Exercise Medicine

Manual for Author

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Authors Tutorial

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e-Submission Main page

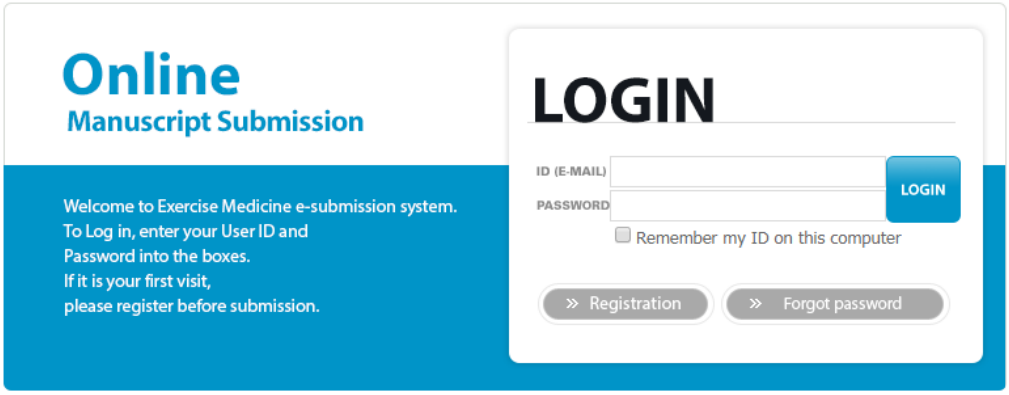
Main Page

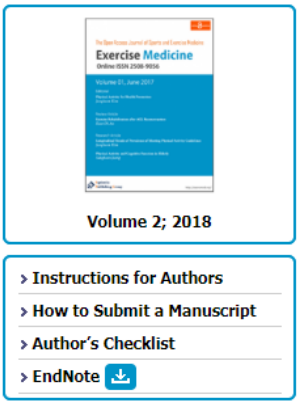
The main page consists of ***Instructions for Authors***, How to submit a manuscript, EM Archive, Contact us that allow anyone to access without login. To submit manuscripts, it is available after logging in.

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.)





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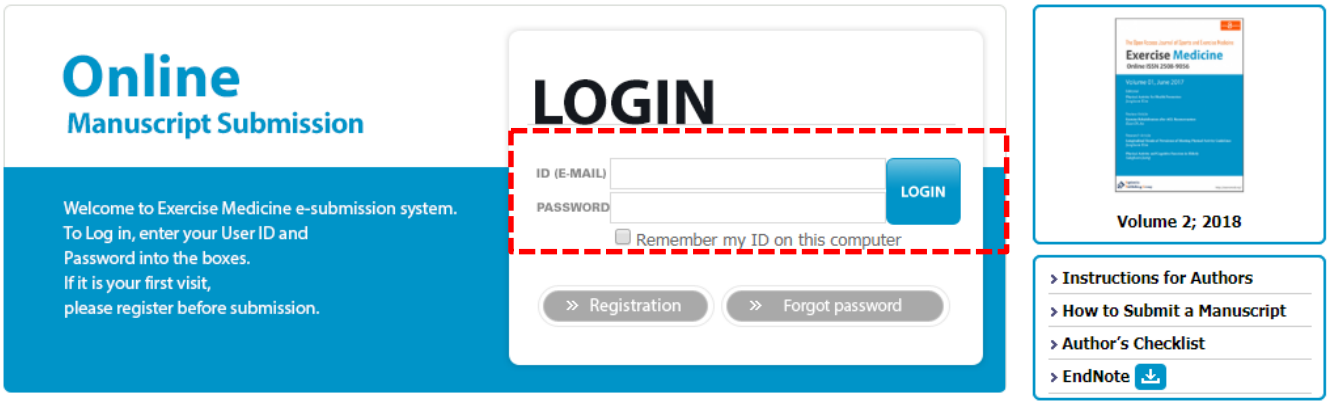
Login/Registration

Login

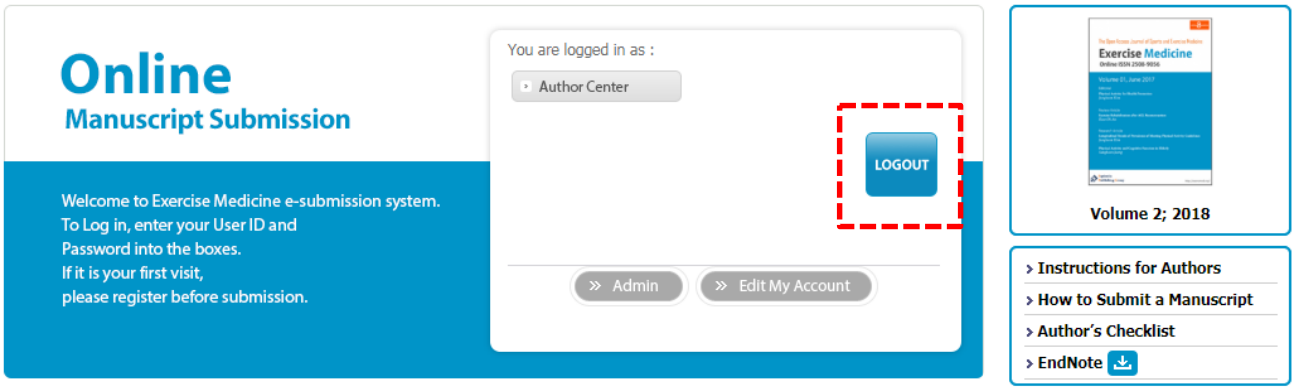
Manuscript submission and review system are available after logging in with registered ID (E-mail) and password.



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.



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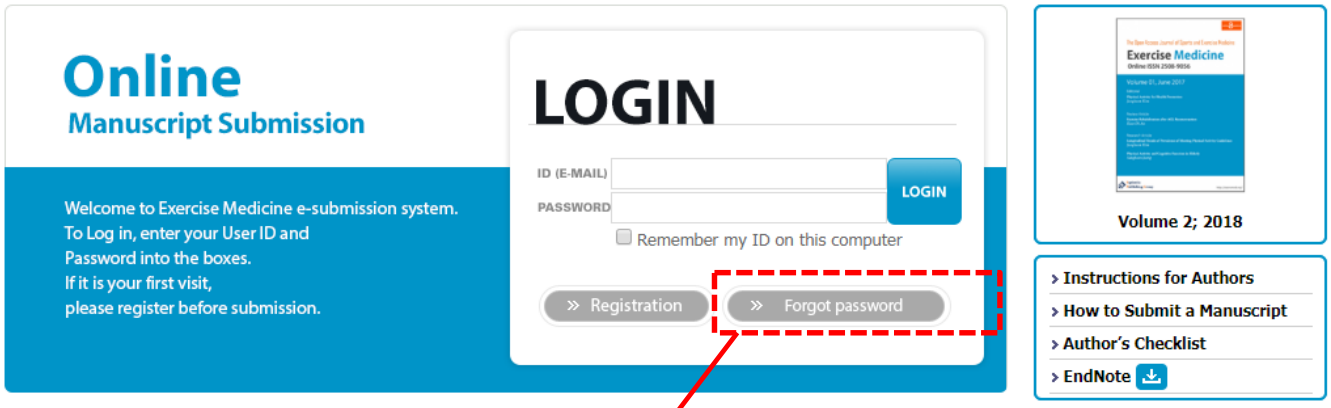
Login/Registration

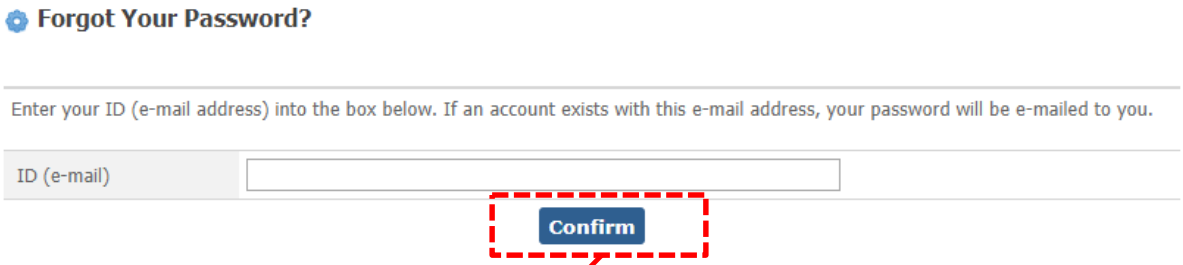
Forgot Your Password?

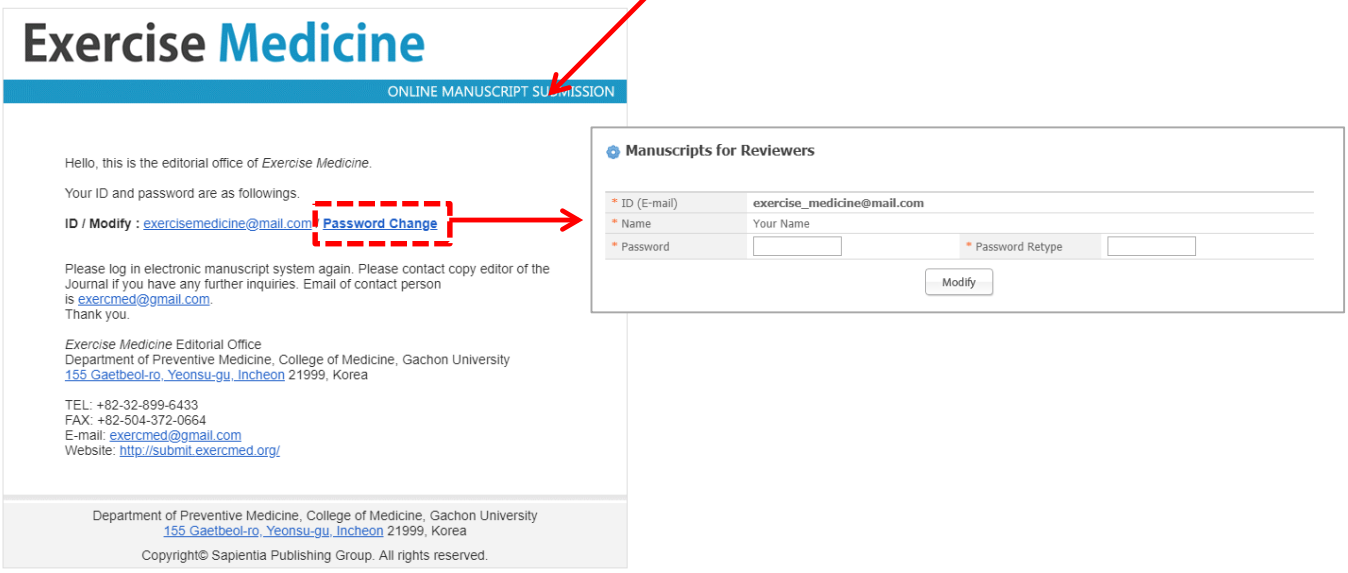
If you know you have an account but have forgotten your password, use the "**Forgot Your Password**?" menu and find your password.

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."







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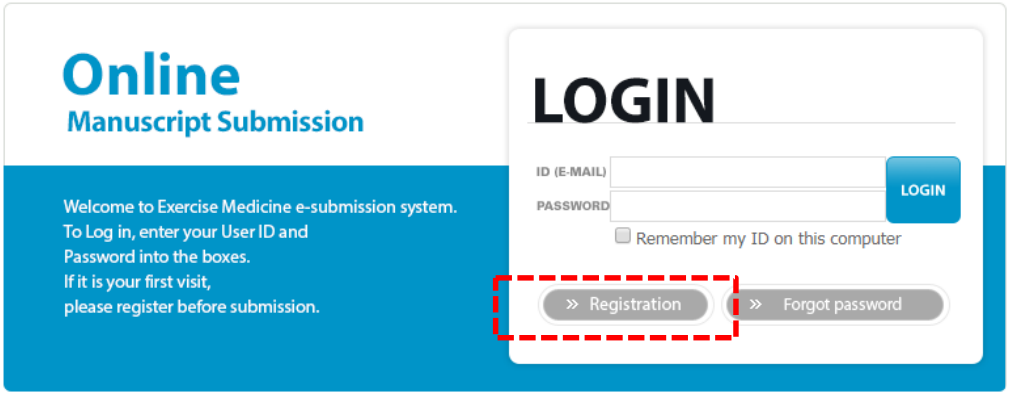
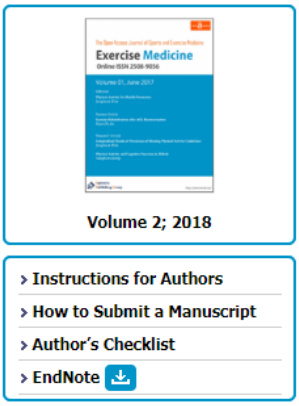
Login/Registration

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.



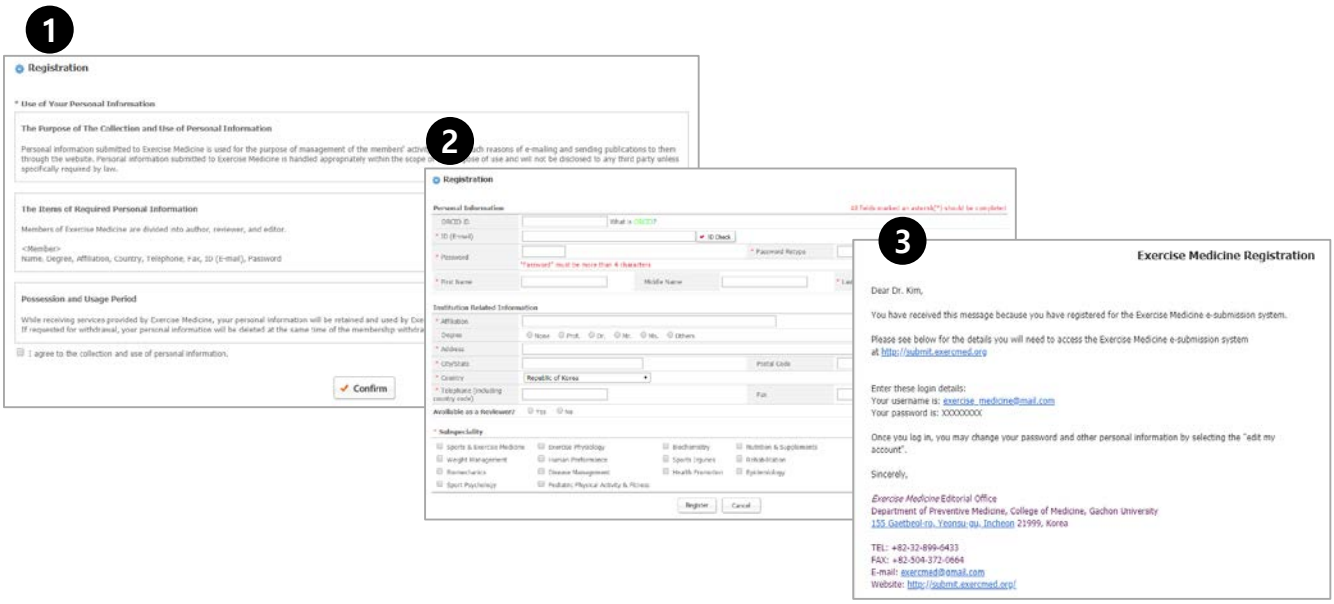


Follow the 3-step process for creating your account as below.

