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1. Overview of AccessON Academic Publication Support Services

1.1 System Configuration

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.

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

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  
|                     | - 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.  

ACOMS+ User Manual – Author
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. Go to AccessON Login page.
  3. Provide a function to change Korean/English when clicking, if the journal language setting is Korean/English.
  4. Access to the menu set by each journal.
  5. Go to the Forgot Member ID/Password page.

- **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 your email to sign up as AccessON integrated member.
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.
3. After verifying the entered verification code, go to the AccessON terms and conditions agreement page.
2. Membership > 2.1 AccessON Integrated Member Sign up

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

**Terms of use (Required)**

<table>
<thead>
<tr>
<th>Chapter I. General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 1. Objectives</td>
</tr>
<tr>
<td>The Terms of Service are to stipulate basic matters concerning the terms and procedures of use of the Internet services (hereinafter the &quot;Services&quot;) provided by the AccessON Integrated service/the &quot;Site&quot;.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Policy on collection and Use of personal information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Scope of Collection of Personal Information</td>
</tr>
<tr>
<td>Those who wish to use AccessON Service, Review Request &amp; Opinion Registration of Safe, and ACOMS+ 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.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Disclosure of Personal Information to Third Parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. KISTI 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 purposes, we will take necessary measures including getting consent from the data subject in accordance with Personal Information Protection Law article 15.</td>
</tr>
<tr>
<td>2. Despite Paragraph 1, personal information shall not be used for any purpose other than the intended purposes or provided to third parties if it could violate the interests of the individuals who have provided the information or the third parties.</td>
</tr>
</tbody>
</table>

1️⃣ Check whether to agree to all terms and conditions.

2️⃣ After confirming the consent, go to the AccessON Integrated Member Information Entry page.

3️⃣ Go to the AccessON main page without proceeding to the AccessON integrated membership.
2. Membership > 2.1 AccessON Integrated Member Sign up

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

1. Provide a new window for the new ORCID registration page.
2. Opens a ORCID registration page in a new window.
3. After completing the AccessON integrated member sign up, 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+.

- Main screen of unregistered journals after log in

① Go to journal’s specific T&C page.
2. Membership Registration > 2.2.ACOMS+ Journal Member Sign up

- **Journal T&C Agreement Screen**

1. Provide the ACOMS+ Privacy Policy page as a new window.
2. Guide the Privacy Policy and check whether to consent.
3. Read the journal terms and conditions and check if you agree.
4. Guide the consent to the provision of personal information to a third party, and check whether to consent.
5. Enter user information (nationality, occupation, phone number, organization type, organization country).
6. Select the user’s main research area among those set by the journal.
7. After confirming the consent to the T&C of the journal, save user information to proceed to be registered as a journal member.
3. Main functions of ACOMS+ : Author

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>Log in</td>
<td>Log in</td>
<td>➢ Provide the integrated member login service.</td>
</tr>
<tr>
<td>Main Screen</td>
<td>Main Screen</td>
<td>➢ Journal main screen that provides journal information</td>
</tr>
<tr>
<td>My Page</td>
<td>My Profile</td>
<td>➢ Check and modify the information of a user</td>
</tr>
<tr>
<td></td>
<td>My Submission</td>
<td>➢ Provide a function to search the list of manuscripts submitted by users.</td>
</tr>
<tr>
<td></td>
<td>My Review</td>
<td>➢ Provide a function to search the list of manuscripts reviewed by the user and print the review certificate.</td>
</tr>
<tr>
<td></td>
<td>My Q&amp;A</td>
<td>➢ Provide a user Q&amp;A function.</td>
</tr>
<tr>
<td>Journal Information</td>
<td>Journal Information</td>
<td>➢ Provide journal information set by the journal administrator.</td>
</tr>
<tr>
<td></td>
<td>Notice/Library/News</td>
<td>➢ Provide information about Notice/Library/News registered by the journal administrator.</td>
</tr>
</tbody>
</table>
| Current Submission        | Submit Manuscript      | ➢ Provide a list of unsubmitted or new/revised/final manuscripts requested for supplementation & functions to submit manuscripts  
|                           |                        | * Revised manuscripts : Manuscripts that receive “Minor Revision” or “Major Revision” decision in previous round  
|                           |                        | * Final manuscripts : Manuscripts that receive “Accepted” in previous round       |
|                           | Submissions Being Processed | ➢ Provide a list of new/revised/final manuscripts submitted and their current review status |
|                           | Decision Completed     | ➢ Provide a list of manuscripts that need to proceed to the next round after decision completed, and function to generate the data for next round |
| Edit & Publish            | Check                  | ➢ Provide a list of manuscripts that have been requested for review, and functions to make request revisions and complete review. |
| My History                | Submissions with Final Disposition | ➢ Show a list of manuscripts that have completed the peer review process and their review history(Accepted, Rejected, Withdrawn, Retracted) |
|                           | Submissions as Co-author | ➢ Show a list of manuscripts that have completed the peer review process as co-authors and their review history |
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. Go to the AccessON Integrated Member Sig up page.
  2. Go to the AccessON Integrated Member ID Find page.
  3. Go to the AccessON Integrated Member FIN Find page.
  4. Go After logging in as an AccessON integrated member, go to the journal submission review page
  5. Go to ORCID Log in page in a new window.
  6. Go to previous page.
2) Main Screen

