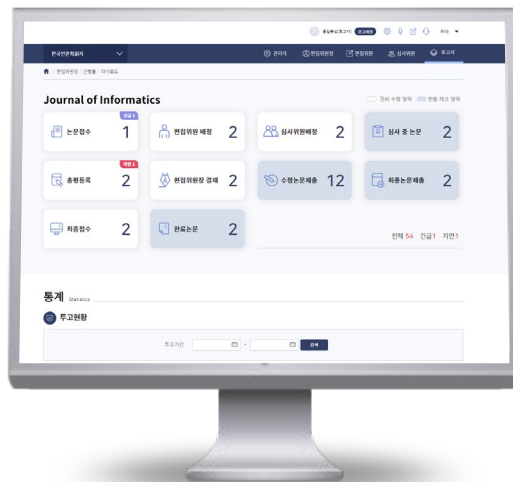


# DBpia ONE

## Online Manuscript Submission System User Guide

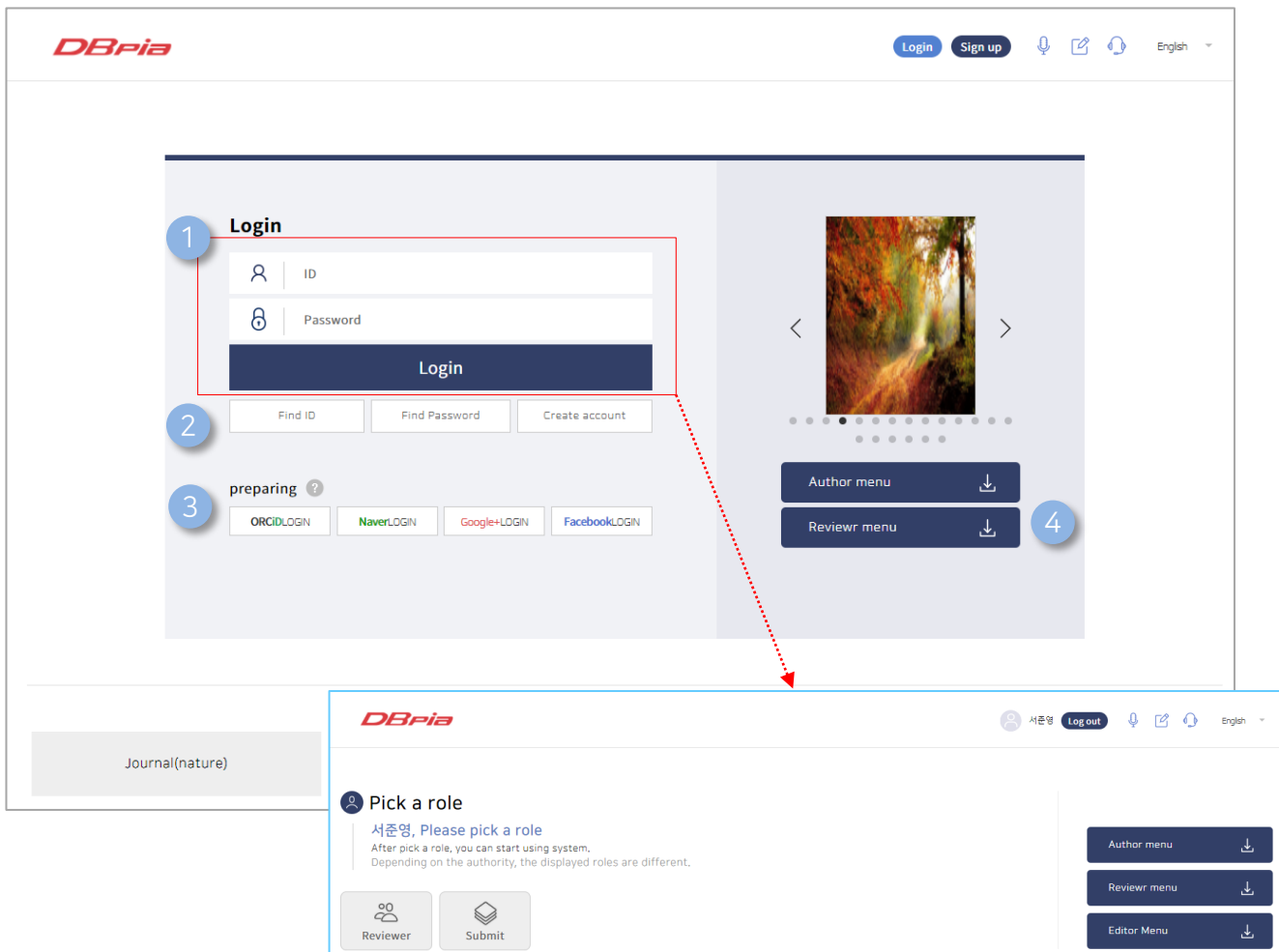
### Reviewer



# 1

## Login (Members)

### Log in



1 After entering your ID and password, click the “Login” button. **(Please enter the ID assigned to the reviewer.)**

✓ 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 reviewer.)**

4 The manual for reviewers can be downloaded.

# 1

## Login (non-members)

### Log in

#### 1. Contents of received mail

안녕하십니까?  
누리학회 편집국입니다.  
누리학회의 발전을 위해 많은 도움을 주셔서 대단히 감사드립니다.  
아래와 같이 논문이 투고되어 심사를 요청드리오니  
논문투고시스템에 접속하시어 심사를 부탁드립니다.  
심사위원명: 서준영  
논문제목: 테스트\_0525  
심사기한 :  
논문제목: 테스트\_0525  
논문초록: 테스트\_0525  
논문초록(영문): 테스트\_0525  
키워드: 테스트\_0525  
키워드(영문): 테스트\_0525  
심사기한: 2020-09-07

1 외부심사위원 본인인증 링크: <https://www.dbpiaone.com/sian1/extnLogin.do?cpNo=Y>  
< 투고시스템 접속 절차 안내 >

1. 개인정보 수집 및 이용에 동의해 주신 후 이메일로 로그인에 체크 합니다.  
2. 이메일 주소를 입력 후 인증번호 발송 버튼을 클릭합니다.  
3. 이메일 주소로 전송받은 인증번호 4자리 입력 하시면 투고시스템에 접속가능하십니다.

접속하시어 절차대로 심사를 진행하여 주시면 됩니다.

감사합니다.  
누리학회 드림

심사를 수락하시겠습니까?      심사수락: **심사수락**

심사를 거절하시겠습니까?      심사거절: **심사거절**

심사마감일시 2020-09-07

#### 2. Popup to approve external non-member reviewer

### Reviewer Login

You can use the service after you authenticate yourself with your email or mobile phone.

#### Purpose of Collection and Use of Personal Information

1. Information Collected

- User name, mobile phone number, mobile service provider, date of birth, and gender
- CI, DI
- Frequently used website or application information and