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



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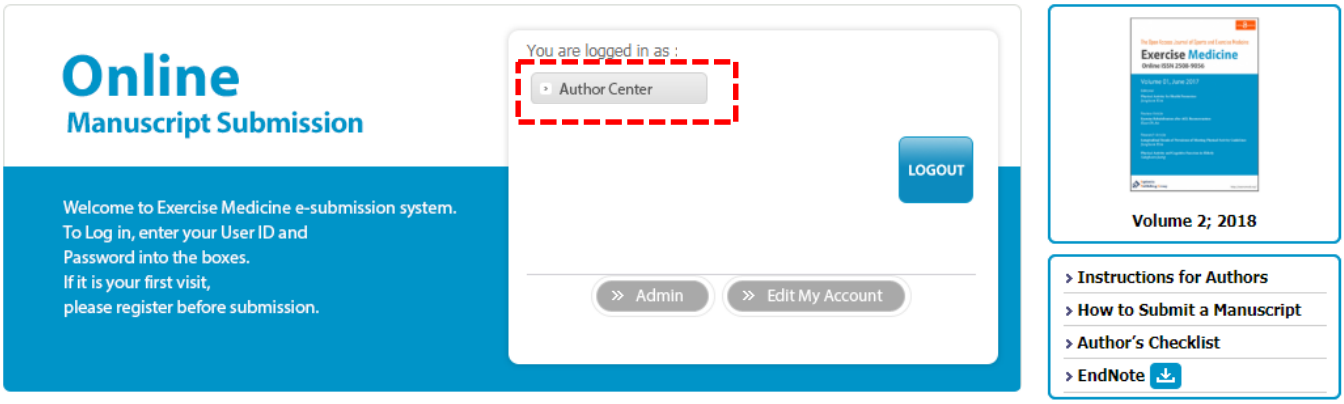
Login/Registration

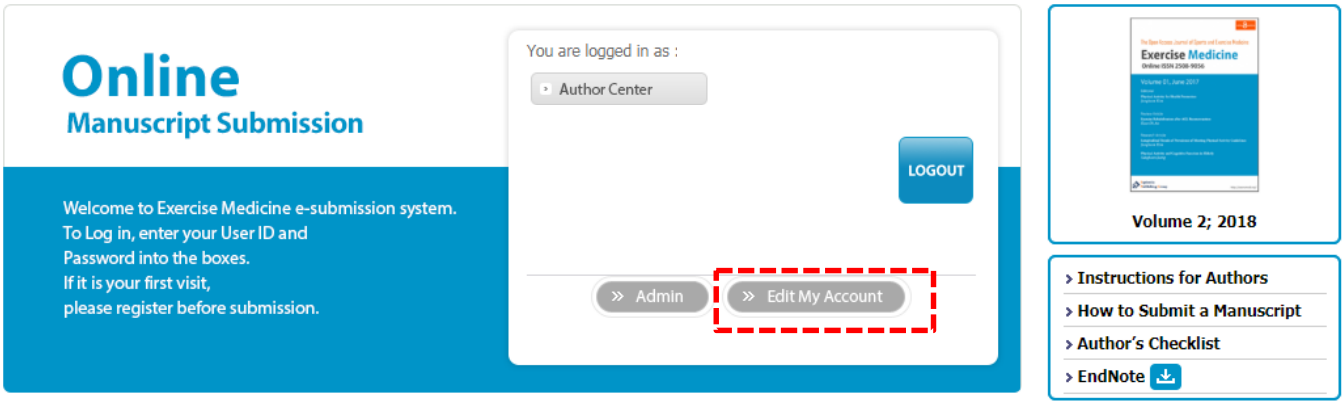
The Welcome Page

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.



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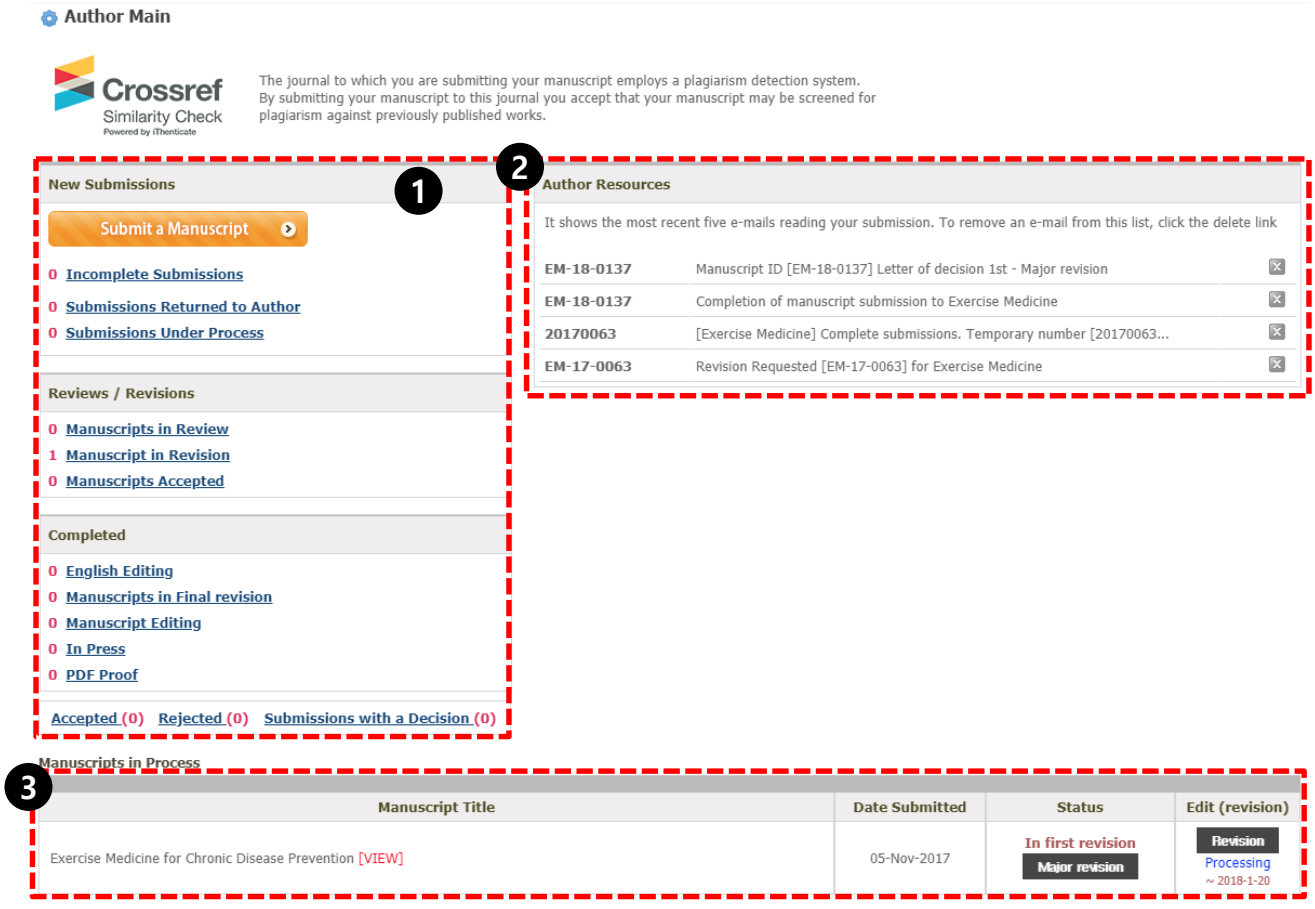
Author Center Main

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.



1. To submit a new manuscript click on the "**New Submission**" button.

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

2. You can check e-mail received again.

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

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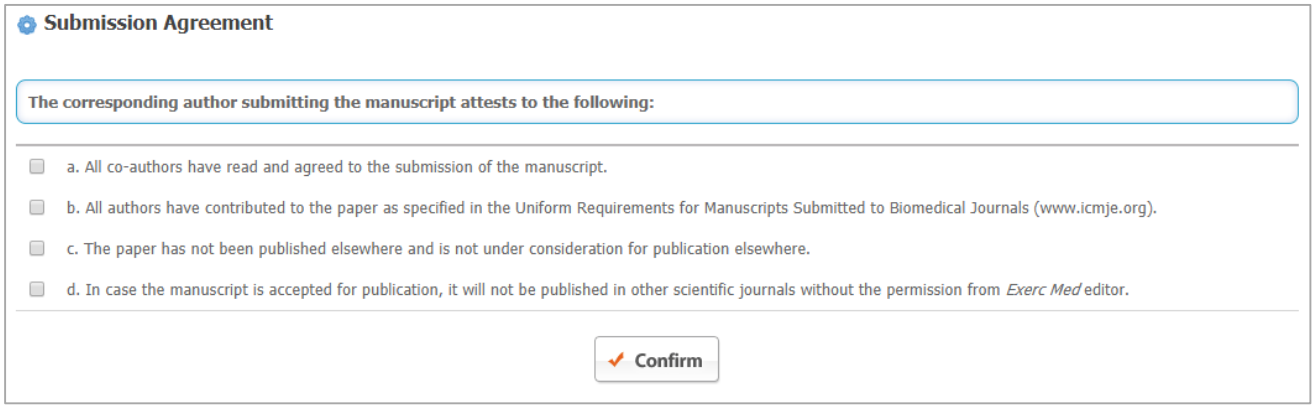
New Submission

To submit a new manuscript, you should check all the "**Submission Agreement**".



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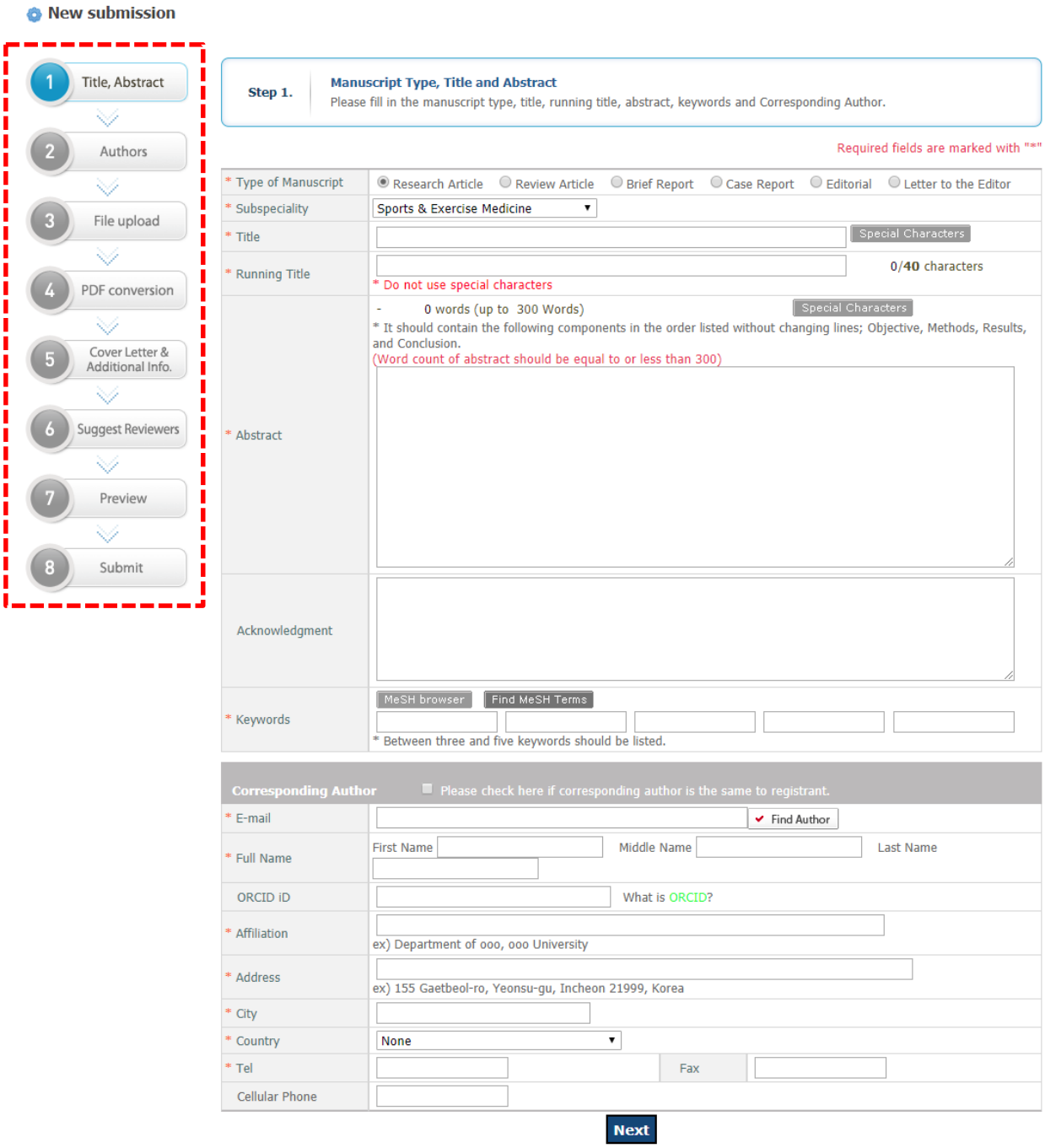
New Submission

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.



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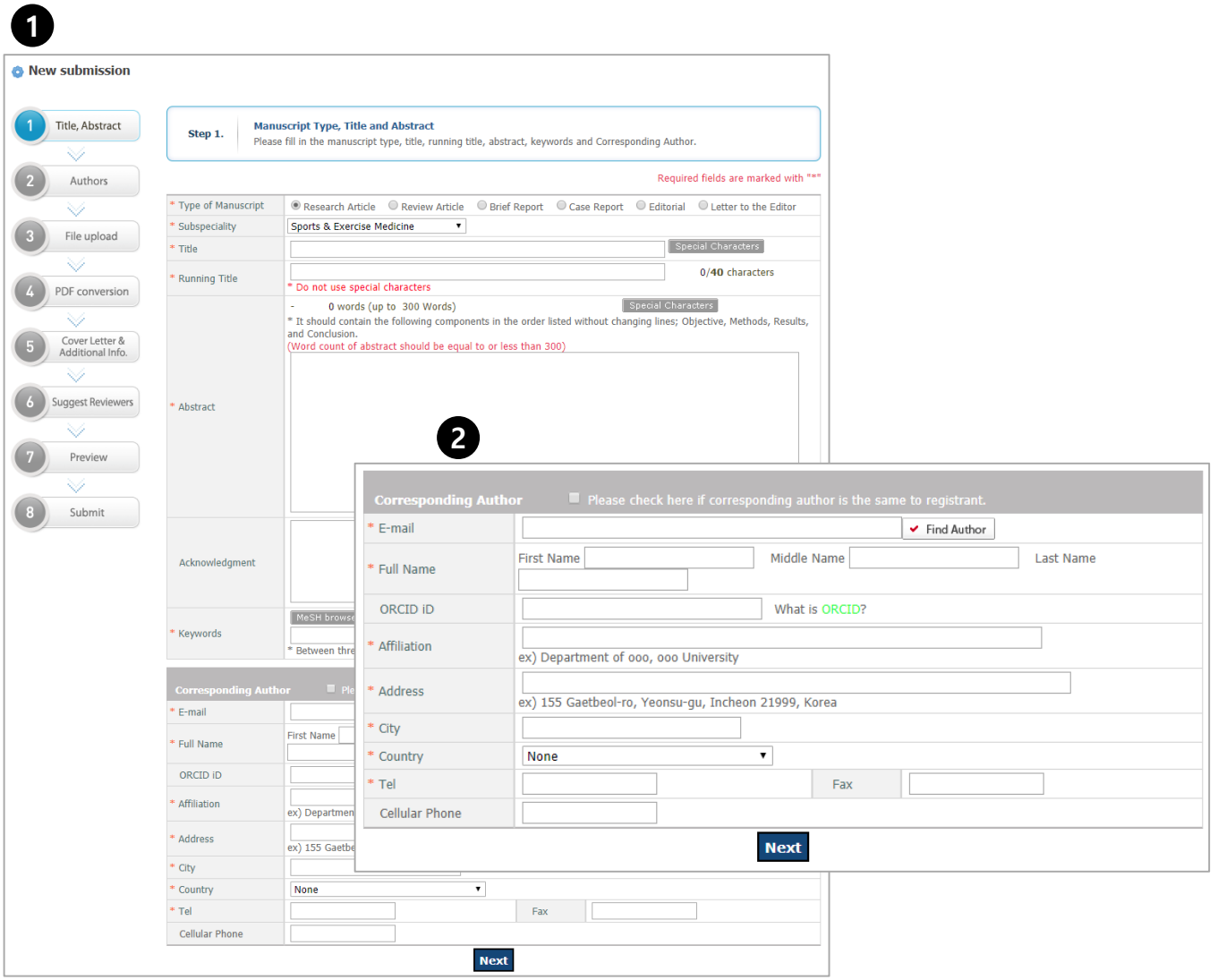
New Submission

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

1. Enter a manuscript, following the input format. (Type, Title, Running Title, Abstract, Keywords etc.)
   - New: New submission
   - Resubmission: you will need to log back into your Author Center and find Manuscript ID if you submit other format or reject your paper. To start your revision you enter the existing ID.

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**".



