

ANR Elsevier Editorial System submission workflow in EES ver 1.0

Elsevier Editorial System(EES) Homepage for Asian Nursing Research

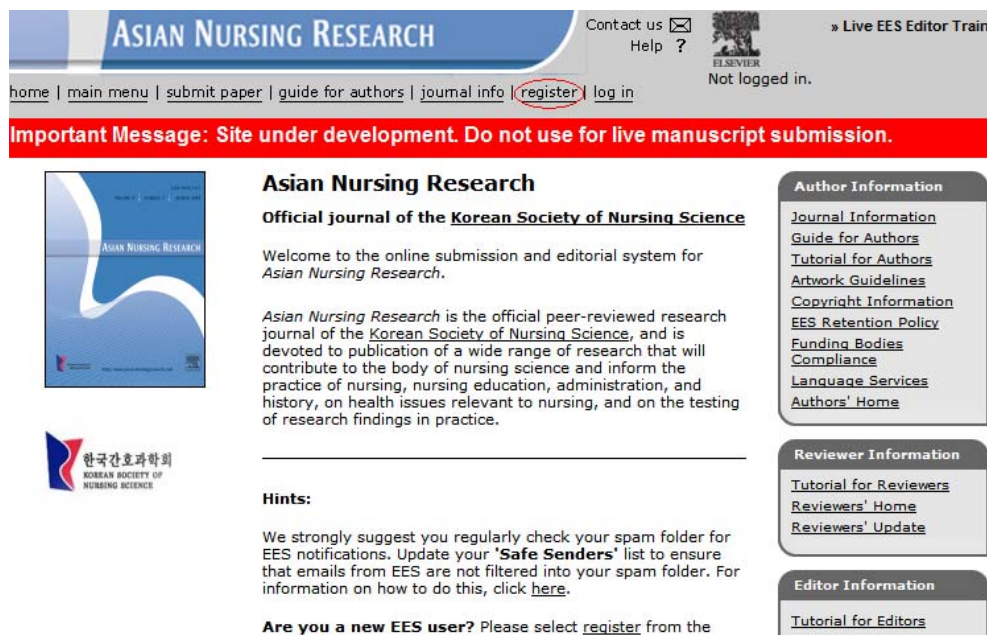
<http://ees.elsevier.com/asiannursingresearch>

EES Online 교육 사이트 : <http://epsupport.elsevier.com>



1. Author – Login

EES 에서 논문을 투고하기 위해서는 등록해야 합니다. Register 를 눌러 주십시오.



상세 정보를 입력해 주십시오.

Pre-registration Page

[Guide to registering](#)

To register to use the Elsevier Editorial System, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Please only use letters **a-z** and **numerals 1-9** when selecting your username.

We strongly suggest you regularly check your spam folder for EES notifications. Update your **'Safe Senders'** list to ensure that e-mails from EES are not filtered into your spam folder. For information on how to do this, click [here](#).

[Insert Special Character](#)

Please Enter The Following

First Name*

Last Name*

E-mail Address*

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, **please DO NOT register again**. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Password?' button.

If you want to change your current information, you must login and click '**change details**' on the menu bar. For help on this, see the [Tutorial for Authors](#).

Continue>>를 클릭하면, 더욱 상세한 정보를 요청하는 페이지가 뜹니다.

City *

State or Province

Zip or Postal Code

Country *

Address is for * Work Home Other

Available as a Reviewer? Yes No

Areas of Interest or Expertise

Please indicate your areas of expertise by clicking the button(s) below and entering the requested information on the following screen.

Personal Classifications (None Selected)

주소 등, 상세 정보를 입력해 주시고, Personal Classifications 를 선택해 주십시오.

Select Personal Classifications

Please identify your areas of interest and specialization by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

Search:

[Matching terms display in red text]

[Expand All](#) [Collapse All](#)

- 10: **First Major Term**
 - .200: Minor Term under First
 - .400: Another Minor Term under First
- 20: **Second Major Term**
 - .500: Minor Term under Second
- 30: **Third Major Term**

Selected Classifications:

Update in need

등록을 완료하시면 등록 확인 메일이 해당 주소로 발송됩니다.

ID 와 PW 로 Login 해 주십시오.

