

***M2PI***

# Manuscript Guide

Manual for  
Author

# Manual for Author

## Contents

e-Submission Main page.....	2
Login/Registration .....	3
Login/Logout .....	3
Forgot Your Password? .....	4
Registration .....	5
The Welcome Page .....	6
Edit My Account .....	6
Author Center Main.....	7
New Submission.....	8
New Submission .....	8
Incomplete Submissions.....	18
Submissions Returned to Author .....	19
Submissions Under Process .....	20
Reviews/Revisions.....	23
Manuscripts in Review .....	23
Manuscripts in Revision .....	24
Manuscripts Accepted .....	31
Completed .....	32
English Editing .....	32
Manuscripts Editing .....	33
In Press .....	34

## Main page

The main page consists of Instructions for Authors, How to submit a manuscript, Archive, Contact us that allow anyone to access without login. To submit manuscripts, it is available after logging in.

If you do not have an ID, you could get a new ID on the “Registration” menu. After logging in, available menu is generated automatically under the user authority.

(You can access to Author Center, Reviewer Center, Editor Center, Manuscript Editor, English-proofreading, Editor-in-Chief, Publisher.)

Archive | Login | Register | My Manuscripts

# Online Manuscript Submission

## LOGIN

ID (E-MAIL)

PASSWORD

☐ Remember my ID on this computer

[>> Registration](#) [>> Forgot my password](#)

Volume 25(3); October 2023

[> Instructions for Authors](#)

[> How to Submit a Manuscript](#)

# Login/Registration

## Login

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

Archive | Login | Register | My Manuscripts

### Online Manuscript Submission

## LOGIN

ID (E-MAIL)

PASSWORD

☐ Remember my ID on this computer

[» Registration](#) [» Forgot my password](#)

[» Instructions for Authors](#)  
[» How to Submit a Manuscript](#)

Volume 25(3); October 2023

## Logout

You can log out of the system at any time by selecting “Logout” at the center of the page. You will be returned to the “Login” page.

Archive | Account | Logout | My Manuscripts

### Online Manuscript Submission

You are logged in as : submit@m2-pi.com

[» Author Center](#) [LOGOUT](#)

[» Admin](#) [» Edit My Account](#)

[» Instructions for Authors](#)  
[» How to Submit a Manuscript](#)

Volume 25(3); October 2023

# Login/Registration

## Forgot Your Password?

If you know you have an account but have forgotten your password, use the "Forgot Your Password?" menu and find your password.

The system will send you an e-mail to reset your password.

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

Archive | Login | Register | My Manuscripts

# Online Manuscript Submission

## LOGIN

ID (E-MAIL)

PASSWORD

☐ Remember my ID on this computer

[» Registration](#) [» Forgot my password](#)

Volume 25(3); October 2023

[» Instructions for Authors](#)  
[» How to Submit a Manuscript](#)

Enter your ID (e-mail address) into the box below. If an account exists with this e-mail address, your password will be e-mailed to you.

ID (e-mail)

Confirm

Hello, this is [redacted]  
Your [redacted]'s ID and password are as follows:  
ID / Modify : [\[redacted\]@community.co.kr / Password Change](#)  
Please log in electronic manuscript system again. Please contact copy editor of the Journal if you have any further inquiries. Email of contact person is [younsang@m2community.co.kr](mailto:younsang@m2community.co.kr). Thank you.

Editorial members  
[redacted] Editorial Office  
Meorija [redacted] Seoul, Korea  
TEL: +82-[redacted] 5140  
FAX: +82-[redacted]  
E-mail: [younsang@m2community.co.kr](mailto:younsang@m2community.co.kr)  
Website: [http://\[redacted\]](http://[redacted])

\* ID (E-mail)

\* Name

\* Password

\* Password Retype

Modify

# Login/Registration

## Registration

Manuscript submission and review system are available after logging in.  
If you do not have an ID, you could get a new ID on the "Registration" menu.

The screenshot shows the 'Online Manuscript Submission' interface. At the top right, there are links for 'Archive', 'Login', 'Register' (highlighted with a red dashed box), and 'My Manuscripts'. The main area features a 'LOGIN' section with fields for 'ID (E-MAIL)' and 'PASSWORD', a 'Remember my ID on this computer' checkbox, and a 'LOGIN' button. Below the login fields, there are two buttons: '>> Registration' (highlighted with a red dashed box) and '>> Forgot my password'. To the right of the login section, there is a box for 'Volume 25(3); October 2023' and two links: '> Instructions for Authors' and '> How to Submit a Manuscript'.

Follow the 3-step process for creating your account as below.

1. To confirm approval of the collection and use of personal information
2. To enter personal information and register
3. Send out email about completed register

The three-step registration process is shown in three overlapping screenshots:

- Step 1: Registration** - This screen shows the 'Use of Your Personal Information' section, including the purpose of collection and use, and the items of required personal information. It also includes a 'Possession and Usage Period' section and a 'Confirm' button.
- Step 2: Registration** - This screen shows the 'Identification' section, including fields for ORCID ID, ID (E-mail), Password, and Password Retype. It also includes a 'Contact' section with fields for Affiliation, First Name, Middle Name, and Last Name. A red asterisk (\*) indicates required fields.
- Step 3: Registration** - This screen shows the 'Confirmation' section, including a message about the registration process and a link to the 'Journal of Appropriate Technology e-submission system'. It also includes a 'Sincerely' section with contact information for the Journal of Appropriate Technology Editorial Office.