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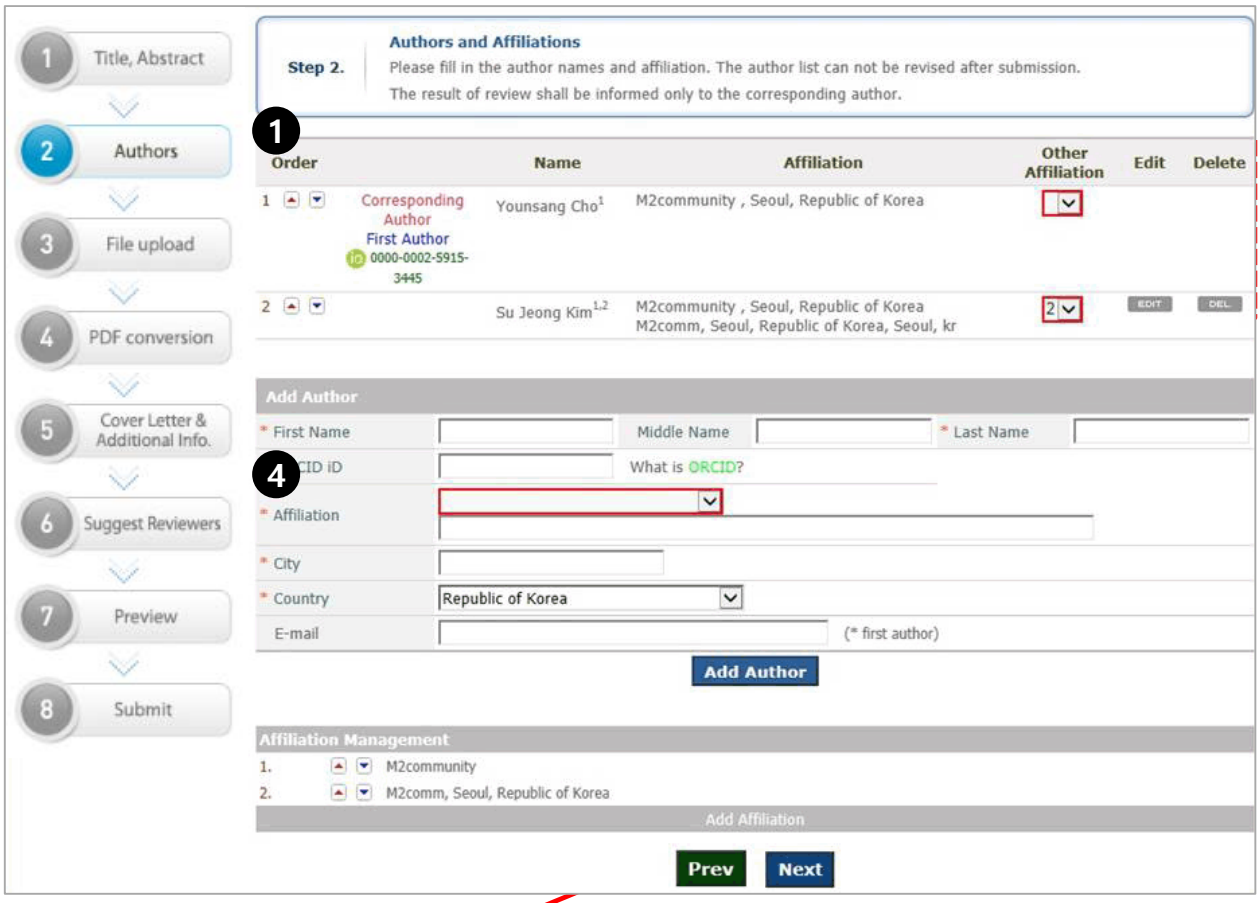
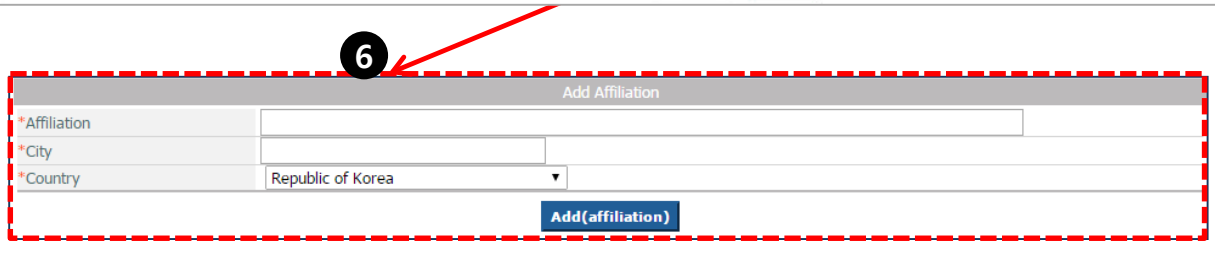
New Submission

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.





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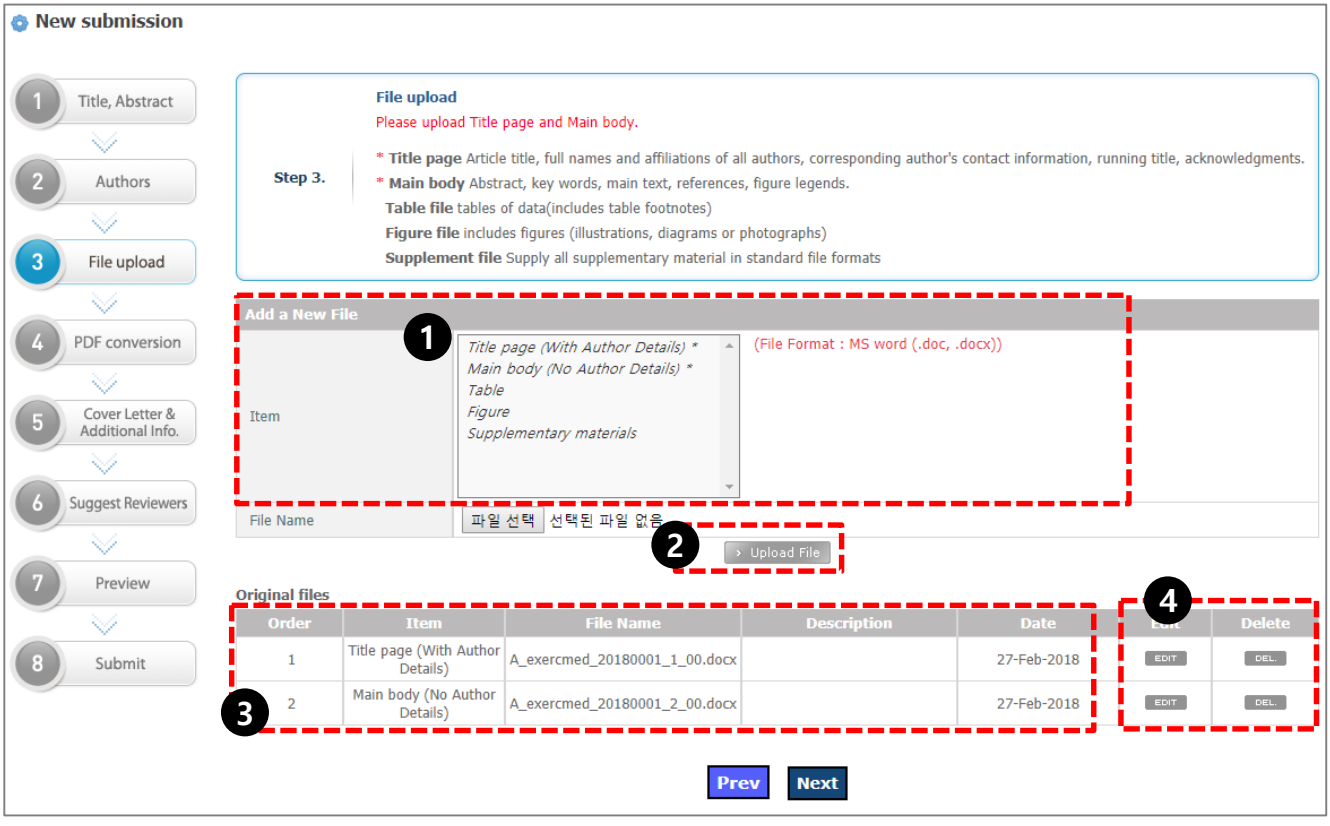
New Submission

Step 3 : File upload

1. Upload files in Title page, Manuscript file, Table, Figure, Supplement, Copyright Transfer Form. 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.



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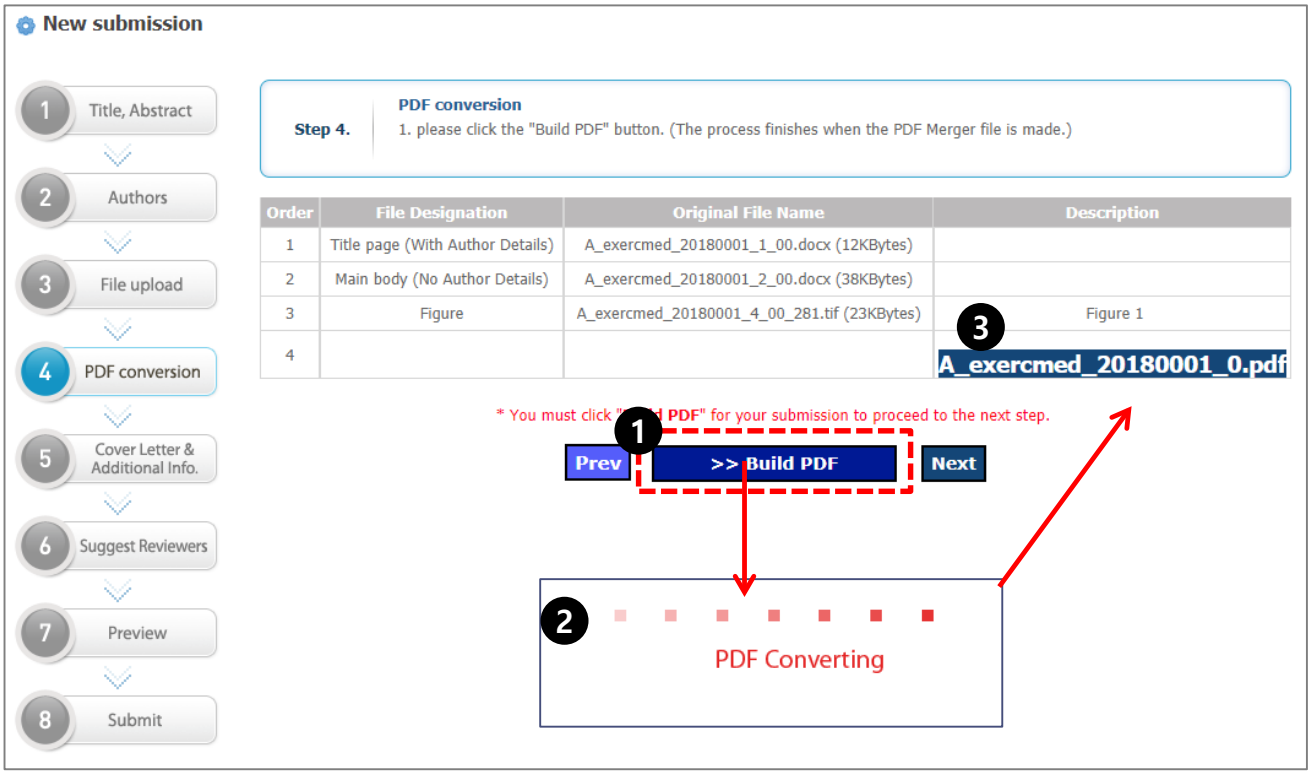
New Submission

Step 4. : 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.)



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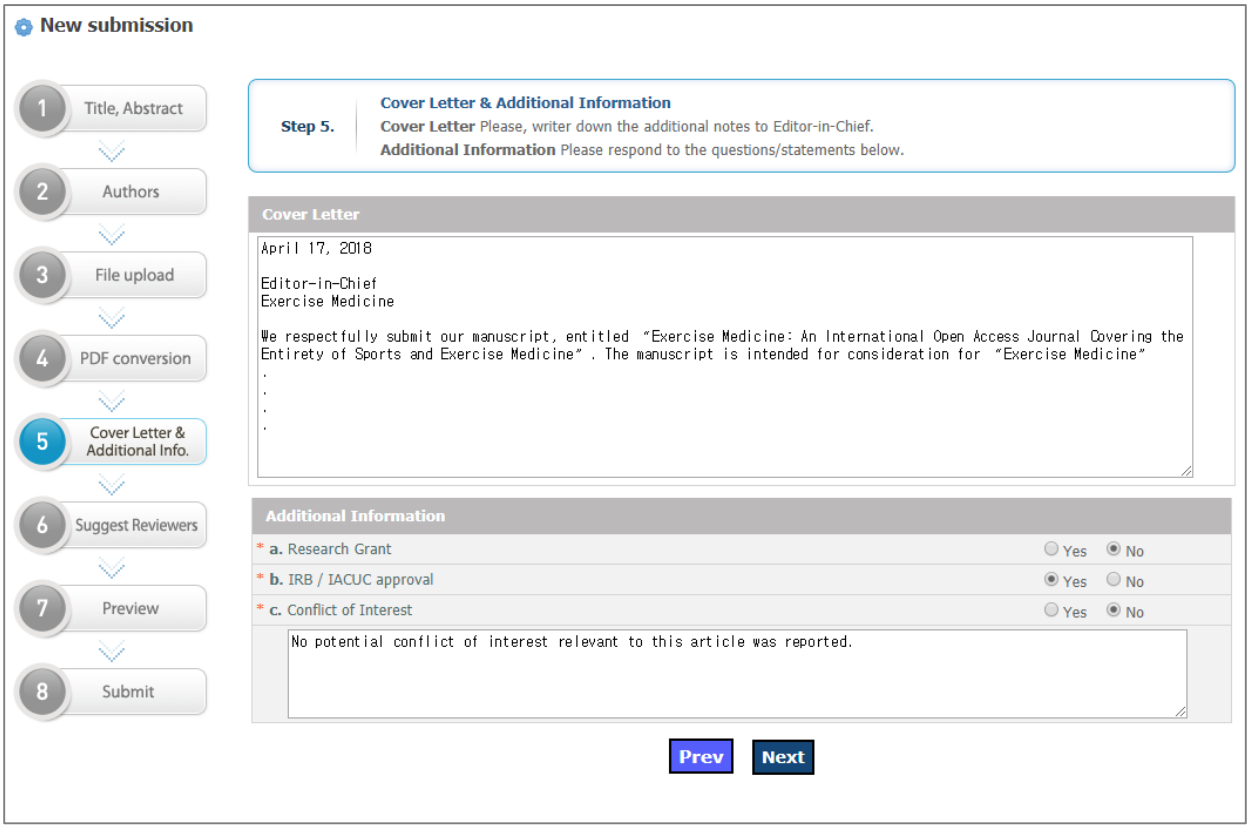
New Submission

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.



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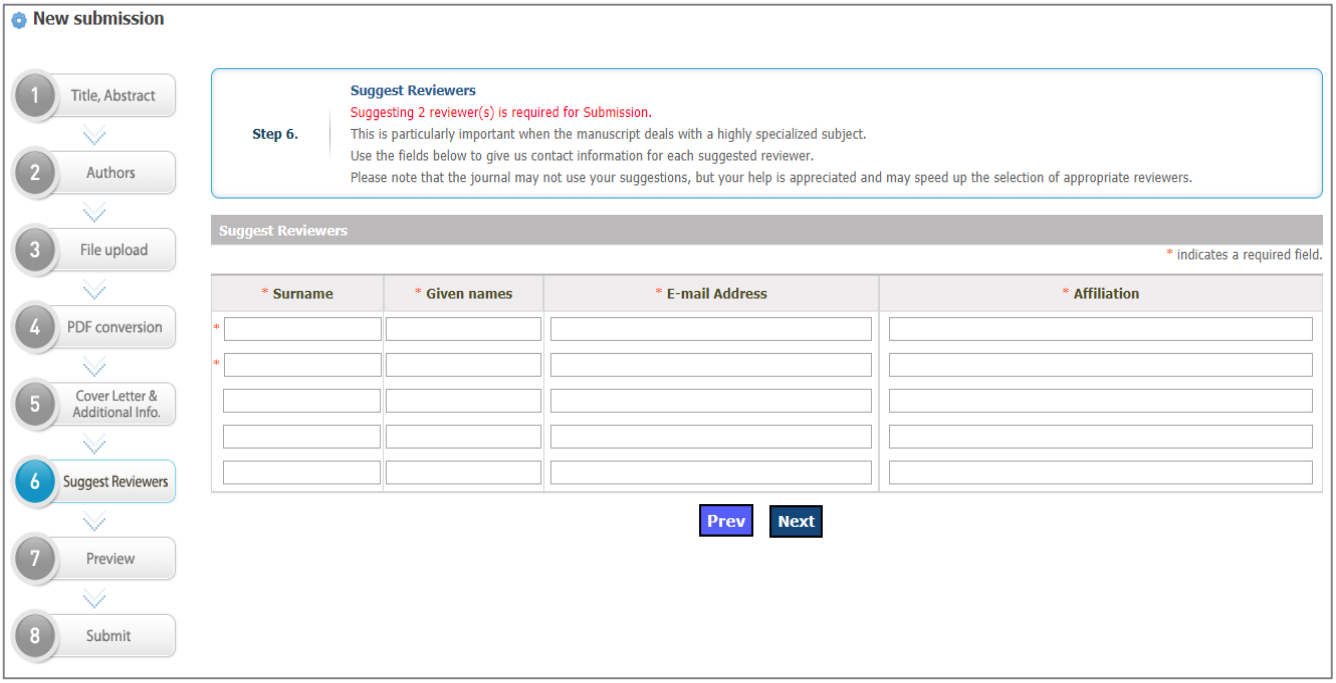
New Submission

Step 6. : Suggest Reviewers

Suggesting 2 reviewer(s) is required for Submission.
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.



