

# Journal of Cosmetic Medicine (JCM)

## Guide of Online Manuscript Submission

Thank you for submitting manuscript to the Journal of Cosmetic Medicine (JCM).  
The method of JCM online submission is as follows.

### 1. Main (Login)

Go to the page of Journal of Cosmetic Medicine's e-Submission as below:  
<http://www.jcosmetmed.org/submission/Login.html>.

Log in after filling in your own ID and Password. You must be a member of JCM in order to submit your manuscript online. If you are not registered as a member, please sign up through "Create an Account". If you log in with the membership ID that you have signed up, you will be directed to the thesis submission page.

Home > Login

JOURNAL HOME CREATE AN ACCOUNT LOGIN

**LOGIN** Welcome to the The Journal of Cosmetic Medicine online submission system.  
If you are new to the system, click on the "Create an Account" button on the right side of the screen.  
If you already have an account, enter your User ID and Password to log in.

1 User ID Password Remember ID LOGIN

2 FORGOT YOUR PASSWORD  
Enter your e-mail address to receive your account information GO

4 RESOURCES  
Current Issue  
Instructions to Authors  
Editorial Board  
Aims and Scope  
Forgot Your Password  
Endnote Style

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[10<sup>th</sup>floor, New Nampo B/D] #4. Gudeck-Ro 34Beongil, Jung-gu, Busan, 48954, Korea  
Tel : +82-51-247-7776, Fax : +82-51-248-7765 E-mail : [office@jcosmetmed.org](mailto:office@jcosmetmed.org) / Powered by INFOrang.co., Ltd

1) Filling in membership ID, PW

2) **Forgot Your Password:** After filing in your membership ID, click 'go' button and an email to retrieve your PW will be sent to you.

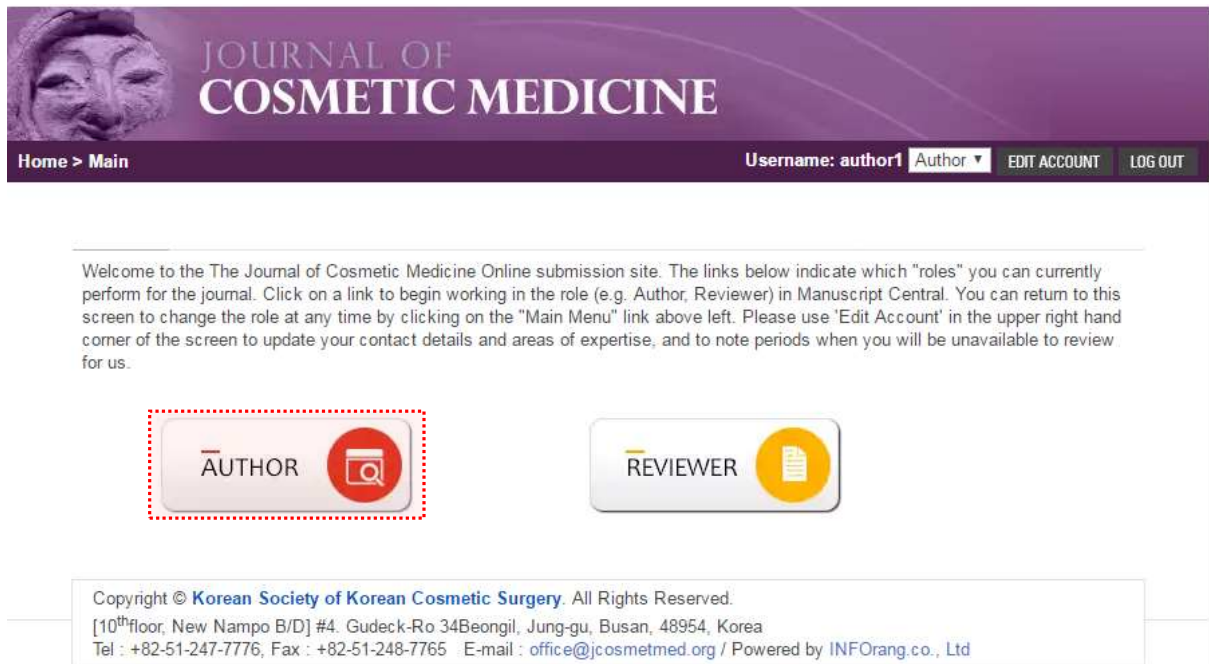
3) **Journal home, create an account (membership sign up), login shortcut button**

4) **Resource Box (Current Issue, Instructions to Authors, Editorial Board, Aim and Scope, Forgot Your Password, Endnote Style)**

## 2. Select Permissions

If you click 'Home', you can use the thesis submission review system with other authority at any time. However, approval from the association is required for the authority above the reviewer. Depending on your account's authorized permissions, the button type will be different.