ASIAN NURSING RESEARCHContact us Help ? » Live EES Editor Training on using th

[main menu](#) | [submit paper](#) | [guide for authors](#) | [journal info](#) | [register](#) | [log in](#)Not logged in.

Important Message: Site under development. Do not use for live manuscript submission.

login

[guide to logging in](#)

Please Enter the Following [Insert Special Character](#)

Username:

Password:

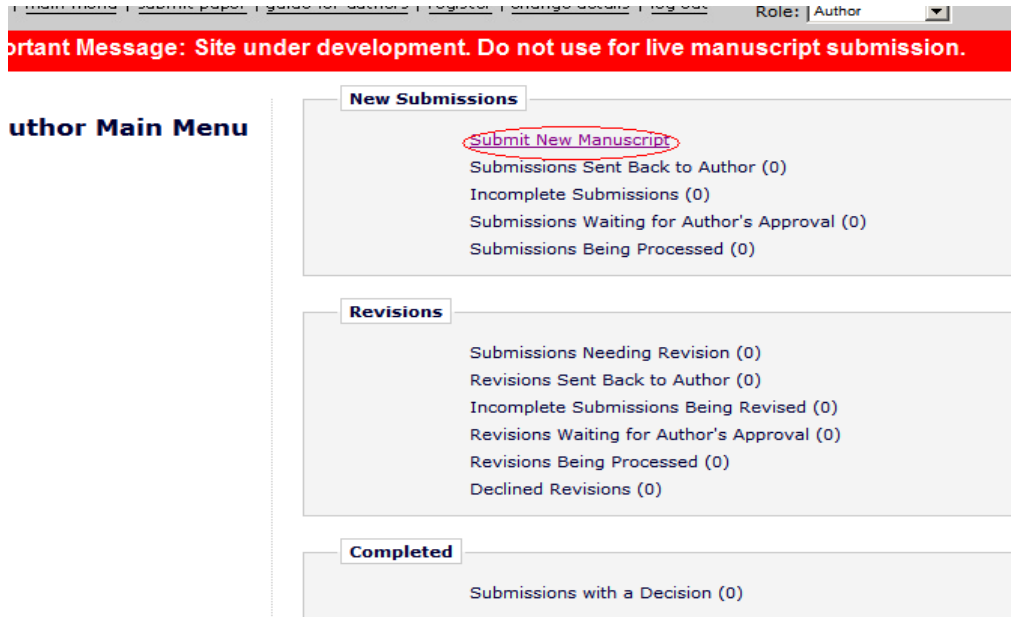
[Send Username/Password](#) [Register Now](#) [Login Help](#)

Software Copyright © 2010 Aries Systems Corporation.

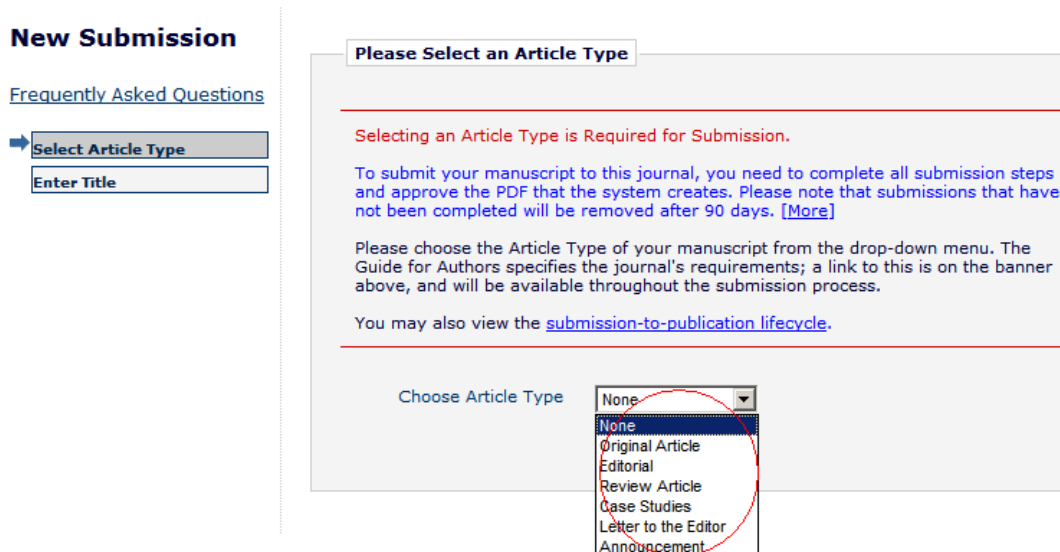
2. 새로운 논문 Submission

Login 을 하면 Main Menu 가 뜹니다.