# Login/Registration

## The Welcome Page

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

(The available menu is generated automatically under the user authority.) Click on the “Author Center” and go to the author dashboard.



## Edit My Account

You can update your personal information frequently by selecting the “Edit My Account” menu at the bottom center of the page.



# Author Center Main

## Author Main

You can track the status and view the details of all your manuscripts. You also can submit a new manuscript.

To confirm the details, click on each menu.

The screenshot shows the 'Author' dashboard. At the top, there's a 'Crossref Similarity Check' section with a note about plagiarism detection. Below this, the dashboard is divided into two main columns. The left column contains several sections: 'New Submissions' with a 'Submit a Manuscript' button (callout 1), 'Incomplete Submissions' with links for 'Submissions Returned to Author' and 'Submissions Under Process' (callout 2), 'Reviews / Revisions' with links for 'Manuscripts in Review', 'Manuscript in Revision', and 'Manuscripts Accepted', and 'Completed' with links for 'English Editing', 'Manuscripts in Final revision', 'Manuscript Editing', and 'In Press'. At the bottom of the left column, there are links for 'Accepted (0)', 'Rejected (0)', and 'Submissions with a Decision (0)' (callout 4). The right column is titled 'Author Resources' (callout 3) and contains a note about e-mails. At the bottom of the dashboard, there is a 'Manuscripts in Process' section with a table header: 'Manuscript Title', 'Date Submitted', 'Status', and 'Edit (revision)'.

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

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

2. You can check e-mail received again.

3. You can see the list of Manuscripts in Progress one at a time.



# New Submission

## New Submission

To submit a new manuscript, you should check all the “Submission Agreement”.

When authors are submitting manuscript to Korean Medical Education Review(KMER), it is based on the certification as followings:

### I. Creative Commons License Agreement :

- ☐ a. Corresponding author obtained an agreement by the co-authors to submit the papers to KMER.
- ☐ b. Co-authors had a meaningful role in the submitted manuscript.
- ☐ c. The submitted manuscript is original and not published in other journals and is not being considered by any other journals. All authors have received the policies on research and publication including ethical conduct of KMER.
- ☐ d. All authors transfer copyright of their papers published to the Publisher.
- ☐ e. All authors understand that KMER is an open access journal according to the Creative Commons license, and therefore, they agree to the open access provisions of the license.
- ☐ f. If a manuscript is accepted for publication, it should not be published in other journals without the permission of KMER's publisher/editor.

### II. Author's Checklist

#### 1. General guideline

- ☐ a. Manuscripts were typed in MS Word or HWP in accordance with the submission guidelines.
- ☐ b. Terminology was based on the medical glossary published by the Korean Medical Association and the medical education glossary published by the Korean Society of Medical Education.

#### 2. Title page

- ☐ a. The title page consisted of the title of the manuscript, the names of all authors and their affiliations and Open Researcher and Contributor ID (ORCID), the corresponding author's information, any conflicts of interest, and financial support were described.
- ☐ b. All authors' contributions have been described by means of the CRediT (Contributor Roles Taxonomy).
- ☐ c. IRB number provided if human subjects.

#### 3. Abstract

- ☐ a. The abstract was written in narrative form in one paragraph.
- ☐ b. Word count was between 200 and 250.
- ☐ c. The Keywords were described by the MeSH term.

#### 4. Main body

- ☐ a. The manuscript was prepared according to the submission guidelines in terms of order and content.
- ☐ b. The number of words in the main text depends on the type of manuscript.
  - Research article, Review article : equal to or less than 5,000
  - Short communication, Opinion : equal to or less than 2,000
  - Book review and learning materials : equal to or less than 1,000

#### 5. References

- ☐ a. All references have been checked for accuracy and completeness.
- ☐ b. All references are numbered consecutively in the order in which they appear in the text; all listed references are cited in the text.
- ☐ c. References are in Vancouver style(NLM).

#### 6. Tables and figures

- ☐ a. Each is numbered with an Arabic numeral and cited in numerical order in the text.
- ☐ b. Tables and figures have been inserted independently on separate pages at the end of the manuscript.
- ☐ c. Figures can be submitted separately as high-resolution files (PPT format) for better readability.

Confirm

# New Submission

## New Submission

A new submission is progressed in eight steps as below. You should enter the manuscript ,following the input format.

Although you save and exit completing only first step, you could continue the manuscript submission process by selecting the “Incomplete Submissions” menu on the “Author Main” page.

STEP 1. Title and Abstract

STEP 2. Authors

STEP 3. File upload

STEP 4. PDF conversion

STEP 5. Cover Letter

STEP 6. Suggest Reviewers

STEP 7. Preview

STEP 8. Submit

Step 1. Manuscript Type, Title and Abstract

Please fill in the manuscript type, title, running title, abstract, keywords and Corresponding Author.

Type of Manuscript

Subspecialty

Title

Title (Korean)

Running Title

Running Title (Korean)

Acknowledgment

Keywords

Corresponding Author

E-mail

Full Name

ORCID ID

Author contributions

Name (Korean)

Affiliation

Affiliation (Korean)

Address

City

Country

Tel

Cellular Phone

Fax

STEP 1. Title and Abstract

STEP 2. Authors

STEP 3. File upload

STEP 4. PDF conversion

STEP 5. Cover Letter

STEP 6. Suggest Reviewers

STEP 7. Preview

STEP 8. Submit

Save

# New Submission

## New Submission

### Step 1 : Manuscript type, Title, Abstract, Corresponding Author

1. Enter a manuscript, following the input format. (Type, Title, Running Title, Abstract, Keywords etc.)
2. Basically your login information is marked in the Corresponding Author box, but as needed, you could edit the information. You can search by selecting the "Find Author".