Please click the 'Author' button for manuscript submission.





The screenshot shows the top navigation bar of the Journal of Cosmetic Medicine website. The header features the journal's logo and title. Below the header, a dark navigation bar contains the text 'Home > Main', the user's name 'Username: author1', a dropdown menu currently set to 'Author', and buttons for 'EDIT ACCOUNT' and 'LOG OUT'. The main content area contains a welcome message and two buttons: 'AUTHOR' (highlighted with a red dashed border) and 'REVIEWER'. The footer contains copyright information for the Korean Society of Korean Cosmetic Surgery and contact details.

**JOURNAL OF COSMETIC MEDICINE**

Home > Main Username: author1 Author EDIT ACCOUNT LOG OUT

Welcome to the The Journal of Cosmetic Medicine Online submission site. The links below indicate which "roles" you can currently perform for the journal. Click on a link to begin working in the role (e.g. Author, Reviewer) in Manuscript Central. You can return to this screen to change the role at any time by clicking on the "Main Menu" link above left. Please use 'Edit Account' in the upper right hand corner of the screen to update your contact details and areas of expertise, and to note periods when you will be unavailable to review for us.

**AUTHOR** 

**REVIEWER** 

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[10<sup>th</sup> floor, New Nampo B/D] #4. Gudeok-Ro 34Beongil, Jung-gu, Busan, 48954, Korea  
Tel : +82-51-247-7776, Fax : +82-51-248-7765 E-mail : office@jcosmetmed.org / Powered by INFOrang.co., Ltd

### 3. Thesis submission page

After logging in, you can check the list of new manuscripts and submissions that are being processed. If you click 'Submit New Manuscript' in New Submission, you can proceed with new submission.

Home > Author center > My Manuscripts Username: author1 Author EDIT ACCOUNT LOG OUT

**1** **New Submission**

- Submit New Manuscript
- Incomplete Submissions (1)
- Submissions Being Processed (0)

**Revision**

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

**Completed**

- Submissions with a Decision (0)

**Withdrawals**

- Withdrawn Manuscripts (0)

**3** **Author Resource**

- Received e-mail from J Cosmet Med
- Instructions for Authors
- Author Manual

**2** **Revisions Being Processed**

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

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Tel : +82-51-247-7776, Fax : +82-51-248-7765 E-mail : office@jcosmetmed.org / Powered by INFOrang.co., Ltd

#### 1) Thesis Submission Page Menu Introduction

- **New Submission:** New submission
- **Revision:** Manuscript under revision
- **Completed:** Manuscript that review has been completed
- **Withdrawals:** Manuscript that has been withdrawn by author

2) When you click the detail item corresponding to No. 1, a detailed list appears at the bottom.

3) Email from J Cosmet Med, Instruction for authors, Author Manual

## 4. New submission (Submit New Manuscript)

### Step 1. Create checklist

Confirm the manuscript's checklist by clicking on each items, click 'Agree' and then 'Save & Continue' to proceed to the next step.

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		
1. Manuscript in MS-Word(.doc) format.	<input type="checkbox"/>	Yes
2. Double-spaced typing with 10-point font.	<input type="checkbox"/>	Yes
3. Sequence of title page, abstract and keywords, introduction, methods, results, discussion, acknowledgments, references, table, and figure legends. All page and manuscript text with line should be numbered sequentially, starting from the abstract.	<input type="checkbox"/>	Yes
4. Title page with article title, authors' full name(s) and affiliation(s), address for correspondence (including telephone number, e-mail address, and fax number), running title (less than 10 words), and acknowledgments, if any.	<input type="checkbox"/>	Yes
5. In the text of the manuscript, the name of any author or institution should not be included.	<input type="checkbox"/>	Yes
6. Abstract in structured format up to 300 words for original articles and in single paragraph up to 150 words for case reports. Keywords (up to 5) from the MeSH list of Index Medicus.	<input type="checkbox"/>	Yes
7. All table and figure numbers are found in the text.	<input type="checkbox"/>	Yes
8. Figures as separate files, in JPEG, TIFF, EPS or PPT format.	<input type="checkbox"/>	Yes
9. References listed in proper format. All references listed in the reference section are cited in the text and vice versa.	<input type="checkbox"/>	Yes
10. Covering letter signed by the corresponding author.	<input type="checkbox"/>	Yes