새 논문을 제출하기 위해, 'Submit New Manuscript'를 클릭해 주십시오.



Article Type 을 선정합니다.



Article Main title 을 입력한 후, Next 를 눌러 주십시오.

Author 를 입력합니다. 지금 Login 한 Author 가 자동적으로 Corresponding Author 로 지정되므로, 다른 사람을 Corresponding Author 로 지정하려면, 'Please select if this is the corresponding author' 옆 박스를 눌러 주신 후, 'Add Author'를 클릭해 주십시오.

	First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address
First Author						
Corresponding Author	Editorial		Office			c.natalia@elsevier.com

위, 아래 화살표로 First author 와 Article 에 나올 Author 순서를 정할 수 있습니다.
 정보를 수정(Edit)하거나, 해당 Author 를 삭제(Remove)하려면 우측 해당 단어를 클릭해 주십시오.

Last Name

Academic Degree(s)

Affiliation

E-mail Address

Please select if this is the corresponding author

		First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address	
First Author	↓	Editorial		Office			c.natalia@elsevier.com	
Corresponding Author	↑	test		test				Remove Edit

저자 입력을 마친 후, Next 를 눌러 주십시오.
 Abstract 를 입력 한 후, Next 를 클릭해 주십시오.

New Submission

[Frequently Asked Questions](#)

-
-
-
-
-
-
-

[Insert Special Character](#)

Please Enter Abstract

Submitting an Abstract is Required for Submission.

Enter the **Abstract** of your manuscript into the text box below.

If you edit your Abstract in the text box (e.g. to make it shorter), please copy and paste this version of your Abstract into your manuscript file.

The Abstract may be copied and pasted from a word processing program; however, some of the formatting will be lost.

Keyword 를 입력 한 후, Next 를 클릭해 주십시오.

New Submission

Frequently Asked Questions

- ✓ Select Article Type
- ✓ Enter Title
- ✓ Add/Edit/Remove Authors
- ✓ Submit Abstract
- ➔ Enter Keywords
- Enter Comments
- Attach Files

[Insert Special Characters](#)

Please Enter Keywords

Entering one or more Keywords is Required for Submission.

You may enter your own **Keywords** in the text box below. Entering keywords will help Editors choose appropriate referees to review your submission.

Keywords should be separated by semicolons, e.g. moulds; yeasts; pathogenesis.

NOTE Keywords should **also** be present within the manuscript text file for typesetting purposes.

test

Editorial Office 에 전달할 내용이 있으면, 입력 후 Next 를 클릭해 주시기 바랍니다.

New Submission

Frequently Asked Questions

- ✓ Select Article Type
- ✓ Enter Title
- ✓ Add/Edit/Remove Authors
- ✓ Submit Abstract
- ✓ Enter Keywords
- ➔ Enter Comments
- Attach Files

[Insert Special Characters](#)

Please Enter Comments

Please enter any comments you would like to send to the Journal Office.

test

필수 파일(별표)을 업로드해 주십시오.

Enter Comments

▶ Attach Files

Repeat steps 1-5 to attach the next submission Item. When all Items have been attached, click Next at the bottom of the page.

Further information is available:

- [General Requirements](#)
- [Guidelines for Preparing Artwork/Figures](#)
- [Guidelines for LaTeX](#)
- View the [interactive tutorial](#) explaining this step

Item	*Cover Letter	
	<div style="border: 1px solid #ccc; padding: 2px;"> *Cover Letter *Title Page (With Author Details) *Blinded Manuscript (No Author Details) Author Agreement Ethical Statement Figure Table e-component </div>	Enter a Description and then click Attach This File to upload, then click the Attach This File button to attach the file you wish to upload.
Description		
File Name:	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="Attach This File"/>		

No **Items** have yet been attached for this submission.

