



논문 투고 방법

SUBMISSIONS GUIDE

대한물리의학회

KSPM Journal of
Korean Society of
Physical Medicine

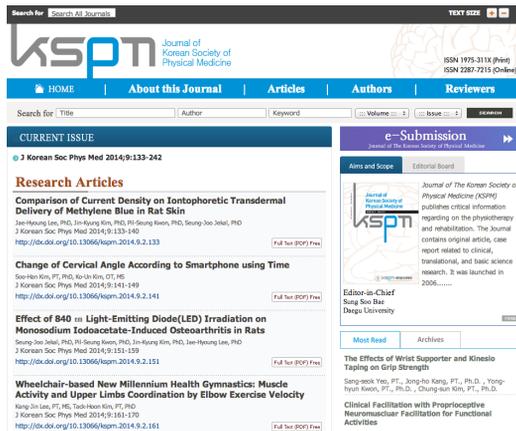
2014. 8. 1

+ 홈페이지

- 대한물리치료학회의 홈페이지는 학회홈페이지와 저널 홈페이지, 논문투고시스템으로 나누어져 있습니다.
- 학회홈페이지
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- 논문투고시스템



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+ 투고시스템으로 이동

- 저널 홈페이지 우측에 있는 e-Submission을 클릭

The screenshot shows the homepage of the Journal of the Korean Society of Physical Medicine (KSPM). At the top, there is a search bar and navigation tabs for HOME, About this Journal, Articles, Authors, and Reviewers. A red dashed box highlights the 'e-Submission' button in the top right area, with a black arrow pointing to it. Below the navigation, there are search filters for Title, Author, and Keyword, along with dropdown menus for Volume and Issue. The main content area features a 'CURRENT ISSUE' section and a list of 'Research Articles' with titles like 'Comparison of Current Density on Iontophoretic Transdermal Delivery of Methylene Blue in Rat Skin' and 'Change of Cervical Angle According to Smartphone using Time'.

- 저널 투고시스템으로 이동 후 회원가입을 위해 계정을 만듭니다.

This screenshot shows the login and account creation interface. At the top, the KSPM logo and journal name are displayed. A navigation bar includes 'Home > Login', 'JOURNAL HOME', 'CREATE AN ACCOUNT', and 'LOGIN'. A red dashed box highlights the 'CREATE AN ACCOUNT' button, with a black arrow pointing to it. Below the navigation, there is a 'LOGIN' section with fields for User ID and Password, a 'Remember ID' checkbox, and a 'LOGIN' button. A 'FORGOT YOUR PASSWORD' button is also present. To the right, a 'RESOURCES' menu lists various links like 'Current Issue', 'Instructions to Authors', and 'Editorial Board'.

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계정 만들기

- 개인 정보를 입력합니다.

- 1단계

E-Mail / Name → Address → User ID / Password

▶ NEXT

We do respect your privacy. Please read thoroughly out [Privacy Policy](#) to learn how we protect and manage our user data.

I have read and understand the Privacy Policy. And I agree with it.

E-Mail / Name (내국인 가입시 한글로 표기하셔도 무관합니다.)

Prefix	<input type="radio"/> Dr. <input checked="" type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms. <input type="radio"/> Miss. <input type="radio"/> Prof.
** First Name	일동
Middle Name	
** Last Name	준
** Primary E-Mail Address	kildong@gmail.com
** Retype Primary E-Mail Address	kildong@gmail.com
Secondary E-Mail Address	
Retype Secondary E-Mail Address	

▶ NEXT

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동의 확인

타이틀 확인
 이름과 성을 입력
 이메일 입력
 위의 사항 입력 후
 클릭!

- 2단계

E-Mail / Name → Address → User ID / Password

◀ PREVIOUS ▶ NEXT

Address

** Institution	대한대학교
** Department	물리치료학과
Position	
** Address	강남구 대현대로 35
** Country	Korea, Republic of
City	서울시
** Postal Code	100-200
Phone	
** Cellular Phone	010-1234-5678
Fax	

아래의 사항 입력 후
 클릭!
 기관(학교)와 소속 입력
 주소입력
 국가선택
 도시, 우편번호, 전화번호 입력

- 3단계

E-Mail / Name → Address → User ID / Password

◀ PREVIOUS ▶ FINISH

User ID / Password

** User ID	kildong@gmail.com
** Password	*****
** Confirm Password	*****

◀ PREVIOUS ▶ FINISH

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아래의 사항 입력 후
 클릭!
 비밀번호 두번입력



로그인 하기

- 계정만들기에서 사용된 이메일을 ID에 입력하고 비밀번호를 입력합니다.

- 정보입력 후 Login 클릭!

- 왼쪽에 있는 AUTHOR 붉은 버튼을 누릅니다.