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

Main Screen - Before Login

- Go to the ACOMS+ main website.
- Go to the login page.
- Go to ACOMS+ service guide modal.
- Change the language setting of the submission review page to Korean/English if it is available.
- Go to menus each journal sets up.
- Check all menus of website.
- Display a banner of sub-society. If clicks it, a journal page of sub-society opens in a new window. (If sub-society is not set up, no banner displays.)
- Go to AccessON Integrated Member Find ID/PW page.
- Link to ‘Journal Homepage’
- Download the manuscript template file.
- Download author manual.
- Display pop-ups corresponding to the posting period among those registered by journal manager. (This area is exposed based on the journal's settings for exposing the area, and whether or not a message board is enabled.)
Main Screen - After Login

1. Display the name of the user.
2. Display the automatic logout time. The default time is 120 minutes.
3. Initialize the automatic logout time to 120 minutes.
4. Check the push notification.
5. Go to the My Page.
7. Display the menus by authorize roles.
8. Display the number of manuscripts or duties that need to be checked and processed.
9. The notification is marked as ‘read’. The number next to the notification icon decreases by the number of read notifications.
10. Turn all unread notices as ‘read’. The number next to the notification icon changes to 0.
11. Delete read notices from the list.
12. Delete both read and unread notices from the list. The number next to the notification icon changes to 0.
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 journal.

**My Page > My Submission Screen**

1. Display a list of manuscripts submitted to the journal.
2. In case a manuscript receives “Accepted” decision, “Certificate of Acceptance” will be available. Download as PDF.
3. Download the list of manuscripts submitted to the journal in Excel.
3. ACOMS Reviewer Main Functions > 3.2 Details of Main Functions > 3) My Page > 3.2) My Submission

- My Page > My Submission > Certificate of Acceptance

1. Preview the certificate of Acceptance for the manuscript in My Submission
2. Click and download the certificate as PDF.
3.3) My Review

- It displays a list of the manuscripts that 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.
3. ACOMS Reviewer Main Functions > 3.2 Details of Main Functions > 3) My Page > 3.3) My Review

- My Page > My Review > Download Review Certificate Screen

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

- Users can leave inquiries to the system administrator and check 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.
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 the menus and contents journal staff set up.

- **Journal Information Screen**

  1. Display main menu set by a journal.
     - **Browse Articles**: Appears when enabled by the administrator for journals that use the Journal Repository, and displays the Journal Repository’s latest issue page for that journal in a new window.
     - **Bulletin Board**: Go to the ACOMS+ Notice/Library/News pages that have been enabled by the journal administrator.

  2. Display sub menu.

  3. Provides a menu according to the roles for this user when logging in.

  4. Display the content.
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. If clicks it, go to the news page.
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. Go to Author menu.
2. Provide drop-down 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.
6. Display dashboard of manuscripts author submitted. If clicks each step, go to detailed page.
   - If there are manuscripts to be checked, the numbers display with orange color.
5.1) Current Submission

5.1.1) New Submission

- It processes submission of manuscripts and shows a list of manuscripts that are unsubmitted, or requested for supplementation.

