

***M2PI***

# **Manuscript Guide**

Manual for  
Reviewers

# Manual for Reviewers

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# Request for manuscript review

## Request for manuscript review

심사위원으로 선임되면 아래와 같이 심사의뢰 요청 메일이 발송 됩니다.

1. 1차 심사 의뢰 시 심사 동의 여부를 전달하기 위한 "Agree, Decline" 버튼이 보입니다. 심사동의 여부는 사이트에 접속하셔서 하실 수 있습니다.
2. 로그인 비밀번호를 잊었을 경우 Login info를 클릭 하면 비밀번호를 새로 설정 할 수 있는 페이지로 이동합니다.

The image shows an email interface with the following header information:

- Sender : [Asian Journal of Beauty and Cosmology](#)
- Recipient : s[redacted]@kim
- Manuscript ID : /[redacted]006
- Title : tewt
- Review Period : **Agree OR Decline (Deadline) : ~ 2015/12/19**  
2015/12/14 ~ 2015/12/28

The main body of the email contains the following text:

Dear Dr. s[redacted] :

You have been recommended as a reviewer for the above-mentioned manuscript. Given your knowledge and expertise in the subject area of the manuscript, we would be most grateful if you would find time to review the manuscript.

Below the text, there are two buttons: "Agree" (highlighted with a red dashed box and a circled '1') and "Decline".

Below the buttons, there is a link: "Your ID & Login information : s[redacted]@community.co.kr / [Login info](#)" (highlighted with a red dashed box and a circled '2').

The email also includes an "Abstract" section with the following text:

If you cannot review this manuscript, let us know within 5 days. If you can, then press "Agree" below.

You are kindly requested to visit [http://submit.\[redacted\]](http://submit.[redacted]), log in with your I.D. and password, and go to the Reviewer Center. Please read the Instructions for Reviewers and proceed as guided.

If you accept this invitation, I would be very grateful if you would return your review by 2015/12/28.

If you will not be able to provide comments within this time frame, please let me know immediately by replying this e-mail.

Sincerely,

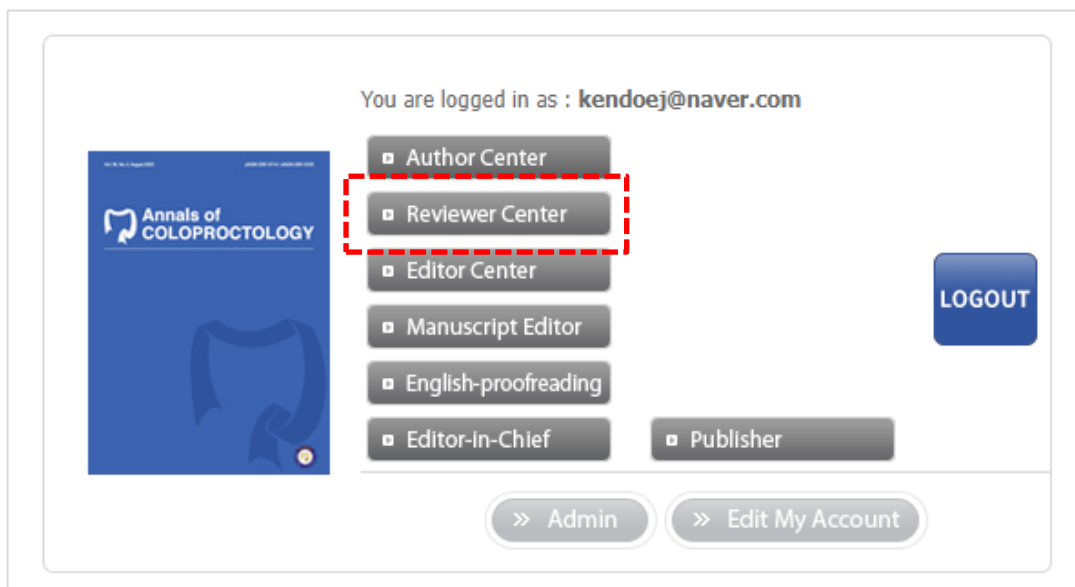
S[redacted], D.Phil  
Editor-in-Chief

[Asian Journal of Beauty and Cosmology](#) Editorial Office  
3rd Floor, Life Science Building, P.O. Box 135, Konkuk University  
120 Neungdong-ro, Gwangjin-gu, Seoul 05029, Korea

TEL: +82-70-8770-1034  
FAX: +82-51-950-1178  
E-mail: [ko\[redacted\]@\[redacted\].or.kr](mailto:ko[redacted]@[redacted].or.kr)  
Website: [http://submi\[redacted\]](http://submi[redacted])

## Reviewer Center

- ✓ 심사위원으로 로그인 하면 아래와 같이 “Reviewer Center” 바로가기 메뉴가 있습니다.
- ✓ “Reviewer Center” 메뉴를 클릭 후 Reviewer 화면으로 이동합니다.
- ✓ 로그인 후에는 사용자 권한에 따라서 이용가능한 메뉴가 자동으로 생성되므로 아래 화면과 다를 수 있습니다.  
(Author Center, Reviewer Center로 접속할 수 있습니다.)