논문투고하기

- Submit New Manuscript 클릭

Journal of Korean Society of Physical Medicine

ISSN 1975-311X (Print)
ISSN 2287-7215 (Online)

Home > Author center > My Manuscripts Username: kildong@gmail.com Author

EDIT ACCOUNT LOG OUT

New Submission

- Submit New Manuscript
- Incomplete Submissions (0)
- Submissions Being Processed (0)

Revision

- Submissions Needing Revision (0)
- Revisions Being Processed (0)

Decision

- Submissions with a Decision (0)

Withdrawals

- Withdrawn Manuscripts (0)

Co-Author Manuscript

- Co-Author Manuscript List (0)

Revisions Being Processed

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Continue Submission
No Records Found.					

Author Resource

- Received e-mail from KSPM
- Instructions to Authors
- Author Manual
- Copyright form Download

- 1단계 Checklist 확인
- 내용확인 후 노란색 부분 체크 후 저장

Journal of Korean Society of Physical Medicine

ISSN 1975-311X (Print)
ISSN 2287-7215 (Online)

Home > Author Center > Submit a manuscript > Step 1: Checklist Username: kildong@gmail.com Author

EDIT ACCOUNT LOG OUT

Checklist → Type, Title & Abstract → Authors & Institutions → File Upload → Proof & Submit

To proceed with the submission, you need to check the following. Manuscripts that do not meet the guidelines mentioned below will be immediately returned to the author.

Checklist

Item	Yes
Abstract	
1. In case of an original article, a structured abstract of no less than 200 and no more than 250 words under the following headings is attached: Purpose, Methods, Results, and Conclusion.	<input checked="" type="checkbox"/> Yes
2. Key words (3 or more) are provided in the manuscript. These are submitted during the submission process.	<input checked="" type="checkbox"/> Yes
Body of Manuscript	
3. The manuscript body should be divided into the following four sections: Introduction; Methods; Results; Discussion; and Conclusion.	<input checked="" type="checkbox"/> Yes
4. Ba-Tang should be used to divide the main body in manuscripts (e.g., 1, 1, 1), (1), (1).	<input checked="" type="checkbox"/> Yes
References	
5. The references (check classification for maximum number) should be numbered and listed in the order cited.	<input checked="" type="checkbox"/> Yes
6. Include all authors' names for works with up to three authors, if there are four or more authors, list first three names followed by "et al."	<input checked="" type="checkbox"/> Yes
7. References are in the correct style (Recommend use Endnote style).	<input checked="" type="checkbox"/> Yes
Figures	
8. JPG, PDF, and GIF files may be submitted for review purposes only.	<input checked="" type="checkbox"/> Yes
9. Digital files must be saved at the size authors would like them to appear in print.	<input checked="" type="checkbox"/> Yes
10. Keys should be within the confines of the figure or included in the figure legend.	<input checked="" type="checkbox"/> Yes
Corresponding author	
11. One author has been designated as the corresponding author with contact details: - E-mail address - Full postal address - Phone numbers	<input checked="" type="checkbox"/> Yes

Agree Disagree

Save & Continue



논문투고하기 2

- 2단계 제목, 초록, Reviewers
 - Rapid Submission
 - 긴급심사의 여부를 확인합니다.
 - Manuscript Type
 - 일반적인 논문은 Original Article
 - Research Field
 - 논문의 관련분야를 선택합니다.
 - Title & Running Title
 - 논문의 제목과 요약제목을 입력
 - Abstract
 - 영문기준 250자 이내로 작성
 - Keywords
 - 주제어를 입력합니다.
 - English Proof-reading
 - 영문논문일 경우 교정여부확인

Checklist → Type, Title & Abstract → Authors & Institutions → File Upload → Proof & Submit

Select your manuscript type. Enter your title, running title and abstract (250 words or less) into the appropriate boxes below. Add between two and five keywords for your manuscript. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Next."

Type, Title & Abstract 3 SPECIAL CHARACTERS

Rapid Submission** Yes No

** Manuscript Type

** Research Field

** Title

** Running Title

** Abstract

Press Control-V (or Open Apple-V) to paste

** Keywords

** English Proof-reading Yes No

Conflict of interest

- 리뷰어 추천
 - 본 논문에 적합한 심사위원 2명 이상을 추천합니다.
 - 성명, 학위, 상세한 소속 연락처를 적어 주십시오.
 - 추천하는 사유를 적어 주십시오.
 - 편집위원의 판단에 따라 리뷰어를 채택하거나 보충합니다.

