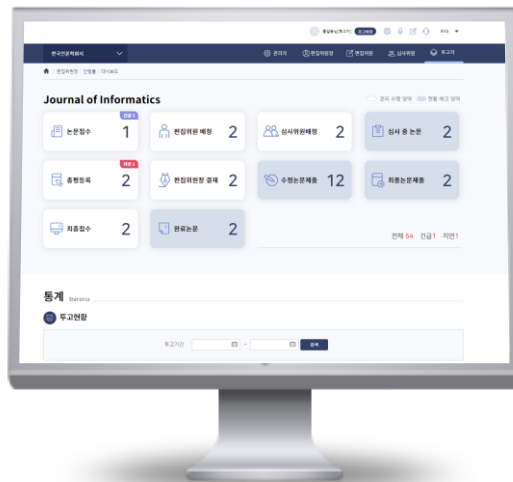


# DBpia ONE

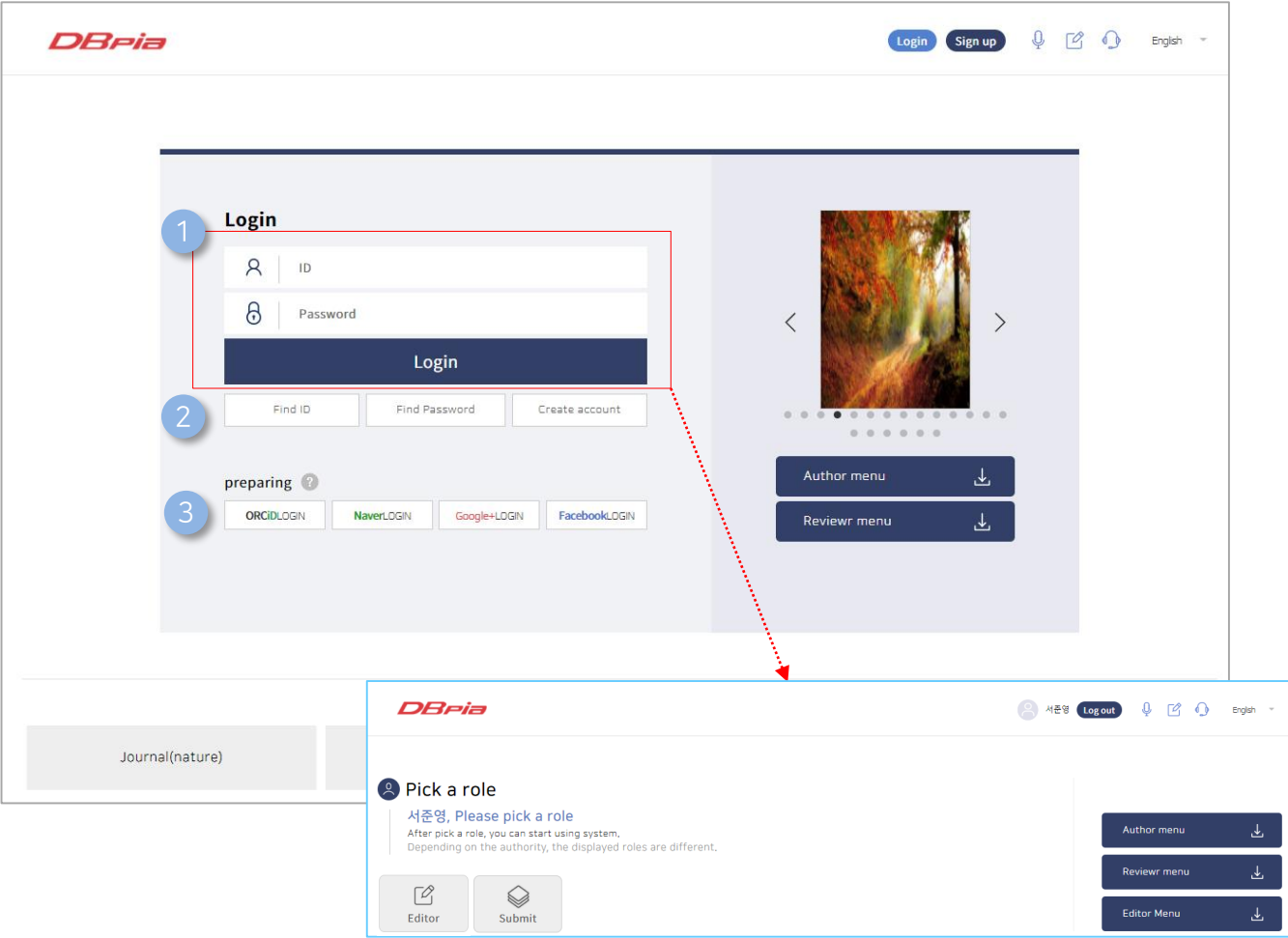
## Online Manuscript Submission System User Guide

