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AccessON Academic Publishing Support Service is an online service platform for open access journals, and is divided into two systems: ACOMS+, which supports submission, peer review, and decision of journals, and Journal Repository, which provides bibliographic information and full texts services for journals.

**ACOMS+**

As a system that supports the submission, peer review, editing process and journal management, ACOMS+ is an online submission & peer review system that leads academic communication based on open science.
Journal Repository can be used as the journal homepage and DOI landing page, and bibliographic information and full texts of articles published in academic journals are serviced through Google, Naver, and AccessON.
1.2 System Functions

**ACOMS+ Functions**

01. **International-level online peer review management system**
- Online peer review management system that supports open science is available free of charge.

02. **Link to Open Access Platform, AccessON**
- It is possible to submit, peer review and edit individual journals with one AccessON ID while all users can utilize diverse functions of AccessON.

03. **Increased administrative convenience**
- It provides an admin page where to conveniently set up and manage journal basic information, submission review environment, etc., as well as various statistics and data necessary for journal operation.

**ACOMS+ Main Functions**

<table>
<thead>
<tr>
<th>User classification</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Author**          | ➢ Providing an intuitive and convenient submission process and interface  
|                     | ➢ Possible to view four-steps of peer-review  
|                     | ➢ [Coming Soon] Submitting a manuscript prepared on AccessON Collab  
|                     | ➢ [Coming Soon] Self-archiving a manuscript accepted on ACOMS+ to AccessON researcher's repository  
|                     | ➢ [Coming Soon] Supporting a submission of research data |
| **Reviewer**        | ➢ Non-members can review a manuscript without a regular sign-up process  
|                     | ➢ Providing quantitative/qualitative evaluation for objective and convenient peer-review  
|                     | ➢ Issuing four kinds of peer-review certificates  
|                     | ➢ [Coming Soon] Updating a peer-review activity in ORCID (in case ORCID ID is connected) |
| **Editors/EIC**     | ➢ Managing editors and authorizing final-decision role  
|                     | ➢ Possible to search for more reviewers by sharing reviewer pools among ACOMS+ journals and ORCID data  
|                     | ➢ Improving reviewer search by specifying the journal's research field and reviewer's research area |
| **Journal Admin.**  | ➢ Applying conveniently for system usage via online  
|                     | ➢ Providing convenient and useful journal admin pages  
|                     | ➢ Inserting and updating basic information and regulations of a journal, such as submission and review policies  
|                     | ➢ Open peer review can be applied in a hybrid fashion, with reviewer information and review reports publicly available  
|                     | ➢ Providing functions to set up or manage policies of open access, copyrights, and archiving, following OA publication standards  
|                     | ➢ Other functions including management of journal volume/issue and special issues. |
1. Overview of AccessON Academic Publication Support Service > 1.2 System Functions

**Journal Repository Functions**

01 Online service platform for open access journals

- It can be used as a journal homepage and DOI landing page.

02 Increased academic journal access and citation opportunities

- Indexed by Google and Naver, bibliographic information and full texts of journals that use this publication platform are also serviced through AccessON.

03 Increased administrative convenience

- You can check journal usage statistics, manage bibliographic information and full texts by volume, and modify the homepage contents on the dashboard of the admin page.

**Main Functions of Journal Repository**

<table>
<thead>
<tr>
<th>User classification</th>
<th>Details</th>
</tr>
</thead>
</table>
| User                | ➢ Possible to use bibliographic information and full text service of the latest and earlier issues of journals  
                      ➢ Checking journal information such as the purpose and scope of the journal and the submission policies |
| Journal Admin.      | ➢ Possible to register bibliographic information and full texts of articles by volume number, and revise and delete volume numbers  
                      ➢ Registering articles through Excel file upload function, etc.  
                      ➢ Possible for the administrator to directly modify menu names and contents  
                      ➢ Checking usage statistics through the dashboard  
                      ➢ Possible to optimize the search engines of Google and Naver  
                      ➢ Possible to apply for DOI issuance |
2. Membership

2.1 AccessON Integrated Member Sign up

- AccessON Integrated Member signup is required to use the ACOMS+ system.

- **Journal Main Screen**

  1. Login page.
  2. Go to sign up page and provide ACOMS+ service use guide modal.
  3. Provide a function to change Korean/English when clicking, if the journal language setting is Korean/English.
  4. Access the menu after logging in, according to entitlement.