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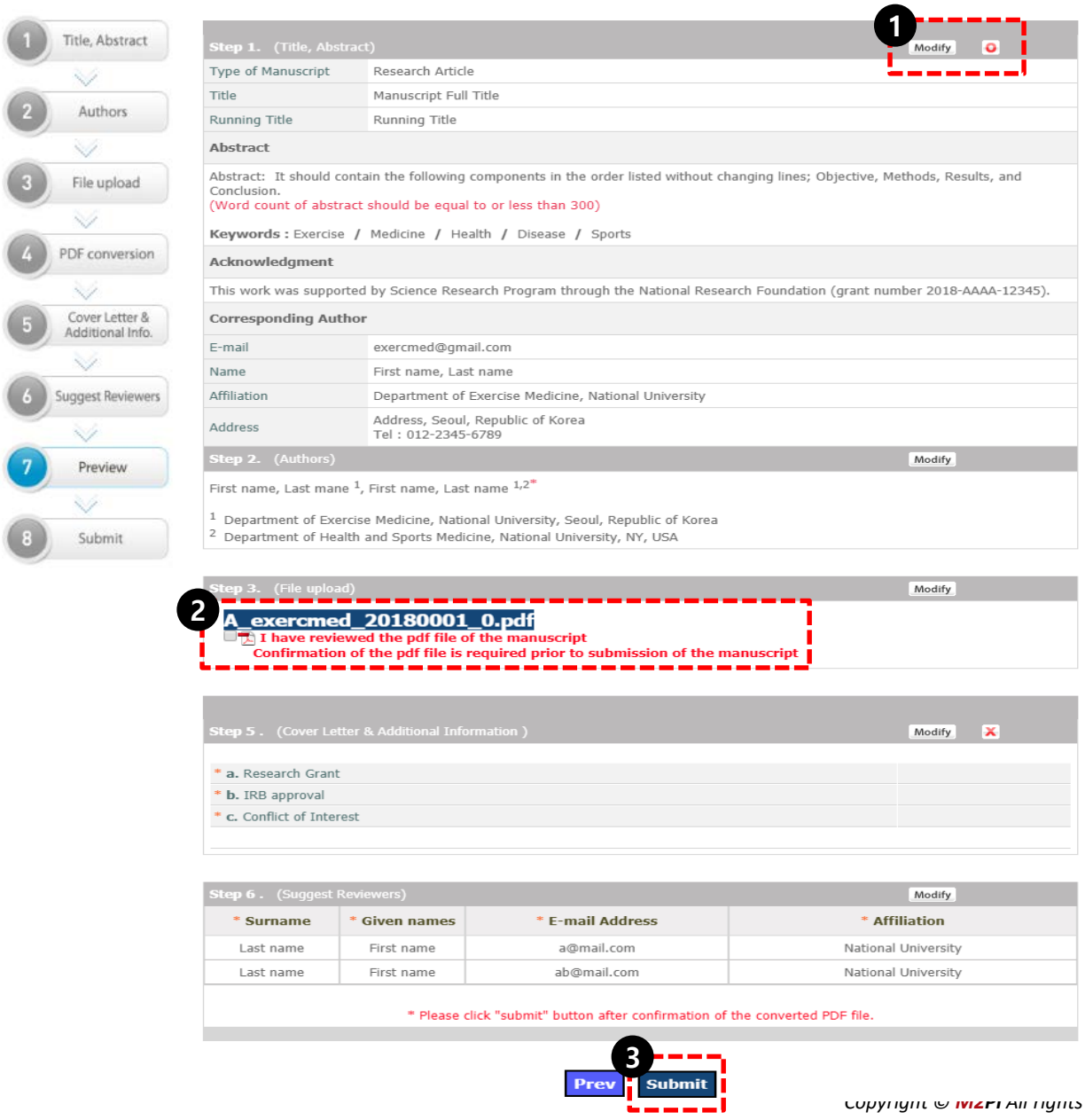
New Submission

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.)



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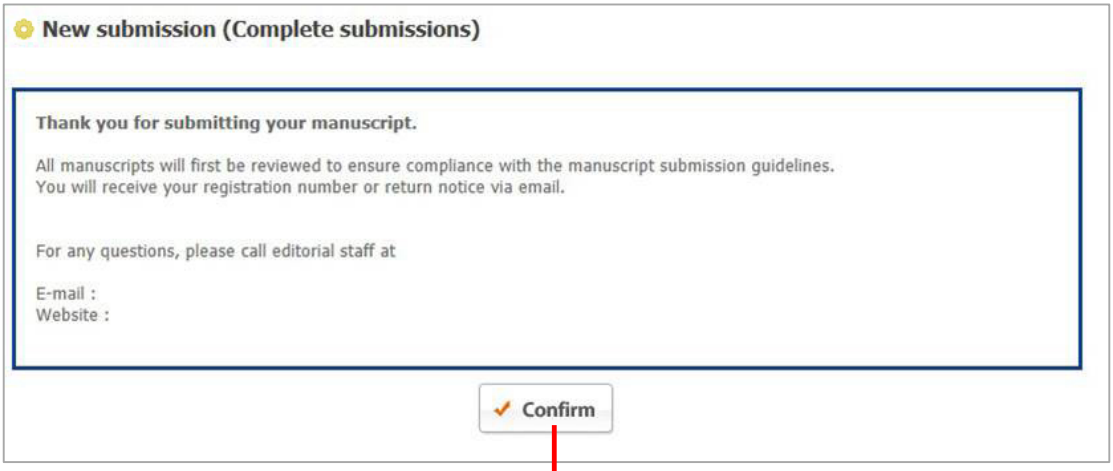
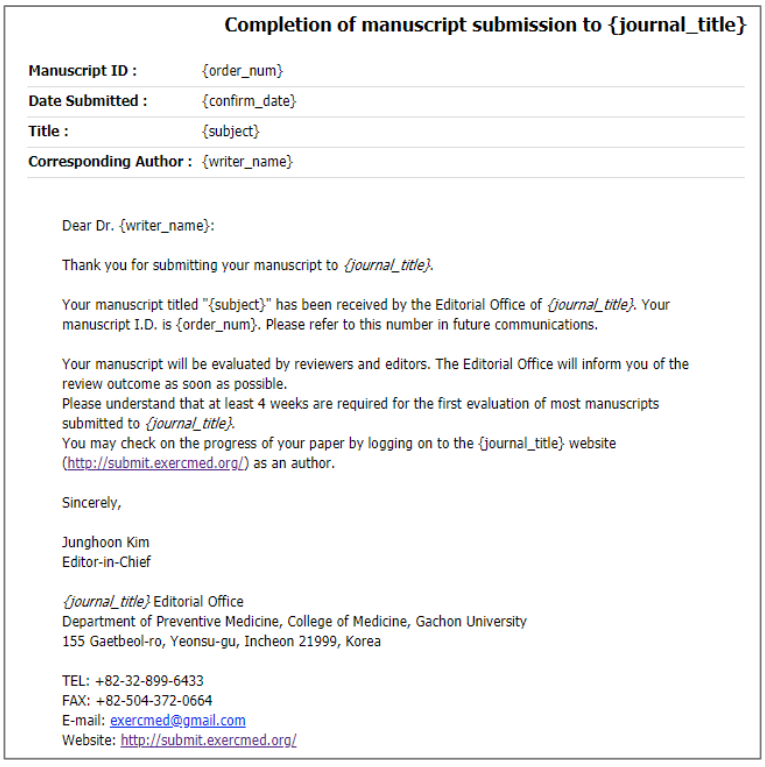
New Submission

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.





Completion of manuscript submission to {journal_title}

Manuscript ID :	{order_num}
Date Submitted :	{confirm_date}
Title :	{subject}
Corresponding Author :	{writer_name}

Dear Dr. {writer_name}:

Thank you for submitting your manuscript to *{journal_title}*.

Your manuscript titled "{subject}" has been received by the Editorial Office of *{journal_title}*. Your manuscript I.D. is {order_num}. Please refer to this number in future communications.

Your manuscript will be evaluated by reviewers and editors. The Editorial Office will inform you of the review outcome as soon as possible.
Please understand that at least 4 weeks are required for the first evaluation of most manuscripts submitted to *{journal_title}*.
You may check on the progress of your paper by logging on to the {journal_title} website (http://submit.exercmed.org/) as an author.

Sincerely,

Junghoon Kim
Editor-in-Chief

{journal_title} Editorial Office
Department of Preventive Medicine, College of Medicine, Gachon University
155 Gaetbeol-ro, Yeonsu-gu, Incheon 21999, Korea

TEL: +82-32-899-6433
FAX: +82-504-372-0664
E-mail: exercmed@gmail.com
Website: http://submit.exercmed.org/

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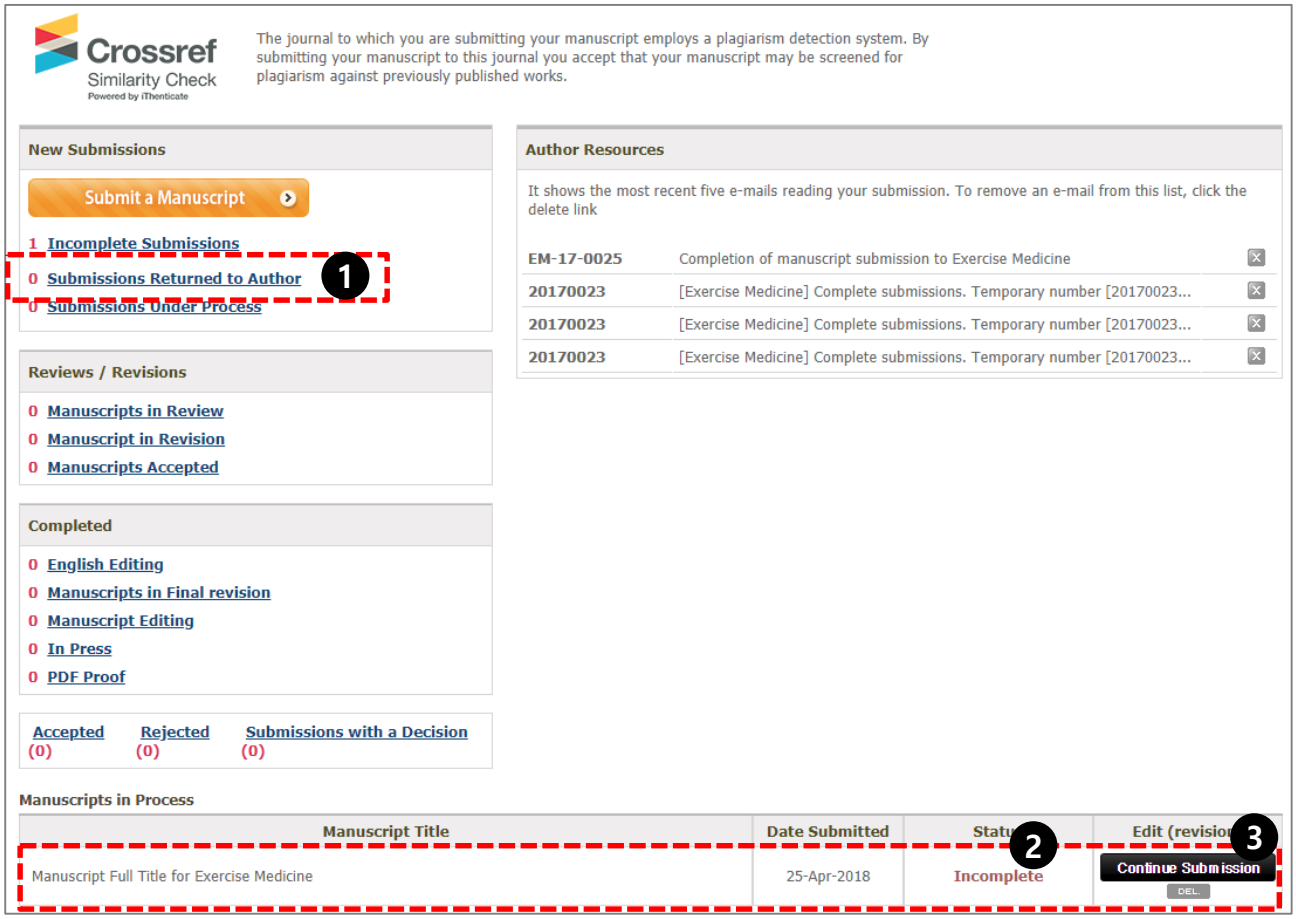
New Submission

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.



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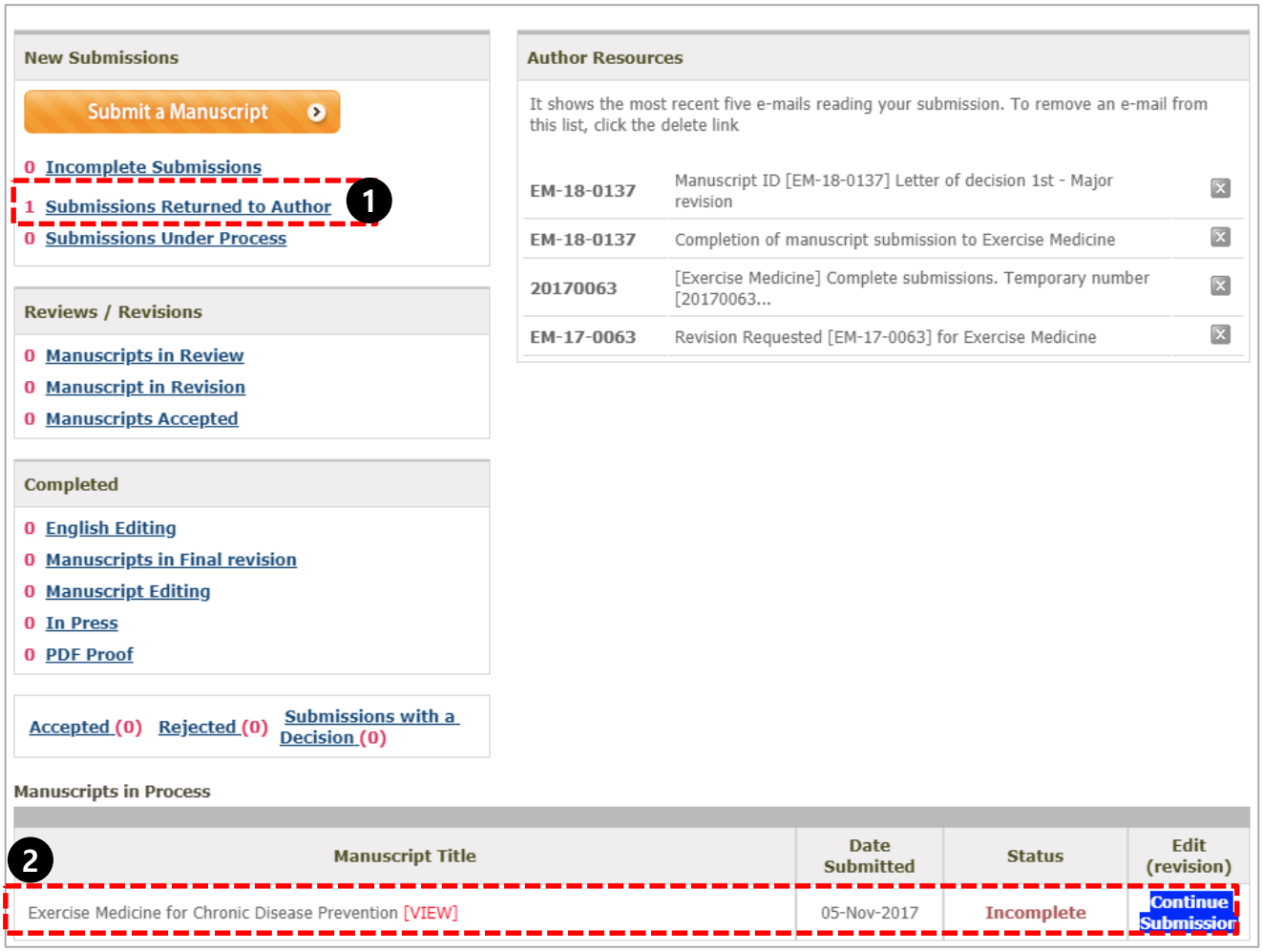
New Submission

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.



