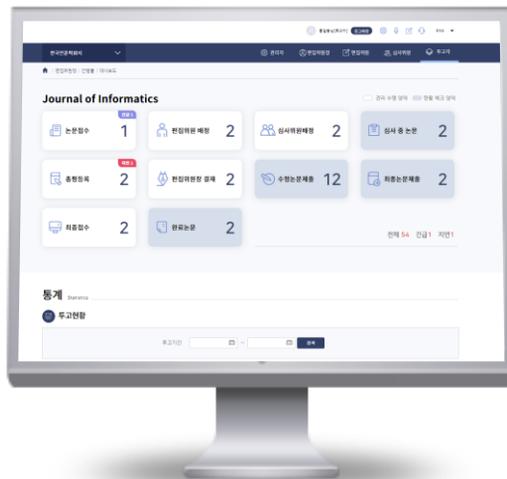


DBpia ONE

Online Manuscript Submission System User Guide

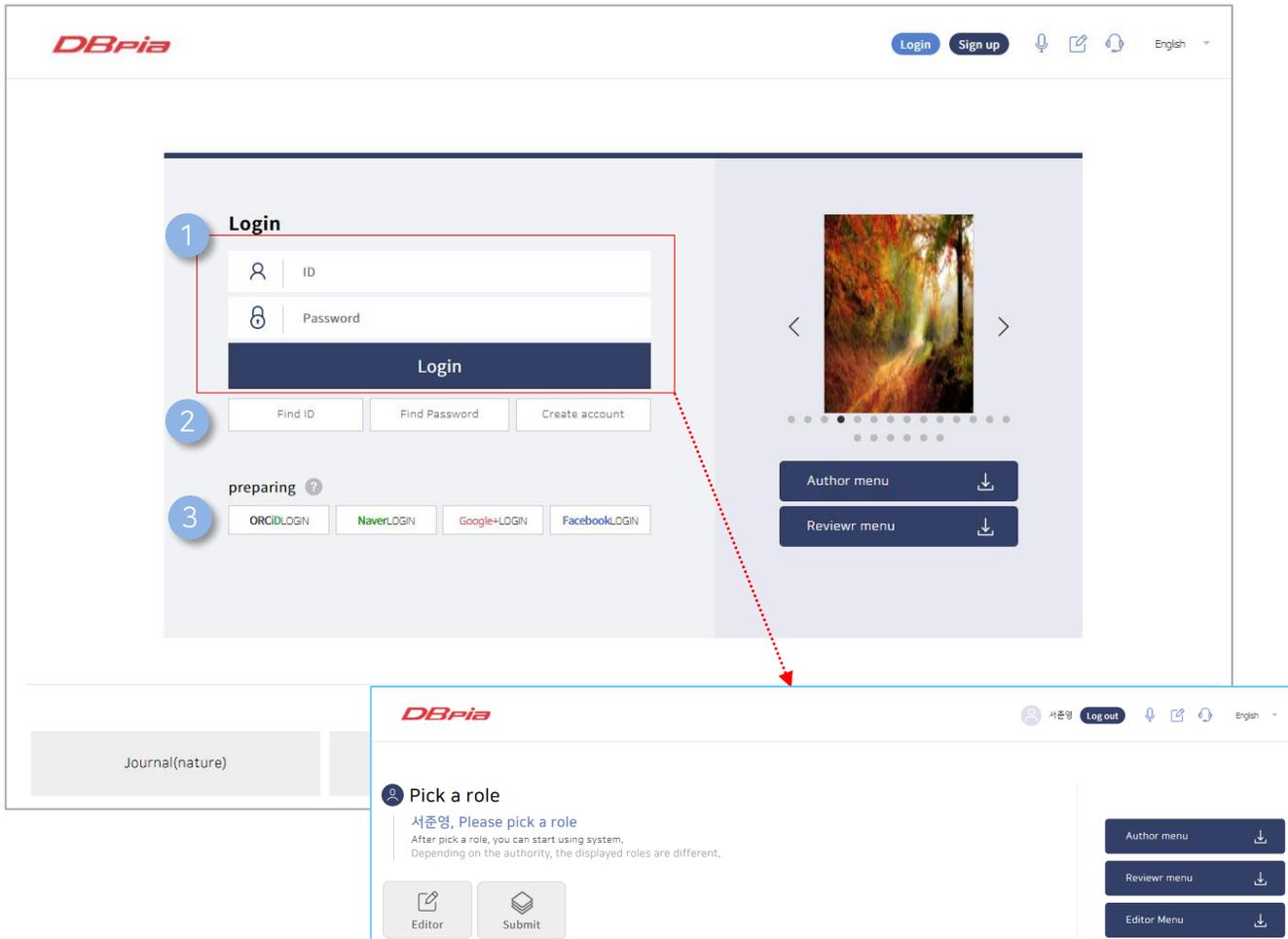