- **ACOMS+ Service Use Guide Modal Screen**

  1. Go to the AccessON Integrated Member Signup page.
  2. Close ACOMS+ service use guide modal.
2. Membership > 2.1 AccessON Integrated Member Sign up

**AccessON Integrated Member Sign up Screen (1/4)**

1. Enter the email to be used as the AccessON integrated member ID.
2. After the verification code is sent to the entered email, go to the verification code input page.

**AccessON Integrated Member Signup Screen (2/4)**

1. Enter the verification code received by email.
2. Request a new verification code again.
3. After verifying the entered verification code, go to the AccessON terms and conditions agreement page.

Notice:
- If you create AccessON Membership Account, you can use AccessON and Safe, ACCMS+ service with same account.
- Users, who has AccessON Account, can use services without re-sign up or membership transition.
2. Membership > 2.1 AccessON Integrated Member Sign up

- **AccessON Integrated Member Sign up Screen (3/4)**

**Terms of use (Required)**

Chapter I. General

Article 1. Objectives

The Terms of Service are to stipulate basic matters concerning the terms and procedures of use of the Internet services (hereinafter the “Services”) provided by the AccessON Integrated service (the “Site”).

Article 3. Term and Evaluation

- I agree to KSTT’s terms of use

**Policy on collection and use of personal information (Required)**

[Policy on collection and use of personal information]

1. The Scope of Collection of Personal Information

Those who wish to use AccessON Service, Review Request & Opinion Registration of Safe, and AccessON Peer Service offered from AccessON integrated services must provide the following information but there will be limitations to user services regardless of whether you provide the optional information or not.

- I agree to KSTT’s policy on collection and use of personal information.

**Policy on disclosure of personal information to third parties (Required)**

[Disclosure of Personal Information to Third Parties]

- KSTT processes minimum amount of personal information for the specified purposes. Personal information being processed will not be used for other purposes and in case of using the information for any other purpose, we will take necessary measures including getting consent from the data subject in accordance with Personal Information Protection Law (art. 3)
- Despite Paragraph 1, personal information shall not be used for any purpose other than the intended purposes or provided to the third parties. If it could violate the interests of the individuals who have provided the information or the third parties.
- KSTT may cease to provide personal information and prohibit the use of personal information when it finds out that third parties are providing such information to other third parties without KSTT’s consent as follows:

- I agree to KSTT’s policy on disclosure of personal information to third parties.

Users may withdraw consent to KSTT’s terms of use and privacy policy and those who will not be given access to AccessON service.

1. Check whether to agree to all terms and conditions.
2. After confirming the consent, go to the AccessON Integrated Member Information Entry page.
3. Go to the AccessON main page without proceeding to the AccessON integrated membership.
① Provide a new window for the new ORCID registration page.
② After completing the AccessON integrated member signup, go to the journal page.
2.2 ACOMS+ Journal Member Sign up

- After logging-in with the AccessON account, it is required to consent to the journal-specific T&C (once for each journal) to use the ACOMS+.

- **Journal T&C Agreement Screen**
2. Membership Registration > 2.2. ACOMS+ Journal Member Sign up

1. Provide the ACOMS+ Privacy Policy page as a new window.
2. Guide the Privacy Policy and check whether to consent.
3. Guide the consent to the provision of personal information to a third party, and check whether to consent.
4. Guide the T&C of the journal (society) and check whether to consent.
5. Enter user information (nationality, occupation, phone number, organization type, organization country).
6. Select the user's main area among the areas set by the journal.
7. After confirming the consent to the T&C of the journal, save user information and process journal subscription.
3. ACOMS Author Main Functions