STEP 1. Title and Abstract

STEP 2. Authors

STEP 3. File upload

STEP 4. PDF conversion

STEP 5. Cover Letter

STEP 6. Suggest Reviewers

STEP 7. Preview

STEP 8. Submit

### Step 1. Manuscript Type, Title and Abstract

Please fill in the manuscript type, title, running title, abstract, keywords and Corresponding Author.

**1**

Type of Manuscript

☐ Research Paper ☐ Research Letter ☐ News and PR

Subspecialty

-- None --

Title

Special Characters

Title (Korean)

Running Title

0/40 characters

Running Title (Korean)

Acknowledgment

Keywords

Corresponding Author

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

E-mail

Find Author

Full Name

First Name

Middle Name

Last Name

ORCID ID

What is ORCID?

Author contributions

☐ Conceptualization ☐ Data curation ☐ Formal analysis ☐ Funding acquisition ☐ Methodology ☐ Project administration ☐ Visualization ☐ Writing - original draft ☐ Writing - review & editing ☐ Investigation ☐ Resources ☐ Software ☐ Supervision ☐ Validation

Name (Korean)

Affiliation

ex) Department of ooo, ooo University

Affiliation (Korean)

ex) Department of ooo, ooo University

Address

ex) 1F, 9-ho, 79, Seoun-ro, Seocho-gu, Seoul 06630, Republic of Korea

City

Country

None

Tel

Fax

Cellular Phone

Save

# New Submission

## New Submission

### Step 2 : Authors and Affiliations

1. Set the order by selecting the function of Order. Order-> is to First Author.
2. If an author has two affiliations, you can designate again by number 2.
3. You can edit or delete affiliations mistyped. If the affiliation is the same as authors entered previously when adding authors, make a selection from number 4.
4. To add an author, click the "Add Author" after enter the author name following the form.
5. If there is no affiliation that matches including the second entry, enter an extra affiliation.
6. If you don't belong, enter your affiliation separately

STEP 1. Title and Abstract

STEP 2. Authors

STEP 3. File upload

STEP 4. PDF conversion

STEP 5. Cover Letter

STEP 6. Suggest Reviewers

STEP 7. Preview

STEP 8. Submit

### Step 2. Authors and Affiliations

Please fill in the author names and affiliation. The author list can not be revised after submission.  
The result of review shall be informed only to the corresponding author.

Order	Name	Contributions	Affiliation	Other Affiliation	Another Affiliation	Edit	Delete
1	Corresponding Author First Author y kim <sup>1</sup>	Data curation	M2community Co, Ltd. , seoul, Korea, Republic of				

#### Add Author

Add the corresponding author ☐ \* The maximum number of Corresponding author is two.  
Add the first author ☐ \* The maximum number of First author is two.

First Name  Middle Name  \* Last Name

Name (Korean)

ORCID ID  What is ORCID?

\* Author contributions  
☐ Conceptualization ☐ Data curation ☐ Formal analysis ☐ Funding acquisition  
☐ Methodology ☐ Project administration ☐ Visualization ☐ Writing - original draft ☐ Writing - review & editing  
☐ Investigation ☐ Resources ☐ Software ☐ Supervision ☐ Validation

\* Affiliation  
If there is the Affiliation you belong to, select it. If not, enter your affiliation directly to add new one.  
Korean :

\* City

\* Country

E-mail

#### Affiliation Management

1.	<input type="text" value="M2community Co, Ltd."/>
----	---

\*Affiliation

Affiliation (Kor)

\*City

\*Country

# New Submission

## New Submission

### Step 3. : File upload

1. Upload files in Title page, Manuscript file, Table, Figure, Supplement.  
The format about attached files will appear on the screen by selecting the Item.
2. Files would be saved only if you click the "Upload File" button after searching file to upload by item.
3. You can check files uploaded in the list of the "Original files". In the case of Table and figure, you should enter File Description after uploading file and could put them in order.
4. You can edit or delete files uploaded by the "Edit/Delete" button before completing the submission.

### Step 3. File upload

Please upload Title page, Main body.

\*Title page article title, full names and affiliations of all authors, corresponding author's contact information, running title, acknowledgments  
\*Main body abstract, key words, main text, references, figure legends  
\*Conflict of interest form [\[Download\]](#)  
\*Pledge of compliance for research ethics [\[Download\]](#)  
Pre-disclosure form when writing a manuscript with a related person (if applicable) [\[Download\]](#)  
Table file tables of data(includes table footnotes)  
Figure file includes figures (illustrations, diagrams or photographs)  
Supplement file supply all supplementary material in standard file formats

#### Add a New File

1

Item

Title page (With Author Details) \*  
Main body (No Author Details) \*  
Conflict of interest form \*  
Pledge of compliance for research ethics \*  
Pre-disclosure form when writing a manuscript with a related person  
Table  
Figure  
Supplementary materials

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

File Name

파일 선택 선택된 파일 없음

File Description

2

Upload File

#### Original files

3

Order	Item	File Name	Description	Date	Edit	Delete
1	Title page (With Author Details)	A_KMER_20230020_1_00.hwp		24-Oct-2023	EDIT	DEL.
2	Main body (No Author Details)	A_KMER_20230020_2_00.hwp		24-Oct-2023	EDIT	DEL.
3	Table	A_KMER_20230020_3_00_125.hwp		24-Oct-2023	EDIT	DEL.
4	Figure	A_KMER_20230020_4_00_142.jpg	figure 1	20-Nov-2023	EDIT	DEL.
5	Conflict of interest form	A_KMER_20230020_61_00.hwp		24-Oct-2023	EDIT	DEL.
6	Pledge of compliance for research ethics	A_KMER_20230020_62_00.hwp		24-Oct-2023	EDIT	DEL.

