

***M2community***

# Manuscript Guide

Manual for  
Author

# New Submission

## New Submission

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

The corresponding author submitting the manuscript attests to the following:

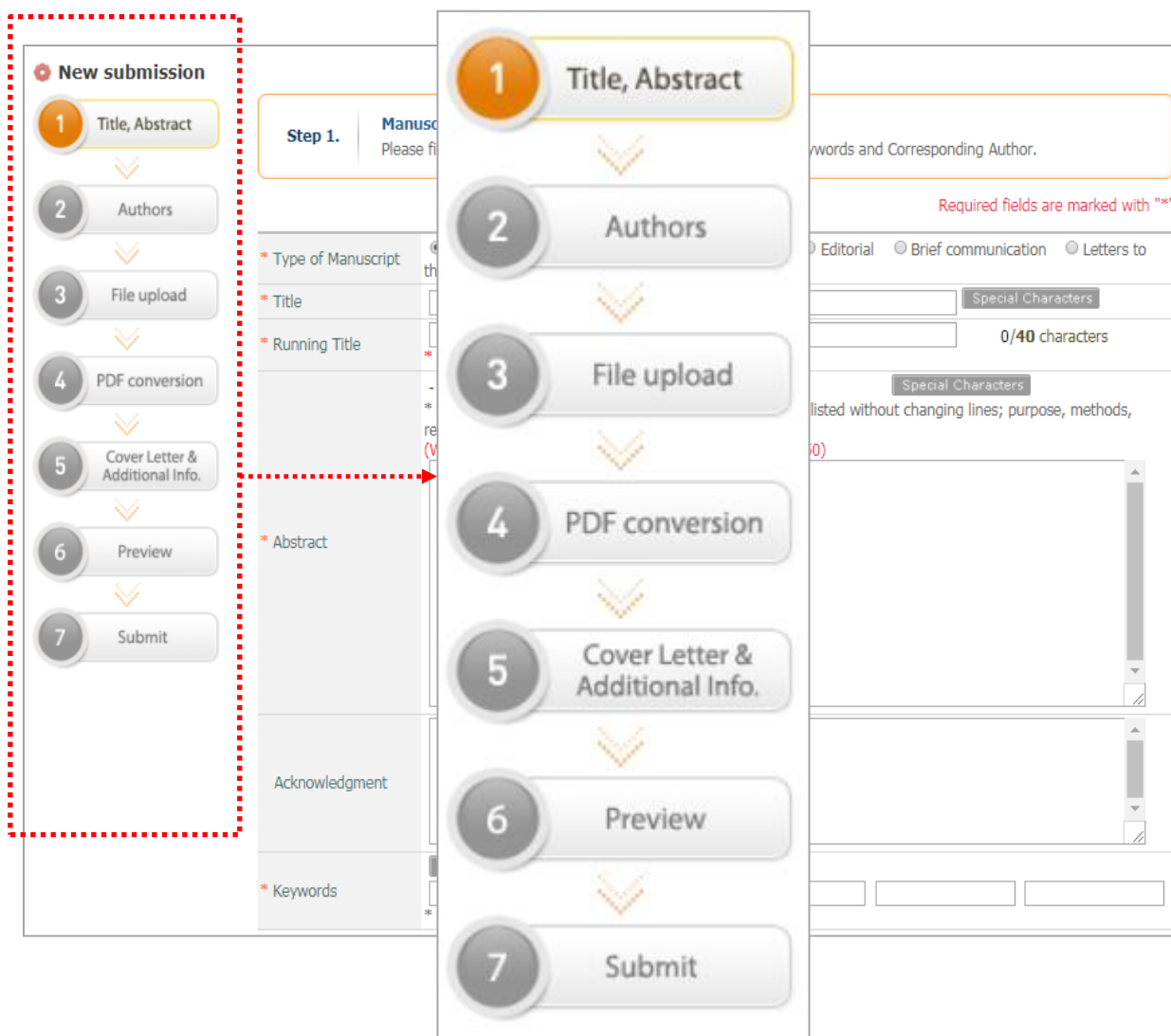
- a. All co-authors have read and agreed to the submission of the manuscript.
- b. All authors have contributed to the paper as specified in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals ([www.icmje.org](http://www.icmje.org)).
- c. The paper has not been published elsewhere and is not under consideration for publication elsewhere.
- d. In case the manuscript is accepted for publication, it will not be published in other scientific journals without the permission from *KJCCM* editor.

Confirm

# New Submission

## 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.



# New Submission

## 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".

**1** New submission

**1** Title, Abstract

**2** Authors

**3** File upload

**4** PDF conversion

**5** Cover Letter & Additional Info.

**6** Preview

**7** Submit

**Step 1. Manuscript Type, Title and Abstract**  
Please fill in the manuscript type, title, running title, abstract, keywords and Corresponding Author.

Required fields are marked with "\*"

\* Type of Manuscript  Original article  Case report  Review article  Editorial  Brief communication  Letters to the editor  Video

\* Title

\* Running Title  0/40 characters  
**\* Do not use special characters**

- 0 words (up to 250 Words)   
**\* It should contain the following components in the order listed without changing lines; purpose, methods, results and conclusion.  
(Word count of abstract should be equal to or less than 250)**

**2**

Corresponding Author  Please check here if corresponding author is the same to registrant.

