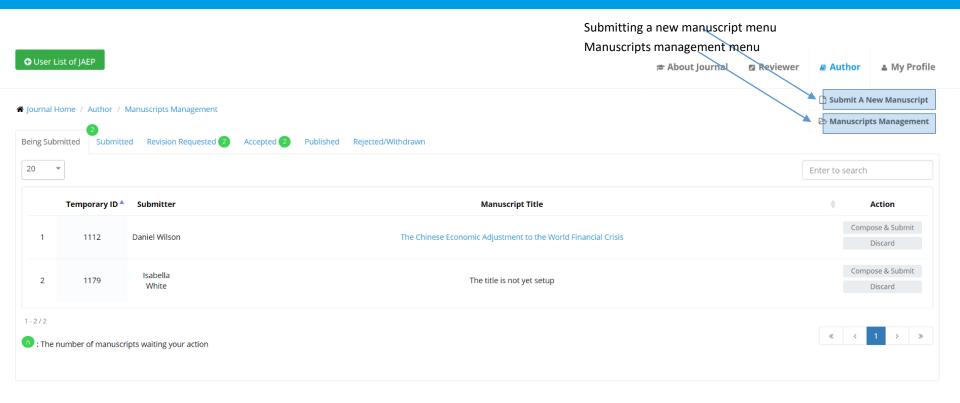
MANUSCRIPTLINK

User Manual

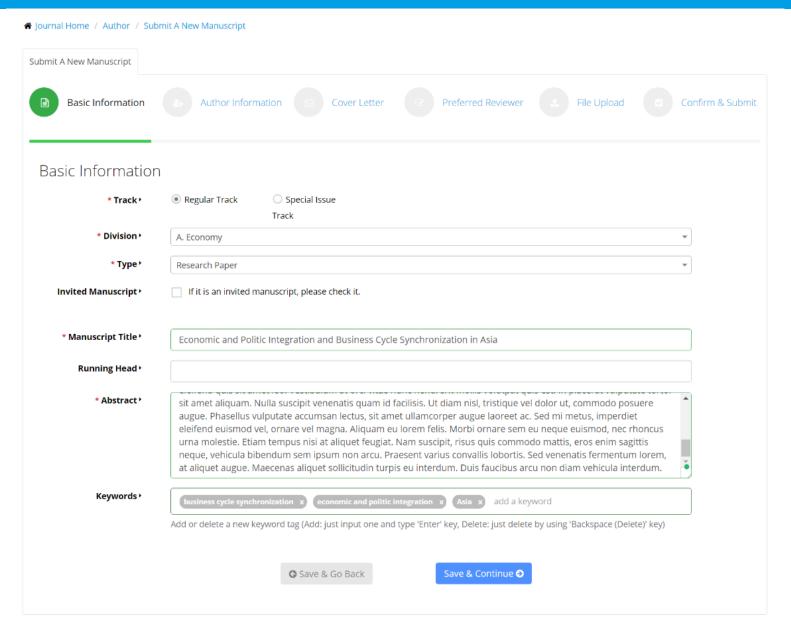
- Author -

Latest revision: 2017-04-14



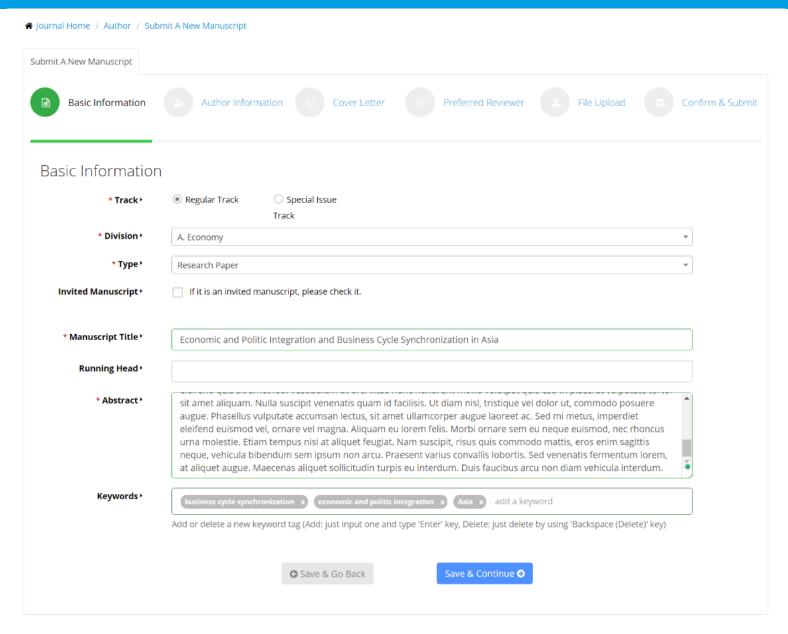
- When you log in, the main menu bar with the role (Author, Reviewer, Editor-in-Chief, Manager, etc.) is at the top of the screen. (*The name of the role may be set differently for each journal.)
- The above screen appears when Manuscripts Management is clicked.
- Click 'Submit A New Manuscript' menu to submit.