4

Prev

Save

Next

Copyright © M2PI. All Rights Reserved. **M2PI**

12

## New Submission

### Step4. : PDF conversion

1. To convert files uploaded in step 3 to PDF file, click on the "Build PDF" button.
2. "PDF Converting" is progressed automatically like number 2 when you click on the "Build PDF" button.
3. The progress finishes when the PDF Merger file like number 3 is made.

(It is the file combined Manuscript file, Table and Figure, and the Title page is removed.)

### Step 4. PDF conversion

Please click the "Build PDF" button. (The process finishes when the PDF Merger file is made.)

Order	File Designation	Original File Name	Description
1	Title page (With Author Details)	A_jat_20210009_1_00.docx (22KBytes)	
2	Main body (No Author Details)	A_jat_20210009_2_00.docx (2058KBytes)	
3	Copyright Transfer Agreement	A_jat_20210009_6_00.docx (22KBytes)	
4			

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

1. Click "Build PDF" button.

2. Wait for PDF conversion.

3. Click "Next" button.

# New Submission

## New Submission

### Step 5. : Cover Letter & Additional Info

Write down the cover letter to Editor-in-Chief.  
: You can write the additional notes about the above in editing manuscripts.

STEP 1. Title and Abstract

STEP 2. Authors

STEP 3. File upload

STEP 4. PDF conversion

STEP 5. Cover Letter

STEP 6. Suggest Reviewers

STEP 7. Preview

STEP 8. Submit

Step 5. Cover Letter & Additional Information

Cover Letter Please, write down the additional notes to Editor-in-Chief.  
Additional Information Please respond to the questions/statements below.

Cover Letter

Additional Information

a. Research Grant

☐ Yes ☐ No

b. IRB / IACUC approval

☐ Yes ☐ No

c. Conflict of Interest

☐ Yes ☐ No

No potential conflict of interest relevant to this article was reported.

Prev

Save

Next

# New Submission

## New Submission

### Step 6. : Suggest Reviewers

If you know a reviewer that you want to request review particularly, enter their name, e-mail and affiliation. It will be referred when requesting for review. If not, it moves to the next step by the “Skip” button.

STEP 1. Title and Abstract

STEP 2. Authors

STEP 3. File upload

STEP 4. PDF conversion

STEP 5. Cover Letter

STEP 6. Suggest Reviewers

STEP 7. Preview

STEP 8. Submit

Step 6. Suggest Reviewers

This is particularly important when the manuscript deals with a highly specialized subject. Use the fields below to give us contact information for each suggested reviewer. Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

\* Selection of the suggested reviewers is optional. If not, click the "skip" button.

\* indicates a required field.

* Surname	* Given names	* E-mail Address	* Affiliation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Prev

Save

Next

Skip

Copyright © M2PI. All Rights Reserved. **M2PI**

15



# New Submission

## New Submission

### Step 7. : Preview

1. Double check the inputs from step 2 to step 6 before submission. If you have to correct, move to the step and edit the manuscript.
2. You must check the "PDF" file you converted the last time before submission, then you can submit the file.
3. Click the "Submit" button to complete submission.  
(Once submission has completed, you cannot revise the manuscript you have submitted before review.)

**Step 7. Preview**  
Please confirm preview contents. If you agree to submit the manuscript, please click "submit" button.

**Step 1. (Title, Abstract)** Modify

Type of Manuscript: Research Paper

Title: title

Running Title: [redacted]

**Abstract**

[redacted]

Keywords: d / d / dd / d / d / d

**Acknowledgment**

Add - [redacted]

Resources:

Supervision:

Validation:

**Step 3. (File upload)** Modify

[redacted].pdf

☐ I have reviewed the pdf file of the manuscript  
Confirmation of the pdf file is required prior to submission of the manuscript

**Step 5. (Cover Letter & Additional Information)** Modify

\* a. Research Grant

\* b. IRB approval

\* c. Conflict of Interest

**Step 6. (Suggest Reviewers)** Modify

* Surname	* Given names	* E-mail Address	* Affiliation
* Please click "submit" button [redacted] of the converted PDF file.			

Prev **Submit**

# New Submission

## New Submission

### [Step 8. : Submit](#)

The step 8 for manuscripts submission is to complete submissions. The manuscripts completed submission cannot be revised.

As a corresponding author and a submitter, they will be notified by e-mail of an completion submission like number 1. They will also received e-mail about all the process and the review result.

 **New submission (Complete submissions)**

Thank you for submitting your manuscript.

All manuscripts will first be reviewed to ensure compliance with the manuscript submission guidelines.  
You will receive your registration number or return notice via email.