Suggest Reviewers

Name	Institution	E-mail
<input type="text" value="이순신"/>	<input type="text" value="충무대학교 물리치료학과"/>	<input type="text" value="Leesunsin@daum.net"/>
<input type="text" value="유관순"/>	<input type="text" value="삼일대학교 물리치료학과"/>	<input type="text" value="Uksoon@naver.com"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Suggesting 2 reviewer(s) is Required for Submission.
Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

Oppose Reviewer

Name	Institution	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>
** Reason		
<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
** Reason		
<input type="text"/>		

Save Save & Continue



논문투고하기 3, 4

■ 3단계 저자와 소속

- 투고자 이외의 연구자를 입력합니다.

Checklist → Type, Title & Abstract → **Authors & Institutions** → File Upload → Proof & Submit

The submitting author will automatically be designated as the Corresponding Author.

Preview PREVIEW

¹대한대학교, ²삼성대학교

태희 김¹, 우성 정² and 길동 홍^{1*}

Corresponding Author : 길동 홍, 강남구 대한대로 35 [100-200]
E-mail : kildong@gmail.com

Institution

Order	Institution	Add
1	대한대학교	Del
2	삼성대학교	Del

Authors

Order	Institution	Corresponding Author	First Name	Middle Name	Last Name	E-mail	Add
1	대한대학교	<input type="radio"/>	태희		김	kthee@daum.net	Del
2	삼성대학교	<input type="radio"/>	우성		정	woosung@naver.com	Del
1	대한대학교	<input checked="" type="radio"/>	길동		홍	kildong@gmail.com	Del

Corresponding Author Information

Postal Code	Address	Phone	Fax
100-200	강남구 대한대로 35		

Previous Save Save & Continue

■ 4단계 파일 업로드

- 업로드할 파일을 선택하시고 파일을 업로드 합니다.
- 파일은 본문과 표, 그림 순서로 작성하여 주시고 1개의 파일로 만들어 업로드하여 주십시오.

Checklist → Type, Title & Abstract → Authors & Institutions → **File Upload** → Proof & Submit

Manuscript file upload

1. Upload as many as needed for your manuscript and make sure to select the file item from the drop-down menu. These files will be combined into a single PDF document for the review process. You must ensure that these files are numbered in the order in which they should appear in the PDF. If you have made a mistake, delete the file(s) and reupload. Make sure to click on "Upload Files" to successfully upload your files.

2. When all items have been attached, click Next at the bottom of the page.

My Files

Order	File Name	File Item	Date	Edit	Delete
Original File	manuscript.docx (15kb)	Manuscript File	Aug 14, 2014		

Upload new files

No	File Item	Upload new files	Add
1	SELECT	파일 선택 선택된 파일 없음	Del
2	SELECT	파일 선택 선택된 파일 없음	Del
3	SELECT	파일 선택 선택된 파일 없음	Del
4	SELECT	파일 선택 선택된 파일 없음	Del
5	SELECT	파일 선택 선택된 파일 없음	Del

File Upload

Previous Save Save & Continue

My Files

1 of 2

File Name	manuscript.docx
File Size	14 kb
Uploaded On	Aug 14, 2014
Uploaded By	kildong@gmail.com

SAVE CLOSE



논문투고하기 5

5단계 투고내용 확인

[EDIT ACCOUNT](#) | [LOG OUT](#)

Checklist → Type, Title & Abstract → Authors & Institutions → File Upload → Proof & Submit

Review the information below for correctness and make changes as needed, and you MUST CLICK 'SUBMIT' to complete your submission.

Step 1 : Checklist

1. In case of an original article, a structured abstract of no less than 200 and no more than 250 words under the following headings is attached: Purpose, Methods, Results, and Conclusion.	Yes
2. Key words (3 or more) are provided in the manuscript. These are submitted during the submission process.	Yes
3. The manuscript body should be divided into the following four sections: Introduction; Methods; Results; Discussion; and Conclusion.	Yes
4. Ba-Tang should be used to divide the main body in manuscripts (e.g., I, 1, 1), (1), (1), (1)).	Yes
5. The references (check classification for maximum number) should be numbered and listed in the order cited.	Yes
6. Include all authors' names for works with up to three authors, if there are four or more authors, list first three names followed by 'et al.'	Yes
7. References are in the correct style (Recommend use Endnote style).	Yes
8. JPG, PDF, and GIF files may be submitted for review purposes only.	Yes
9. Digital files must be saved at the size authors would like them to appear in print.	Yes
10. Keys should be within the confines of the figure or included in the figure legend.	Yes
11. One author has been designated as the corresponding author with contact details: - E-mail address - Full postal address - Phone numbers	Yes

I certify that the above information is true and correct.

Every author took a certain role and made contribution to the study and the manuscript. In case of publication, I agree to transfer all copyright ownership of the manuscript to the Journal of Korean Society of Physical Medicine to use, reproduce, or distribute the article.