## Reviewer Main menu

심사의뢰 된 논문의 진행 상황을 확인하실 수 있습니다.

1. 심사 동의 대기중(Awaiting Review Agreement), 심사 진행중(Manuscripts for Reviewer), 저자 수정중(Manuscripts in Revision), 완료 된 논문(Manuscripts with Decision ) 등 진행 상황별로 확인 및 심사 하실 수 있습니다.  
항목별 앞에 숫자는 각 현황 별 논문 개수를 표기하고 있습니다.
2. 최초(1차) 심사 시, 논문 심사에 대한 동의 여부를 전달 합니다.
3. 심사위원 매뉴얼 파일 확인이 가능합니다.

The screenshot shows the 'Reviewer Main Menu' interface. At the top, there is a header 'Reviewer Main Menu [Manual for Reviewer]' with a red dashed box and callout '3' around it. Below the header is a list of menu items: 'Awaiting Review Agreement' (0), 'Manuscripts for Reviewer' (0), 'Manuscripts in Revision' (1), and 'Manuscripts with Decision' (71). A red dashed box and callout '1' are around this list. Below the list is a table with columns: 'Manuscript ID', 'Title', 'Type of Manuscript', 'Invitation Date', and 'Agreement'. The table content is 'No Data.'. A red dashed box and callout '2' are around the table.

## Awaiting Review Agreement

최초(1차) 심사 시, 논문 심사에 대한 동의 여부에 대해 의견을 전달 합니다.

논문 심사를 허락 할 경우에는 "Agree" 버튼을 클릭하시고, 거절할 경우에는 "Decline" 버튼을 클릭하시면 됩니다.

동의(Agree) 후에만 심사가 가능하며, Decline 일 경우 해당 논문에 대해서 심사를 할 수 없습니다.

동의 여부는 신속하게 전달해 주십시오.

Reviewer Main Menu

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Reviewer Main

- 1 [Awaiting Review Agreement](#)
- 1 [Manuscripts for Reviewer](#)
- 1 [Manuscripts in Revision](#)
- 0 [Manuscripts with Decision](#)

Reviewer Resources

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

16-0008	[Reviewer ID, Manuscript ID] Request for manuscript review :(1st review)	✕
16-001	[Reviewer ID, Manuscript ID] Request for manuscript review :(1st review)	✕

2

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
15-0003	test test	Original article	21-Aug-2015	<a href="#">Agree/Decline</a>

Awaiting Review Agreement

\* Please click on 'Agree' or 'Decline' as soon as you can.

Manuscript ID	15-0003
Type of Manuscript	Original article
Reviewer	[Reviewer ID]
Title	test test
Abstract	It should contain the following components in the order listed without changing titles, purpose, methods, results and conclusion
Invitation	<input type="radio"/> Agree <input type="radio"/> Decline

[Confirm](#)

## Manuscripts for Reviewer

심사 동의 후 심사 진행중인 논문 목록을 확인할 수 있습니다.

**Reviewer Main Menu**

**Reviewer Main**

- 0 Awaiting Review Agreement
- 1 Manuscripts for Reviewer**
- 1 Manuscripts in Revision
- 0 Manuscripts with Decision

**Reviewer Resources**

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

- 16-0008 [redacted] [redacted] [redacted] Request for manuscript review :(1st review)
- 16-001 [redacted] [redacted] [redacted] Request for manuscript review :(1st review)

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

**Manuscripts for Reviewer**

Manuscript ID	Title	Type of Manuscript	Status & Review	Review Period	My Result
16-0001-0001_0.pdf	The bra age	Discussion	Under 1st Review Review	2016.01.13 ~ 2016.01.27	1st - Not Reviewed

- 1. Manuscript ID/Title:** 제목(Title) 및 pdf 파일을 클릭 하면 심사 할 논문의 상세 정보를 확인할 수 있습니다.
- 2. Status & Review:** 해당 논문에 대해서 심사를 하려면 **“Review”** 버튼을 클릭합니다.
- 3. Review Period:** 정해진 심사기간 이내에 심사를 하셔야 하며, 심사결과 제출 전에는 언제든지 심사하실 수 있습니다. (단, 심사 결과 제출시에는 수정이 불가능합니다.)
- 4. My Result:** 심사 결과 상태를 확인할 수 있습니다.

