

Journal Submission System

[Editor Manual]

Paper Review Manual

▶ Editor's Page

Manuscripts

Paper Control Status by Review Stage

If you click the following figure at each stage, you can review details of the corresponding paper.

	Editor Selection	1st Decision	2nd Decision	3rd Decision	Minor Review Decision
Normal	0	0	0	0	0
Delay	1	0	0	0	-

2 19 Paper Editing Status by Date (In Progress)

3 7 Paper Editing Status by Date (Finished)

Editor – Start Page

When logged in a Editor,
is the first Page.

1) Paper Control Status

- Each step represents the number of papers.
- Overall you can register on Decision stage.
- When you click the number of papers to go to a list of papers.

2) Paper Editing Status by Date(In Progress)

- All papers represent progress.

3) Paper Editing Status by Date(Finished)

- Represents a complete review papers.

Paper List

Paper No.	Author(Affiliation)	Paper Title	Editor	Receipt Date
1 <u>11-0013</u>	TEST author (test group)	test - 110211	(None)	2011-02-11

1



Editor – Paper List

Moved from the previous page is a list of papers.

1) Click the “Paper No” to go to the “Associated Editor Selection” page.

Editor – Associated Editor Selection

Editor Selection [Detail View]

1 Paper Reivew Status

Paper No.	11-0013	Receipt Date	2011-02-11 오전 11:58:40
Paper Title	test - 110211		
Abstract	test		
Areas	phylogenetics & taxonomy		
Keywords			
Author(Affiliation)	TEST author (, test group) [ID : T_author / lr2515@joooni.co.kr / 0000000000 /]		
Recommend Reviewer			
1st Version Paper	11-0013_923884_P1P.pdf		
Editor	TEST Aedior	Selection	2

3 Is this paper suitable to "Area" ? Send to Editor Return to author(s)

Select the Editor certainly.

[BACK](#) [Complete the selection](#)

1) Paper Review Status

- Information on the paper.

2) Associated Editor Selection

- Associated Editor of the paper should be selected.

3) Suitable to Area

- You should select the paper is a suitable area.

4) Memo

- If you do not fit, papers are returned to Author.

- You should write in the memo that reason.

Editor Selection [Detail View]

4 Paper Reivew Status

Paper No.	11-0013	Receipt Date	2011-02-11 오전 11:58:40
Paper Title	test - 110211		
Abstract	test		
Areas	phylogenetics & taxonomy		
Keywords			
Author(Affiliation)	TEST author (, test group) [ID : T_author / lr2515@joooni.co.kr / 0000000000 /]		
Recommend Reviewer			
1st Version Paper	11-0013_923884_P1P.pdf		
Editor	TEST Aedior	Selection	

Is this paper suitable to "Area" ? Send to Editor Return to author(s)

3 Memo

Select the Editor certainly.

[BACK](#) [Complete the selection](#)