | View | 0 (0) | 0 (0) | 0 Assign 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. At the top, there are two buttons: 'View all Reviewers >>' (circled in red with a '3') and 'Registration(Add Reviewer)' (circled in red with a '4'). Below these is a 'Suggest Reviewers' section with a search bar containing '0007'. A table lists reviewers with columns for No, Name, Affiliation, Subspeciality, Status, Total, Current Year, and Assigner. Two reviewers are listed: No. 2, Cho, M...y Co., Ltd., and No. 1, Kim. Below the table is a 'Subspeciality' dropdown menu with options like 'Engineering Ceramics' and 'Electronics Ceramics and Energy Ceramics'. A red dashed box highlights the 'View all Reviewers' button, the 'Registration(Add Reviewer)' button, and the 'Subspeciality' dropdown. A red arrow points from the 'Registration(Add Reviewer)' button to the 'Reviewer Registration' form on the right. The form includes sections for Identification (ID, Password, First Name, Middle Name, Last Name), Contact (Affiliation, Department, Title, Degree, Address, City/State, Postal Code, Country, Telephone, Cellular Phone), and Subspeciality (checkboxes for various medical fields). The form also has a 'Level' section with radio buttons for Reviewer, Editor, Editor-in-Chief, Publishing, MS Editor, Admin, Author, and English-proofreading.

| No | Name ▲▼ | Affiliation | Subspeciality ▲▼ | Status | Total (X) | Current Year (X) | Assigner |
|----|---------|-----------------|------------------|----------------------|-----------|------------------|-------------|
| 2 | Cho | M...y Co., Ltd. | | View | 4 (0) | 4 (0) | 0 Assign |
| 1 | Kim | | | View | 0 (0) | 0 (0) | 0 Assign |

[1]

> Print > Close

- 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 (X) | 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 |

| 접수번호 | 논문명 | 심사현황 | | | | 진행현황 |
|------|-----|------|-----|-----|-------------|------|
| | | 회차 | 의뢰일 | 심사일 | 결과 | |
| | | | | | Rejected | |
| | | | | | Publication | |
| | | | | | Publication | |

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 1st Review" icon.
- In the "Request 2nd 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].pdf | title | 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

Send Cancel

After completed 1st 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 2nd 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 0016_0.pdf | | Review article | Kim (X) Send Mail Mail Log 1 Decline | 1st : Major revision Editor : Completed | Under 1st Review |
| | cross_file_201...1.pdf | | Send Mail Mail Log 1 - Minor revision Completed | | |
| | | | Send Mail Mail Log 2 Processing 20 days | | |

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 | title | aa aa (Agree) Send Mail 1 - Minor revision Mail Log Completed public | | Under 1st Review |
| | | JP Park (Agree) Send Mail 1 - Minor revision Mail Log Completed public | | |



Editor Menu

Manuscript ID: [redacted]-0099

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

Recommendation: Accept
Minor revision
Major revision
Reject

Comments to Authors (Editor)

Attach file 1: [input]

Attach file 2: [input]

Attach file 3: [input]

Attach file 4: [input]

Attach file 5: [input]

2

sent : {enrolled_time}

Date Decisoned : {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

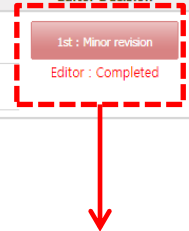
Manuscripts in Review

Merge Result

The user can check the merge results.

Manuscripts in Revision

| Manuscript ID | Title | Reviewer Decision | Editor Decision | Status |
|---------------|-------------------------|----------------------------------|--|---|
| [Redacted] | title VIEW | aa aa (Agree) JP Park (Agree) | Send Mail 1 - Minor revision VIEW Mail Log Completed <input checked="" type="checkbox"/> public Send Mail 1 - Minor revision VIEW Mail Log Completed <input checked="" type="checkbox"/> public | 1st : Minor revision Editor : Completed In first revision Processing |



Editor Decision

Review

| | |
|-----------------------|----------------|
| Review Count | 1st |
| Send Date | 12-Sep-2017 |
| Recommendation | Minor revision |

Dear Author,

We have now received the reviewers' comments on the manuscript "[Redacted]" submitted to [Redacted].

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 [Redacted] 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

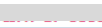



| Manuscript ID | Title | Reviewer Decision | Editor Decision | Status |
|--|--|---|---|---|
|   | title  | <p>aa aa (Agree)</p> <p>Send Mail  - Minor revision Mail Log public Completed <input checked="" type="checkbox"/></p> <p>JP Park (Agree)</p> <p>Send Mail  - Minor revision Mail Log public Completed <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 | |
|--|---|---|---|---|------------------------|
|  | title  | <p>aa aa (Agree)</p> <p>JP Park (Agree)</p> | <p>Send Mail 1 - Accept </p> <p>Mail Log Completed <input checked="" type="checkbox"/> public</p> <p>Send Mail 1 - Accept </p> <p>Mail Log Completed <input checked="" type="checkbox"/> public</p> | <p>1st : Accept</p> <p>Editor : Completed</p> | Accepted 2017-09-12 |

Thank you.