Agree  Disagree

**Step 2. Registration of basic information such as type of manuscript, title, abstract, etc.**

In this step, fill in the basic information of your manuscript (Type of manuscript, title, abstract, etc.). After filling in each column, click the 'Save & Continue' button to proceed to the next step. All fields with \*\* must be filled in.

**Type, Title & Abstract** SPECIAL CHARACTERS

\*\* Type of manuscript

\*\* Category

\*\* Title  0 / 20

Running Title  0 / 10

\*\* Abstract  0 / 300

\*\* Key Words

**Name of reviewing candidate**

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

Please refrain from considering this candidate with the affiliated institution.  
 Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

**Copyright Transfer Form**

\*\* Copyright Transfer Form

1. In case that the manuscript is accepted for publication at The Journal of Cosmetic Medicine, the authors are required to transfer the copyright of current manuscript to the The Journal of Cosmetic Medicine.  
2. The corresponding author will be responsible for the contents of the manuscript.

\* Attachment File ( Upload limit: 10Mb )

<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Choose File"/> No file chosen	

After downloading the copyright transfer, please fill out the forms and submit the file. [[Copyright Transfer Form download](#)]  
 File format: jpg, gif, pdf, doc(docx) only

### Step 3. Fill in the information of author/s and institution/s

After filling in the basic information of the manuscript, proceed to the next step of filling in the information of the authors and the institution information of each author. The person who submits the manuscript must be the corresponding author of the manuscript, and he or she must be a member of JCM in order to be able to submit the manuscript. The corresponding author who submits the manuscript can add or delete authors or information of authors by clicking the Add and Del button. At this time, the detailed information of the corresponding author (address, contact number, etc.) must be re-entered in a separate field. After filling in all information, click the 'Save & Continue' button to proceed to the next step and your information will be saved automatically.

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

Only the corresponding author is allowed to submit a manuscript.  
Correction of the corresponding author's information is automatically reflected in submitter's information.  
If you want to modify the corresponding author's information, click here to [EDIT ACCOUNT](#).

**Preview** PREVIEW

inforang  
author 1\*  
Corresponding Author : author 1, address [111]  
E-mail : bluemind@inforang.com

**Institutions**

Order	Institution	Add
▼	inforang	
▼		Del

**Authors**

Order	Institution	Corresponding Author	First Name	Middle Name	Last Name	E-mail ORCID	Add
▲		<input type="checkbox"/>			1	bluemind@inforang.com	
▼		<input type="checkbox"/>					Del

\* What is ORCID?

**Corresponding Author Information**

Postal Code	Address	Phone	Fax
111	address	ex) +82-10-0000-0000	ex) +82-2-000-0000

Previous Save **Save & Continue**

Callouts:  
- Change the order of authors (points to Order column in Institutions table)  
- Fill in author's institution (points to Institution field in Institutions table)  
- Add or Del (points to Add and Del buttons in Institutions table)  
- Select corresponding author (points to Corresponding Author column in Authors table)  
- Assign number for institution (points to Institution field in Authors table)

#### Step 4. Upload manuscript file

At this step, you register the content of your manuscript. The files of each part of your manuscript such as Manuscript, Figure, Table, and Supplemental can be registered separately. After registering, additional registration and modification are possible.

Find the file that you want to register from your computer and click 'Upload Files'. If you need to upload more than 5 files, click the 'Add' button on the right to add an upload window.

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 **Save & Continue** at the bottom of the page.

**My Files**

Order	File Name	File Item	Date	Edit	Delete
No files have been uploaded.					