Editor



1

Login

Log in

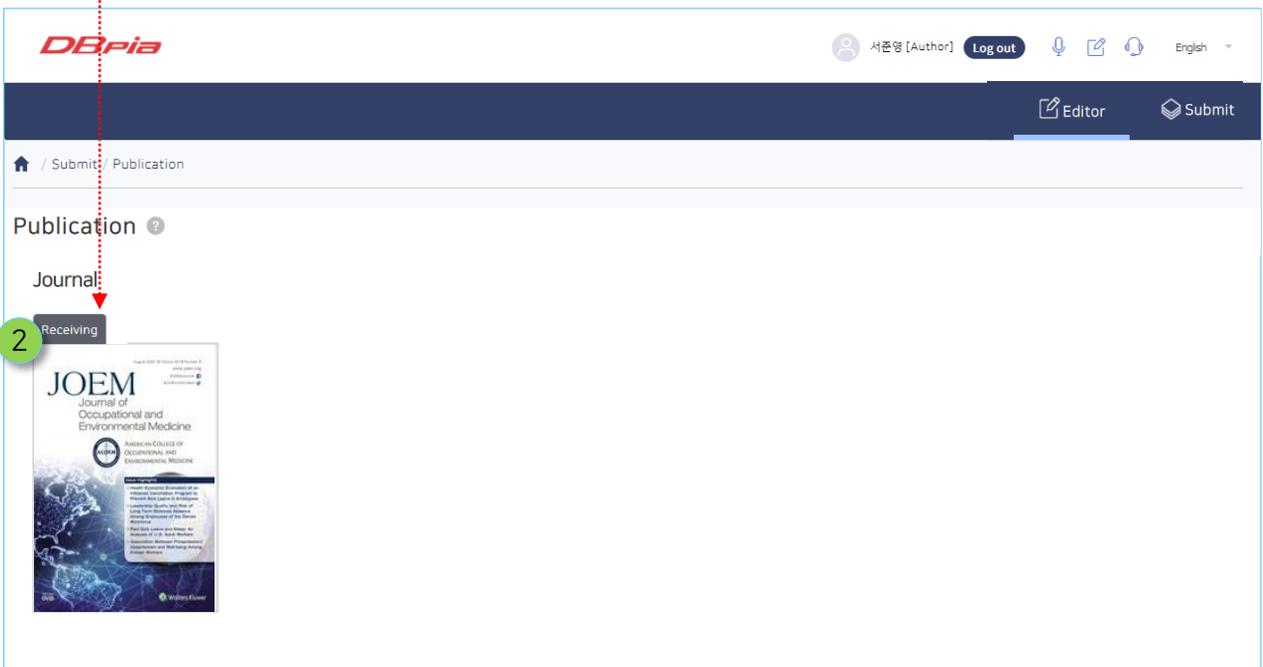
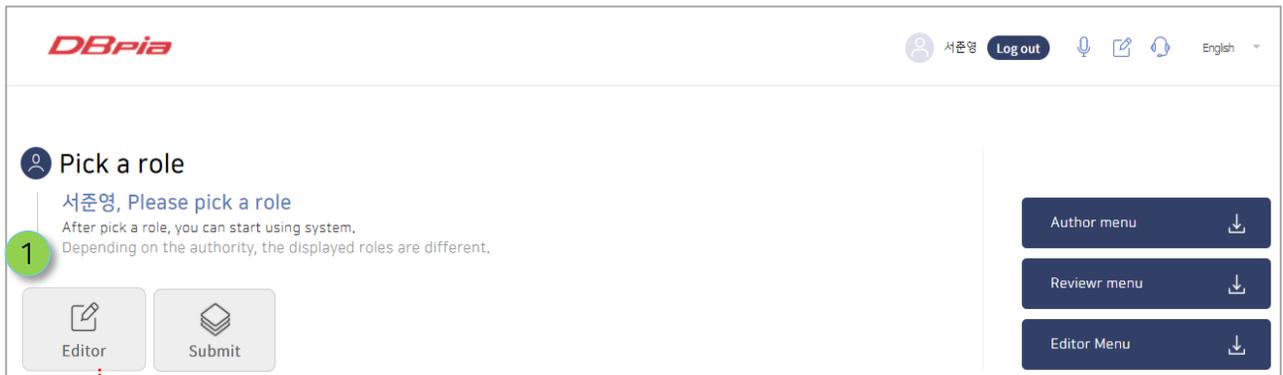