For any questions, please call editorial staff at

E-mail :  
Website :

 **Confirm**

# New Submission

## Incomplete Submissions

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

1. Click the “Incomplete Submissions” tap on the Author Main page to move the list page of manuscripts you are writing.
2. You can check the list of manuscripts you are writing at the bottom of the Author Main page.
3. You can delete the manuscript you are writing on the Author Main page or the Incomplete Submissions list page. Please be careful because you cannot restore the deleted manuscripts.

The screenshot displays the 'Author Main' page interface. On the left, a sidebar contains navigation links: 'New Submissions' (with a 'Submit a Manuscript' button and a red dashed box labeled '1'), 'Incomplete Submissions', 'Submissions Returned to Author', 'Submissions Under Process', 'Reviews / Revisions' (with links for 'Manuscripts in Review', 'Manuscript in Revision', and 'Manuscripts Accepted'), 'Completed' (with links for 'English Editing', 'Manuscripts in Final revision', 'Manuscript Editing', and 'In Press'), and a summary row for 'Accepted (0)', 'Rejected (0)', and 'Submissions with a Decision (0)'. The main content area is titled 'Author Resources' and includes a note about recent emails. At the bottom, a table titled 'Manuscripts in Process' is shown, with a red dashed box labeled '2' around its header and a red dashed box labeled '3' around a row. The table header includes 'Manuscript Title', 'Date Submitted', 'Status', and 'Edit / Delete'. The row shown has the title 'title', the date '24-Sep-2021', the status 'Incomplete', and a 'Continue Submission' button.

Manuscript Title	Date Submitted	Status	Edit / Delete
title	24-Sep-2021	Incomplete	Continue Submission

# New Submission

## Submissions Returned to Author

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

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

The screenshot displays the M2PI Author Main page. On the left, the 'New Submissions' section includes a 'Submit a Manuscript' button and a list of submission categories. A red dashed box labeled '1' highlights the 'Submissions Returned to Author' link. Below this, the 'Reviews / Revisions' and 'Completed' sections are visible. On the right, the 'Author Resources' section shows a list of recent e-mails. At the bottom, a table titled 'Manuscripts in Process' is shown, with a red dashed box labeled '2' highlighting the first row, which includes a 'Continue Submission' button.

**New Submissions**

Submit a Manuscript

1 Incomplete Submissions

1 Submissions Returned to Author

0 Submissions Under Process

**Reviews / Revisions**

0 Manuscripts in Review

0 Manuscript in Revision

0 Manuscripts Accepted

**Completed**

0 English Editing

0 Manuscripts in Final revision

0 Manuscript Editing

0 In Press

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

**Author Resources**

It shows the most recent five e-mails reading your submission. To remove an e-mail from this list, click the delete link

20150008	[redacted]	Complete submissions. Tempo...	X
20150007	[redacted]	Complete submissions. Tempo...	X

**Manuscripts in Process**

Manuscript Title	Date Submitted	Status	Edit (revision)
sdfsad	26-Oct-2015	Incomplete	> Continue Submission DEL

# New Submission

## Submissions Under Process

Click the “Submissions Being Processed” tap on the Author Main page to move the manuscripts waiting for review list page.

- **Awaiting** : status before given a Manuscript ID
- **Submitted** : status with Manuscript ID before assigned reviewers

New Submissions

Submit a Manuscript

[0 Incomplete Submissions](#)

[0 Submissions Returned to Author](#)

[1 Submissions Under Process](#)

Reviews / Revisions

[0 Manuscripts in Review](#)

[0 Manuscript in Revision](#)

[0 Manuscripts Accepted](#)

Completed

[0 English Editing](#)

[0 Manuscripts in Final Revision](#)

[0 Manuscript Editing](#)

[0 In Press](#)

[Accepted \(0\)](#)

[Rejected \(0\)](#)

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

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
test test [VIEW]	21-Aug-2015	Awaiting	

Author Resources

It shows the most recent five e-mails reading your submission. To remove an e-mail from this list, click the delete link

20150008	[redacted]gy] Complete submissions. Tempo...	[X]
20150007	[redacted]y] Complete submissions. Tempo...	[X]

Submissions Under Process

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

# New Submission

## Submissions Under Process

### [Awaiting Manuscripts](#)

The status will be turned **"Awaiting"** after completing submission. In this case, **"Temporary number"** is assigned instead of "Manuscript ID".

You can see the contents you have submitted by selecting the title but cannot revise it.

#### Submissions Under Process

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

Title

Category of Submission

Manuscript ID

Temporary number

Title

Running title

Corresponding Author

E-mail

Name

Affiliation

Address

City

Tel

Cellular Phone

Country

Fax

Author Information

Y. Cho

M2community, Seoul, Republic of Korea

Abstract & Cover Letter

Abstract

Keywords

Acknowledgment

Cover Letter & Additional Information

Manuscript File

Original files

File Name

PDF File Name

File Designation

Review Result

1st

2nd

3rd

4th

5th

Author's Opinion

1st

2nd

3rd

4th

5th

# New Submission

## Submissions Under Process

### Submitted Manuscripts

The submitted manuscripts after the editors make the decision if it is suitable for the guide line is assigned a "Manuscript ID". Then, the review is progressed after assigned reviewers.

You can see the contents you have submitted by selecting the title but cannot revise it.