## Manuscripts for Reviewer

### 논문 심사하기

Manuscript ID	Title	Type of Manuscript	Status & Review	Review Period	My Result
16-0001 A 60001_0.pdf	The meridian masscane effect on aged women	Discussion	Under 1st Review Review	2016.01.13 ~ 2016.01.27	1st - Not Reviewed

**Manuscripts for Reviewers**

1st Reviewed    Review period : 2016.01.13 ~ 2016.01.27    Manuscript ID : 16-0001

Type of Manuscript    Discussion

Title    ... in middle-aged women

Manuscript Files

Original file    File Download : A 60001\_0.pdf

Review Result

Author's comment

Recommendation

Accept     Minor revision     Major revision     Reject

	Originality	Scientific Importance	Experimental design	Adequacy of methods	Brevity and clarity
1) Originality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2) Scientific Importance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3) Experimental design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4) Adequacy of methods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5) Brevity and clarity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Review Comments

Comments to Authors

You can attach your comments :

Comments to Editors

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1. 심사 차수, 심사기간, 논문접수 번호를 확인 할 수 있습니다.
2. Type of Manuscript, Title, 심사 할 논문 pdf 파일 확인. Original file, 1st Revision file 등 심사 할 차수에 따라 저자가 업로드 한 파일을 확인 할 수 있습니다.
3. Recommendation을 체크 합니다.
4. 평가표를 작성합니다.
5. 저자 지적사항 및 편집위원 장에게 보내는 글을 작성합니다.
6. "Submit" 버튼은 제출 완료 입니다.(심사기간이 남아 있어도 수정할 수 없습니다.)

"Temporary Save" 버튼은 임시저장 입니다. (저장 후 심사기간 내에 제출 하시면 됩니다.)



## Manuscripts in Revision

“Manuscript in Revision” 메뉴를 클릭하면 심사 완료 후 저자 수정중인 논문을 확인할 수 있습니다.

**Reviewer Main Menu**

**Reviewer Main**

- 0 [Awaiting Review Agreement](#)
- 1 [Manuscripts for Reviewer](#)
- 1 [Manuscripts in Revision](#)
- 0 [Manuscripts with Decision](#)

**Reviewer Resources**

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

- 16-0008 [redacted] Request for manuscript review :(1st review)
- 16-001 [redacted] Request for manuscript review :(1st review)

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

**Manuscripts in Revision**

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
16-0008	[redacted]	Original Article	In first revision	1st - Minor revision	<input type="button" value="1st : Minor revision"/>

## Manuscripts in Revision

### [본인 심사결과 확인](#)

“My Result”를 클릭하면 본인의 심사결과를 확인할 수 있습니다. (2차, 3차도 동일)

Manuscripts in Revision

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
16-0008		Original Article	In first revision	1st - Minor revision	1st : Minor revision



### Review Result

1st Review

Date of submission of review opinion : 2016.01.15  
Date of deadline in Review opinion : 2016.01.29

Manuscript ID : 16-0008  
Review Count : 1st  
Reviewer : han  
Type of Manuscript : Original Article  
Title :  
Author's comment :

Recommendation : **Minor revision**  
Comments to Authors :  
Attached file :  
Comments to Editor :

Print Close

## Manuscripts in Revision

### [통합 심사결과 확인](#)

“Merge Result” 버튼을 클릭하면 편집위원장의 최종 심사결과 및 전체 심사평을 확인할 수 있습니다.

Manuscripts in Revision

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
16-0008		Original Article	In first revision	1st - Minor revision	1st : Minor revision



### Merge Result

[Review](#) Manuscript ID : 16-0008

Review Count	1st
Send Date	15-Jan-2016
Recommendation	Minor revision

#### Reviewer's Comments

Reviewer 1 [Redacted]

Reviewer 2 [Redacted]

> Print > Close

## Manuscripts with Decision

심사가 완료된 논문 목록 및 심사 결과를 확인할 수 있습니다.

**Reviewer Main Menu**

**Reviewer Main**

- 0 [Awaiting Review Agreement](#)
- 1 [Manuscripts for Reviewer](#)
- 1 [Manuscripts in Revision](#)
- 1 [Manuscripts with Decision](#)

**Reviewer Resources**

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

- 16-008 [Action: Reviewer Comment] Request for manuscript review :(1st review)
- 16-001 [Action: Reviewer Comment] Request for manuscript review :(1st review)

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
14-002	Title Test	Original research	Accepted	1st - Minor revision	<input type="button" value="1st : Minor revision"/>
A_20140002_0.pdf					<input type="button" value="2nd : Accept"/>

*Thank you*