

# KSNT Submission Manual

2016.02.18/대한신경치료학회

## 1. 회원가입

- 우측상단 'Register' 클릭 (\*회원가입 시 아이디는 Email 주소 사용)

## 2. On-line Submission

### 새로운 논문 투고

1. Login 후 Home - On-line Submission 접속
2. New Submissions - Submit New Manuscript
  - a. Checklist - **전부 체크하고** Agree

Checklist	→	Type, Title & Abstract	→	Authors & Institutions	→	File Upload	→	Proof & Submit
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CheckList	
Cover letter	
1. Include title of manuscript	<input checked="" type="checkbox"/>
2. Include classification (e.g. Article) of the manuscript.	<input checked="" type="checkbox"/>
3. Notify editor of any possible redundant or duplicate publication	<input checked="" type="checkbox"/>
↓	
23. Digital files must be saved at the size authors would like them to appear in print.	<input checked="" type="checkbox"/>
24. Keys should be within the confines of the figure or included in the figure legend.	<input checked="" type="checkbox"/>
<input type="button" value="Agree"/>	

**b. Type, Title & Abstract** - Manuscript Type, Category **선택** 후

Title, Running Title, Abstract, Keywords **입력**하고  
Save & Continue

Checklist	→	<b>Type, Title &amp; Abstract</b>	→	Authors & Institutions	→	File Upload	→	Proof & Submit
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Type, Title & Abstract

** Manuscript Type	Original Article
** Category	Neurological condition of rehabilitatix
** Title	test
** Running Title (Only English)	test
** Abstract	test
** Keywords	test

Save & Continue

**c. Authors & Institutions** -Institution, My Authors, Corresponding Author Information

**입력**하고 Save & Continue

Checklist	→	Type, Title & Abstract	→	<b>Authors &amp; Institutions</b>	→	File Upload	→	Proof & Submit
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Corresponding Authors & Institution Preview

Institution

Order	Institution	ADD
1	Seoul Univ.	

My Authors

Order	Institution	Corresponding Author	First Name	Middle Name	Last Name	E-Mail	Add
1	1	<input checked="" type="radio"/> Y	Hong	Kil	dong	test@test.com	

Corresponding Author Information

Postal Code	Address	Phone	Fax
12345	amudong Seoul Korea	010-1234-5678	02-456-7890
	Country: Korea		

Save & Continue

- d. File Upload - Title page, Figure \_ jpg, gif, png(이미지 파일, 사이즈 610px\*910px)  
 Manuscript File - Only \*.pdf  
 Word File - Only \*.doc(docx 는 doc 로 저장해야 함)  
 모두 선택 후 File upload

Checklist	→	Type, Title & Abstract	→	Authors & Institutions	→	<b>File Upload</b>	→	Proof & Submit
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**File Upload**

Title Page, Figure (jpg, gif, png) -> Image File - (Cover Image)Upload: Image file (max Width\*Height 610px\*910px)  
 Manuscript File + Table -> pdf File - Upload: PDF file

File Name	File Item
C:\Users\Jina\Desktop\20160214_신경\JKSNT <input type="button" value="찾아보기..."/>	Word File(only for *.doc file) ▼
C:\Users\Jina\Desktop\20160214_신경\JKSNT <input type="button" value="찾아보기..."/>	Manuscript File + Table ▼
C:\Users\Jina\Desktop\20160214_신경\simbo <input type="button" value="찾아보기..."/>	Title page (including author's name and affiliation) ▼
<input type="text"/> <input type="button" value="찾아보기..."/>	*** SELECT *** ▼
<input type="text"/> <input type="button" value="찾아보기..."/>	*** SELECT *** ▼
<input type="text"/> <input type="button" value="찾아보기..."/>	*** SELECT *** ▼

- e. Proof & Submit - Step 1. 입력정보확인 (수정 필요 시 EDIT)  
 Step 2. 입력정보확인 (수정 필요 시 EDIT)  
 Step 3. 업로드 된 파일 확인 (수정 필요 시 EDIT)  
 Step 4. **CONVERT** 클릭하면 Submission PDF 클릭하여  
 업로드 된 논문확인  
 (파일 컨버팅 시간 소요되므로 완료메세지가 뜰 때까지 대기)  
 Step 5. Save

Step 4: PDF File

File	<input type="button" value="CONVERT"/>
SUBMISSION PDF	None (or N/A)

Step 4: PDF File

File	<input type="button" value="CONVERT"/>
SUBMISSION PDF	<input type="button" value="137_final@final.com_201602181843.pdf"/>

### 3. New Submissions - Submissions Waiting for Author's Approval

#### a. 하단의 Submission of Revised Manuscript -> Submission

#### New Submissions

- Submit New Manuscript
- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (3)
- Return by Administrator Manuscript(0)
- Submissions Being Processed (0)

#### Minor Revision

- Submission of Minor Revision Manuscript (0)
- Imcomplete Resubmission (0)
- Revisions Waiting for Author's Approval (0)
- Return by Administrator Manuscript(0)
- Revisions Being Processed (0)

#### Major Revision

- Submission of Major Revision Manuscript (0)
- Imcomplete Resubmission (0)
- Revisions Waiting for Author's Approval (0)
- Return by Administrator Manuscript(0)
- Revisions Being Processed (0)

#### Decisions

- Submissions with a Decision (0)

#### Withdrawal

- Withdrawal by Author (0)

#### Submission of Revised Manuscript

Manuscript Title	Status	Date Created	Date Reviewd
test	WAITING	20160218	Submission
test	WAITING	20160218	Submission
test	WAITING	20160218	Submission

- 투 고 완 료 -