Submitting a Manuscript – Basic Information



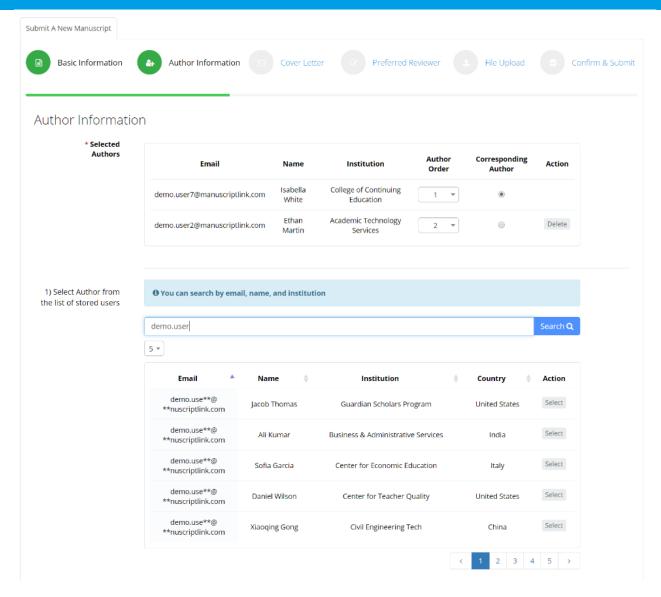
- Manuscript submission consists of several steps, depending on the journal settings.
- Until you click the Final submit button, you can save the content for each step and continue.

Submitting a Manuscript – Basic Information



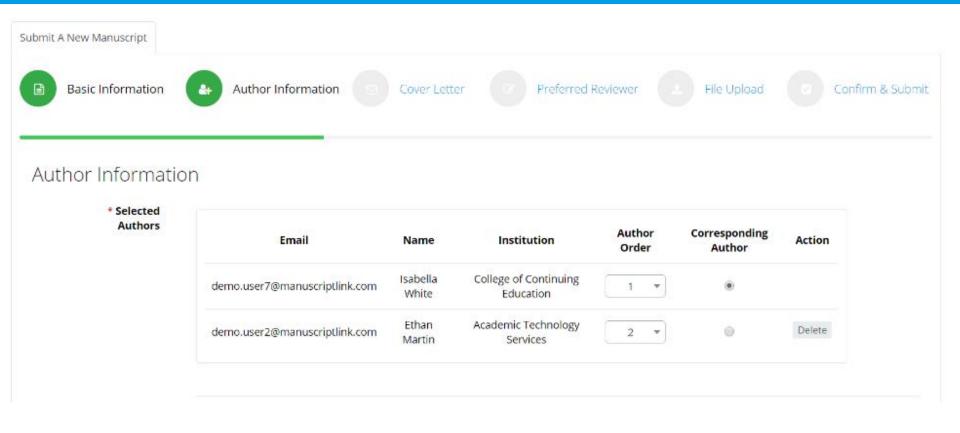
- In the first step, you can enter basic information about the manuscript.
- Items with * are required.

Submitting a Manuscript – Co-author information



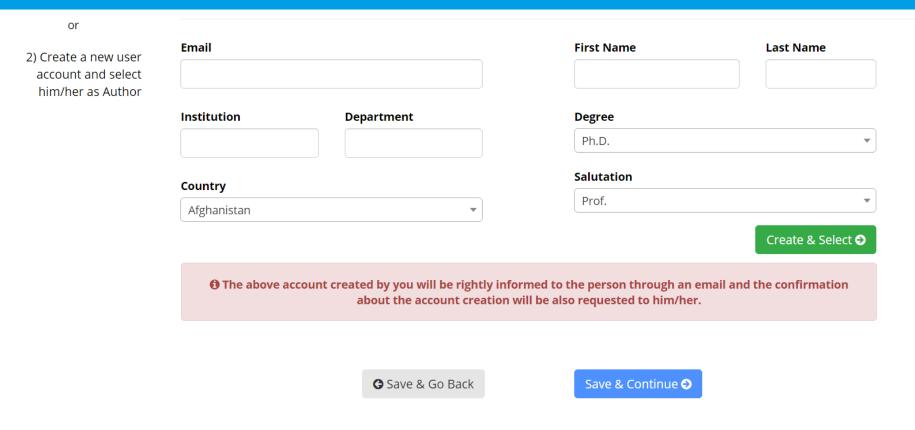
- There are two methods to add co-authors at the author information step.
- The first method is to search and add from existing member information. Search by email, name,
 or institution name and select to add the co-author.