### Editor



# 1 Login

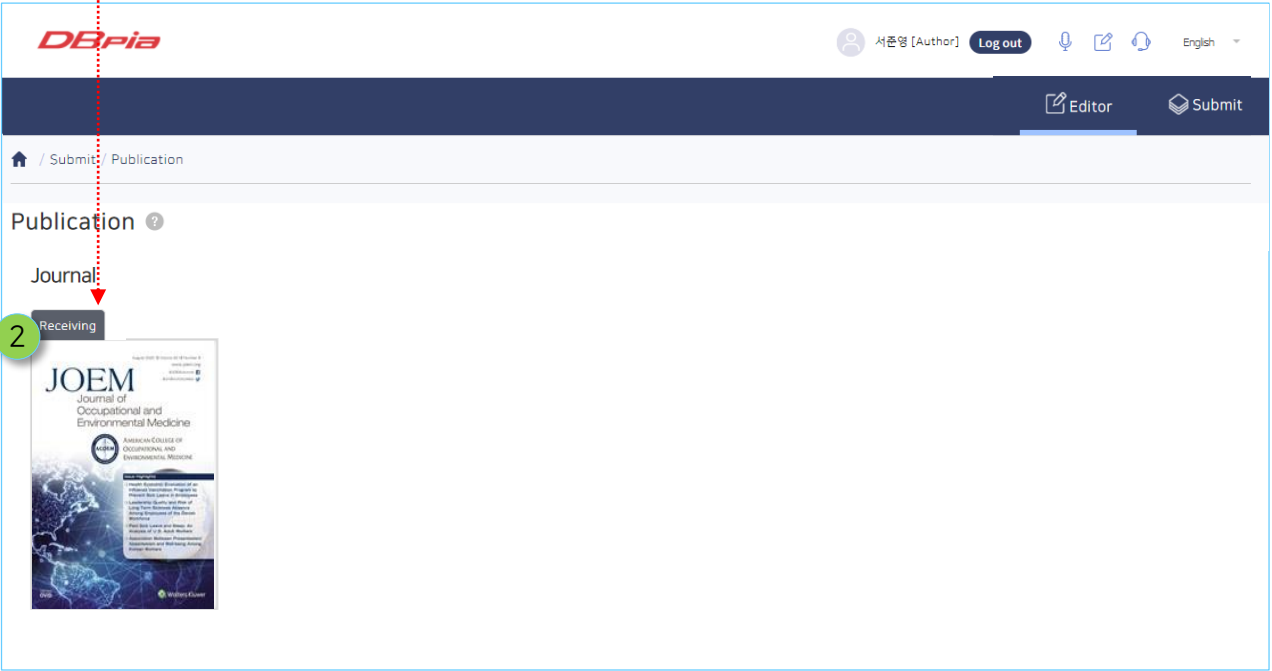
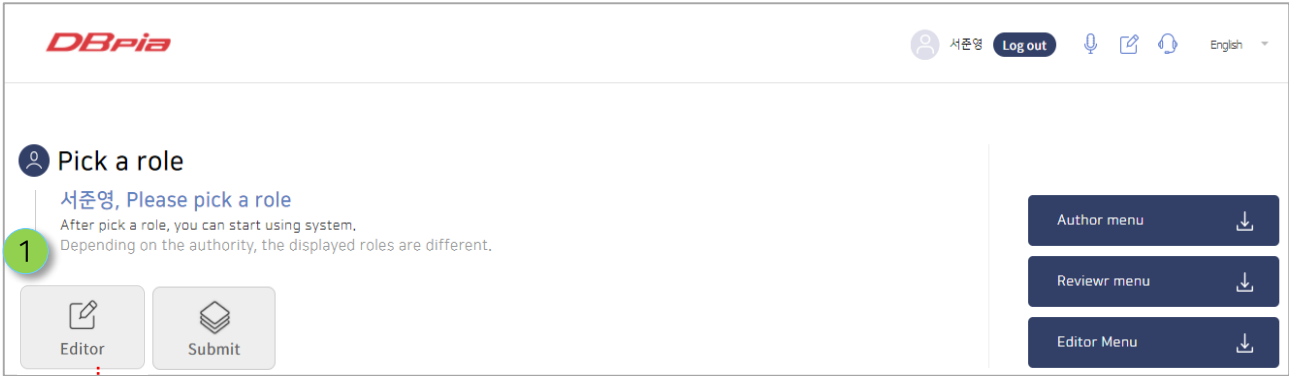
## Log in



- 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

서준영 [Editor]   Log out     English ▾

신규 학술지 ▾

Editor   Submit

/ Editor / Publication / Manuscript management - 신규 학술지

My Journal —

2   0   0

All   Urgency   Delay

Recommendation of Reviewers   Urgency 0   1

Assign reviewers   Delay 0   0

Manuscript under review   Delay 0   1

Registration of General review   Delay 0   0

Completed manuscript   0

Certificate Issuance   0 건

Advanced search

Click here, you can search for manuscripts by condition.