Submissions Under Process					
Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
140002-001	test test [VIEW]	21-Aug-2015	-	Submitted	

Title	
Category of Submission	New
Manuscript ID	140002-001
Temporary number	20140002
Type of Manuscript	Original research
Date Submitted	06-Oct-2014
Running title	Running Title Test
Corresponding Author	
E-mail	sj6124@m2comm.co.kr
Name	
Affiliation	
Address	
City	Seoul
Country	Republic of Korea
Tel	+82-2-3-0000
Fax	+82-2-563-4931
Cellular Phone	+82-2-3-0000
Author Information	
M2community, Seoul, Republic of Korea	
Abstract & Cover Letter	
Abstract	Abstract test
Keywords	Keywords 1&&Keywords 2&&Keywords 3&&Keywords 4&&Keywords 5
Acknowledgment	
Cover Letter Test	
* a. Research Grant	No
* b. IRB approval	No
* c. Conflict of Interest	No
Manuscript File	
Original files	
File Name	PDF File Name
	File Designation
	Title Page (With Author Details)
	Manuscript file (No Author Details)
	140002_0.pdf
Review Result	
Review Result	1st
	2nd
	3rd
	4th
	5th
Author's Opinion	
Author's Opinion	1st
	2nd
	3rd
	4th
	5th

# Reviews/Revisions

## Manuscripts in Review

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

New Submissions

[Submit a Manuscript](#)

[0 Incomplete Submissions](#)

[0 Submissions Returned to Author](#)

[0 Submissions Under Process](#)

Reviews / Revisions

[1 Manuscripts in Review](#)

[0 Manuscript in Revision](#)

[0 Manuscripts Accepted](#)

Completed

[0 English Editing](#)

[0 Manuscripts in Final revision](#)

[0 Manuscript Editing](#)

[0 In Press](#)

[Accepted \(0\)](#)

[Rejected \(0\)](#)

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

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
Potential [VIEW] <a href="#">[VIEW]</a>	13-Jan-2016	Under 1st Review	

Author Resources

It shows the most recent five e-mails reading your submission. To remove an e-mail from this list, click the delete link

-0003

ty and Co...

20160002

ons. Tempo...

1. You can check the manuscript in review only with detail view.

- Date Decisioned : It is the date that you received the review result of the relevant turn.
- Status : You can see how many turns reviews the manuscript.

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

Manuscript ID	Manuscript Title	Date Submitted	Date Decisioned	Status	Edit (revision)
-16-0003	Material through Evaluating as [VIEW]	13-Jan-2016	-	Under 1st Review	



# Reviews/Revisions

## Manuscript in Revision

You can revise your paper after checking review.

1. To check review and comment, click on "Status".
2. Click on "Revision" to check due date and move the page for revising paper.

New Submissions

[Submit a Manuscript](#)

[Incomplete Submissions](#)

[Submissions Returned to Author](#)

[Submissions Under Process](#)

Reviews / Revisions

[Manuscripts in Review](#)

[Manuscript in Revision](#)

[Manuscripts Accepted](#)

Completed

[English Editing](#)

[Manuscripts in Final revision](#)

[Manuscript Editing](#)

[In Press](#)

[Accepted](#)

[Rejected](#)

[Submissions with a Decision](#)

Author Resources

It shows the most recent five e-mails reading your submission. To remove an e-mail from this list, click the delete link

20150008

[redacted] Complete submissions. Tempo...

X

20150007

[redacted] Complete submissions. Tempo...

X

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
test test [VIEW]	21-Aug-2015	<div>In first revision</div> <div>Minor revision</div>	<div><a href="#">» Revision</a></div> <div>Processing</div> <div>~ 2015-9-18</div>

# Reviews/Revisions

## Manuscript in Revision

### Manuscript Title

Select the title to check the basic information of submission, Manuscript file(Original files ~ final files), the history of reviews and revision and all the details.

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

<b>Title</b>					
Category of Submission	New				
Manuscript ID	A-15-0003	Type of Manuscript	Original research		
Temporary number	20140002	Date Submitted	06-Oct-2014		
Title	Title Test				
Running title	Running Title Test				
<b>Corresponding Author</b>					
E-mail	[redacted]@m2pi.kr				
Name	Younsang Cho				
Affiliation	M2community				
Address	[redacted] 135-703, Kor				
City	Seoul	Country	Republic of Korea		
Tel	+82-2-[redacted]390	Fax	+82-2-5-[redacted]		
Cellular Phone	+82-2-[redacted]44				
<b>Author Information</b>					
[redacted]ho <sup>1*</sup>					
*M2community, Seoul, Republic of Korea					
<b>Abstract &amp; Cover Letter</b>					
Abstract	Abstract test				
Keywords	Keywords 1&&Keywords 2&&Keywords 3&&Keywords 4&&Keywords 5				
<b>Acknowledgment</b>					
Cover Letter & Additional Information	Cover Letter Test				
	* a. Research Grant No				
	* b. IRB approval No				
* c. Conflict of Interest No					
<b>Manuscript File</b>					
<b>Original files</b>					
File Name	PDF File Name	File Designation			
A-15-0003_1_00.docx		Title Page (With Author Details)			
A-15-0003_2_00.docx		Manuscript file (No Author Details)			
	A-15-0003_0.pdf				
<b>Review Result</b>					
	1st	2nd	3rd	4th	5th
Review Result	Minor revision				
<b>Author's Opinion</b>					
	1st	2nd	3rd	4th	5th
Author's Opinion					

# Reviews/Revisions

## Manuscript in Revision

### Status

You can confirm Status and the closing date of revision. Click the button to see the Reviewer's Comments and history of review about the review result.  
If necessary, you must revise the manuscript until the revision deadline.