3.1 Summary of Main Functions

<table>
<thead>
<tr>
<th>Classification</th>
<th>Function name</th>
<th>Main functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Submission</td>
<td>New Submission</td>
<td>➢ Submit a new manuscript.</td>
</tr>
<tr>
<td></td>
<td>Incomplete Submissions</td>
<td>➢ Provide a list of unsubmitted new manuscripts being written, and proceed with submission.</td>
</tr>
<tr>
<td></td>
<td>Submissions Returned to Author</td>
<td>➢ Provide a list of new manuscripts requested for supplementation, and proceed with submission of supplemented manuscript.</td>
</tr>
<tr>
<td></td>
<td>Submission Being Processed</td>
<td>➢ Provide a list of new manuscripts submitted, and check the current review progress status.</td>
</tr>
<tr>
<td>Revised</td>
<td>Incomplete Revised Submissions</td>
<td>➢ Provide a list of unsubmitted revised manuscripts being written, and proceed with manuscript submission.</td>
</tr>
<tr>
<td></td>
<td>Revised Submissions Returned to Author</td>
<td>➢ Provide a list of revised manuscripts requested for supplementation, and proceed with submission of supplemented revised manuscripts.</td>
</tr>
<tr>
<td></td>
<td>Revised Submissions Being Processed</td>
<td>➢ Provide a list of revised manuscripts submitted, and check the current review progress status.</td>
</tr>
<tr>
<td>Final Submission</td>
<td>Incomplete Final Submissions</td>
<td>➢ Provide a list of unsubmitted final manuscripts being written, and proceed with manuscript submission.</td>
</tr>
<tr>
<td></td>
<td>Final Submissions Returned to Author</td>
<td>➢ Provide a list of final manuscripts requested for supplementation, and proceed with submission of supplemented final manuscripts.</td>
</tr>
<tr>
<td></td>
<td>Incomplete Final Submissions</td>
<td>➢ Provide a list of final manuscripts submitted, and check the current review progress status.</td>
</tr>
<tr>
<td>My History</td>
<td>Submissions with Final Disposition</td>
<td>➢ Provide a list of manuscripts which completed the submission review process, and check the review history.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ (Accepted, Rejected, Withdrawn, Retracted)</td>
</tr>
</tbody>
</table>
3.2 Details of main functions

1) Login

- AccessON Integrated Member logging-in is required to use the journal submission and review services. After logging in, menus are provided according to the user entitlement.

- **Journal Main Screen**

  ① Go to the AccessON Integrated Member Login page.

- **AccessON Integrated Member Login Screen**

  ① After logging in as an AccessON integrated member, go to the journal submission review page.
  ② Go to the AccessON Integrated Member signup page.
  ③ Go to the AccessON Integrated Member ID Find page.
  ④ Go to the AccessON Integrated Member FIN Find page.
2) Main Screen

- This is the main screen of the submission review system, where you can check journal information including registration information, the latest postings, and the journal policy set by the journal administrator.

**Main Screen - Before Login (1/2)**

1. Go to the ACOMS introduction website.
2. Go to the login page.
3. Go to AccessON integrated signup modal.
4. Change the language setting of the submission review page to Korean/English if it is available.
5. Go to journal information and entitlement-based menus. In logout state, only 'Journal Information' can be accessed.
6. Check all menus of website.
7. Display the log of the journal.
8. Display journal basic information.
9. Link to ‘Journal Homepage’
10. Download the manuscript template file.
11. When clicking, go to the entitlement-based main menu. Without the concerned entitlement, access is denied.
12. Display pop-ups corresponding to the posting period among those registered by journal manager.
13. Expose ‘Purpose and Scope’.
3. ACOMS+ Author’s Main Functions > 3.2 Details of Main Functions > 2) Main Screen

- **Main Screen - After Login (1/2)**

  1. Display the name of the user.
  2. Display the automatic logout time. The default time is 30 minutes.
  3. Initialize the automatic logout time to 30 minutes.
  4. Check the push notification.
  5. Go to the My Page.
  7. Display the number of manuscripts or duties that need to be checked and processed.
  8. The notification will be ‘read’.
  9. Turn all unread notices as ‘read’.
  10. Delete read notices from the list.
  11. Delete both read and unread notices from the list.

- **Main Screen (2/2)**

  1. When clicking, output the menu-specific posts in the list below.
3) My Page

3.1) My Profile

- It displays basic and additional information of the user.

- My Page > My Profile Screen

1. Display the basic information of the user.

2. Go to the My Submissions page.

3. Go to the My Review page.

4. Go to My Q&A page.

5. Display the user's basic information.

6. Go to the AccessON member information modification page or AccessON member cancellation page.

7. Display additional information entered by the user.

8. When clicking after modification of the user's additional information, complete the change of the user's additional information.

9. Go to the journal user cancellation page.
3.2) My Submission

- Display a list of manuscripts submitted by the user to the society.