- Submit Manuscript – List of Manuscripts

2. Sort by date created, date updated, automatic deletion date. Press ‘Action’ button to sort.
3. Download the list to Excel.
4. Go to Step 1 page of the manuscript.
   - New/Final Submission : Go to Step 1 Step 1. Check policies and checklist
   - Revised Submission : Go to Step 1. Respond to the review
5. Go to the selected page.
● New Submission - Step 1. Check policies and checklist

Submit Manuscript

Step 1. Check policies and checklist

Open Access policy

JOURNAL OF INFORMATION SCIENCE THEORY AND PRACTICE 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

Peer-review policy

JOURNAL OF INFORMATION SCIENCE THEORY AND PRACTICE uses an open peer review process. After the manuscript is accepted for publication, the review information is disclosed along with the published paper.

- reviewer identity, review reports, author responses, manuscripts, editor identity

The review process is conducted through a Double-Blind Peer Review, where the authors are unaware of reviewer's identity.
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 Current Submission > Submit Manuscript 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. Provides a primary/secondary language field. (Language option may not be provided by the journal settings).
4. Explain the character/word limit for abstracts set by the journal.
5. Add a keyword input field.
6. Remove the keyword from the line located at the selected button.
7. KCI article similarity check page appears in a new window.
8. Current Submission > Submit Manuscript list page without saving the contents of the page.
9. Save the contents of the page, and go to the Step 1. Check policies and checklist.
10. Save the contents of the page and go to the screen of Step 3. Enter author Information.
11. Save the contents of the page.
12. Delete the manuscript currently being written.
● New Submission - Step 3. Enter author information

Provide a list of authors registered in the manuscript. The contributor is automatically added to the list of authors upon manuscript submission.

2. Select author roles. The first author in the order is set as first author. The rest except first and corresponding authors are automatically set as co-authors.

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 Current Submission > Submit Manuscript list page.

8. Go to the screen of Step 2. Enter basic Information.

9. Go to the screen of Step 4. Upload files

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 author roles. The first author in the order is set as first author. The rest except first and corresponding authors are automatically set as co-authors.
3. Select CRediT.
4. Provide countries with a common code.
5. Provide the ORCID search screen in a new window.
6. Save the author information input.
7. Close the modal without saving the author information input.
3. ACOMS+ Author’s Main Functions > 3.1 Summary of Main Functions > 5) Author > 5.1) Current Submission > 5.1.1) Submit Manuscript

- **New Submission - Step 4. Upload files**

**Submit Manuscript**

![Submit Manuscript Diagram](image)

**Step 4. Upload files**

<table>
<thead>
<tr>
<th>Order</th>
<th>File type</th>
<th>File name</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>* Manuscript</td>
<td>20230407.pdf</td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>2</td>
<td>* Manuscript(pdf)</td>
<td>20230407.pdf</td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>3</td>
<td>Cover Letter</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>4</td>
<td>Data File</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>5</td>
<td>Data Review URL</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>6</td>
<td>Figure</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>7</td>
<td>Plagiarism check results report</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>8</td>
<td>Rebuttal</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>9</td>
<td>Supplementary Materials</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>10</td>
<td>Table</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>11</td>
<td>* Manuscript</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
</tbody>
</table>

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 Current Submission > Submit Manuscript 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. Go to Current Submission > Submit Manuscript list page without saving the contents of the page.
6. Save the contents of the page, and go to the screen of Step 5 Upload files.
7. Save the contents of the page, and go to the screen of Step 6. Leave comments.
8. Save the contents of the page.
9. Delete the manuscript currently being written.
New Submission - Step 6. Leave comments

1. Input comments to be provided for editors.
2. Input comments to be provided for EIC.
3. Go to Current Submission > Submit Manuscript 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 Current Submission > Submit Manuscript 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.
Revised Submission – Step 1. Respond to the review

1. Display decision result from the previous round.
2. Enter an author response. (Author response is required if there are decision/review comments.)
3. Attach an author response file (required if there are no decision/review comments)
4. Enter an author response. (Author response is required if there are decision/review comments.)
5. Not save contents of the page and go back to Submit Manuscript > List of Manuscripts.
6. Save the contents of the page and move to Step 2. Check policies and checklist.
7. Save the contents of the page.
8. Display a modal “Request withdrawal.”
Submissions Returned to Author - Step 2. Enter basic Information

Step 2. Enter basic information

Return type
The manuscript does not follow the peer review policy.