Submitting a Manuscript – Co-author information



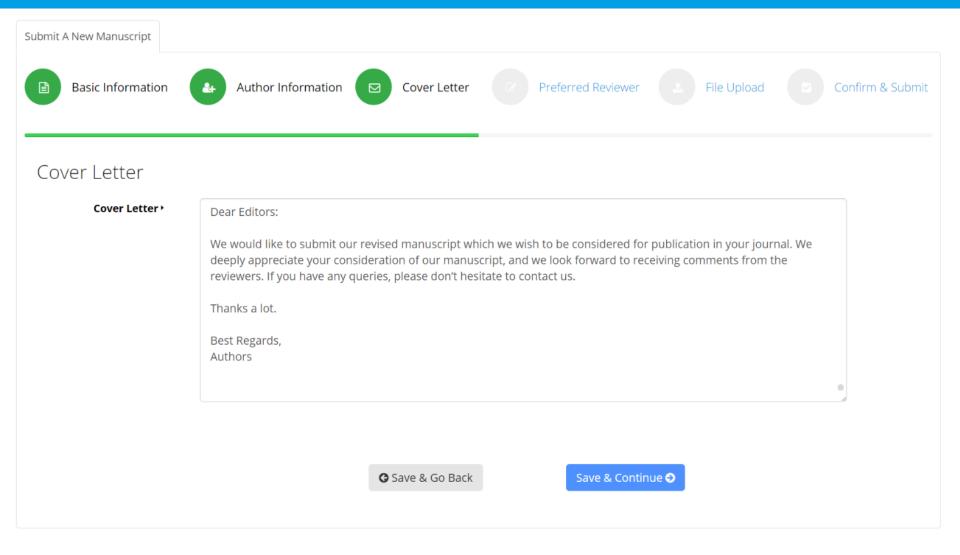
• After adding authors, you can change the order of authors or select the corresponding author.

Submitting a Manuscript – Co-author information



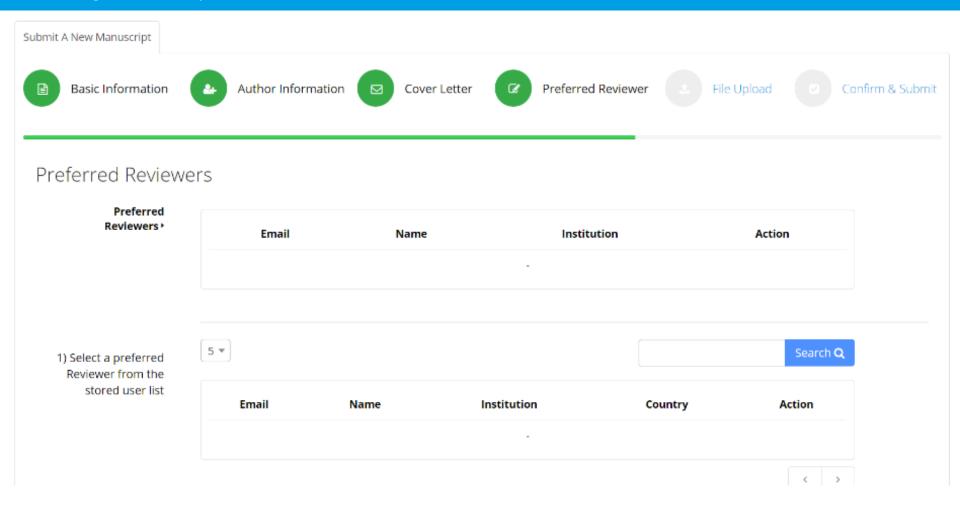
- If the co-author can not be found at the previous step, you can create an account and add.
- In this case, please enter the correct email because the email regarding account creation and notice will be sent to the email you entered.