- 1 After entering your ID and password, click the "Login" button. **(Please enter the ID assigned to the editor.)**
 - ✓ If your account is connected to the website of an institution (organization), no additional login is required after logging in on the website.
- 2 If you can't log in, you can submit the manuscript after logging in using the "Forgot your ID/PW?" function or signing up for a membership.
- 3 Manuscript submission can also be completed after logging in using a social media account such as ORCID, Naver, Google or Facebook. (This may vary depending on your institution's settings.) **(Please log in with the social ID assigned to the editor.)**

1

Login

Selecting a role and a journal



1 Click the "Editor" button. (There may be various roles according to the given authority.)

2 Click the image of the journal for which you are going to perform an evaluation.
✓ You will be redirected to the Reviewer manuscript management page of the selected journal.

2

Manuscript management

Manuscript management for editors

The screenshot shows the DBpia Manuscript management interface for editors. The top navigation bar includes the DBpia logo, user information (서준영 [Editor]), and a Log out button. The main header shows the current page: / Editor / Publication / Manuscript management - 신규 학술지. A sidebar on the left displays 'My Journal' with counts for Recommendation of Reviewers (2), Assign reviewers (0), Manuscript under review (0), Registration of General review (0), and Completed manuscript (0). The main content area is titled 'Manuscript management' and features an 'Advanced search' bar. Below this, a table lists 'Manuscript under review' with columns for Status/Number, Manuscript title, Author(s), Status of reviewers, Current state of general review, File, and Action. The table contains one entry for manuscript 2020-00037, which is in the 'Select reviewer' state. The action column provides links for Review status, Reviewer recommend, Reviewer select, Payment status, and Memo.

Status/Number	Manuscript title	Author (s)	Status of reviewers	Current state of general review	File	Action
Select reviewer 2020-00037 (2020/11/23)	[1st] Gamification: Making work fun, or making fun of work?	[Submitting] 서준영 [Corresponding] 서준영	[Recommend] kslee2 [Reviewer] kslee2	[1st] Before 2020-12-07		Review status Reviewer recommend Reviewer select Payment status Memo

Item	Content
Recommend reviewers	You can recommend a reviewer (if you have the authority to recommend reviewers)
Assign reviewers	You can assign the reviewers (if you have the authority to assign reviewers)
Manuscript under review	You can check the state of a manuscript under review
Register a general review	You can register a general review (if you have the authority to give a general review for the submitted manuscript)
Completed manuscript	You can check the status of a manuscript completed with all processes including the general review.

3

Recommend reviewers

Recommend reviewers, Check the recommendation status (continued)

My Journal —

2 All 0 Urgency 0 Delay

1 Recommendation of Reviewers Urgency 0 1

Assign reviewers Delay 0 0

Recommendation of Reviewers

Status/Number	Manuscript title	Author (s)	Status of reviewers	Current state of general review	File	Action
Select editor 2020-00027 (2020/10/13)	[1st] Gamification management	[Submitting] 장건우 [Corresponding] 장건우	[Recommend] Before 2020-12-07 2		↓	Review status Reviewer recommend Memo 3

« < 1 > »

- 1 Click the "Recommend of Reviewers"
- 2 Check the [recommend] status in the current status of reviewers for the submitted manuscript. This may display "before recommend" and "deadline." If the recommendation is not completed before the deadline, it may display "recommendation delayed."
- 3 Click "Reviewer recommend" under "Action" column.