[Agree](#)

Step 2 : Type, Title & Abstract

Rapid Submission	No	Edit								
Manuscript Type	Original Article									
Research Field	Neurology									
Title	트레드밀 보행훈련이 뇌졸중 환자의 균형과 보행, 근력에 미치는 효과									
Running Title	뇌졸중 환자를 위한 보행훈련									
Abstract	본 연구는 트레드밀 보행훈련이 뇌졸중환자의 균형과 보행, 근력에 미치는 효과를 확인하고자 하였다.									
Keywords	뇌졸중, 보행, 균형									
English Proof-reading	Yes									
Conflict of interest	No potential conflict of interest relevant to this article was reported.									
Suggest Reviewers	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>Name</th><th>Institution</th><th>E-mail</th></tr> </thead> <tbody> <tr><td>이순신</td><td>충무대학교 물리치료학과</td><td>Leesunsin@daum.net</td></tr> <tr><td>유관순</td><td>삼일대학교 물리치료학과</td><td>Uksoon@naver.com</td></tr> </tbody> </table>		Name	Institution	E-mail	이순신	충무대학교 물리치료학과	Leesunsin@daum.net	유관순	삼일대학교 물리치료학과
Name	Institution	E-mail								
이순신	충무대학교 물리치료학과	Leesunsin@daum.net								
유관순	삼일대학교 물리치료학과	Uksoon@naver.com								
Oppose Reviewer	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>Name</th><th>Institution</th><th>E-mail</th></tr> </thead> <tbody> <tr><td colspan="3" style="text-align: center;">None (or N/A)</td></tr> </tbody> </table>	Name	Institution	E-mail	None (or N/A)					
Name	Institution	E-mail								
None (or N/A)										

Step 3 : Authors & Institutions

Institute	¹ 대한대학교, ² 삼성대학교	Edit
Authors	대희 김 ¹ , 우성 정 ² and 길동 홍 ^{1*}	
Corresponding Author Information	길동 홍, 강남구 대한대로 35 [100-200]	
E-mail	: E-mail : kildong@gmail.com	

Step 5 : File Upload

Order	File Name	File Item	Date	Edit
Original File	manuscript.docx (15kb)	Manuscript File	Aug 14, 2014	
Table 1	table.docx (15kb)	Table	Aug 14, 2014	



논문투고하기 6

- PDF로 변환하기
- Convert를 누르면 업로드한 파일이 pdf로 변환됩니다.
- 변환이 완료되면 Save & Submit을 누릅니다.
- 투고가 완료되었다는 메시지가 나오면 완료
- 투고시스템 메인으로 가면 1편의 논문이 투고된 것을 확인할 수 있습니다.

Step 3 : Authors & Institutions

Institute	1대한대학교, 2삼성대학교	Edit
Authors	태희 김 ¹ , 우성 정 ² and 김동 홍 ^{1*}	
Corresponding Author Information	김동 홍, 강남구 대한대로 35 [100-200], E-mail : kildong@gmail.com	

Step 5 : File Upload

Order	File Name	File Item	Date	Edit
Original File	manuscript.docx (15kb)	Manuscript File	Aug 14, 2014	
Table 1	table.docx (15kb)	Table	Aug 14, 2014	

Step 6 : Proof & Submit

Type	Status	View	Change
PDF	Do not change		CONVERT

Make sure to click the 'PDF' button on the right and convert your file into a pdf file before clicking the 'SUBMIT' button below.

If you have any trouble or error messages during PDF conversion and confirmation of your manuscript, please make sure that Acrobat Reader is properly installed in your computer. It may also be possible that firewall of your institutional internet server prohibits an access of your computer to the journal server. In that case, please send us your information to journal@inforang.com; With the name of journal (KSPM), title and number of your manuscript, name and email address of submitting author. Other inquiries and complaints are welcome at any time.

Previous Save & Continue

My Files

Type	View	Status	Wait
PDF	14001.pdf	Completed	-

- Please verify each pdf file after the conversion process is completed.
- When PDF conversion takes longer than 5 minutes, it may not be successful. In that case, please press Submit button; KSPM office will do conversion on your behalf.

CLOSE

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Step 6 : Proof & Submit

Type	Status	View	Change
PDF	Completed	14001.pdf (✓ Approve PDF.)	CONVERT

If you have any trouble or error messages during PDF conversion and confirmation of your manuscript, please make sure that Acrobat Reader is properly installed in your computer. It may also be possible that firewall of your institutional internet server prohibits an access of your computer to the journal server. In that case, please send us your information to journal@inforang.com; With the name of journal (KSPM), title and number of your manuscript, name and email address of submitting author. Other inquiries and complaints are welcome at any time.

Please check the PDF version of your submission by pressing the PDF file name and then mark the checkbox to approve it.

Previous Save & Submit

웹 페이지 메시지

Your submission is completed. Thank you for your submission to Journal of Korean Society of Physical Medicine.

확인