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

### Review Result

Manuscript ID	
Review Count	1st
Send Date	06-Oct-2014
Recommendation	Minor revision
Comments to Authors (Editorial Office)	

Reviewer's Comments

# Reviewer 1

Comments to Authors

> Print > Close

# Reviews/Revisions

## Manuscript in Revision

### [Edit \(revision\)](#)

**After confirming the result, click the “Revision” button and fill in step by step to edit the manuscript. The “Revision” button is activated only when the Status is under revision.**

Manuscript in Revision					
Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Edit (revision)
0003	test test [VIEW]	21-Aug-2015	21-Aug-2015	In first revision Processing ~ 2015-9-18 Minor revision	<a href="#">» Revision</a>

**Step 1. Manuscript Type, Title and Abstract**

Please fill in the manuscript type, title, running title, abstract, keywords and Corresponding Author.

\* Required fields

STEP 1. Title and Abstract  
STEP 2. Authors  
STEP 3. File upload  
STEP 4. PDF conversion  
STEP 5. Cover Letter  
STEP 6. Suggest Reviewers  
STEP 7. Preview  
STEP 8. Submit

\* Type of Manuscript: ☒ Research Paper ☐ Research Letter ☐ News and PR

\* Subspecialty: Architecture

\* Title: title [Special Characters]

Title (Korean): d0231

\* Running Title: d021 [4/60 characters]

Running Title (Korean): d012 [Do not use special characters]

\* Abstract:   
- 1 words (up to 300 Words)  
- It should contain the following components in the order listed without changing lines; purpose, methods, results and conclusion.  
(Word count of abstract should be equal to or less than 300)  
f0c30a dfa

Acknowledgment: d01

\* Keywords: d d dd d d  
Between four and six keywords should be listed.

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

\* E-mail: y.kim@m2pi.com [Find Author]

\* Full Name: First Name y Middle Name Last Name kim

\* ORCID ID: 13441 What is ORCID?

\* Author contributions:   
☐ Conceptualization ☒ Data curation ☐ Formal analysis ☐ Funding acquisition ☐ Methodology  
☐ Project administration ☐ Visualization ☐ Writing - original draft ☐ Writing - review & editing ☐ Investigation  
☐ Resources ☐ Software ☐ Supervision ☐ Validation

Name (Korean):

\* Affiliation: M2community Co. Ltd.  
ex) Department of ooo, ooo University

Affiliation (Korean): ex) Department of ooo, ooo University

\* Address: Address  
ex) 3F, 9-ho, 7th, Seoursu, Seochogu, Seoul 06330, Republic of Korea

\* City: seoul

\* Country: Korea, Republic of

\* Tel: 01037022170 Fax: Cellular Phone: 01037022170

Save Next

# Reviews/Revisions

## Manuscript in Revision

### Edit (revision) – Step 3. File Upload: revision manuscripts according to the review result

The revision is processed the same steps as the “New Submission”, but you cannot edit the information of the author.

The manuscript revised according to the review result will be under “PDF conversion” after attached files the same as the first submission at the File upload step.

STEP 1. Title and Abstract

STEP 2. Authors

STEP 3. File upload

STEP 4. PDF conversion

STEP 5. Cover Letter

STEP 6. Author's comment

STEP 7. Preview

STEP 8. Submit

### Step 3. File upload

Please upload Title page, Main body (Clean Copy), List of responses file and Main body (Marked Copy).

- \*Title page Article title, full names and affiliations of all authors, corresponding author's contact information, running title, acknowledgments.
- \*Main body Abstract, key words, main text, references, figure legends.
- \*List of responses file Response to Decision Letter
- \*Main body (Marked Copy)  
Table file tables of data(includes table footnotes)  
Figure file includes figures (illustrations, diagrams or photographs)  
Supplement file Supply all supplementary material in standard file formats

#### View and Response to Decision Letter

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

#### Add a New File

Item	<div>Title page (With Author Details) * Main body (No Author Details) * List of responses file * Main body (Marked Copy) * Table Figure Supplementary materials</div> <div>(File Format : MS word (.doc, .docx), HWP)</div>
File Name	<div>파일 선택</div> <div>선택된 파일 없음</div>

Upload File

#### Original files

Order	Item	File Name	Description	Date	Edit	Delete
1	Title page (With Author Details)	JAT-21-0001_1_00.docx		29-Apr-2021		
2	Main body (No Author Details)	JAT-21-0001_2_00.docx		29-Apr-2021		
3		JAT-21-0001_3_00.docx		29-Apr-2021		

1st revision files

\* In the case of Table and Figure, you can copy the file you uploaded previously. Select the "checkbox" tap of the previous file to copy.

\* If you have to revise Title or Abstract, you must revise at first step as well.

Order	Item	File Name	Description	Date	Edit	Delete
-------	------	-----------	-------------	------	------	--------

Prev

Save

Next

# Reviews/Revisions

## Manuscript in Revision

### Edit (revision) – Step 6. Response note: entry author's comments according to the revision

You can confirm the first review comments again, and you can write a responses to the comments of each reviewer.

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

STEP 1. Title and Abstract

STEP 2. Authors

STEP 3. File upload

STEP 4. PDF conversion

STEP 5. Cover Letter

STEP 6. Author's comment

STEP 7. Preview

STEP 8. Submit

### Step 6. Author's comment

\* Author's comment

Prev

Save

Next

# Reviews/Revisions

## Manuscript in Revision

### [Edit \(revision\) – Complete Submission](#)

Once a manuscript has submitted after the author revised it, you cannot edit any more because its status is “Completed”. Select the title to see the submitted files and the author’s comments on the detail view.