2 ☐ Agree to gathering and use of personal information

3 ☒ Login with email ☐ Login through cell phone

Email  **Send**

Enter the 4 numbers of the verification code

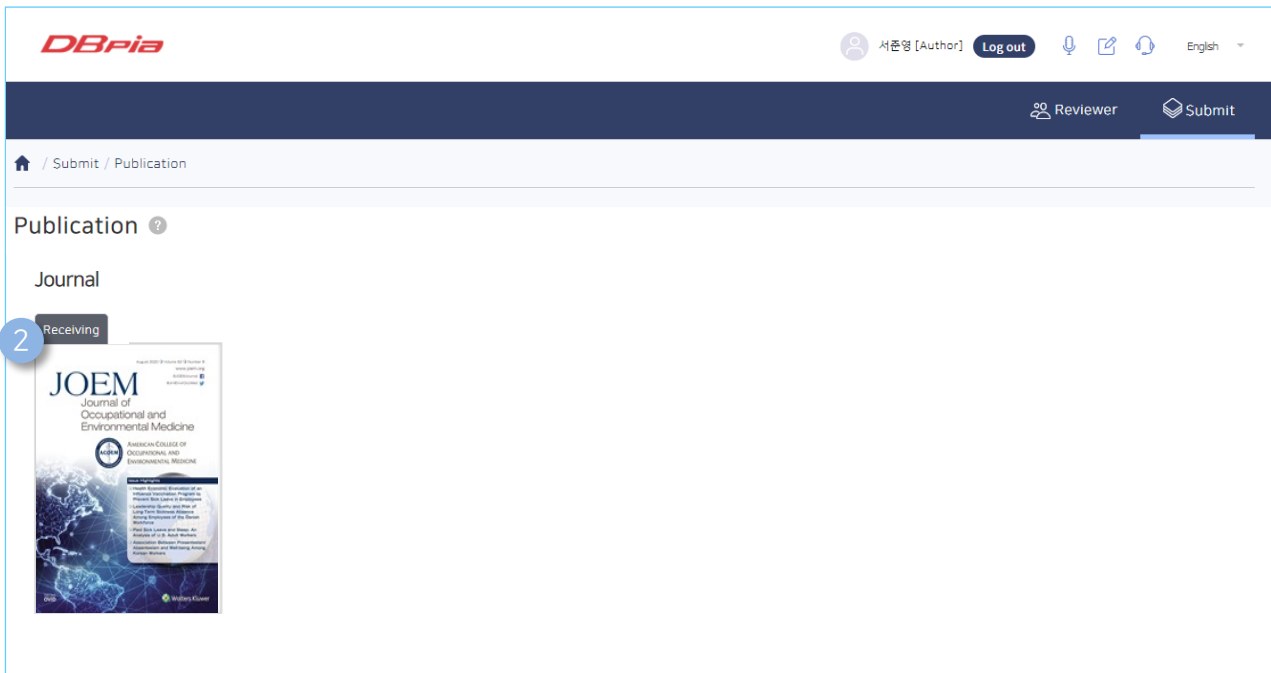
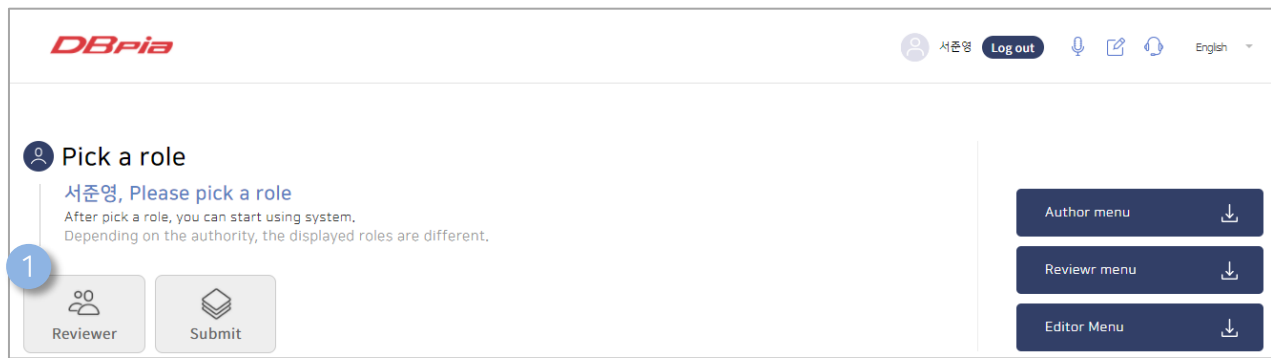
Verification code is valid for 1 hour after delivery

**Confirm**

- 1 Non-member reviewers should click the verification link in the guide email regarding the assignment as a reviewer or click a link to accept the review job.
- 2 Agree to the collection and use of personal information.
- 3 Complete the verification by selecting to verify using e-mail or mobile phone.

# 1 Login (both member and non-members)

## Pick a role and select a journal



1 Click “Reviewer” 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 reviewers

DBpia



kslee2 [Reviewer]

Log out



English ▾

신규 학술지



Reviewer

Submit

Home / Reviewer / Publication / Manuscript management - 신규 학술지

### My Review ▾

2

All

0

Urgency

1

Delay



Waiting to review

Delay 1

2



Under Review

Delay 0

0



Completed Review

1

- Completed manuscript

1

- Rejected manuscript

0

Certificate issuance

0 건

Advanced search 🔍

Click here, you can search for manuscripts by condition.

## Manuscript management

All lists

Waiting to review

Status/Number	Manuscript title	Final date for review	Status of Review deadline	Review results	File	Action
Waiting to review 2020-00037 (2020/11/23)	[1st] Gamification: Making work fun, or making fun of work?	2020-12-07	Deadline 14days left			<div>Review</div> <div>Memo</div>