**My Page > My Submission Screen**

1. Display a list of manuscripts submitted to the journal.
2. Download the list of manuscripts submitted to the journal in Excel.
3.3) My Review

- It displays a list of the manuscripts that the user have reviewed for this journal.

- **My Page > My Review Screen**

1. After setting the review period that the user wants to look up, search for the reviewed manuscripts within that period.
2. Display a list of manuscripts for which review were completed during the selected period.
3. Go to the PDF download page of the review certificate for the manuscripts included in the list.
① Preview the reviewer certificate.

② Download the reviewer certificate in PDF file by clicking the button.
3.4) My Q&A

- Logged-in users can leave inquiries to the system administrator and check registered answers.

- **My Page > My Q&A List Screen**

1. Sort the Q&A list by the selected filter.
2. Output the Q&A list created.
3. Display the processing status of inquiries.
4. Register a new inquiry.
3. ACOMS+ Author’s Main Functions > 3.2 Details of Main Functions > 3) My Page > 3.4) My Q&A

● My Page > My Q&A Detail Screen

1. Output the contents of the post.
2. Output the file attached by the system administrator.
3. Display the processing status of posts.
4. Output the answers written by the system administrator.
5. Modify the post.
6. Back to the Q&A list.
7. Delete the post.
My Page > My Q&A Registration Screen

1. Create a post.
2. Select the file to be attached.
3. Add one more file to be attached.
4. Delete the attachment.
5. Register the post that has been created.
6. Back to the list.
4) About

4.1) Journal information

- Output basic journal information.

- Journal Information Screen

1. Display the menu in About.
2. Display policies and information.
4.2) Notice/Library/News

- Output the posts of Notice, Library and News.

- **Notice/Library List Screen**

1. Search for posts by title or content.
2. Output the posts registered in Notice or Library.

- **News List Screen**

1. Search for posts by title.
2. Output posts registered in News.
5) Author

- The author menu can be accessed by members of the journal after logging in. It provides the author's manuscript submission and manuscript review progress status.

**Author Main Screen**

1. When clicking the author menu at the top, go to the main screen of the Author.
2. Provide all menus of the Author as a side menu.
4. Provide a new window as the Author FAQ guide screen of the ACOMS+ System.
5. Go to My Page > My Q&A registration page.
7. Go to the Revised Submission > Incomplete Revised Submissions list page.
8. Go to the Final Submission > Incomplete Final Submissions list page.
9. Go to New Submission > Submission Being Processed Status list page.
5.1) New Submission

5.1.1) New Submission

- It processes submission of new manuscripts.

- New Submission - Step 1. Check policies and checklist

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**Open Access policy**

OOO Journal is an open access journal and the copyright of published manuscripts is retained by Journal. The redistribution of this manuscript is permitted according to the following copyright policy.

**Archiving policy**

OOO Journal has the following policies regarding pre-print, post-print, and published papers.

Pre-print (Pre-print version, Submitted version)
- Archiving: Not possible

Post-print (Postprint version, Accepted version)
- Archiving: Not possible

Published Paper (Publication version)
- Archiving: Not possible

**Peer-review policy**

OOO Journal uses a Double-Blind Peer Review process. However, an open peer review process is permitted based on authors' and reviewers' preferences.

Would you like to use an open peer review process for your manuscript?

- Yes (Open Peer Review)
- No (Blind Peer Review)
① Able to move with the Step Menu. Save the contents of the page when moving to another Step.
② Explain the open access policy set by the journal.
③ Explain the archiving policy set by the journal.
④ Explain the peer review policy set by the journal. Check the author's consent if the journal has a hybrid OPR setting.
⑤ Explain the author consent terms set by the journal. If not consent the terms, there may be restrictions on submission.
⑥ Go to New Submission > Incomplete Submissions list page without saving the contents of the page.
⑦ Go to Step 2. Enter basic Information screen with saving the contents of the page.
New Submission - Step 2. Enter basic Information

1. Provide a deadline according to the selection of general/special issues.
2. Provide APC details set by the journal in a modal.
3. Explain the character/word limit for abstracts set by the journal.
4. Add a keyword input field.
5. Remove the keyword from the line located at the selected button.
6. Go to New Submission > Incomplete Submissions list page without saving the contents of the page.
7. Save the contents of the page, and go to the Step 1. Check policies and checklist.
8. Save the contents of the page and go to the screen of Step 3. Enter author Information.
9. Save the contents of the page.
10. Delete the manuscript currently being written.
New Submission - Step 3. Enter author information