**Upload new files**

No	File Item	Upload new files	Add
1	Manuscript File+Table	C:\... 업로드파일\Origin 찾아가기...	Del
2	Figure	C:\... 업로드파일\Figur 찾아가기... Number: 1 Legend: legend text	Del
3	... SELECT ...	... 찾아가기...	Del
4	... SELECT ...	... 찾아가기...	Del
5	Cover Letter Title Page Manuscript File+Table Figure	... 찾아가기...	Del

**File Upload**

Previous Save **Save & Continue**

**Step 5. Confirmation and Submission**

In this step, you can check whether you have missed any items that you have entered. If each step is performed properly, the '**V**' mark will be shown. If there is a mandatory item or an item that is not properly entered, the '**X**' mark will be shown. If you need to modify any item, you can edit it by clicking the 'Edit' button next to each step. The 'CONVERT' button (Convert PDF button) is enabled when all steps have been carried out correctly. Click on the button to convert your file into PDF file.

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

Review the information below for correctness and make changes as needed. You must CLICK 'Save & Submit' to complete your submission.

---

✓ Step 1 : Checklist

Title	1. The length and content of the manuscript title is appropriate.	Yes
Abstract	2. The abstract is 250 words or less, and contains a concise summation of the objectives, methods, results, and conclusion.	Yes
Introduction	3. The objective mentioned in the introduction is important and explained in detail.	Yes
Methods	4. Materials and methods are sufficiently explained.	Yes
Results	5. An appropriate statistical method is used.	Yes
	6. Results are clearly stated and organized.	Yes
Discussion	7. Methods and results are evaluated and interpreted.	Yes
	8. The study can be compared with other research studies. It notes areas of consensus with, and divergence from, previous studies.	Yes
Conclusion	9. The conclusion is clearly stated.	Yes
	10. The conclusion flows logically from the introduction, methods, results, and discussion.	Yes
References	11. References are listed in accordance with the "submission guidelines."	Yes
	12. The number of references is appropriate.	Yes
Tables	13. Tables are concise and easy to understand.	Yes
Figures	14. Figures are clear and concisely explained in English	Yes
	15. Figures are in color and easy to understand.	Yes
Overall	16. The content of the manuscript is original.	Yes


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✓ Step 2 : Type, Title & Abstract




Manuscript Type**	Original Article			<a href="#" style="color: #0056b3; text-decoration: none;">Edit</a>
Title(English)**	testtest			
Running Title (English)**	tttt			
Abstract**	Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract**			
Keywords**	as, 12, adsf, w, 2463a			
Acknowledgement	None (or N/A)			
Name of reviewing candidate	Name	Institution	E-mail	
	None (or N/A)			



**Step 3 : Authors & Institutions**

Institution	<sup>1</sup> inforang, <sup>2</sup> A hospital	Edit
Authors	thesis admin <sup>1*</sup> <a href="http://orcid.org/">http://orcid.org/</a>  adsf db <sup>2</sup> and adfg arg <sup>1,2</sup>	
Corresponding Author Information	thesis admin, seo-kyo [448-13] Tel : 02-5000-5000, Fax : 02-5000-5001, E-mail : aeddfa@nav.com	

**Step 4 : File Upload**

Order	File Name	File Item	Date	Edit
Title page	 Title Page.docx (12kb)	Title Page	2016-09-21	
Original File	 Original Article.docx (12kb)	Manuscript File+Table	2016-09-21	
Fig. 1	 Figure.jpg (17kb)	Figure <a href="#">960x720 : 96.doi</a>	2016-09-21	

**Step 5 : Proof & Submit**

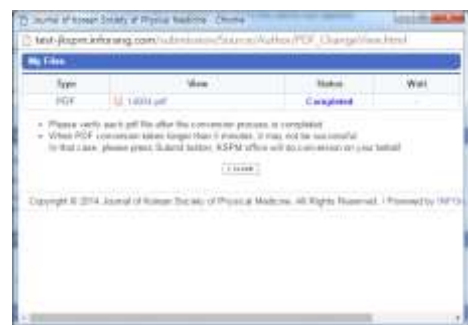
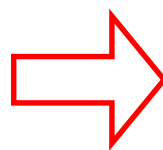
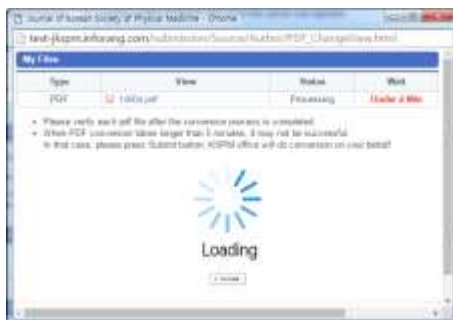
Type	Status	Changes	View
PDF	Do not change	<b>CONVERT</b>	

*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 a 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](mailto:journal@inforang.com), with the name of the journal (AGMR), title and number of your manuscript, name and email address of the submitting author. Other inquiries and complaints are welcome at any time.