Waiting to review 2019-08-12-00001 (2019/08/12)	[1st] Gamification management	2019-08-26	Delay 455day(s)			<div>Review</div> <div>Memo</div>

« < 1 > »

1 Click the "Review" button under "Action" Column.

# 3

## Review

# Check basic review information and submission information - version 1 (Continued)

If the institution uses a function to integrate and provide all review-related files in the form of a single PDF

**1st Waiting to review**

[Gamification: Making work fun, or making fun of work?, 2020-00037]

**Combine file for review**

\* Combined PDF file for Review sian1\_20201118\_0001.pdf 2020-11-18

**Information to be submitted**

- \* Final date for review 2020-12-07
- \* Name of journal 신규 학술지
- \* Review type awaiting
- \* Manuscript title Gamification: Making work fun, or making fun of work?
- \* Manuscript title (English) Gamification: Making work fun, or making fun of work?
- \* Abstract Gamification: Making work fun, or making fun of work?

**Decline**

1 Review the status in the navigation.

2 Check the title and number of the manuscript to be reviewed.

3 Click to download the integrated manuscript file to be reviewed and perform the review.  
The first page of the downloaded PDF file is the abstract of the manuscript. You can check the integrated manuscript file on the following pages. Also, you can write points to be edited for review work by using the line numbers on the left.