Reason for return

<table>
<thead>
<tr>
<th>Regular/Special issue</th>
<th>Regular issue</th>
<th>Special issue</th>
<th>Due date</th>
<th>APC (Article Processing Charge) detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manuscript type</td>
<td>Original Articles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title (Korean)</td>
<td>Test Manuscript</td>
<td></td>
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<tr>
<td>Title (English)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abstract (Korean) (80 Word / 300 Word)</td>
<td>ACOMS+ is a peer review management system.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Abstract (English) (1 Word / 200 Word)</td>
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<tr>
<td>Keyword (Korean)</td>
<td>ACOMS+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyword (English)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Display the reason for the supplement request, written by the editor-in-chief.
Final Submission – Step 2. Copyright transfer agreement

1. Download a copyright transfer agreement.
2. Upload a copyright transfer agreement.
3. Not save contents of the page and go back to Submit Manuscript > List of Manuscripts.
4. Save the contents of the page and go to Step 1. Check policies and checklist.
5. Save the contents of the page and go to Step 3. Enter basic information.
6. Save the contents of the page.
7. Display a modal to delete (withdraw) the manuscript.
Final Submission– (Online Signature) Copyright Transfer Agreement Request Mail

① A copyright transfer agreement request email will be sent according to the journal administrator settings (when check-in a final submission / to: all authors, submitter, first author, corresponding author).

② Passwords are created per manuscript.

Final Submission – (Online Signature) Log in for Copyright Transfer Agreement

① Log in by entering the account information for the copyright transfer agreement request email.
Final Submission – (Online Signature) Signing Copyright Transfer Agreement

1. Display the information of the submitted manuscript.
2. Provide the attached files of the manuscript to download
3. Provide journal policy and author agreement text.
4. Type author’s name and the agreement text.
5. Submit online signature.
Final Submission – 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 Current Submission> Submit 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.
5.1.2) Submission Being Processed

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

• Current Submission - List of Submission 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 status.
4. Go to the selected page.
Current Submission - Details of Submissions with Being Processed

**Submissions Being Processed**

- **Revised submission (1st)**
- **Revision history**
- **View details**

**Manuscript information**

- **Manuscript ID**: JM-2023-048_R1
- **Manuscript type**: Original Articles
- **Title (Korean)**: 20230303
- **Title (English)**: 20230303
- **Author(s)**: (Author@kisti.re.kr, Submitter)
- **Abstract (Korean)**: 
- **Abstract (English)**: 
- **Keyword (Korean)**: 
- **Keyword (English)**: 
- **Research field**: Library and Information Science > LIBRE

**Submitted files**

<table>
<thead>
<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>JM-2023-048_R1.Manuscript_01.pdf</td>
<td></td>
<td>2023-11-27</td>
</tr>
<tr>
<td>Manuscript (without 1 Author pdf)</td>
<td>JM-2023-048_R1.Manuscript (without 1 Author).pdf</td>
<td></td>
<td>2023-11-27</td>
</tr>
</tbody>
</table>

**History of review progress**

<table>
<thead>
<tr>
<th>Manuscript ID</th>
<th>Date of submission</th>
<th>Reviewer (Date of acceptance)</th>
<th>Review result</th>
<th>Editor recommendation</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>JISTP2-2023-012</td>
<td>23/10/04</td>
<td>reviewer1 (23/10/04)</td>
<td>23/10/12</td>
<td>editor kisti</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>reviewer2 (23/10/25)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **List**
- **Request withdrawal**

**Email delivery history**

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ACOMS+ User Manual – Author
① Enable to check the details of review history for the manuscript for each round.
② Display a review history of the manuscript you select.
   - New / Revised / Final Submission : Manuscripts submitted.
   - Under Review : Review in progress for the submitted manuscript
   - Decision Completed : Decision for the manuscript completed
③ Display the information on submitted manuscripts.
④ Display a list of sent mails in a new window.
⑤ Download the file of the manuscript.
⑥ Check the progress history of the under-review manuscript.
⑦ For the manuscripts whose decision completed, a pop-up detailing the decision and review history appears.
   (Editorial board details are not provided.)
⑧ Go to the manuscript review status list.
⑨ Have the manuscript withdrawal request modal appearing.
⑩ Write a reason for withdrawal request and submit it to process your thesis withdrawal request.
● Current Submission – Submissions Being Processed (List of Email Delivery History)

1. Display the information of sent and received emails during the review process of a manuscript (date, subject, mail type, sender, recipient).
2. Go to the selected page.
3. Close the window of the sent mail list.