1. Provide a list of authors registered in the manuscript. The contributor is automatically added to the list of authors upon manuscript submission.
2. Select the author roles. The author in the first order will be designated as the "First author". The remaining authors, excluding the first author and the corresponding author, will be automatically designated as the "Co-author".
3. Change the sort order of authors. It will be reflected once the button is selected.
4. Provide a modal to modify the registered information of the author.
5. Delete the author. When clicking the Delete button, a guidance message appears. Clicking 'Confirm' executes deletion.
6. Provide a modal to add new authors.
7. Go to the New Submission > Incomplete Submissions list page.
8. Go to the screen of Step 2. Enter basic information.
10. Delete the manuscript currently being written.
New Submission - Step 3. Enter author information (New author addition and author revision modal)

1. Initialize all inputs.
2. Select the author roles. The remaining authors, excluding the first author and the corresponding author, will be automatically designated as the "Co-author".
3. Provide countries with a common code.
4. Provide the ORCID search screen in a new window.
5. Provide country codes with a common code. Only the submitter needs to enter the mobile phone number.
6. Save the author information input.
7. Close the modal without saving the author information input.
● New Submission - Step 4. Upload files

1. Select a file to manuscript file.
2. Remove the file from the line located at the selected button. If it is an added line, the line is removed.
3. When adding a file, have an input line added.
4. Provide file types used in the journal.
5. Go to New Submission > Incomplete Submissions list page without saving the contents of the page.
6. Save the contents of the page and go to the screen of Step 3. Author Information
7. Save the contents of the page, and go to the screen of Step 5 Additional Information.
8. Save the changed file list. (If not saved, addition/change/deletion of files are not saved.)
9. Delete the manuscript currently being processed.
**New Submission - Step 5. Additional Information**

1. Display the list of areas set by the journal. Select an area suitable for the manuscript.
2. Select whether to recommend editors. (There may be no editor recommendation depending on the journal settings.)
3. Add an input line for editor recommendation. (There may be no editor recommendation depending on the journal settings.)
4. Save the editor recommendation inputs of the line.
5. Delete the editor recommendation inputs of the line.
6. Go to New Submission > Incomplete Submissions list page without saving the contents of the page.
7. Save the contents of the page, and go to the screen of Step 5 Upload files.
8. Save the contents of the page, and go to the screen of Step 6. Leave comments.
9. Save the contents of the page.
10. Delete the manuscript currently being written.
3. ACOMS+ Author’s Main Functions > 3.1 Summary of Main Functions > 5) Author > 5.1) New Submission > 5.1.1) New Submission

- **New Submission - Step 5. Leave comments**

1. Input comments to be provided for editors.
2. Input comments to be provided for EIC.
3. Go to New Submission > Incomplete Submissions list page without saving the contents of the page.
4. Save the contents of the page, and go to the screen of Step 5 Additional Information.
5. Save the contents of the page and go to the screen of Step 7. Confirm.
6. Save the contents of the page.
7. Delete the manuscript currently being written.
New Submission - Step 7. Confirm

1. Provide all the information authors input. Confirm and click to Submit button to complete submission process.
2. Go to the New Submission > Incomplete Submissions list page.
4. Confirm whether there are no omissions in the fields required for manuscript submission, and then provide a confirmation modal for manuscript submission. When clicking the modal, the manuscript submission is received in the journal. (If there is any omission, the user is directed to the concerned Step after being informed.)
5. Delete the manuscript currently being written.
5.1.2) Incomplete Submissions

- It provides a list of unsubmitted new manuscripts being written, and proceed with submission of new manuscripts.

- **New manuscript Submission - List of Unsubmitted manuscripts**

![Incomplete Submissions](image)

1. Provide title/creation date/revision date/manuscript deletion deadline as sorting conditions, and execute sorting when clicking the ‘Run’ button.
2. Download the list in Excel.
3. Go to the page of Step 1. Check policies and checklist. The follow-up process is the same as for New manuscript Submission.
4. Authors can do batch delete in New Submission > Unsubmitted New Submission menu.
5. Go to the selected page.
5.1.3) Submissions Returned to Author

- Provide a list of new manuscripts requested by editors for supplementation, and proceed with submission of supplemented new manuscripts.