4 Check the general information on submissions.

5 There is a "Decline" button for declining the review work.

# 3

## Review

# Check basic review information and submission information - version 2 (Continued)

If the institution provides files for review individually

DBpia

kslee2 [Reviewer] Log out

English

신규 학술지

Reviewer Submit

/ Reviewer / Publication / Manuscript management / Review - 신규 학술지

1st

Waiting to review

1

Review

1st

Waiting to review

Decline

2

[메일로그, 심사임시저장, 심사선택사항 저장, 2019-08-12-00001]

3

Manuscript files for review

File for review (without author's information)	학습효과가 기억력에 미치는 영향_심사용.docx	2020-11-23
Image file	figure1. format-for-eliciting-uncertainty-on-probabilities.png figure2. 관계도.png	2020-11-23 2020-11-23
Table(표)	No registered files.	

4

Information to be submitted

Final date for review	2019-08-26 [Deadline 455days after]
Name of journal	신규 학술지
Review type	

1 Review information navigation

2 Simply check the title and number of the manuscript to be reviewed.

3 Click to download review-related files.

4 Check the general information on submissions.

5 There is a "Decline" button for declining the review work.

3

Review

Write reviewers opinion (Continued)

Reviewers opinion

\* Manuscript review (score input type)

1	Items to be reviewed (questions)	Maximum score	Enter score
	연구 주제가 참신한가.	30	<input type="text"/>
	연구 목적, 실험 대상 및 절차가 명시적인가.	30	<input type="text"/>
	연구 설계, 분석 및 결과가 적절한가.	20	<input type="text"/>
	투고 규정에 맞게 작성하였는가.(초록, 참고문헌, 도표 등)	20	<input type="text"/>
		Total score	0Points

Criteria for total score after the review	Accept	80Minimum score
	Minor revision	70Minimum score
	Major revision	60Minimum score
	reject	59below

\* Manuscript review (short-answer type)

Item	Review details
수정사항	<input type="text"/>
게재유보사유	<input type="text"/>

2 \* Request for revision

Page /column(L,R)	Line	Request for revision
<input type="text"/>	<input type="text"/>	<input type="text"/>



1 Input the review point in the manuscript review (score input type).

Another type of scoring method or a descriptive review method may be provided depending on the institution's settings.

2 Enter the points to be edited (you can write points to be edited for review work using the line numbers on the left in the integrated review files).



# 3

## Review

### Write reviewer's opinion

3

\* Reviewed content

Comments to the Author

Confidential Comments to the Associate Editor

4

\* Comprehensive evaluation

Review results

☐ Accept ☐ Minor revision ☐ Major revision ☐ reject

Reviewer's feedback

\* Reviewer confirmation

Not applicable

Save as draft

Undo

5

Complete review →

3

Reviewed content

- You can write and upload your review opinion file (to be automatically converted into a PDF file and provided to the submitter).
- You can also write review content that is open to the author or the editor.

4

Comprehensive evaluation

- Select the review results.
- You can deliver your comprehensive review opinion to the chief editor.

5

Complete review work by clicking the "Complete review" button.

# 4

Complete review / Other functions

## View manuscript with completed review / Other functions

DBpia

kslee2 [Reviewer] Log out

English

신규 학술지

Reviewer Submit

Reviewer / Publication / Manuscript management - 신규 학술지

Advanced search

Click here, you can search for manuscripts by condition.

My Review —

0 All 0 Urgency 0 Delay

Waiting to review Delay 0 0

Under Review Delay 0 0

Completed Review 1

- Completed manuscript 1

- Rejected manuscript 0

Certificate Issuance 0 건

Manuscript management

All lists

Completed Review

Status/Number	Manuscript title	Final date for review	Status of Review deadline	Review results	File	Action
Complete review 2020-10-12-00001 (2020/10/12)	[1st] Gamification management	2020-10-28	0 day(s)	Accept with revisions 2020-10-28		

<< < 1 > >>

- 1 View all manuscripts for which a review has been completed.
- 2 Click "View the review" to check detailed review information again.
- 3 You can check all manuscripts to be reviewed, manuscripts to be urgently reviewed, and manuscripts with delayed review separately using the "My review" menu.
- 4 You can select delayed review in the "Waiting to review" or "Under Review" category and review them first.
- 5 If there are many manuscripts to be reviewed, you can find one by performing a detailed search.
- 6 If there are several publications in the institute and you select the wrong one, you can search for another publication and navigate to it by using this top-down menu.