Previous Save & Continue

※ PDF Convert Window



When the conversion is complete, click the 'Close' button to close the window.

✓ Step 5 : Proof & Submit

Type	Status	Change	View
PDF	Completed	<input type="button" value="CONVERT"/>	<input type="button" value="160003.pdf"/> <input type="checkbox"/> Approve PDF.)

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 a 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](mailto:journal@inforang.com); with the name of the journal (AGMR), title and number of your manuscript, name and email address of the 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.

After converting to PDF, make sure to click on the PDF file to check whether there is any error in the converted file.

If the conversion is completed without any error, please check the box of 'Approve PDF' and click 'Save & Submit' button to complete the submission.

## 4. Resubmission

After the first review, manuscript that need to be resubmitted can be resubmitted by checking at 'Submissions Needing Revision' and clicking the 'Continue' button for resubmission.

The screenshot displays an author dashboard with several sections:

- New Submission:** Submit New Manuscript, Incomplete Submissions (2), Submissions Being Processed (0)
- Revision:** Submissions Needing Revision (1), Revisions Being Processed (0)
- Completed:** Submissions with a Decision (0)
- Withdrawals:** Withdrawn Manuscripts (0)
- Author Resource:** Received e-mail from AGMR, Instruction to Author, Template(Main Text), Template(Title Page)

The 'Submissions Needing Revision' section contains a table with the following data:

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Action
AGMR-16-0001	testtest	2016-09-21		MS in revision 1 <sup>st</sup>	Continue

## Step 1. Preparing the Author's Response

Author may submit author's answers to the review comments received from the first review. You can submit the author's answers in two ways: typing it directly or attaching it as a file.

If you want to attach the author's answer as a file, after selecting the file, make sure that you click on the 'Attach Respond File' button.

Author's Response → Type, Title & Abstract → Authors & Institutions → File Upload → Proof & Submit

Decision Letter (Editorial Comment) 2016-09-21  
잘 썼으나 수정하세요 아래의견 참조

- Reviewer A :  
asdafwwer
- Reviewer B :  
12343246

Author's response (comments to the reviewers)

B I U S x<sub>2</sub> x<sup>2</sup> A A Ω <> 👁

심사해주신 A 부분은 B의견에 의해 C와 같이 수정하는것이 올바르다 생각되어  
D와 같이 수정하였습니다

Answers to the review comments

Attach Author's response file

찾아보기...

Attach Respond File

Files attached

File Name	Delete
There are no file in this list.	

Save Save & Continue

**Step 2. Edit of basic information such as type of manuscript, title, abstract, etc.**

The information that you filled in at the time of new submission will be displayed. If there are any changes in the resubmission process, please edit the information.

Author's Response → **Type, Title & Abstract** → Authors & Institutions → File Upload → Proof & Submit

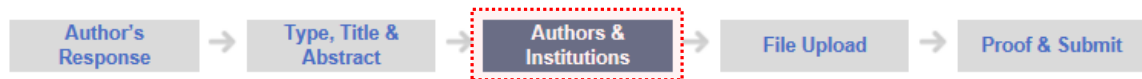
Select your manuscript type. Enter your title, running title and abstract (250 words or less) into the appropriate boxes below. Add between two and five keywords for your manuscript. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save &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

Type, Title & Abstract		SPECIAL CHARACTERS					
Manuscript Type**	Original Article						
Title(English)**	testtest	1 / 30					
Running Title(English)**	tttt	4 / 50					
Abstract**	Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract** Abstract**						
Keywords**	as	No. of	12	No. of	asdf	No. of	
	w	No. of	2463a	No. of		No. of	
Acknowledgement							
Name of reviewing candidate	Name	Institution	E-mail				
<ul style="list-style-type: none"><li>Please refrain from considering this candidate with the affiliated institution.</li><li>Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.</li></ul>							

Previous Save **Save & Continue**


### Step 3. Fill in the information of author/s and institution/s

The information that you filled in at the time of new submission will be displayed, however the author/affiliation information cannot be modified. Kindly please contact JCM Managing Editor if any changes need to be made.