- New manuscript Submission - List of manuscripts Requested for Supplementation

1. Provide manuscript ID/title/submission date/supplementation request date as sorting conditions, and execute sorting when clicking the ‘Run’ button.
2. Download the list in Excel.
3. Go to the page of Step 1. Check policies and checklist. The follow-up process is the same as for New manuscript Submission.
4. Go to the selected page.
● **New Submission – Submissions Returned to Author (Step 2. Enter basic Information)**

### Submissions Returned to Author

**Step 2. Enter basic information**

- **Return type**: There are minor errors (typos, section numbers, etc.) in the manuscript.
- **Reason for return**: 조록 수정

#### Form Fields

- **Regular/Special issue**: Regular issue
- **Manuscript type**: Research Article
- **Title (Korean)**: 논문 투고 테스트
- **Title (English)**: submit Test
- **Abstract (Korean)**: 논문 투고 테스트 초록
- **Abstract (English)**: submit Test Abs
- **Keyword (Korean)**: keyword1, keyword2
- **Keyword (English)**: keyword1, keyword2

Input at least 2 keyword.

- **List**, **Save**, **Delete**

① Classify supplementation requests made by EIC, and display the request reasons.
5.1.4) Submission Being Processed

- It provides a list of new manuscripts submitted and their review status.

- New Submission - List of Submission Being Processed

![Submission Being Processed](image)

1. Provide manuscript ID/ title/ submission date/ status as sorting conditions, and execute sorting when clicking the 'Run' button.
2. Download the list in Excel.
3. Go to the detailed page of the manuscript review status.
4. Go to the selected page.
### New Submission - Details of Submissions with Being Processed

**Submission Being Processed**

- **Author > New Submission > Submission Being Processed**

#### Manuscript information

<table>
<thead>
<tr>
<th>Manuscript ID</th>
<th>DEMO-2023-037</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manuscript type</td>
<td>Research Article</td>
</tr>
<tr>
<td>Title (Korean)</td>
<td>논문 토고 테스트</td>
</tr>
<tr>
<td>Title (English)</td>
<td>submit Test</td>
</tr>
<tr>
<td>Author(s)</td>
<td>1. 김동 홍(<a href="mailto:mykim4@msisotech.net">mykim4@msisotech.net</a>, Submitter) 2. 김동 급(<a href="mailto:author@kisl.re.kr">author@kisl.re.kr</a>, Corresponding Author, Dagger)</td>
</tr>
<tr>
<td>Abstract (Korean)</td>
<td>논문 토고 테스트 훈임</td>
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<tr>
<td>Abstract (English)</td>
<td>submit Test Atas</td>
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<tr>
<td>Keywords (Korean)</td>
<td>카피드1 카피드2</td>
</tr>
<tr>
<td>Keywords (English)</td>
<td>keyword1, keyword2</td>
</tr>
<tr>
<td>Research field</td>
<td>1. Interdisciplinary Studies 2. Head and Neck Surgery</td>
</tr>
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</table>

#### Submitted files

<table>
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<tr>
<th>File type</th>
<th>File name</th>
<th>Description</th>
<th>Last modified</th>
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</thead>
<tbody>
<tr>
<td>Manuscript</td>
<td>manuscript.pptx</td>
<td></td>
<td>2023-05-31</td>
</tr>
<tr>
<td>Manuscript (Without Author)</td>
<td>manuscript_without_author.pptx</td>
<td></td>
<td>2023-05-31</td>
</tr>
</tbody>
</table>

#### History of review progress

<table>
<thead>
<tr>
<th>Manuscript ID</th>
<th>Date of submission</th>
<th>Date of acceptance</th>
<th>Reviewer</th>
<th>Review result</th>
<th>Editor recommendation</th>
<th>Decision</th>
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<tr>
<td>DEMO-2023-037</td>
<td>23/05/31</td>
<td>review01 (23/05/31)</td>
<td>23/05/31</td>
<td></td>
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</tr>
</tbody>
</table>

1. Display the information on submitted manuscripts.
2. Display a list of sent mails in a new window.
3. Download the file of the manuscript.
4. Check the progress history of the under-review manuscript.
5. Go to the manuscript review status list.
6. Have the manuscript withdrawal request modal appearing.
### New Submission – Submissions Being Processed (List of Email Delivery History)

1. Go to the detailed page of sent mails.
2. Go to the selected page.
3. Close the window of the sent mail list.

### New Submission - Submissions Being Processed (Details of Sent Mails)

1. Go to the sent mail list.
2. Close the window of the sent mail details.
5.2) Revised Submission

5.2.1) Incomplete Revised Submissions

It provides a list of revised manuscripts which were decided as ‘Minor Revision’ or ‘Major Revision’ in the previous round, and proceeds with submission of revised manuscripts.