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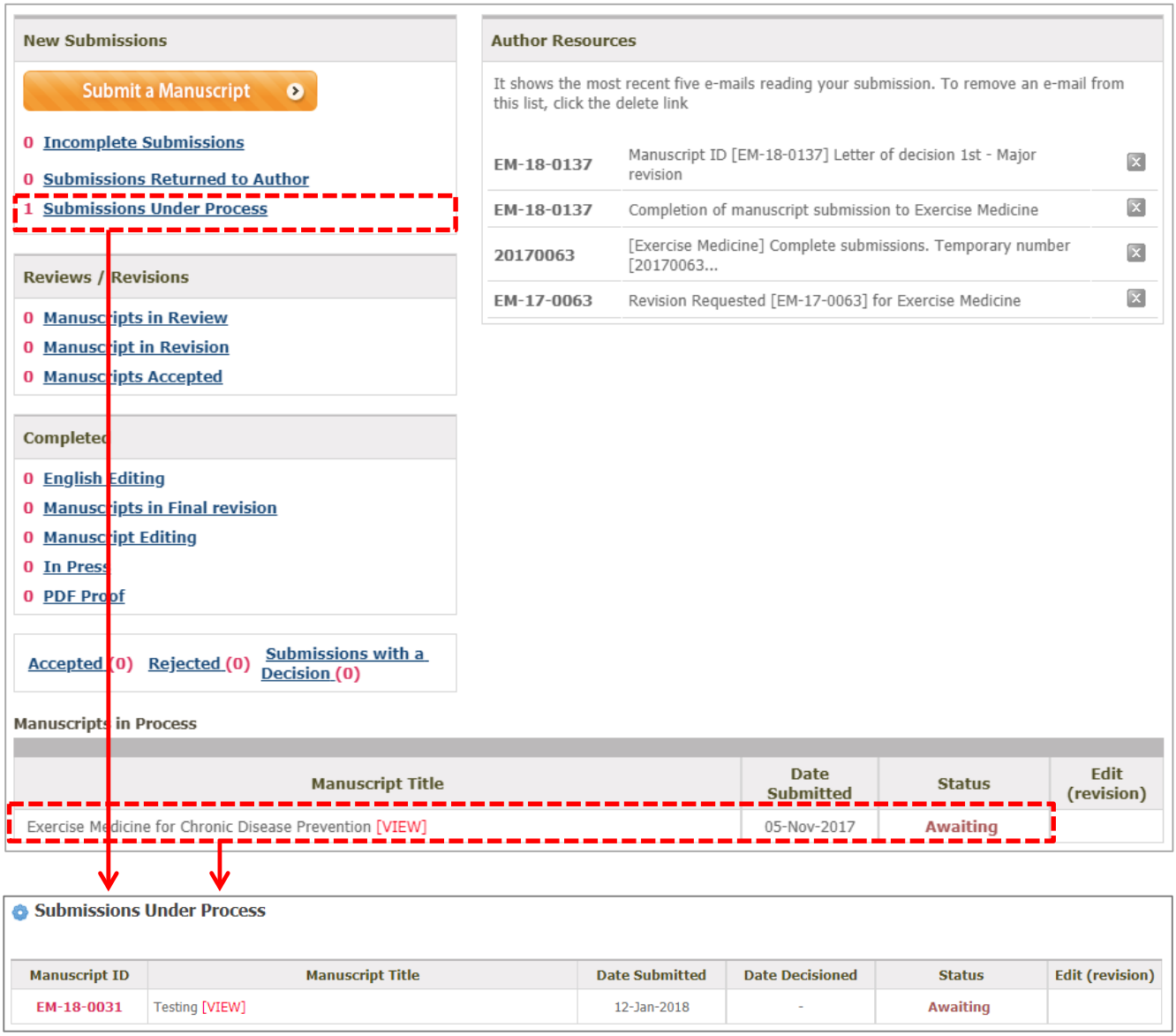
New Submission

Submissions Under Process

Click the "**Submissions Under Process**" 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



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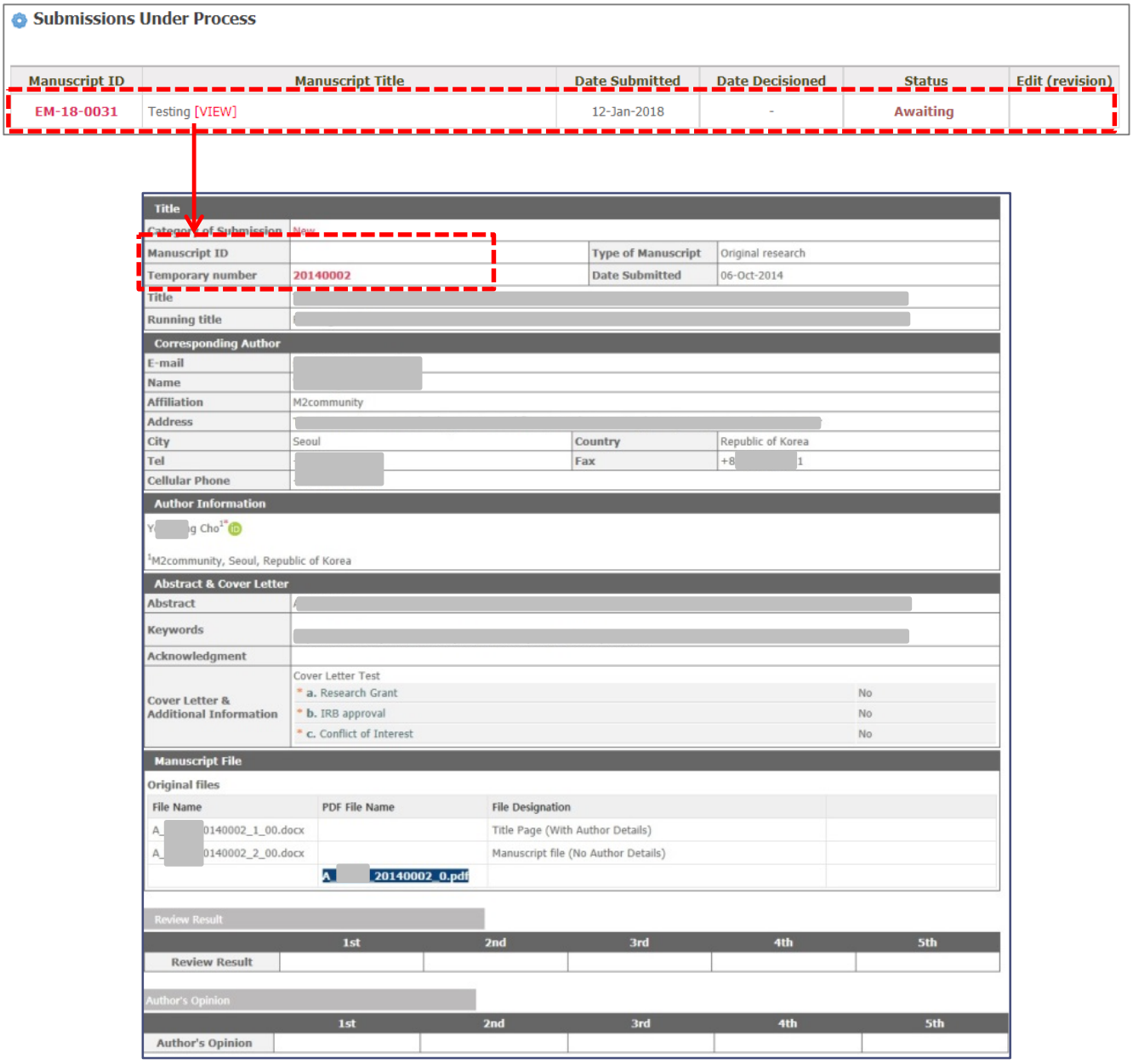
New Submission

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 Decisioned	Status	Edit (revision)
EM-18-0031	Testing [VIEW]	12-Jan-2018	-	Awaiting	

Title			
Category of Submission	New		
Manuscript ID		Type of Manuscript	Original research
Temporary number	20140002	Date Submitted	06-Oct-2014
Title			
Running title			

Corresponding Author			
E-mail			
Name			
Affiliation	M2community		
Address			
City	Seoul	Country	Republic of Korea
Tel		Fax	+8 1
Cellular Phone			

Author Information

Y g Cho[1*]

[1]M2community, Seoul, Republic of Korea

Abstract & Cover Letter	
Abstract	
Keywords	
Acknowledgment	
Cover Letter & Additional Information	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
A 0140002_1_00.docx		Title Page (With Author Details)
A 0140002_2_00.docx		Manuscript file (No Author Details)
	A 20140002_0.pdf	

Review Result

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

Author's Opinion

	1st	2nd	3rd	4th	5th
Author's Opinion					

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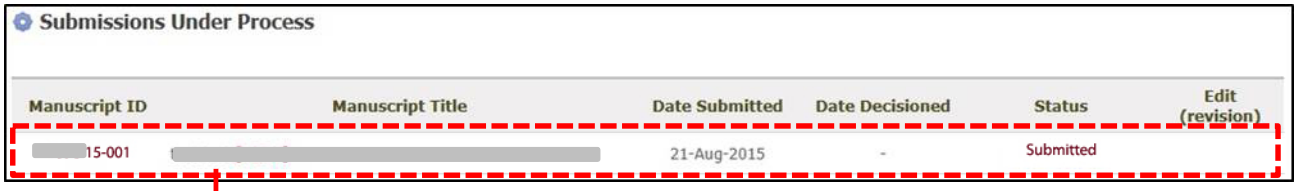
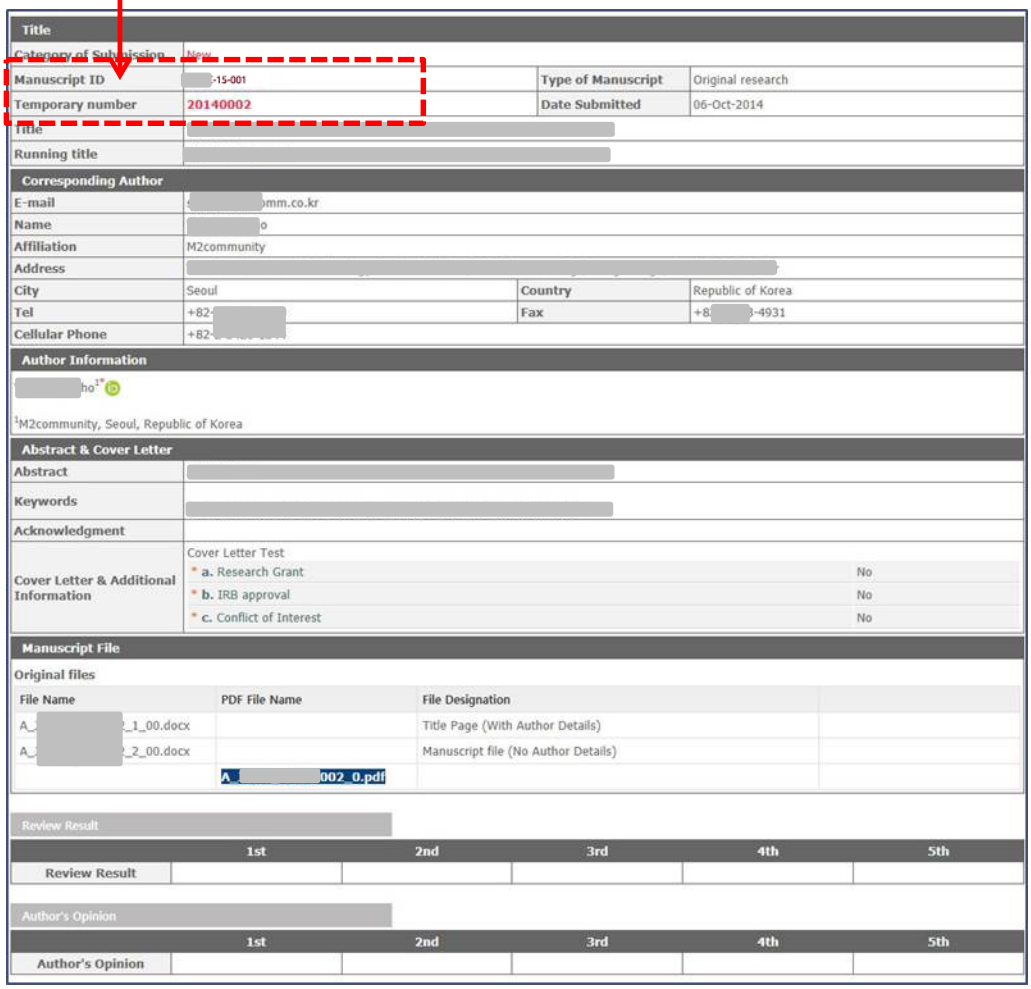
New Submission

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.





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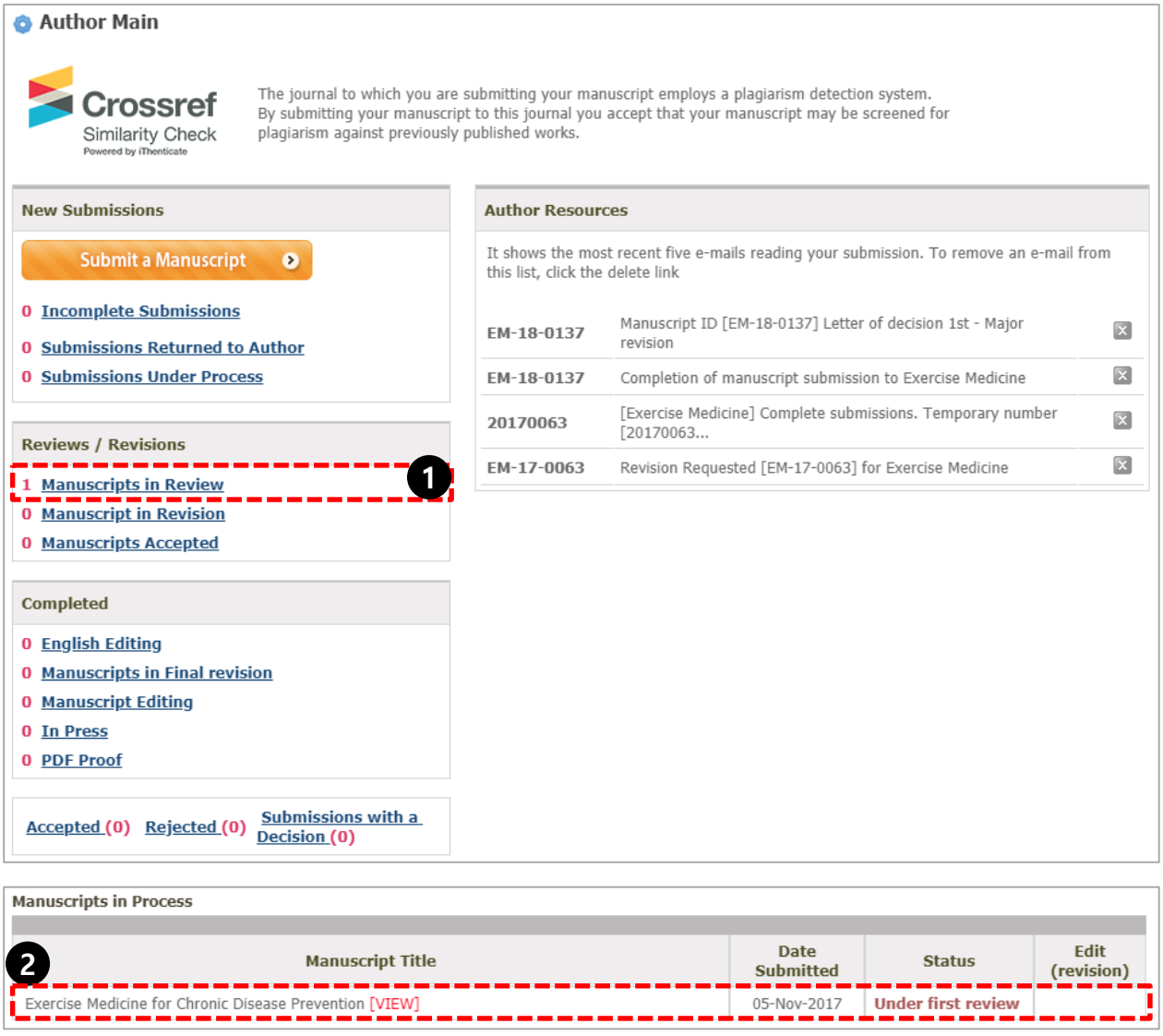
Manuscripts in Review

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

1. You can check the manuscript in review only with detail view.
 - Date Decision : 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.