Submitting a Manuscript – Cover Letter



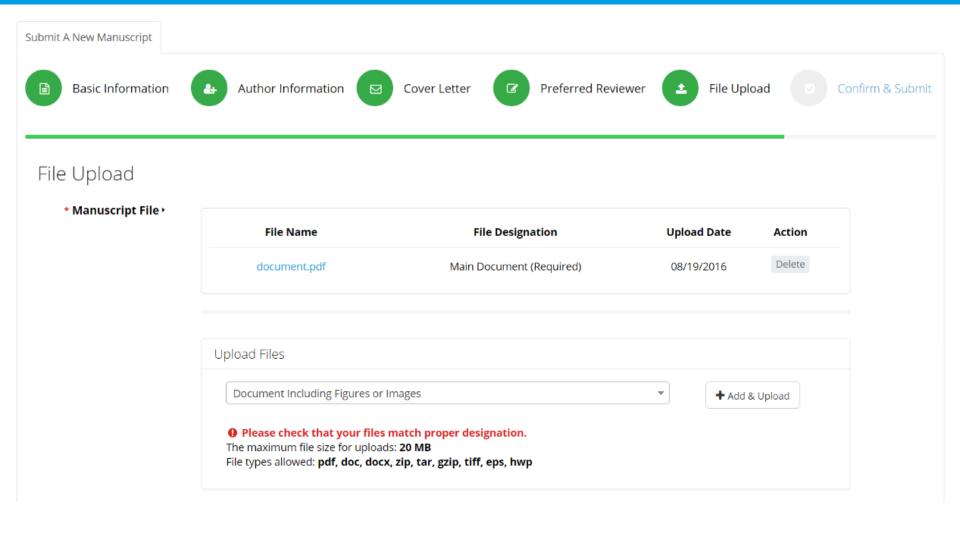
- The cover letter is the first information that the journal associate editor sees regarding the manuscript content. Please inform the associate editor about the originality and importance of your paper's contribution in the cover letter.
- A cover letter may be required depending on the setting. If there is no * mark, it is optional.

Submitting a Manuscript – Select Preferred Reviewers



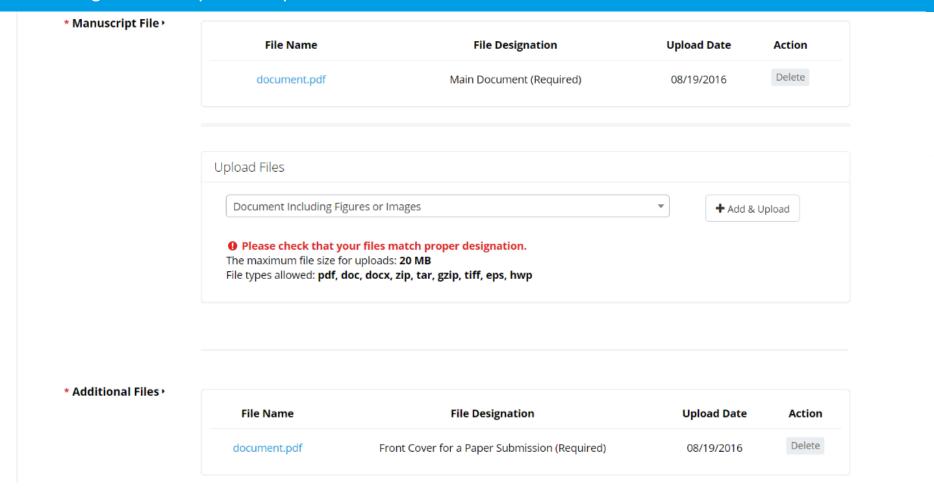
- The preferred reviewers selection step may not appear depending on the journal setting or may be required.
- Selecting preferred reviewers is same as co-author selection.

Submitting a Manuscript – File Upload



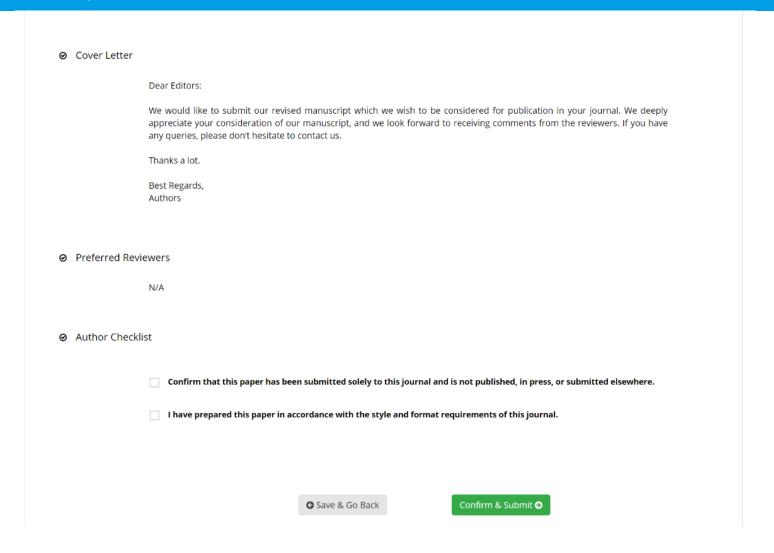
- During the file upload, you can upload files by clicking the Add & Upload button. At this time,
 please select the proper designation.
- Please contact <u>support@manuscriptlink.com</u> if the uploaded file exceeds the maximum size.