- Revised Submission - List of Incomplete Revised Submissions

1. Provide manuscript ID/ title/ creation date/ revision date/ submission deadline as sorting conditions, and execute sorting when clicking the 'Run' button.
2. Download the list in Excel.
3. Go to the page of the review comment details of the manuscript.
4. Go to the selected page.
Revised Submission – Incomplete Submissions (Review comment details)

1. Display the manuscript title and decision results of the previous round.
2. Display the decision comments of editors (EIC) and attached files.
3. Display the reviewers’ qualitative appraisal, review comments and attached files.
4. Have the details of reviewers’ quantitative appraisal in a new window.
   (Quantitative appraisal is expressed as a 5-point scale/7-point scale/direct input of scores depending on the journal settings.)
5. Download the attached file.
6. Go to the page of author’s answer input.
Revised Submission – Incomplete Revised Submissions (Step 1. Author’s Response Input)

1. Attach the author answer file. (Author’s answer file required if there are decision/review comments)
2. Download the files attached by editors (EIC)/reviewers to be provided to the author.
3. Input the author’s answer. (Author’s answer required if there are decision/review comments)
4. Go to Revised Submission > Incomplete Revised Submission without saving the contents of the page.
5. Save the contents of the page, and go to the Step 2. Check polices and checklist screen.
6. Save the contents of the page.
7. Have the manuscript withdrawal request modal appearing.
Revised Submission – Incomplete Revised Submissions (Step 2. Check policies and checklist)

1. As for peer-review policy and author consent items, able to change only in case that the decision of the previous round is Re-decision after Revision.
2. Go to Revised Submissions > Incomplete Revised Submissions list page without saving the contents of the page.
3. Save the contents of the page and go to Step 2. Check policy and checklist Input.
4. Save the contents of the page and go to the Step 3. Enter basic Information screen. The follow-up process is the same as for the New manuscript Submission.
5. Save the contents of the page.
6. Have the manuscript withdrawal request modal appearing.
5.2.2) Revised Submissions Returned to Author

- Provide a list of revised manuscripts requested by editors for supplementation, and proceed with submission of supplemented revised manuscripts.

**Revised Submission - List of Revised Submissions Returned to Author**

1. Provide manuscript ID/ title/ submission date/ supplementation request date as sorting conditions, and execute sorting when clicking the ‘Run’ button.
2. Download the list in Excel.
3. Go to the Step 1. Author’s Answer Input page of the manuscript. The follow-up process is the same as for the incomplete revised manuscript.
4. Go to the selected page.
5.2.3) Revised Submissions Being Processed

It provides a list of revised manuscripts submitted and their review progress status.

- Revised Submission - List of Revised Submissions Being Processed

1. Provide manuscript ID/ title/ submission date/ status as sorting conditions, and execute sorting when clicking the ‘Run’ button.
2. Download the list in Excel.
3. Go to the detailed page of the manuscript review progress status.
4. Go to the selected page.
3. ACOMS+ Author's Main Functions > 3.1 Summary of Main Functions > 5) Author > 5.2 Revised Submission > 5.2.3) Revised Submissions Being Processed

Revised Submission - Details of Revised Submissions Being Processed

1. Display the information on submitted manuscripts.
2. Display a list of sent mails in a new window.
3. Download the file of the manuscript.
4. Check the progress history of the under-review manuscript.
5. Have the details of EIC’s decision in a new pop-up window. (Details of reviewers and editors are not provided.)
6. Go to the manuscript review progress status list.
7. Have the manuscript withdrawal request modal appearing.

ACOMS+ User Manual – Author
5.3) Final Submission

5.3.1) Incomplete Final Submissions

- Provide a list of final manuscripts which have got “Accept” in the previous round, and proceed with submission of final manuscripts.