\* E-mail

\* Full Name First Name  Middle Name  Last Name

ORCID ID  What is ORCID?

\* Title  Prof.  Dr.  Mr.  Ms.  Student

\* Affiliation   
ex) Department of ooo, ooo University

\* Address   
ex) Meorijae Bldg., Suite #403, 76, Bangbae-ro, Seocho-gu, Seoul 137-849, Seoul, Korea  
ex) 21 Teheran-ro 52-gil, Gangnam-gu, Seoul 06212, Korea

\* City

\* Country

\* Tel

Cellular Phone

# New Submission

## 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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**Step 2. Authors and Affiliations**  
Please fill in the author names and affiliation. The author list can not be revised after submission.  
The result of review shall be informed only to the corresponding author.

Order	Name	Affiliation	Other Affiliation	Another Affiliation	Edit	Delete
1	Corresponding Author First Author					

If you have two affiliations, the relevant affiliations from "Other Affiliation"

**Add Author**  
Add the first author

\* E-mail

\* First Name  Middle Name  \* Last Name

ORCID ID  What is ORCID?

\* Title  Prof.  Dr.  Mr.  Ms.  Student

\* Affiliation

\* City

\* Country

**Affiliation Management**  
M2community Co. Ltd

Add Affiliation

\* Affiliation

\* City

\* Country

# New Submission

## 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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### File upload

Please upload Title page, Main body and Copyright Transfer Agreement.

**\* Title page** Article title, full names and affiliations of all authors, corresponding author's contact information, running title, acknowledgments.

**\* Main body** Abstract, key words, main text, references, tables of data(includes table footnotes), figure legends.

**Figure file** includes figures (illustrations, diagrams or photographs)


**Supplement file** Supply all supplementary material in standard file formats

**\* Copyright Transfer Agreement** 

#### Add a New File

Item	File Name	(File Format : MS word (.doc, .docx))
Title page (With Author Details) *		
Main body (No Author Details, Tables) *		
Figure		
Supplementary materials		
Copyright Transfer Agreement *		

File Name  파일 선택 선택된 파일

 Upload File

#### Original files

Order	Item	File Name	Description	Date	Edit	Delete

# New Submission

## 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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**Step 4. PDF conversion**

1. please click the "Build PDF" button. (The process finishes when the PDF Merger file is made.)

Order	File Designation	Original File Name	Description
1	Title page (With Author Details)	A_acp_20170012_1_00.docx (15KBytes)	
2	Main body (No Author Details, Tables)	A_acp_20170012_2_00.docx (15KBytes)	
3	Copyright Transfer Agreement	A_acp_20170012_6_00.jpg (561KBytes)	
4			<b>A_acp_20170012_0.pdf</b>

\* You must click **1** "Build PDF" for your submission to proceed to the next step.

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**2** PDF Converting

**3**

# New Submission

## 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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#### Step 5. Cover Letter & Additional Information

**Cover Letter** Please, writer down the additional notes to Editor-in-Chief.  
**Additional Information** Please respond to the questions/statements below.

#### Cover Letter

#### Additional Information

* a. Research Grant	<input type="radio"/> Yes	<input type="radio"/> No
* b. IRB / IACUC approval	<input type="radio"/> Yes	<input type="radio"/> No
* c. Conflict of Interest	<input type="radio"/> Yes	<input type="radio"/> No

No potential conflict of interest relevant to this article was reported.

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# New Submission

## New Submission

### Step 6. : 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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**Step 6. Preview**  
Please confirm preview contents. If you agree to submit the manuscript, please click "submit" button

**Step 1. (Title, Abstract)** Modify

Type of Manuscript: Original article

Title: [Redacted]

Running Title: [Redacted]

Abstract: [Redacted]

Keywords: [Redacted]

Acknowledgment: [Redacted]

Corresponding Author

E-mail: [Redacted]

Name: [Redacted]

Affiliation: [Redacted]

Address: [Redacted]

**Step 2. (Authors)** Modify

[Redacted]

**Step 3. (File upload)** Modify

acp\_20170012\_0.pdf

I have reviewed the pdf file of the manuscript  
Confirmation of the pdf file is required prior to submission of the manuscript

**Step 5. (Cover Letter & Additional Information)** Modify

\* a. Research Grant

\* b. IRB approval

\* c. Conflict of Interest

\* Please click "submit" button 3 Confirmation of the converted PDF file.

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# New Submission

## New Submission

### [Step 7. : Submit](#)

The step 7 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.

#### New submission (Complete submissions)

Thank you for submitting your manuscript.

All manuscripts will first be reviewed to ensure compliance with the manuscript submission guidelines.  
You will receive your registration number or return notice via email.

For any questions, please contact editorial staff at

E-mail :

Website :

 Confirm



Complete submissions

Sender :

Recipient :

Date Submitted :

Category of Submission :

Type of Manuscript :

Abstract

Manuscript file:  Manuscript file

Dear Dr.

Thank you for submitting your manuscript to

Your manuscript titled "" has been received by the electronic manuscript submission system of *International Journal of Automotive Technology* and has been numbered 20170041 temporarily.

Your official manuscript number will be assigned shortly, and we will be in touch with you in due course.

Best Regards,

Editor-in-Chief

*Thank you.*