3

Recommend reviewers Recommend reviewers, Check the recommendation status

Reviewer recommendation
✕

Preferred/Non-Preferred Reviewers 4

Preferred/Non-Preferred	Full name	Instituion	Email	Mobile number	Memo
No items found.					

Search reviewers

Reviewer pool
 Member
 Non-member
 Non-member pool

Search condition 5

	ID	Name	Affiliated organization	Contact	Reviewing	Delayed review	Total reviews (or accumulated reviews)
<input type="checkbox"/>	lkseeditor	이광섭	goti		1	1	3
<input type="checkbox"/>	lksviwer	David	KOSC	lks@nurimedia.co.kr 010-0-0	3	2	4
<input type="checkbox"/>	lksviwer2	kslee2	sori	lks0000@nurimedia.co.kr 010-1254-9874	3	2	4

<< < 1 > >>

6
7
Recommend
Close

Status of reviewers

8 [Recommend] kslee2	[Reviewer] kslee2	[1st] Before 2020-12-07
--	-----------------------------	--------------------------------------

- 4 Check the preferred/not-preferred reviewers input by the submitters.
- 5 Inquire and search for the reviewers.
- 6 Check the reviewer to be recommended among the reviewers returned by the search.
- 7 Click the "Recommend" button.
- 8 Check the state of reviewer assignment on the manuscript management page.

4

Assign reviewers

Assign reviewers, Check the assignment status (Continued)

My Journal —

2
All

0
Urgency

0
Delay

Recommendation of Reviewers Urgency 0 1

Assign reviewers Delay 0 1

Manuscript under review Delay 0 0

Registration of General review Delay 0 0

Assign reviewers

Status/Number	Manuscript title	Author (s)	Status of reviewers	Current state of general review	File	Action
심사위원 추천완료 2020-00028 (2020/10/13)	[1st] 부모화경험	[Submitting] 이현정 [Corresponding] 이현정	[Recommend] David [Reviewer] Before assign 2020-12-07			Review status Reviewer recommend Review select Memo

« < 1 > »

1 Click "Assign reviewers".

2 Check the [Reviewer] state in the current status of reviewers of the submitted manuscript.
This may display "before assign" and 'deadline.' If the assignment is not completed before the deadline, it may display "assignment delayed."

3 Click "Reviewer select" menu under "Action" column.

4

Assign reviewers

Assign reviewers, Check the assignment status

Reviewer selection

Preferred/Non-Preferred Reviewers **4**

Preferred/Non-Preferred	Full name	Institution	Email	Mobile number	Memo
No items found.					

Search reviewers **5**

Reviewer pool Suggested reviewer Member Non-member Non-member pool

Search condition **6**

ID	Name	Field	Affiliated organization	Contact	Reviewing	심사중 논문 배정일	Delayed review	Total reviews (or accumulated reviews)
lkseditor	이광섭	수학/통계학	goti	ksjlee@empas.com 010-1563-2589	1	VIEW	1	3
lksviewer	David		KOSC	lks@nurimedia.co.kr 010-0-0	3	VIEW	2	4
lksviewer2	kslee2		sori	lks0000@nurimedia.co.kr 010-1254-9874	3	VIEW	2	4

« < **1** > » **7** [Select](#)

Reviewer selection

Number	Name	Field	Affiliated organization	Contact	Reviewer type	Review condition	
1	kslee2		sori	lks0000@nurimedia.co.kr 010-1254-9874	Reviewer pool	Waiting to review	Select Delete

8 [Close](#)

Status of reviewers

[Recommend] kslee2	[Reviewer] kslee2 9	[1st] Before 2020-12-07
------------------------------	--------------------------------------	--------------------------------------

- 4** Check the preferred/not-preferred reviewers entered by the submitters.
- 5** Inquire and search for the reviewers.
You can search for and assign reviewers by selecting them from the reviewers pool, suggested reviewers, members, non-members and non-member pool.
- 6** Check the reviewer to be actually recommended among the searched reviewers.
- 7** Click the "Select" button.
- 8** Check the state of reviewer assignment on the manuscript management page.
- 9** Check the selected reviewer list and the selection state on the right. (Some reviewers under the designated number of people may be automatically selected depending on the institution's settings.)

Check the state of assigned reviewers on the manuscript management page.