업로드가 완료 되면 사이트 하단에 표시됩니다.

파일 순서를 바꾸려면 Order 를 바꾸어주십시오. 순서대로 PDF 파일이 구축됩니다.

해당 파일을 다운로드하거나 삭제하려면 해당 Action 을 클릭해 주십시오.

To remove a file from the submission, click **Remove**.

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced.

If multiple files are attached, you may change the order by entering new numbers in the "Order" textboxes, and then click **Update File Order**.

You only need to change the number of the files you want to move; the other files will be renumbered automatically.

Files should be placed in the following order:

1. Covering Letter
2. Title Page
3. Manuscript
4. Tables (if any)
5. Figures (if any)
6. Supplementary Material (if any)

Order	Item	Description	File Name	Size	Last Modified	Actions
1	*Cover Letter	Cover Letter	coverletter.doc	25.5 KB	Feb 22, 2010	Download Remove
2	*Title Page (With Author Details)	*Title Page (With Author Details)	test.doc	25.5 KB	Feb 22, 2010	Download Remove
3	*Blinded Manuscript (No Author Details)	*Blinded Manuscript (No Author Details)	test2.doc	26 KB	Apr 12, 2010	Download Remove
<input type="button" value="Update File Order"/>						

'Next'를 클릭하면 업로드한 파일을 다시 한 번 확인하는 메시지가 뜹니다.

File Order 를 바꾸기 위해서는, Update File Order 를 클릭해 주십시오. 업로드한 파일을 확인한 후, Next 를 눌러 주십시오.

ASIAN NURSING RESEARCH

Help ?

Username: EdOffice
Role: Author

Important Message: Site under development. Do not use for live manuscript submission.

New Submission

Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Enter Comments
- Attach Files

Attach Files Order

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type by entering new numbers into any editable 'Order' boxes. Note: if no 'Order' boxes appear, the Items cannot be re-ordered. Click the 'Next' button to continue with the submission process.

Order	Description	File Name	Size
1	Cover Letter	coverletter.doc	25 KB
2	*Title Page (With Author Details)	test.doc	25 KB
3	*Blinded Manuscript (No Author Details)	test2.doc	26 KB

Update File Order

Previous Next

업로드한 파일의 개수를 확인한 후, PDF 파일 변환을 위해 'Build PDF for my Approval'을 클릭해 주십시오.

Important Message: Site under development. Do not use for live manuscript submission.

New Submission

Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Enter Comments
- Attach Files

Summary Following Attach Files

Listed below is the summary of items to be delivered online. Required Items are marked with *.

You MUST click **Build PDF for my Approval** for your submission to proceed to the next step.

	Online	Offline		Online	Offline
Author Agreement	0	0	Ethical Statement	0	0
* Cover Letter	1	0	* Title Page (With Author Details)	1	0
* Blinded Manuscript (No Author Details)	1	0	Figure	0	0
Table	0	0	e-component	0	0

Previous Build PDF for my Approval

PDF File 을 구축하면, 확인 페이지가 뜹니다. 절대 ‘뒤로가기(Back)’을 누르지 마시고, Main manu 를 눌러주십시오.

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Elsevier Editorial System is taking the files you submitted and creating a PDF.

Please go to the [Submissions Waiting for Author's Approval](#) page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