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Reviews/Revisions

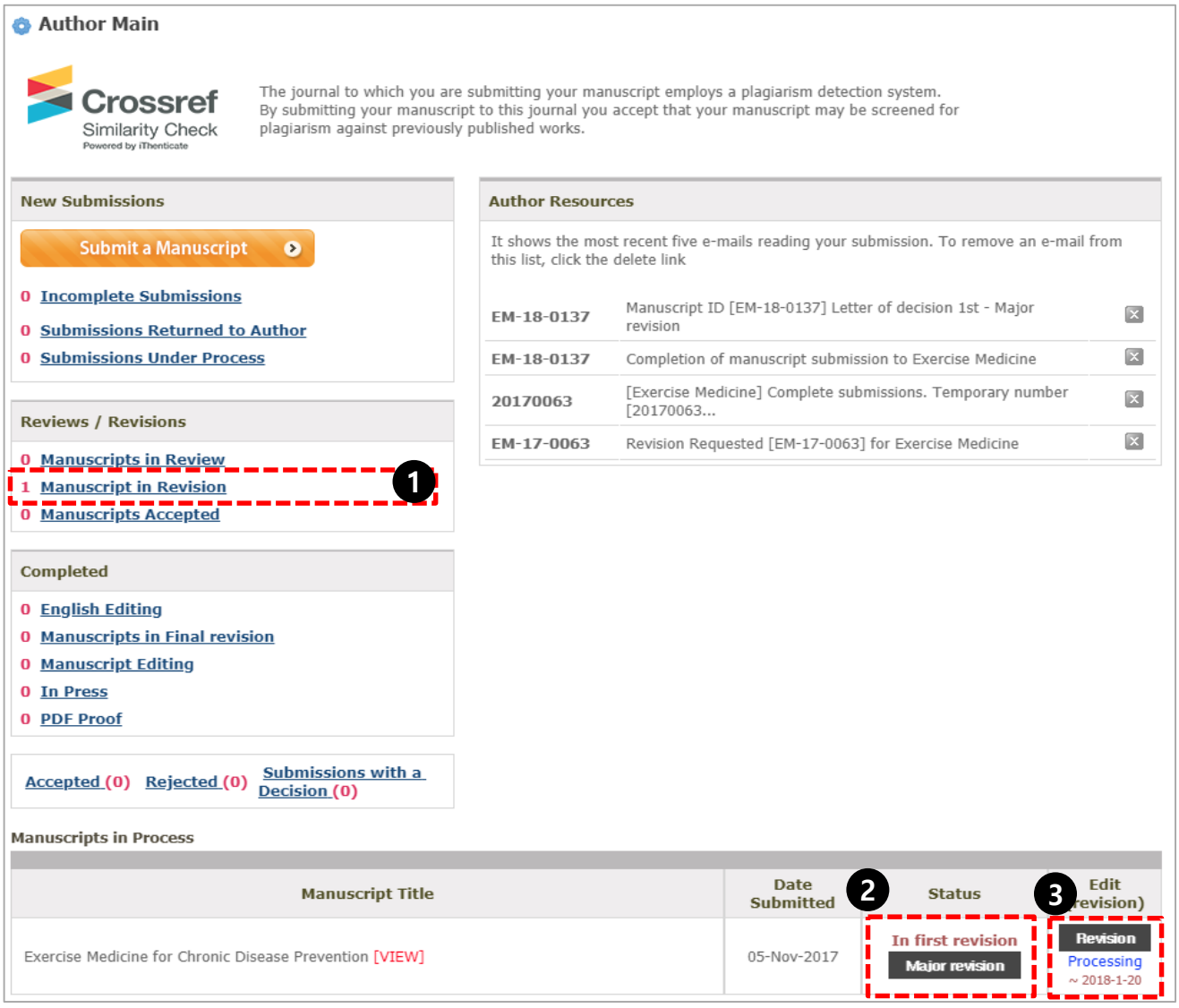
Manuscript in Revision

You can revise your paper after checking review.

1. Click on "❶" to view requested correction list. You can check review result and revise your paper.

2. To check review and comment, click on "**Status**".

3. Click on "**Revision**" to check due date and move the page for revising paper.



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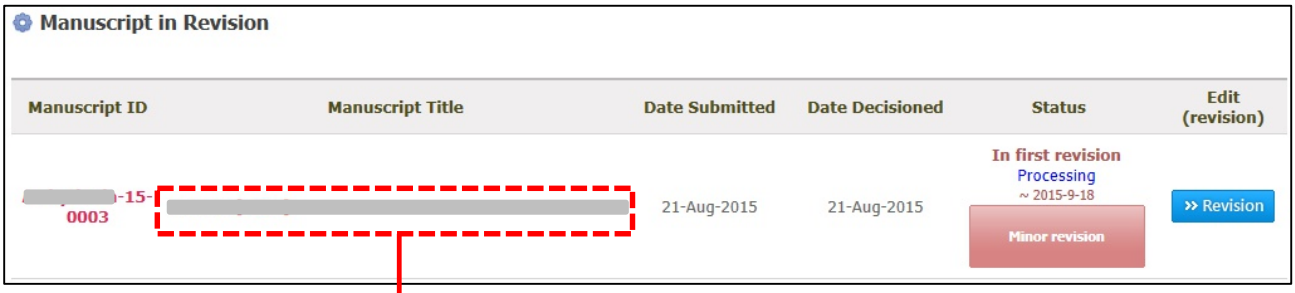
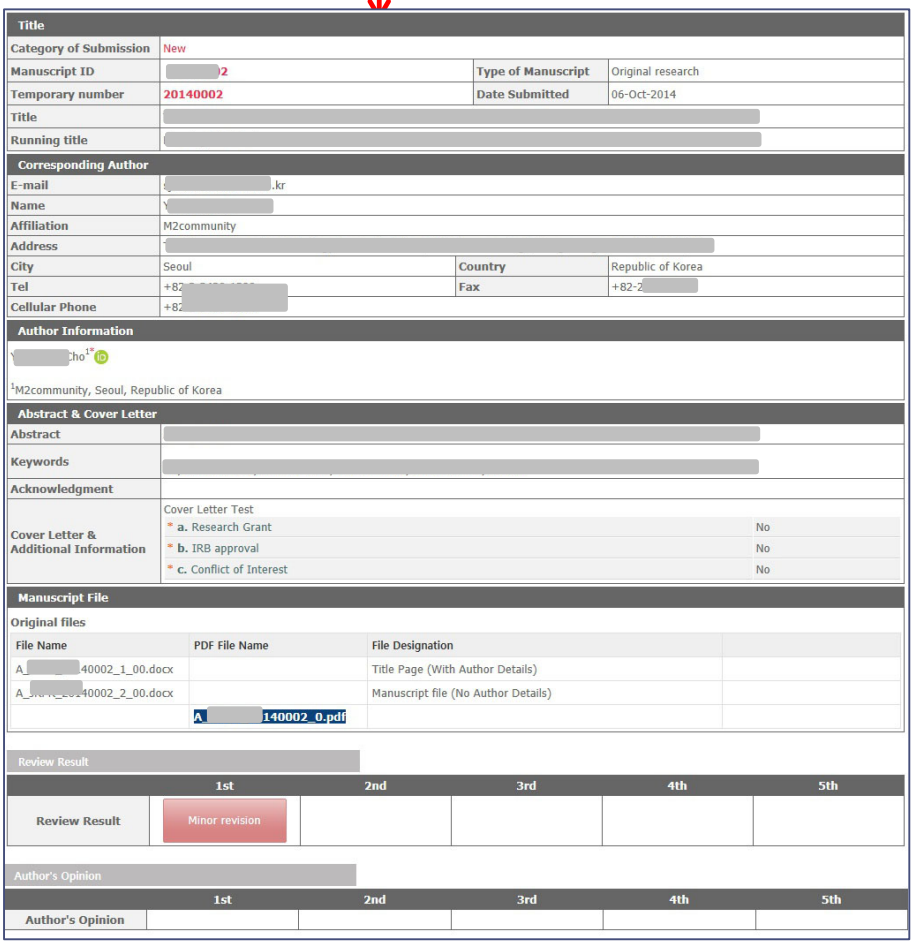
Reviews/Revisions

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.





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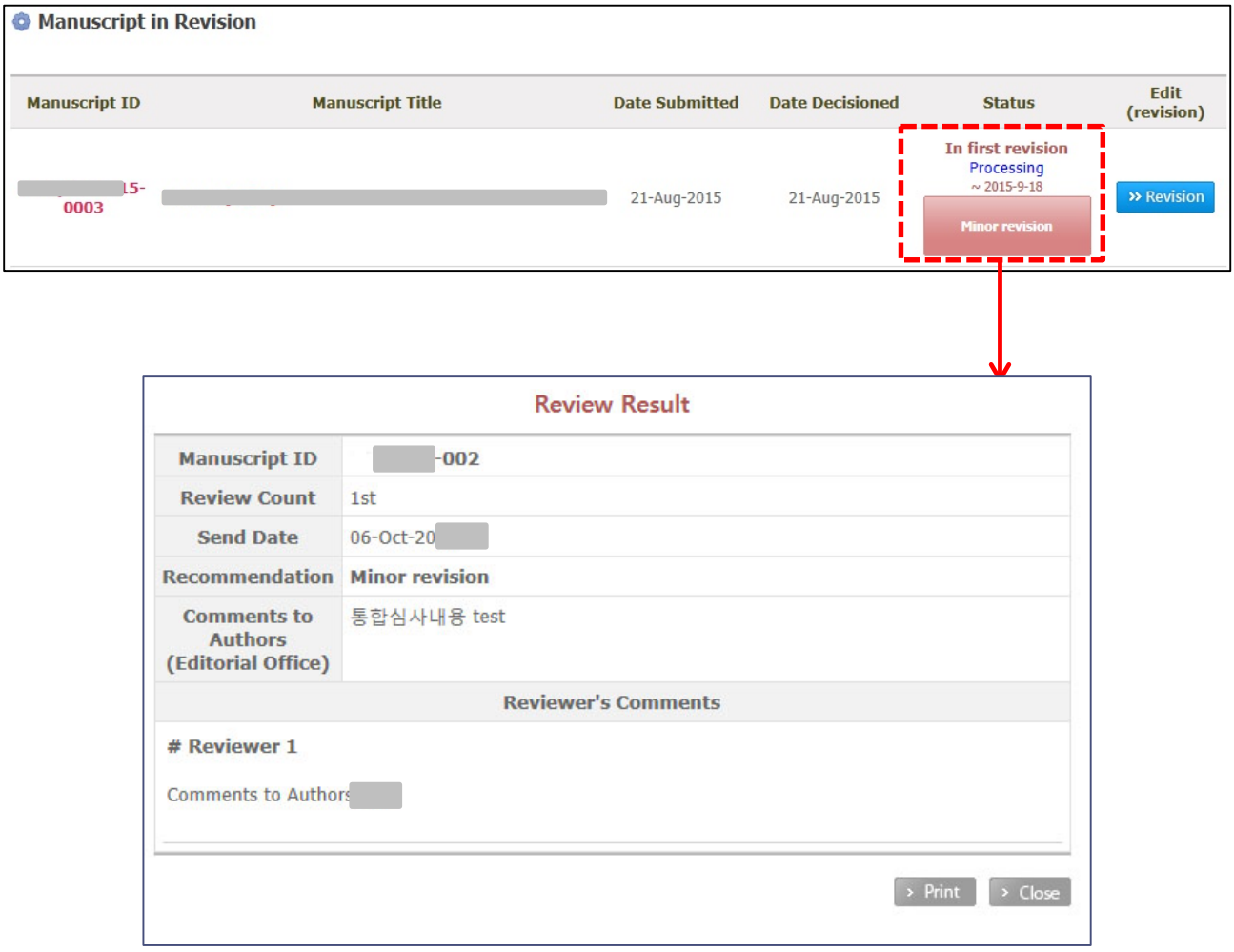
Manuscript in Revision

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.



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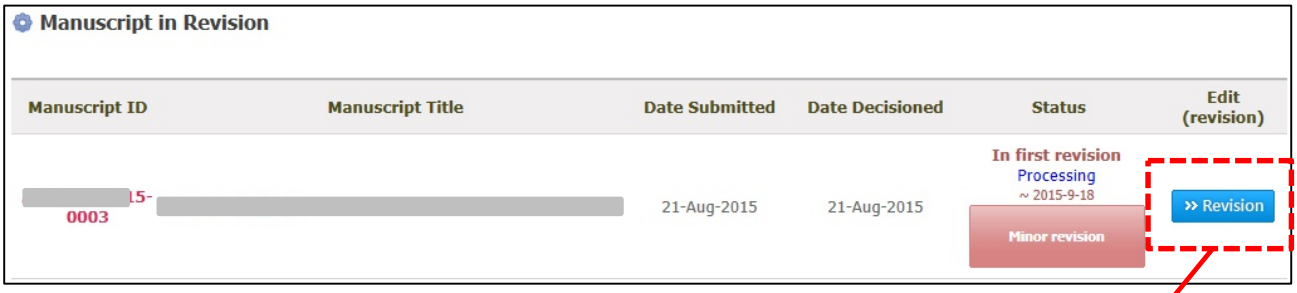
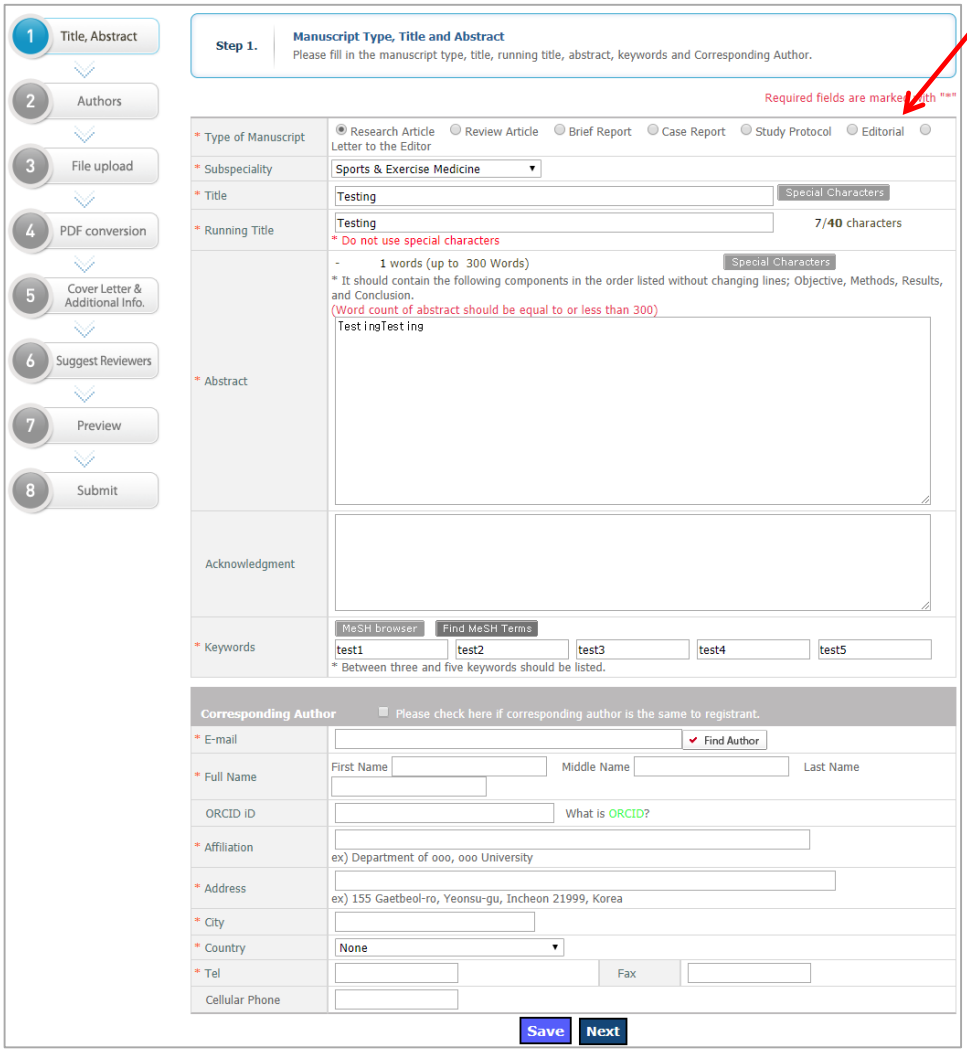
Reviews/Revisions

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.