5

Register general review

View the review result and register the general review (Continued)

My Journal —

3 All 0 Urgency 3 Delay

Recommendation of Reviewers (Urgency 0) 0

Assign reviewers (Delay 0) 0

Manuscript under review (Delay 2) 2

Registration of General review (Delay 1) 1

Completed manuscript 3

Certificate issuance 0 건

Registration of General review

Status/Number	Manuscript title	Author (s)	Status of reviewers	Current state of general review	File	Action	
Complete review 2020-03-10-00004 (2020/03/10)	[1st] Gamification management	[Submitting] 저작권기획팀	[Reviewer] 서준영 Delay 6day(s)	[Editor] 서준영	[Final decision]		Review status Editor select Decision
		[Corresponding] 저작권기획팀	[Reviewer] 선 Decline 2020-11-19				

- 1 Click "Registration of General review."
- 2 Check the name of [Editor] (your name) in the current state of final decision for the submitted manuscript. If you are not able to register the general review before the deadline, it will display 'General review delayed.'
- 3 Click "Decision" under "Action" column.

5

Register general review

View the review result and register the general review

Home / Editor / Publication / Manuscript management / General review registration - 신규 학습지

1st Complete review

[Gamification management, 저작권기획팀, 2020-03-10-00004]

General review

Review results

2

3

4

Save as draft Undo Complete general review

Current state of submit

Current state of review

1

Review information

Save confirmation

서준영		선	
Name	서준영	Affiliated organization	누리미디어
Phone number		e-mail	kassa9799@naver.com
Review period	2020-11-16 ~ 2020-11-17	Date of review assignment	2020-11-16

- 1 After clicking 'Current state of review,' check the detailed review results and the final decision of each reviewer.
- 2 Select "Review results" under "General review."
- 3 If you have additional opinions, attach the general review opinion document and enter the general review contents.
- 4 Click the "Complete general review" button.

6

Complete general review / Other functions

View completed general review and other functions (Continued)

My Journal —

3 All 0 Urgency 3 Delay

Recommendation of Reviewers (Urgency 0) 0

Assign reviewers (Delay 0) 0

Manuscript under review (Delay 2) 2

Registration of General review (Delay 1) 1

Completed manuscript 3

Certificate issuance 0 건

2	Final Manuscript submission completed 2019-09-17-00001 (2019/09/17)	[3rd] 1% 급리의의미	[Submitting] 서준영 [Corresponding] 서준영	[Reviewer] 서준영	[1st] Major revision 2019-09-23	2	[Final decision] Accept 2019-09-17		Review status Reviewer recomm Overview Memo 3
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1 Click 'Completed manuscript'.

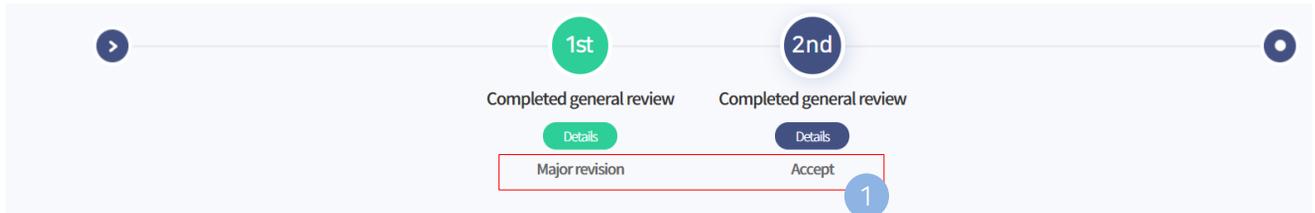
2 Check the status of the completed general review in the current status of submitted manuscript. Check the result of my review in the current state of final decision.

3 Click "Overview" under "Action" column.

6

Complete general review / Other functions

View completed general review and other functions



2nd Completed general review

[admin, 관리자, 2019-08-23-00001]

2
Current state of submit

Current state of review

Review information

심사위원A

Name	심사위원A	Affiliated organization	소속기관F
Phone number	010-0000-0004	e-mail	zepelin@nurimedia.co.kr
Review period	2019-08-23 ~ 2019-09-06	Date of review assignment	2019-08-23