Only the corresponding author is allowed to submit a manuscript.  
Correction of the corresponding author's information is automatically reflected in submitter's information.  
If you want to modify the corresponding author's information, click here to [EDIT ACCOUNT](#).

#### Authors & Institutions

Institution	<sup>1</sup> inforang, <sup>2</sup> A hospital
Authors	thesis admin <sup>1*</sup> <a href="http://orcid.org/1">http://orcid.org/1</a>  adsf db <sup>2</sup> and adfg arg <sup>1,2</sup>
Corresponding Author Information	thesis admin, seo-kyo [448-13] Tel : 02-5000-5000, Fax : 02-5000-5001, E-mail : aedsfa@nav.com

An author cannot be added or deleted after the submission.

Previous

Save & Continue

## Step 4. Upload manuscript file

At this step, you register the content of your manuscript. When you register your amended file, the file will be registered as the 1<sup>st</sup> amendment file. The manuscript can be checked in timeline order along with existing submitted files in the file list, and it is possible to modify or delete the resubmitted file if necessary. You do not need to delete the existing originally submitted manuscript file.



### • 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 **Save & Continue** at the bottom of the page.

My Files					
Order	File Name	File Item	Date	Edit	Delete
Title Page	Title Page.docx (12kb)	Title Page	2016-09-21		
Original File	Original Article.docx (12kb)	Manuscript File+Table	2016-09-21		
1 ▾	Figure.jpg (17kb)	Figure 960x720 : 96 dpi	2016-09-21		

Upload new files			
No	File Item	Upload new files	Add
1 ▾	Manuscript File+Table ▾	C:\[redacted]작업용_발표드파일\Orig[redacted] 찾아보기...	Del
2 ▾	... SELECT ... ▾	찾아보기...	Del
3 ▾	... SELECT ... ▾	찾아보기...	Del
4 ▾	... SELECT ... ▾	찾아보기...	Del
5 ▾	... SELECT ... ▾	찾아보기...	Del

**File Upload** ▾

Previous   Save   **Save & Continue**

## Step 5. Confirmation and Submission

Just like new submission, this is the step to check for any missed items. The registered contents can be modified by clicking the 'Edit' button next to each step. The 'CONVERT' button (Convert PDF button) is enabled when all steps have been carried out correctly. After converting your file into PDF file, you can click the 'Submit' button and your manuscript resubmission process is completed.

**Step 1 : Author's Response**

Author's Response (Editorial Comment)  
수정사항없음  
None (or N/A) Edit

**Step 2 : Type, Title & Abstract**

Manuscript Type\*\* Original Article  
Title(English)\*\* testtest  
Running Title (English)\*\* tttt  
Abstract\*\* Abstract\*\* Abstract\*\* Abstract\*\* Abstract\*\* Abstract\*\* Abstract\*\* Abstract\*\* Abstract\*\* Abstract\*\* Abstract\*\* Abstract\*\*  
Keywords\*\* as, 12, adsf, w, 2463a  
Acknowledgement None (or N/A)  
Name of reviewing candidate  

Name	Institution	E-mail
None (or N/A)		

Edit

**Step 3 : Authors & Institutions**

Institution <sup>1</sup>inforang, <sup>2</sup>A hospital  
Authors thesis admin <sup>1</sup> <http://orcid.org/1> adsf db <sup>2</sup> and adfg arg <sup>1,2</sup> Edit  
Corresponding Author Information thesis admin, seo-kyo [448-13]  
Tel : 02-5000-5000, Fax : 02-5000-5001, E-mail : aedsfa@nav.com

**Step 4 : File Upload**

Order	File Name	File Item	Date
Title page	Title Page.docx (12kb)	Title Page	2016-09-21
Original File	Original Article.docx (12kb)	Manuscript File+Table	2016-09-21
1st Revision	Original Article - 복사본.docx (12kb)	Manuscript File+Table	2016-09-21
Fig. 1	Figure.jpg (17kb)	Figure 960x720 : 96 dpi	2016-09-21

Edit

**Step 5 : Proof & Submit**

Type	Status	Change	View
PDF	Do not change	<b>CONVERT</b>	

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

Convert the registered file during resubmission

Other inquiries and complaints are welcome at any time

Previous Save & Continue

Thank you!