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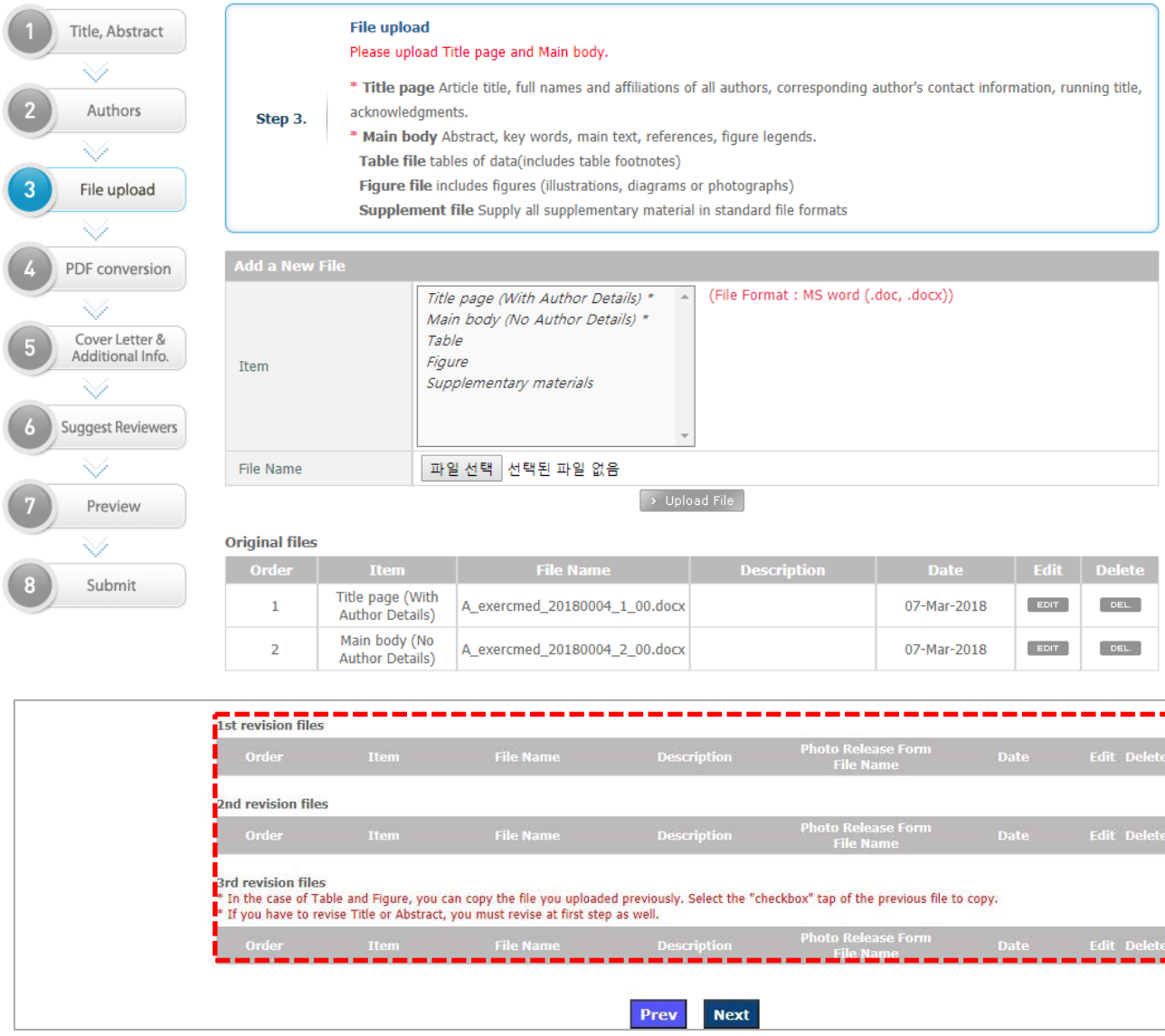
Manuscript in Revision

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.



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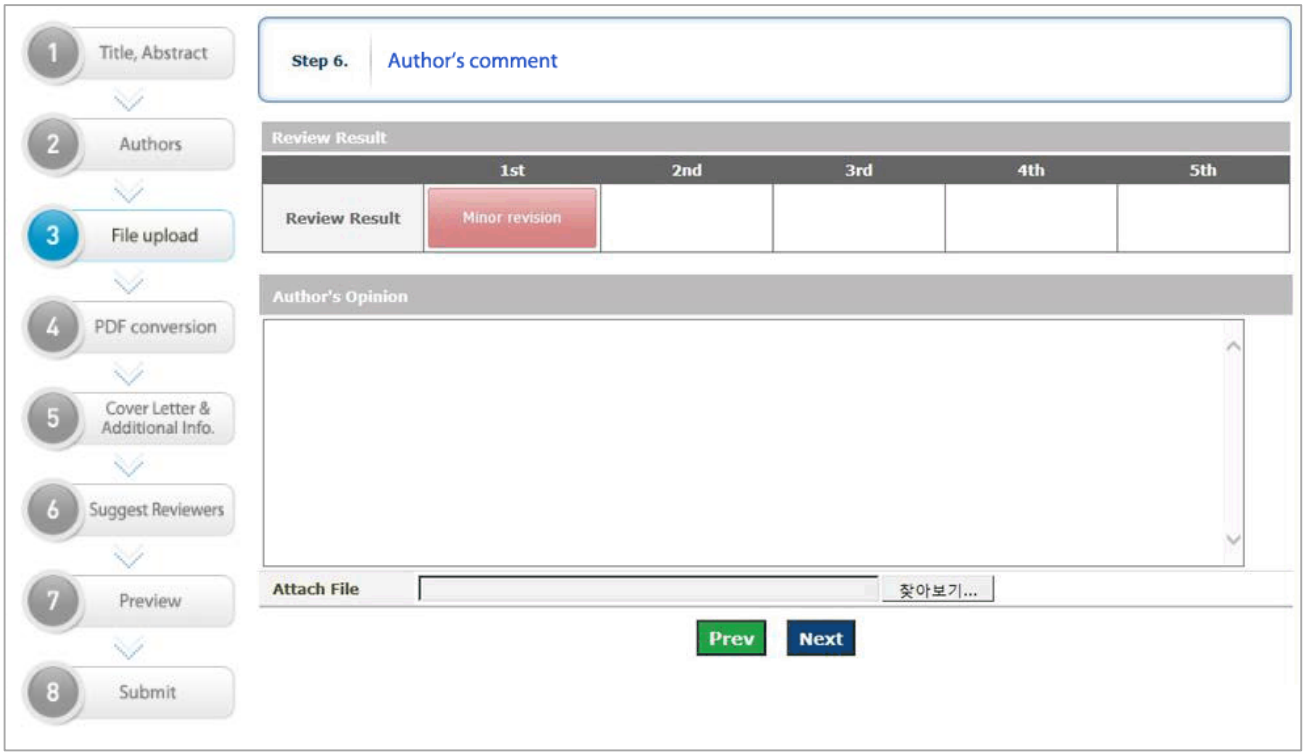
Manuscript in Revision

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 list of responses to the comments of each reviewer. You can enter directly or send it as an attachment.
The rest step is the same as the first submission. The submitted manuscript completed revision cannot be edited any more.



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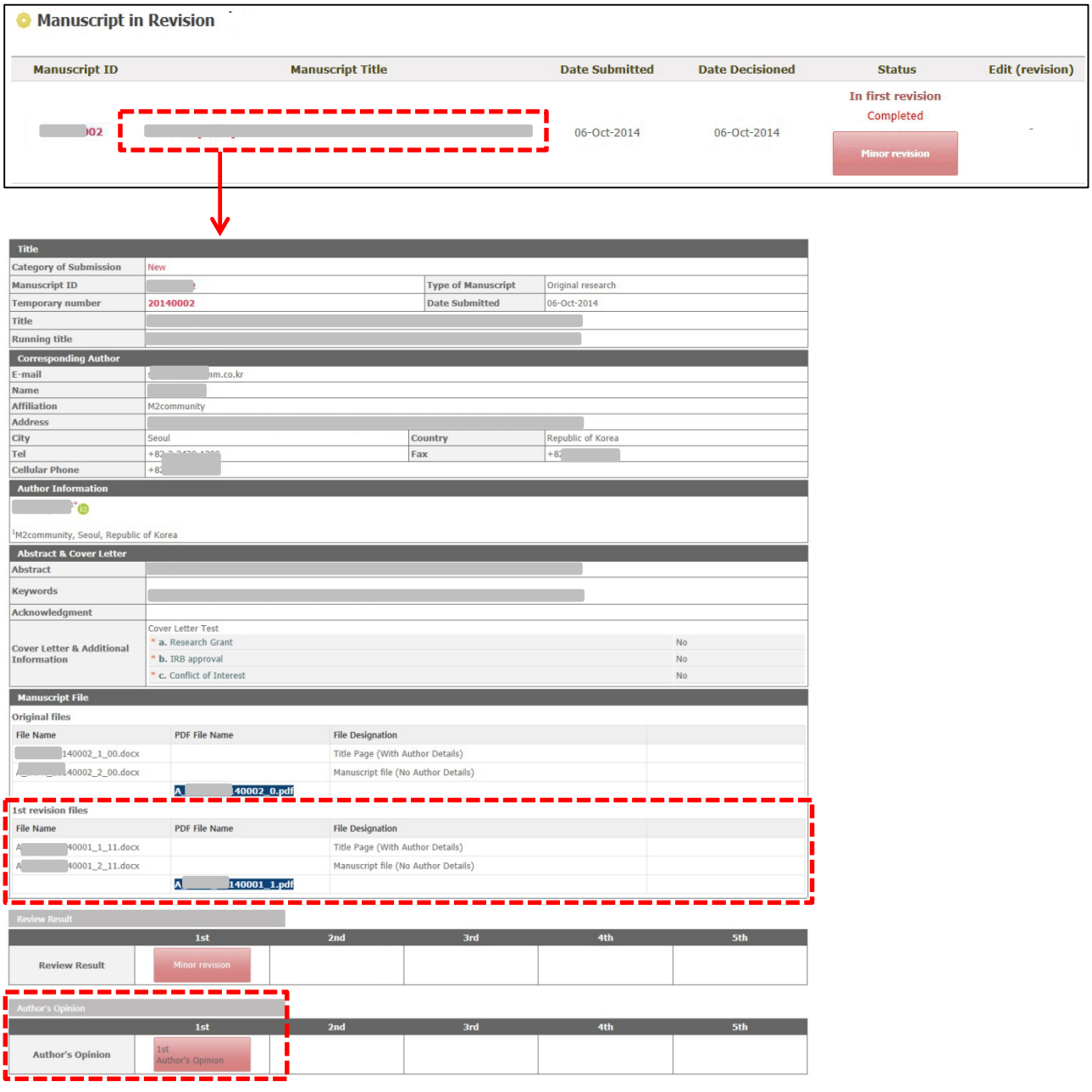
Manuscript in Revision

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.



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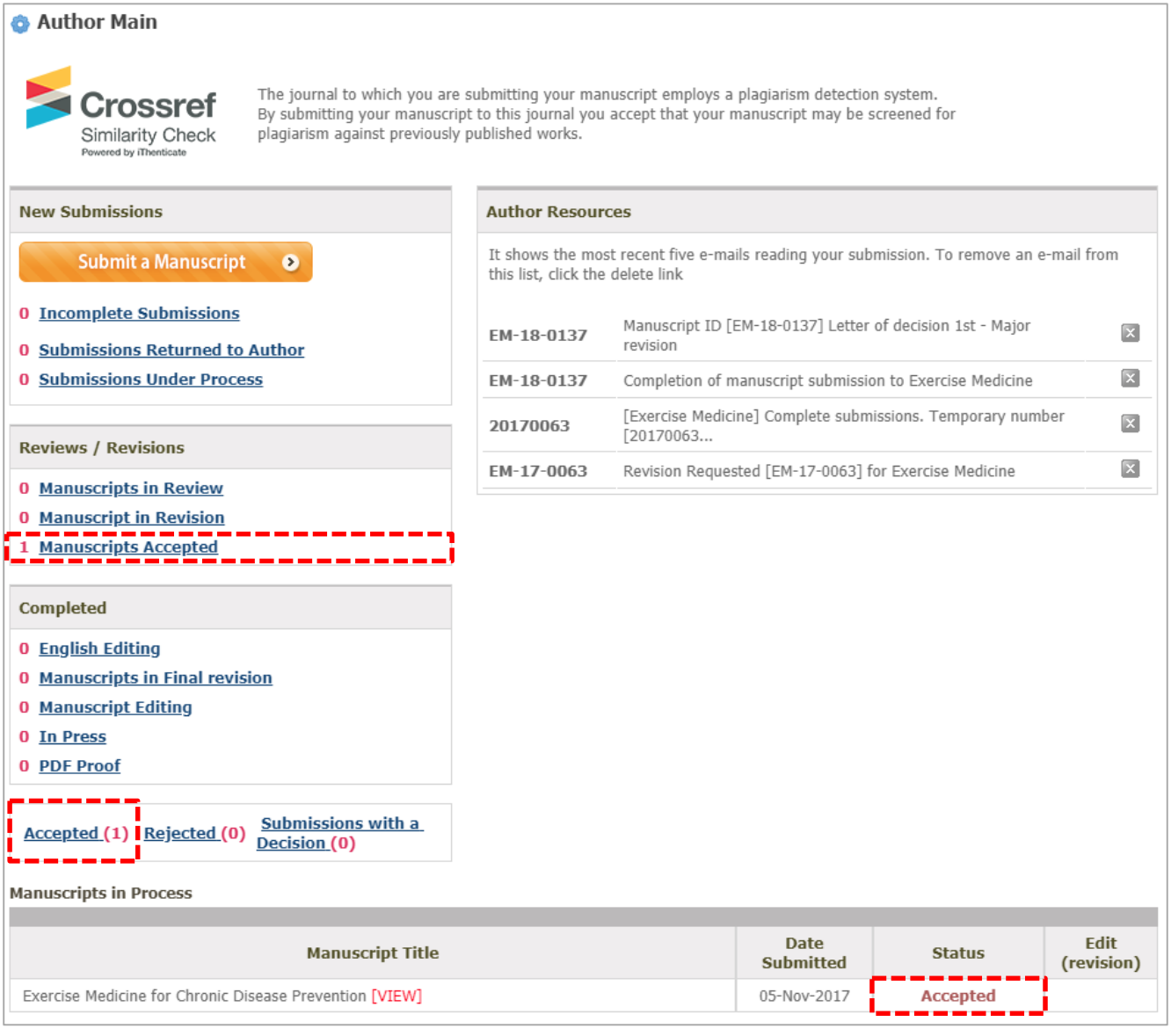
Reviews/Revisions

Manuscripts Accepted

You can check manuscripts with Accepted.



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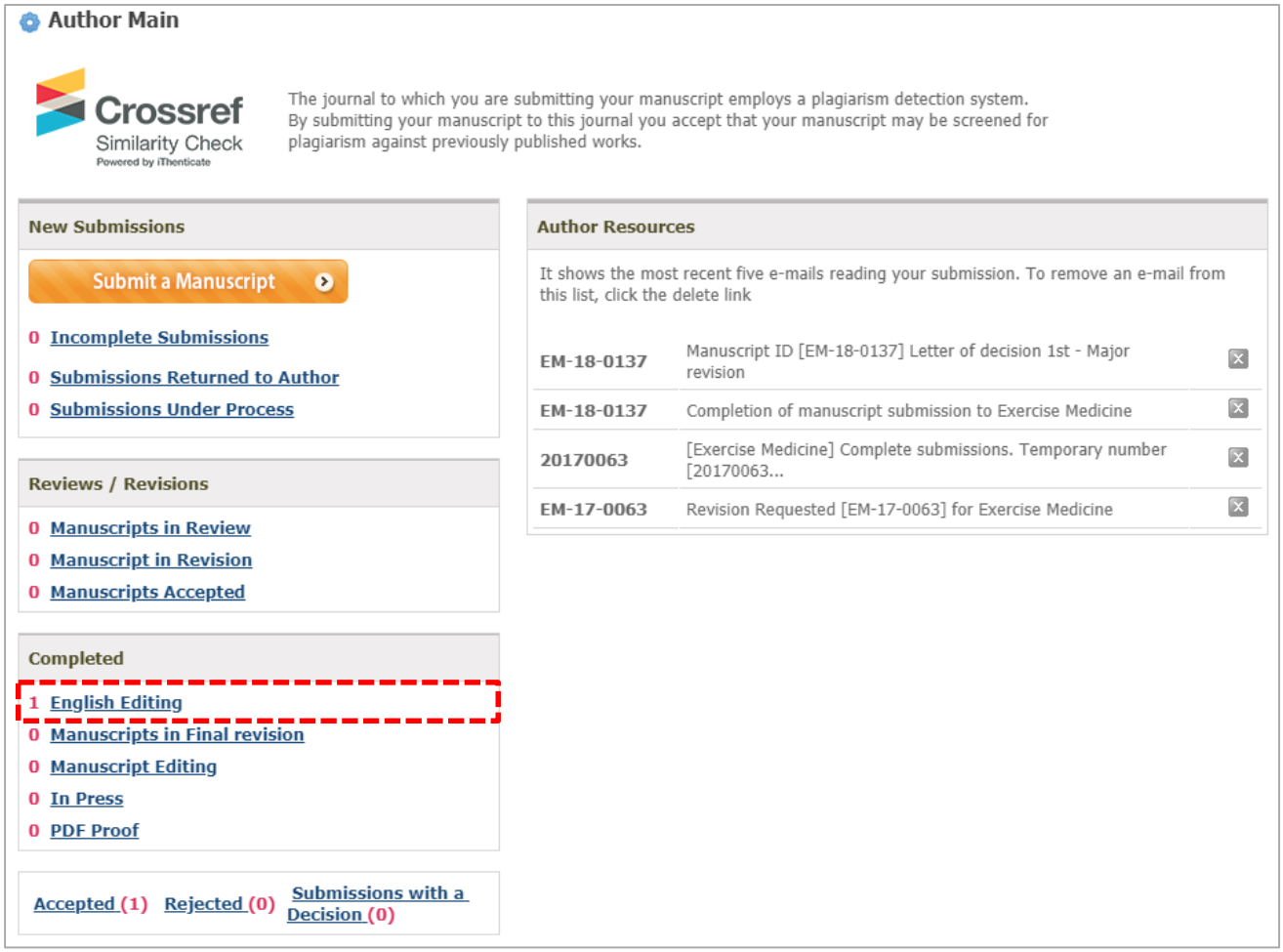
Completed

English Editing

You can check manuscripts under English-proofreading.



