



논문 투고 방법

SUBMISSIONS GUIDE

대한물리의학회

KSPM Journal of
Korean Society of
Physical Medicine

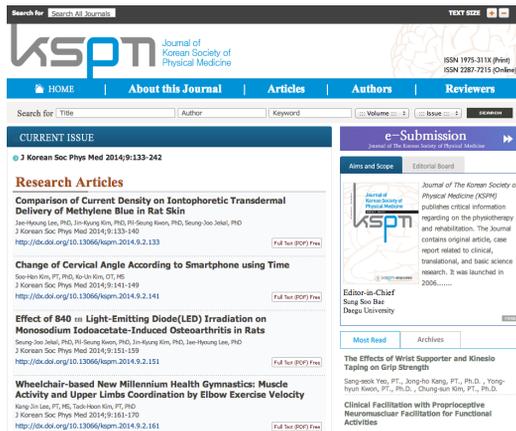
2019. 4. 1

+ 홈페이지

- 대한물리치료학회의 홈페이지는 학회홈페이지와 저널 홈페이지, 논문투고시스템으로 나누어져 있습니다.
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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 right, there are search fields for 'Title', 'Author', and 'Keyword', along with 'Volume' and 'Issue' dropdown menus. A red dashed box highlights the 'e-Submission' button in the top right navigation area, with a black arrow pointing to it. Below the navigation bar, there are sections for 'CURRENT ISSUE', 'Research Articles', and 'Most Read'. The 'Research Articles' section lists several papers with their titles, authors, and full-text links.

- 저널 투고시스템으로 이동 후 회원가입을 위해 계정을 만듭니다.

The screenshot shows the login and registration page of the KSPM journal. At the top right, there are search fields and a 'JOURNAL HOME' button. A red dashed box highlights the 'CREATE AN ACCOUNT' button in the top right navigation area, with a black arrow pointing to it. Below the navigation bar, there is a 'LOGIN' section with a welcome message and a registration form. The registration form includes fields for 'User ID', 'Password', and 'Remember ID', along with a 'FORGOT YOUR PASSWORD' button and a field for 'Enter your e-mail address to receive your account information'. To the right of the registration form is a 'RESOURCES' section with links to 'Current Issue', 'Instructions to Authors', 'Editorial Board', 'Aims and Scope', 'English Editing Service Provider', and 'Forgot Your Password'.

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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	<input type="text" value="Gil-Dong"/>
Middle Name	<input type="text"/>
** Last Name	<input type="text" value="Hong"/>
** Primary E-Mail Address	<input type="text" value="HGD23@kspm.org"/>
** Retype Primary E-Mail Address	<input type="text" value="HGD23@kspm.org"/>
Secondary E-Mail Address	<input type="text"/>
Retype Secondary E-Mail Address	<input type="text"/>

▶ 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	<input type="text" value="Korea University"/>
** Department	<input type="text" value="Physical therapy"/>
Position	<input type="text"/>
** Address	<input type="text" value="Gangnamgu, Daehandaero 36"/>
** Country	<input type="text" value="Korea, Republic of"/>
** Postal Code	<input type="text" value="100-200"/>
Phone	<input type="text"/>
** Cellular Phone	<input type="text" value="010-1111-2222"/>
Fax	<input type="text"/>

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	<input type="text" value="HGD23@kspm.org"/>
** Password	<input type="password" value="*****"/>
** Confirm Password	<input type="password" value="*****"/>

◀ 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

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 후 체크

- Checklist File download page 클릭

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

Abstract

- 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 No
- Key words (3 or more) are provided in the manuscript. These are submitted during the submission process. Yes No

Body of Manuscript

- The manuscript body should be divided into the following four sections: Introduction; Methods; Results; Discussion; and Conclusion. Yes No
- Ba-Tang should be used to divide the main body in manuscripts (e.g., I, 1, 1), (1), Q).

References

- The references (check classification for maximum number) should be numbered and listed in the order cited. Yes No
- 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 No
- References are in the correct style (Recommend use Endnote style). Yes No

Figures

- JPG, PDF, and GIF files may be submitted for review purposes only. Yes No
- Digital files must be saved at the size authors would like them to appear in print. Yes No
- Keys should be within the confines of the figure or included in the figure legend. Yes No

Corresponding author

- One author has been designated as the corresponding author with contact details:
 - E-mail address
 - Full postal address
 - Phone numbers Yes No

Confirm the following

- Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere. Yes No
- Confirm that the author(s) fully agrees to the Instructions to Authors. Yes No
- Confirm that each author acknowledges that he/she actually participated in the work in a substantial way and is responsible for the work. Yes No
- Confirm that the author(s) assigns all of the copyrights for the work exclusively to the Korean Society of Physical Medicine. Yes No
- Confirm that the manuscript will be on the advance e-pub after the acceptance for publication. Yes No
- Confirm that I have complied with the code of ethic on researches of the Korean society of Physical Medicine (<http://www.kspmm.or.kr/sub2/sub202.htm>). Yes No
- The present manuscript was approved by the Institutional Review Board. Yes No

Checklist file upload

Manuscript Type: [Select]