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

Title

Category of Submission

Manuscript ID

Temporary number

Title

Running title

Corresponding Author

E-mail

Name

Affiliation

Address

City

Tel

Cellular Phone

Author Information

Abstract & Cover Letter

Abstract

Keywords

Acknowledgment

Cover Letter & Additional Information

Manuscript File

Original files

1st revision files

Review Result

Author's Opinion

New

M2 140002

20140002

Title Test

Running Title Test

si6124@m2comm.co.kr

Yoonsang Cho

M2community

T

Seoul

+82-2-3420-1344

+82-2-3420-1344

si6124@m2comm.co.kr

Yoonsang Cho

M2community, Seoul, Republic of Korea

Abstract test

Keywords 1, Keywords 2, Keywords 3, Keywords 4, Keywords 5

Cover Letter Test

a. Research Grant

b. IRB approval

c. Conflict of Interest

No

No

No

File Name

PDF File Name

File Designation

140002\_1\_00.docx

Title Page (With Author Details)

A\_0002\_2\_00.docx

Manuscript file (No Author Details)

File Name

PDF File Name

File Designation

A\_0001\_1\_11.docx

Title Page (With Author Details)

A\_0001\_2\_11.docx

Manuscript file (No Author Details)

1st

2nd

3rd

4th

5th

Review Result

Minor revision

1st

2nd

3rd

4th

5th

Author's Opinion

1st

2nd

3rd

4th

5th

Author's Opinion

1st

2nd

3rd

4th

5th

Author's Opinion

# Reviews/Revisions

## Manuscripts Accepted

You can check manuscripts with Accepted.

New Submissions

Submit a Manuscript

Incomplete Submissions

Submissions Returned to Author

Submissions Under Process

Reviews / Revisions

Manuscripts in Review

Manuscript in Revision

Manuscripts Accepted

Completed

English Editing

Manuscripts in Final revision

Manuscript Editing

In Press

Accepted (1)

Rejected (0)

Submissions with a Decision (0)

Author Resources

It shows the most recent five e-mails reading your submission. To remove an e-mail from this list, click the delete link

-0008	etter of decision 5th - Accept	
-0008	etter of decision 4th - Reject	
-0008	etter of decision 3rd - Major revision	
-0008	etter of decision 2nd - Minor revision	
-0008	8	
-0008	etter of decision 1st - Minor revision	
-0008	ssion to Asian Journal of Beauty and Co...	
3	metology] Complete submissions. Tempo...	
-0003	est for manuscript review :(1st review)	
9	metology] Complete submissions. Tempo...	

Manuscripts in Process

Manuscript Title	Date Submitted	Status	Edit (revision)
qwe [VIEW]	14-Jan-2016	Accepted	



## Manuscript Editing

You can check manuscripts under Manuscript Editing.

New Submissions

Submit a Manuscript

0 [Incomplete Submissions](#)

0 [Submissions Returned to Author](#)

0 [Submissions Under Process](#)

Reviews / Revisions

0 [Manuscripts in Review](#)

0 [Manuscript in Revision](#)

0 [Manuscripts Accepted](#)

Completed

0 [English Editing](#)

0 [Manuscripts in Final revision](#)

1 [Manuscript Editing](#)

0 [In Press](#)

[Accepted](#)

(1)

[Rejected](#)

(0)

[Submissions with a Decision](#)

(0)

Manuscripts in Process

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

Author Resources

It shows the most recent five e-mails reading your submission. To remove an e-mail from this list, click the delete link

20150008

Complete submissions. Tempo...

x

20150007

Complete submissions. Tempo...

x

# Completed

## English Editing

You can check manuscripts under English-proofreading.

New Submissions

[Submit a Manuscript](#)

[0 Incomplete Submissions](#)  
[0 Submissions Returned to Author](#)  
[0 Submissions Under Process](#)

Reviews / Revisions

[0 Manuscripts in Review](#)  
[0 Manuscript in Revision](#)  
[0 Manuscripts Accepted](#)

Completed

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

[Accepted](#)  
(0)

[Rejected](#)  
(0)

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

Manuscripts in Process

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

Author Resources

It shows the most recent five e-mails reading your submission. To remove an e-mail from this list, click the delete link

20150008		Complete submissions. Tempo...	<a href="#">×</a>
20150007		Complete submissions. Tempo...	<a href="#">×</a>

# Completed

## In Press

You can check manuscripts under In Press.

New Submissions

Submit a Manuscript

0 [Incomplete Submissions](#)

0 [Submissions Returned to Author](#)

0 [Submissions Under Process](#)

Reviews / Revisions

0 [Manuscripts in Review](#)

0 [Manuscript in Revision](#)

0 [Manuscripts Accepted](#)

Completed

0 [English Editing](#)

0 [Manuscripts in Final revision](#)

0 [Manuscript Editing](#)

1 [In Press](#)

[Accepted](#)

(1)

[Rejected](#)

(0)

[Submissions with a Decision](#)

(0)

Manuscripts in Process

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

Author Resources

It shows the most recent five e-mails reading your submission. To remove an e-mail from this list, click the delete link

20150008

Complete submissions. Tempo...

x

20150007

complete submissions. Tempo...

x

***Thank you***