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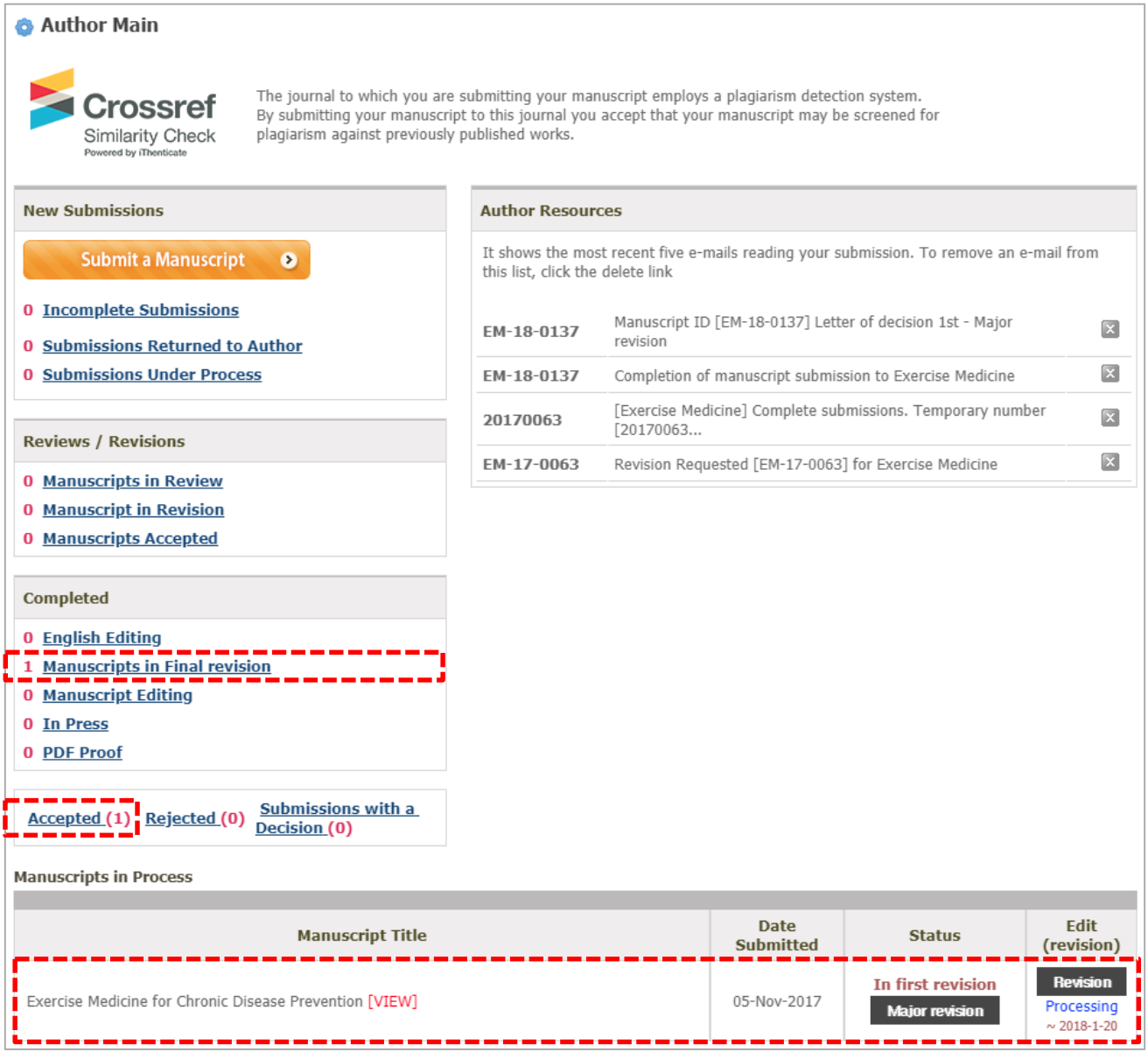
Completed

Manuscripts in Final revision

You can upload the final revision file by selecting the "**Submissions Needing Final Revision**" menu after manuscripts are accepted.(or you can upload the file by selecting the list at the bottom on the screen or the "**Accept**" menu.)
You can temporarily save the final revision file by selecting the "**Temporary Save**" button and complete submission by the "**Submit**" button.



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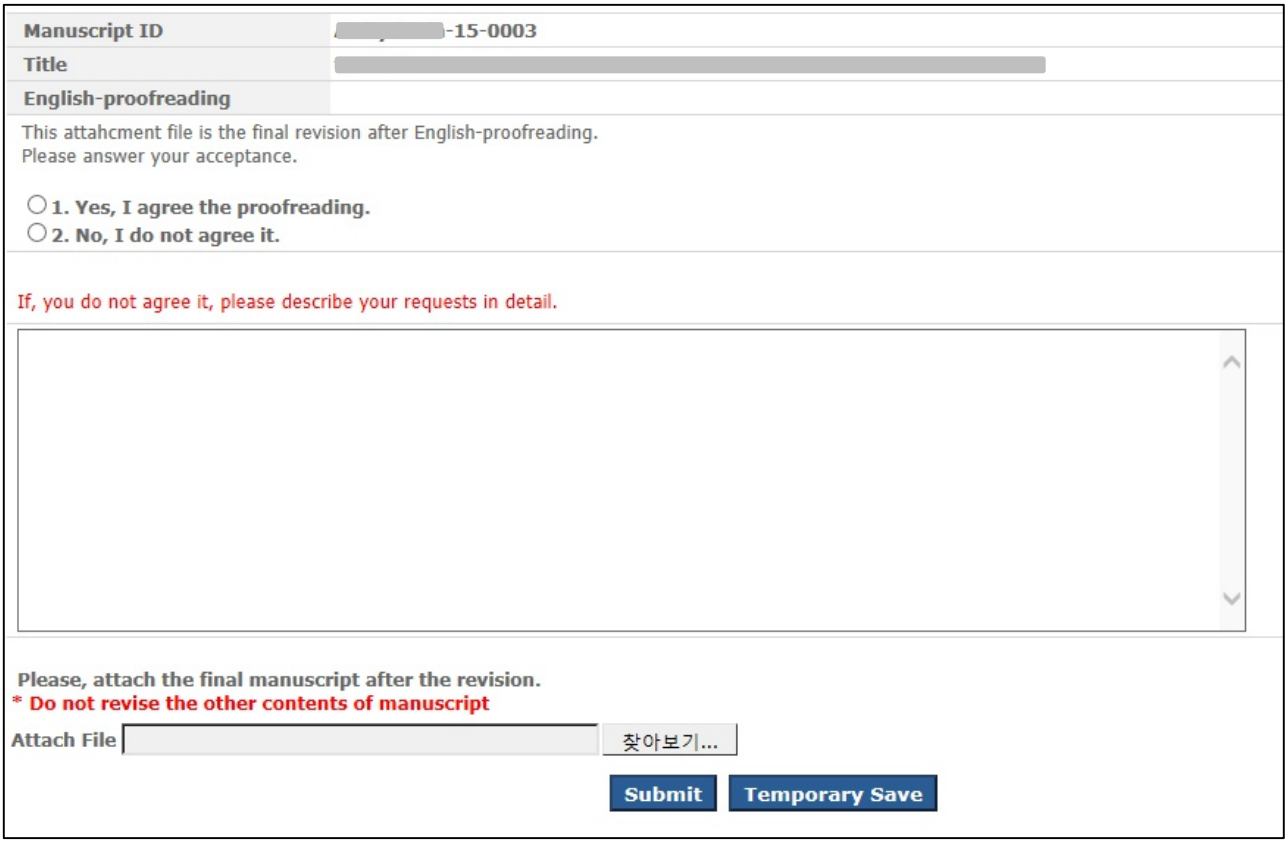
Manuscripts in Final revision

You can check the English-proofreading file. You can temporarily save the final revision file by selecting the "Temporary Save" button and complete submission by the "Submit" button.
The revision file completed submission cannot be edited, and you can see the contents submitted by selecting the title on the list page.



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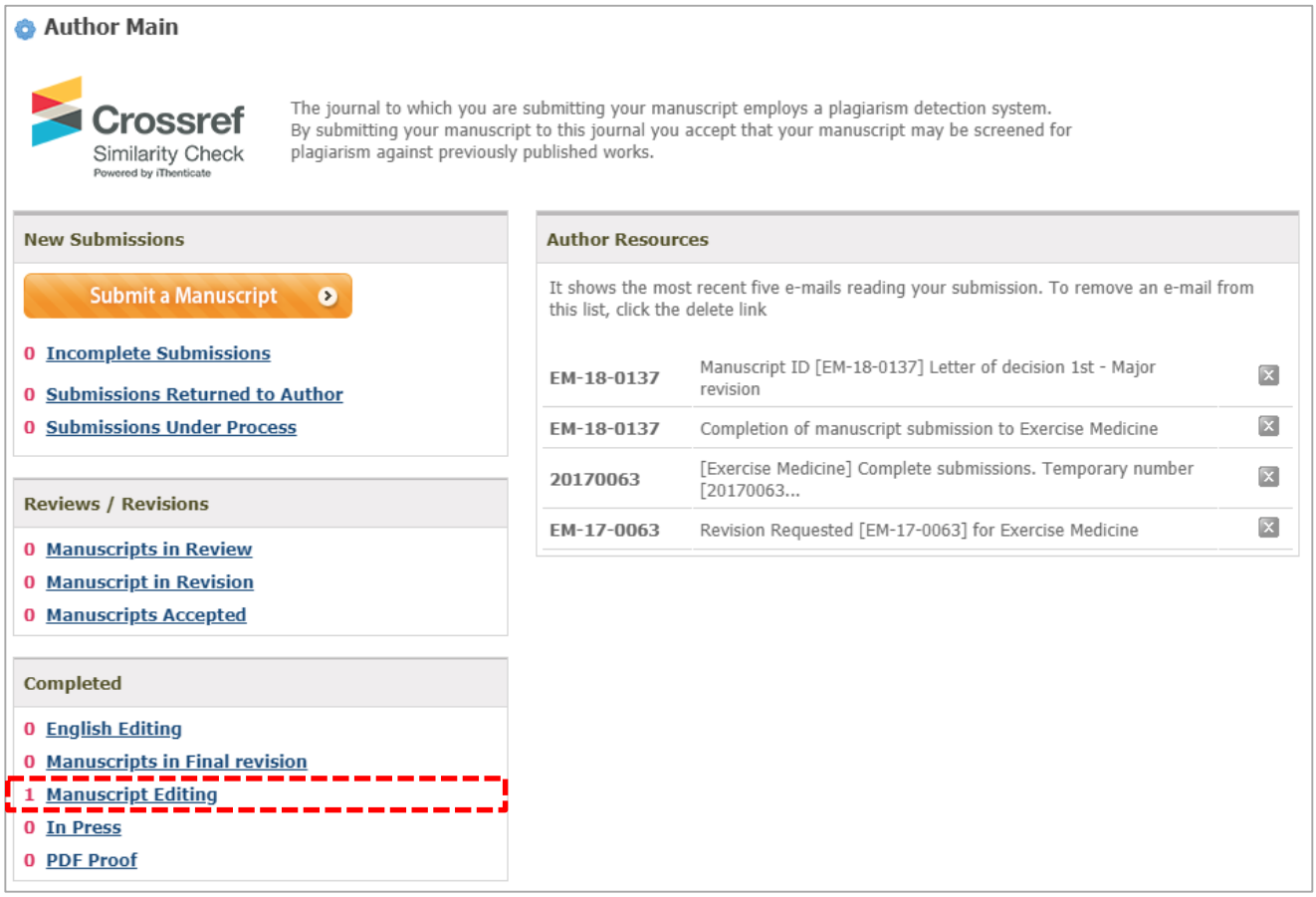
Completed

Manuscript Editing

You can check manuscripts under Manuscript Editing.



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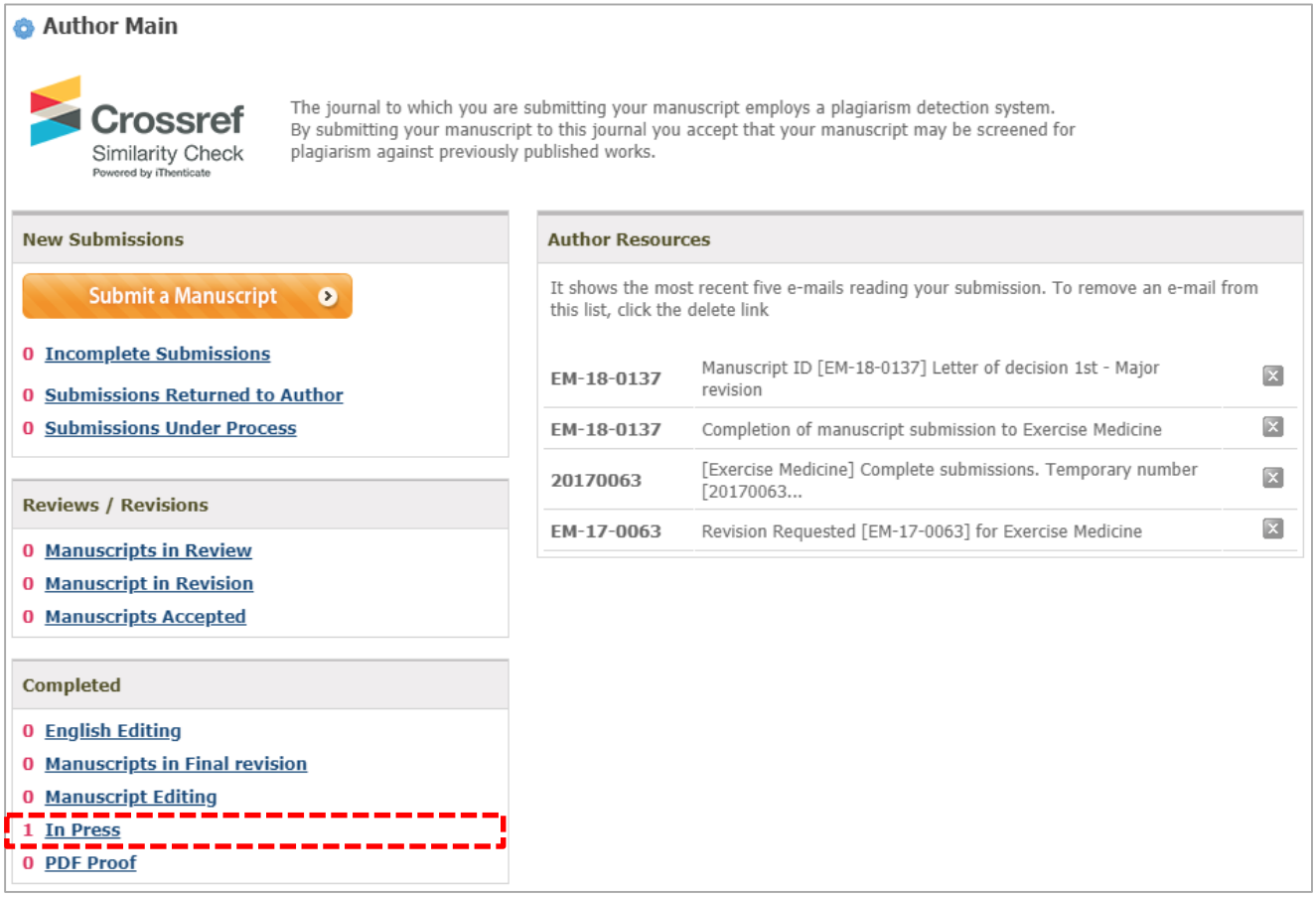
Completed

In Press

You can check manuscripts under In Press.



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Thank you.

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