Submitting a Manuscript – File Upload



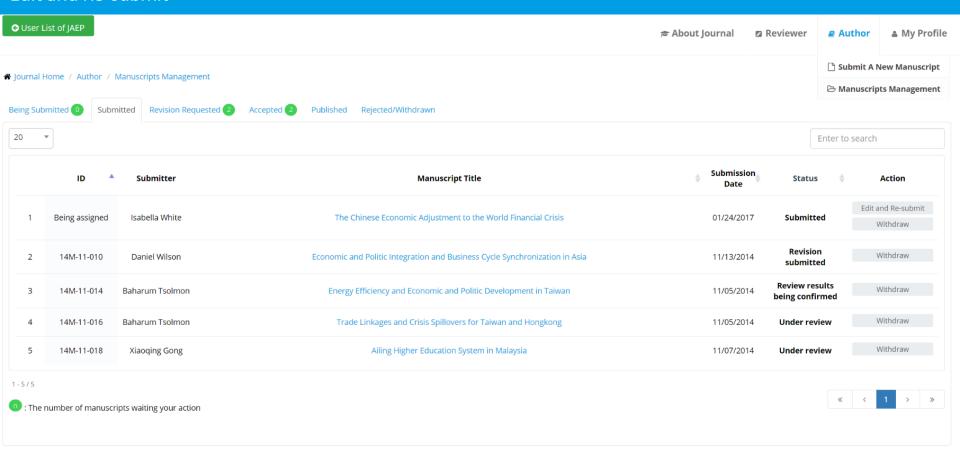
• Some journals may require the upload of additional files, such as Front Cover, Author Checklist, and others. Again, please select the proper designation to upload.

Submitting a Manuscript – Confirm and Submit



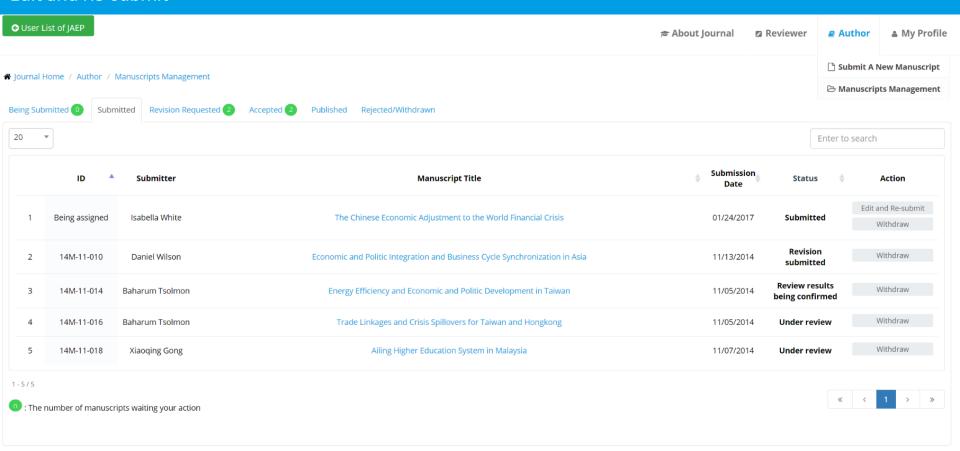
- The final step is to submit the manuscript after checking that what you have entered is correct.
- At this time, some journals may require you to check additional confirmations / agreements such
 as the Author Checklist.
- If you do not have any problems, please click the "Confirm & Submit" button to submit.

Edit and Re-submit



- The submitted manuscript will be placed in the appropriate tabs according to its status.
- After submitting the manuscript, you can edit the information until approval/submission from a manager. If you click the Author Manuscripts Management menu, the above screen will appear.

Edit and Re-submit



- At this time, the Edit and Re-submit button will appear only for the manuscript before the manager's approval (the manuscript with no ID), and you can click this button to submit the manuscript again after editing it.
- Other manuscripts can not be edited. If you need to edit manuscript, please consult with the manager and contact <u>support@manuscriptlink.com</u> afterwards.