• Final Submission - List of Unsubmitted Final manuscripts

1. Provide manuscript ID/ title/ creation date/ revision date/ submission deadline as sorting conditions, and execute sorting when clicking the ‘Run’ button.
2. Download the list in Excel.
3. Go to a relevant page according to the journal copyright subject settings.
   - If the copyright subject is the author: Go to the page of Step 1. Check policies and checklist. The follow-up process is the same as for New manuscript Submission.
   - If the copyright subject is the journal: Go to the page of Step 1. Copyright Transfer Consent.
4. Go to the selected page.
Final Submission - Incomplete Final Submissions (Step 1. Copyright Transfer Consent)

1. Download the Copyright Transfer Agreement form.
2. Attach the Copyright Transfer Agreement file.
3. Go to Final Submission > Incomplete Final Submissions page without saving the contents of the page.
4. Go to the page of Step 2. Check policies and checklist with saving the contents of the page. The follow-up process is the same as for New manuscript Submission.
5. Have the manuscript withdrawal request modal appearing.
3. ACOMS+ Author’s Main Functions > 3.1 Summary of Main Functions > 5) Author > 5.3) Final Submission > 5.3.1) Incomplete Final Submissions

- Final Submission - Incomplete Final Submissions (Step 6. Additional Information)

1. Input acknowledgement information.
2. Have the Funding Agency search modal appearing.
3. Delete the input Funding Agency.
4. Go to Final manuscript Submission > Unsubmitted Final manuscript list page without saving the contents of the page.
5. Save the contents of the page, and go to the page of Step 5. Upload files.
6. Save the contents of the page, and go to the page of Step 7. Leave comments.
7. Save the contents of the page.
8. Have the manuscript withdrawal request modal appearing.
9. Search by Country/Agency Name of Funding Agencies.
10. Select a Funding Agency.
11. Go to the selected page.
12. Close the Funding Agency search modal.
5.3.2) Final Submissions Returned to Author

- It provides a list of final manuscripts requested by editors for supplementation, and proceed with submission of supplemented final manuscripts.

- **Final Submission - List of Final Submissions Returned to Author**

1. Provide manuscript ID/ title/ submission date/ supplementation request date as sorting conditions, and execute sorting when clicking the 'Run' button.
2. Download the list in Excel.
3. Go to a relevant page according to the journal copyright subject settings. The follow-up process is the same as for the unsubmitted final manuscript.
   - If the copyright subject is the author: Go to the page of Step 1. Check policies and checklist.
   - If the copyright subject is the journal: Go to the page of Step 1. Copyright transfer agreement.
4. Go to the selected page.
5.3.3) Final Submissions Being Processed

It provides a list of final manuscripts submitted and their review progress status.

- Final Submission - List of Final Submissions Being Processed

1. Provide manuscript ID/ title/ submission date/ status as sorting conditions, and execute sorting when clicking the ‘Run’ button.
2. Download the list in Excel.
3. Go to the detailed page of the manuscript review progress status.
4. Go to the selected page.
5.4) My History

5.4.1) Submissions with Final Disposition

- It provides a list of manuscripts that have completed the submission review process (Accept, Reject, Withdrawn, Retracted) and the review progress history.

- My History - List of Submission with Final Disposition

1. Provide manuscript ID/ title/ submission date/ decision date/ decision results as sorting conditions, and execute sorting when clicking the 'Run' button.
2. Download the list in Excel.
3. Go to the page of the Submission Review-Completed manuscript Details of the manuscript.
4. Go to the selected page.
3. ACOMS+ Author’s Main Functions > 3.1 Summary of Main Functions > 5) Author > 5.4) My History > 5.4.1) Submissions with Final Disposition

My History - Details of Submission with Final Disposition

1. Display the information on submitted manuscripts.
2. Display a list of sent mails in a new window.
3. Download the file of the manuscript.
4. Check the review history.
5. Have the details of EIC’s decision in a new pop-up window.
   (The reviewer's review details (review reports) are provided on the detail page only when the author's OPR consent/ the reviewer's consent to disclosure of the review report / the EIC's OPR consent are all given.)
6. Go to the list of Submission Review-Completed manuscripts.
7. Have the manuscript withdrawal request modal appearing.

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