● Current Submission - Submissions Being Processed (Details of Sent Mails)

1. Display the details of the mail sent during review process (sent date, mail type, sender, recipient, CC, BCC, title, body).
2. Go to the sent mail list.
3. Close the window of the sent mail details.
5.1.3) Decision Completed

It provides a list of manuscripts decision completed and procedure to edit the manuscript and go through another round.

- Current Submission - List of Decision Completed

<table>
<thead>
<tr>
<th>Submission</th>
<th>Manuscript ID</th>
<th>Title</th>
<th>Date of decision</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>JIM-2023-044</td>
<td>1-dem in</td>
<td>2023-11-27</td>
<td>Minor Revision</td>
</tr>
</tbody>
</table>

① Provide manuscript ID/ title/ decision date/ decision result as sorting conditions, and execute sorting when clicking the ‘Action’ 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.
Current Submission – Details of Peer Review Result

1. Display the decision result.
2. Click to check the reviewers’ quantitative evaluation, review comments and attached files.
3. Go to List of Decision Completed.
4. Go to Step 1. Provide the procedure for revised submission and another round or new submission.
   - New / Final Submission : Step 1. Check policies and checklist.
   - Revised Submission : Step 1. Respond to the review
5. Have the manuscript withdrawal request modal appearing.
5.2) Edit & Publish

5.2.1) Check

- It provides a list of the articles the publication manager is working on and the functions to request revisions, and complete reviews.

- **Edit & Publish – List of Articles**

![Check

1. Provide manuscript ID/title as sorting conditions, and execute sorting when clicking the ‘Action’ button.
2. Download the list in Excel.
3. Go to the page of the editing & proofreading details of the manuscript.
4. Go to the selected page.
Edit & Publish – Details of Article Editing & Proofreading

1. Provide the revision request details that the author previously requested.
2. Provides the editorial review requests registered by the publication manager.
3. Go to the list of articles.
4. Mark the review as complete.
5. Display a modal for “Amendment Request.”
5.3) My History

5.3.1) Submissions with Final Disposition

- Provides a list of manuscripts with final disposition (Accepted, Rejected, Withdrawn, Retracted) and review history.

- **My History** - List of Submissions with Final Disposition

![Submissions with Final Disposition](image)

1. Provide manuscript ID/ title/ submission date/ final disposition date / final disposition as sorting conditions, and execute sorting when clicking the ‘Action’ button.
2. Download the list in Excel.
3. Go to the details of manuscripts.
3. ACOMS+ Author's Main Functions > 3.1 Summary of Main Functions > 5) Author > 5.3) My History > 5.3.1) Submissions with Final Deposition

- My History – Details of Submissions with Final Deposition

1. Display the information on submitted final manuscripts.
2. Display a list of sent mails in a new window.
3. Check the history of review.
4. Display a pop-up that shows review details of reviewers or editors for the manuscript with final deposition.
5. Display an alternative journal in case final disposition of the article is “Rejected” and Editor-in-Chief recommends.
6. Transfer the manuscript to the recommended journal. (If a submitter is not registered to the recommended journal, the journal member registration page will be displayed. The manuscript will be automatically transferred when the a submitter completes the agreement to use the journal).
3. ACMS+ Author’s Main Functions > 3.1 Summary of Main Functions > 5) Author > 5.3) My History > 5.3.1) Submissions as Co-author

5.3.2) Submissions as Co-author

- Provides a list of submissions as co-author with their final disposition (Accepted, Rejected, Withdrawn, Retracted) and review history.

- **My History – List of Submissions as Co-author**

  ![Submissions as Co-author](image)

  ① Provide manuscript ID/ title/ submission date/ final disposition date / final disposition as sorting conditions, and execute sorting when clicking the ‘Action’ button.

  ② Download the list in Excel.

  ③ Go to the details of manuscripts.

  ④ Go to the selected page.
3. ACOMS+ Author’s Main Functions > 3.1 Summary of Main Functions > 5) Author > 5.3) My History > 5.3.1) Submissions as Co-author

- My History – Details of Submissions as Co-author

1. Displays information of the article for which you are a co-author.
2. A list of sent emails appears in a new window.
3. Check the review progress history.
4. Go to the list of manuscripts you are a co-author on.