File upload: Checklist file download page

Agree Disagree

Save & Continue

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+ 논문투고하기

- 연구 종류에 맞는 체크리스트 다운 및 작성
- Checklist 작성 후 업로드 후 Save&Continue 클릭

The screenshot shows the homepage of the Korean Society of Physical Medicine (KSPM). The main navigation bar includes links for 'HOME', 'E-MAIL', 'SITEMAP', 'ENGLISH', and a search bar. Below the navigation, there are links for '학회소개', '회원안내', '학술대회', '온라인논문투고/심사', '논문검색', '연구윤리교육', and '게시판'. The '게시판' (BOARD) section is highlighted in green and contains links for '공지사항', '자료실', and '홍게Q&A'. The main content area features a banner for 'The Korean Society of Physical Medicine' with a collage of images related to physical medicine. Below the banner, the '자료실' (Resource) section is active, displaying a table of documents. The table has columns for '제목' (Title), '작성자' (Author), and '작성일' (Date). The first entry is '논문투고 체크리스트 (2019년 이후)' (Manuscript Submission Checklist (After 2019)) by '관리자' (Admin) on '2019-01-28'. Below the table, there are links to download the checklist: '1. 실험 연구 체크리스트.docx', '2. 관찰 연구 체크리스트.docx', '3. 종합 연구 및 의학 분석.doc', and '4. 사례 연구 체크리스트.pdf'. There is also a link for '저자 개인정보 다운 방법.hwp'. The '첨부파일' (Attachments) section lists the same documents. At the bottom of the page, there is a copyright notice: 'COPYRIGHT (C) 2014 대한물리학회 (The Korean Society of Physical Medicine) ALL RIGHTS RESERVED'. There are also logos for 'OPEN ACCESS', 'ISSN 1975-311X', and '대한물리학회' (The Korean Society of Physical Medicine).



논문투고하기 2

모든 투고절차는 영어로 작성합니다.

- 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

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



논문투고하기 3, 4

- 3단계 저자와 소속
 - 투고자 이외의 연구자와 저자 전체 ORCID를 입력합니다.

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

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

Preview PREVIEW

Journal of Korean Society of Physical Medicine, ¹HanKuk University, ²DaeHan University
 admin ^{*}, Gil-Dong Hong¹ and Yu-Sin Kim²
 Corresponding Author : admin , SangsungDaeRo 553 [100-200]
 E-mail : office@jkspm.org

Institution

Order	Institution	Add
1	Journal of Korean Society of Physical Medicine	
1	HanKuk University	Del
2	DaeHan University	Del

Authors

Order	Institution	Corresponding Author	First Name	Middle Name	Last Name	E-mail ORCID	Add
1		<input checked="" type="radio"/>	admin			office@jkspm.org	
1		<input type="radio"/>	Gil-Dong		Hong	gDhong@jkspm.org	Del
2		<input type="radio"/>	Yu-Sin		Kim	YSin@jkspm.org	Del

Corresponding Author Information

Postal Code	Address	Phone	Fax
100-200	SangsungDaeRo 553		

Previous Save Save & Continue

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- 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

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1 of 2

File Name	manuscript.docx
File Size	14 kb
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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).	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

Confirm the following

1. Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.	Yes
2. Confirm that the author(s) fully agrees to the Instructions to Authors.	Yes
3. Confirm that each author acknowledges that he/she actually participated in the work in a substantial way and is responsible for the work.	Yes
4. Confirm that the author(s) assigns all of the copyrights for the work exclusively to the Korean Society of Physical Medicine.	Yes
5. Confirm that the manuscript will be on the advance e-pub after the acceptance for publication.	Yes
6. Confirm that I have complied with the code of ethic on researches of the Korean society of Physical Medicine (http://www.kspm.or.kr/sub2/sub202.htm).	Yes
7. The present manuscript was approved by the Institutional Review Board.	No
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 The Korean Society of Physical Medicine to use, reproduce, or distribute the article.	Agree

Checklist file upload

** Manuscript Type	Original Article
** File upload	19043_Checklist.doc



논문투고하기 5

■ 5단계 투고내용 확인

✓ Step 2 : Type, Title & Abstract

Rapid Submission <small>**</small>	No	Edit									
Manuscript Type <small>**</small>	Original Article										
Research Field <small>**</small>	Neurology										
Title <small>**</small>	트레드밀 보행훈련이 뇌졸중 환자의 균형과 보행, 근력에 미치는 효과										
Running Title <small>**</small>	뇌졸중 환자를 위한 보행훈련										
Abstract <small>**</small>	본 연구는 트레드밀 보행훈련이 뇌졸중 환자의 균형과 보행, 근력에 미치는 효과를 확인하고자 하였다.										
Keywords <small>**</small>	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 style="width: 30%;">Name</th> <th style="width: 30%;">Institution</th> <th style="width: 40%;">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	Uksoon@naver.com
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 style="width: 30%;">Name</th> <th style="width: 30%;">Institution</th> <th style="width: 40%;">E-mail</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center; color: red;">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	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	



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	¹ 대한대학교, ² 삼성대학교	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
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