▼

Manuscript management

All lists

Manuscript under review

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

« < 1 > »

Item	Content
Recommend reviewers	<b>You can recommend a reviewer</b> (if you have the authority to recommend reviewers)
Assign reviewers	<b>You can assign the reviewers</b> (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	<b>You can register a general review</b> (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

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 reiew	File	Action
<div>Select editor</div> <div>2020-00027</div> <div>(2020/10/13)</div>	<div>[1st]</div> <div>Gamification management</div>	<div>[Submitting]</div> <div>장건우</div> <div>[Corresponding]</div> <div>장건우</div>	<div>[Recommend]</div> <div>Before</div> <div>2020-12-07</div>		<div>Download icon</div>	<div>Review status</div> <div>Reviewer recommend</div> <div>Memo</div>

<<

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1

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- Click the "Recommend of Reviewers"
- 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."
- Click "Reviewer recommend" under "Action" column.

3

Recommend reviewers  
**Recommend reviewers,  
Check the recommendation status**

Reviewer recommendation

Preferred/Non-Preferred Reviewers

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

<input type="checkbox"/>	ID	Name	Affiliated organization	Contact	Reviewing	Delayed review	Total reviews (or accumulated reviews)
<input type="checkbox"/>	lkseditor	이광섭	goti		1	1	3
<input type="checkbox"/>	lksviewer	David	KOSC	lks@nurimedia.co.kr 010-0-0	3	2	4
<input type="checkbox"/>	lksviewer2	kslee2	sori	lks0000@nurimedia.co.kr 010-1254-9874	3	2	4

6

<< < 1 > >>

7

Recommend

Close

Status of reviewers

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

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.

5

# 4

## Assign reviewers Assign reviewers, Check the assignment status (Continued)

My Journal —

2

All

0

Urgency

0

Delay

Recommendation of Reviewers

Urgency0

1

Assign reviewers

Delay0

1

Manuscript under review

Delay0

0

Registration of General review

Delay0

0

Assign reviewers

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

<< < 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

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

Search reviewers

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

Search condition

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

<<

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1

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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 r eview	<div>Select</div> <div>Delete</div>

Close

Status of reviewers

[Recommend]

kslee2

[Reviewer]

kslee2

[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

Urgency0

0

Assign reviewers

Delay0

0

Manuscript under review

Delay2

2

Registration of General review

Delay1

1

Completed manuscript

3

Certificate issuance

0 건

1

Registration of General review

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

2

3

- 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

Editor / Publication / Manuscript management / General review registration - 신규 학술지

1st

Complete review

Review

1st

Complete review

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

General review

Review results

2

게재가능(수정후 바로)

Minor revision

Major revision

reject

3

General review of file

Q + -

Content of general review

Save as draft

Undo

4

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

Urgency0

0

Assign reviewers

Delay0

0

Manuscript under review

Delay2

2

Registration of General review

Delay1

1

Completed manuscript

3

Certificate issuance

0 건

2

Final Manuscript submission completed

2019-09-17-00001

(2019/09/17)

[3rd]

1% 금리의 의미

[Submitting]

서준영

[Corresponding]

서준영

[Reviewer]

서준영

[1st]

Major revision

2019-09-23

2

[Final decision]

Accept

2019-09-17

Review status

Reviewer recomm

Overview

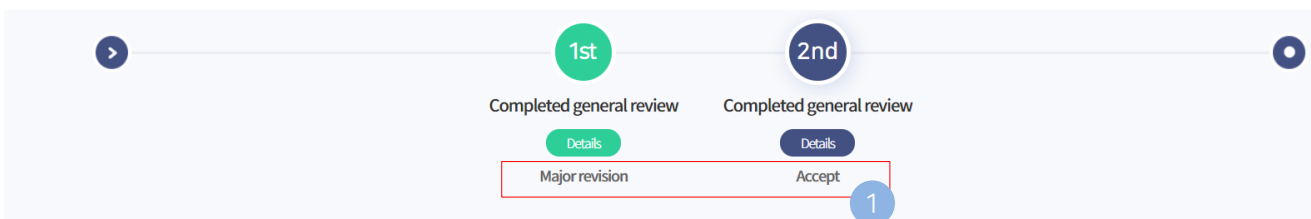
Memo

3

- 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 하였기 때문에 병원 등 mesh term의 주가를 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 ~'→저를 '코로나19'가 언급된 부분에서는 정식 명칭 국문과 영문 명칭 full name과 약어를 기재하고 이후에는 국문용어(코로나19) 혹은 영문약어(COVID-19)로 기재하시기 바랍니다. - 중등교육기증후군의 경우 국문명 뿐만 아니라 영문명 full name과 약어(MERS)를 병기해주는 것도 독자의 이해를 돕는데 도움이 될 것 같습니다. '너싱홈'과 미국 '질병통제예방센터'도 처음 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

DBpia

서준영 [Editor] Log out

English

신규 학술지

Editor Submit

/ Editor / Publication / Manuscript management - 신규 학술지

My Journal —

200

AllUrgencyDelay

Recommendation of Reviewers Urgency0 1

Assign reviewers Delay0 0

Manuscript under review Delay0 1

Registration of General review Delay0 0

Completed manuscript 0

Certificate Issuance 0 건

Advanced search

Click here, you can search for manuscripts by condition.

Manuscript management

All lists

Manuscript under review

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 > »

- 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.