3 General review

4
Edit

Review results

게재가능(수정후 바로) Minor revision Major revision reject

General review of file

Content of general review

○ Key words: Long-term care, education, infection control → 요양병원을 대상으로 하였고 때문에 병원 등 mesh term의 추가를 고려 바랍니다. ○ 용어 띄어쓰기: 논문 전반(연구필요성, 연구목적, 연구방법, 논의, 결론 등)에서 요양병원 감염관리담당자, 감염관리실무담당자, 감염관리실무 담당자, 감염관리실무자 등이 혼용하여 사용되고 있습니다. 요양병원 감염관리실무담당자로 통일하는 등 일관성 있게 기술하는 것이 바람직합니다. 또한 띄어쓰기, 붙여쓰기도 일관성 있게 제시되면 좋겠습니다. ○ 연구의 필요성 - 첫 문단 중 '실제로 코로나19가 유행하는 ->저음 '코로나19'가 언급된 부분에서는 정식 명칭 국문과 영문 명칭 full name과 약어를 기재하고 이후에는 국문용어(코로나19) 혹은 영문약어(COVID-19)로 기재하시기 바랍니다. - 중동호흡기증후군의 경우 국문명 뿐만 아니라 영문명 full name과 약어(MERS)를 병기해주는 것도 독자의 이해를 돕는데 도움이 될 것 같습니다. '너싱홈'과 미국 '질병통제예방센터'도 저음 제시할 때에는 영문명을 병기하는 것이 이해에 더욱 도움이 될 것 같습니다.

- 1 Check the final decision in the completed review navigation.
- 2 You can also check the submitted information and review information.
- 3 You can check the review results, general review of file and content of the general review in the final decision (General review).
- 4 If modification is required, click the "Edit" button to edit the review, and then click the "Save" button.

6

Complete general review / Other functions

View completed general review and other functions

The screenshot displays the DBpia Editor interface. At the top, there is a navigation bar with the DBpia logo and user information (서준영 [Editor], Log out). Below this is a dark blue header with '신규 학술지' (New Journals) and a dropdown menu (3), and 'Editor' and 'Submit' buttons. The main content area is titled 'Manuscript management' and includes an 'Advanced search' bar (4) with a search icon and a placeholder text: 'Click here, you can search for manuscripts by condition.' Below the search bar is a 'Manuscript under review' section containing a table. On the left side, there is a 'My Journal' menu (1) with three buttons: 'All' (2), 'Urgency' (0), and 'Delay' (0). Below the menu are several status indicators: 'Recommendation of Reviewers' (Urgency 0, 1), 'Assign reviewers' (Delay 0, 0), 'Manuscript under review' (Delay 0, 1), 'Registration of General review' (Delay 0, 0), and 'Completed manuscript' (0). At the bottom left, there is a 'Certificate Issuance' section with '0 건' (0 items). The table 'Manuscript under review' has the following columns: Status/Number, Manuscript title, Author (s), Status of reviewers, Current state of general review, File, and Action. The table contains one row with the following data: Status/Number: Select reviewer 2020-00037 (2020/11/23); Manuscript title: [1st] Gamification: Making work fun, or making fun of work?; Author (s): [Submitting] 서준영, [Corresponding] 서준영; Status of reviewers: [Recommend] kslee2, [Reviewer] kslee2; Current state of general review: [1st] Before 2020-12-07; File: a download icon; Action: Review status, Reviewer recommend, Reviewer select, Payment status, Memo. A blue circle with the number 5 is placed over the 'Current state of general review' column. At the bottom of the table, there is a pagination bar with '<< < 1 > >>'.

Status/Number	Manuscript title	Author (s)	Status of reviewers	Current state of general review	File	Action
Select reviewer 2020-00037 (2020/11/23)	[1st] Gamification: Making work fun, or making fun of work?	[Submitting] 서준영 [Corresponding] 서준영	[Recommend] kslee2 [Reviewer] kslee2	[1st] Before 2020-12-07		Review status Reviewer recommend Reviewer select Payment status Memo

- 1 You can check all manuscripts to be managed, urgent manuscripts and delayed manuscripts separately via the "My journal" menu.
- 2 You can check which ones are urgent or delayed here.
- 3 If there are several publications under the institute and you select the wrong one, you can search for another publication and navigate to it by using this drop-down menu.
- 4 If you have multiple manuscripts to be managed, you can find the corresponding manuscript through a detailed search.
- 5 You can check the indication of standby mode and delayed mode of works to be arranged by editors under the reviewers' status and final decision status.