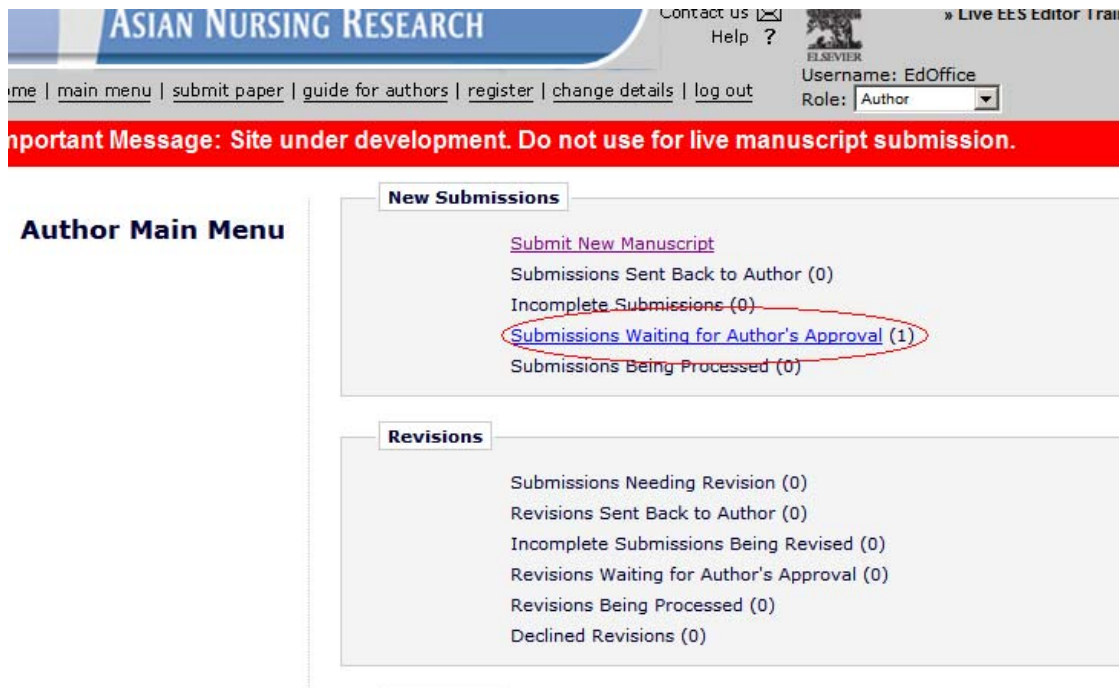
On the [Submissions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

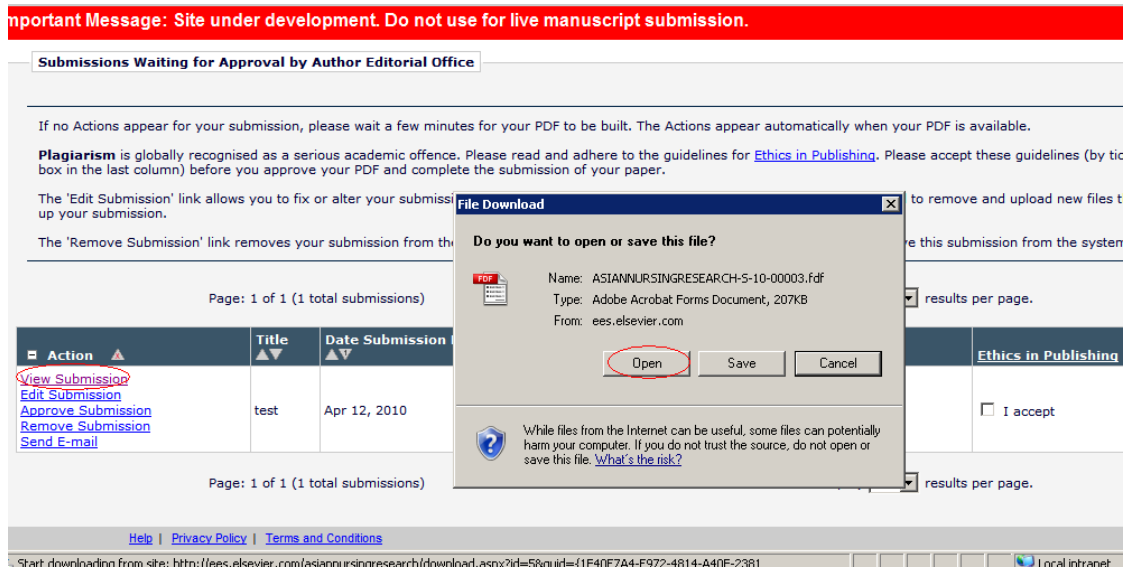
Please do not click the Back button

[Submissions Waiting for Author's Approval](#)
[Back to Main Menu](#)

Main manu 를 누르면 아래와 같이 ‘Submissions Waiting for Author's Approval’ 폴더로 Article 이 옮겨 갑니다. ‘Submissions Waiting for Author's Approval’를 클릭해 주십시오.

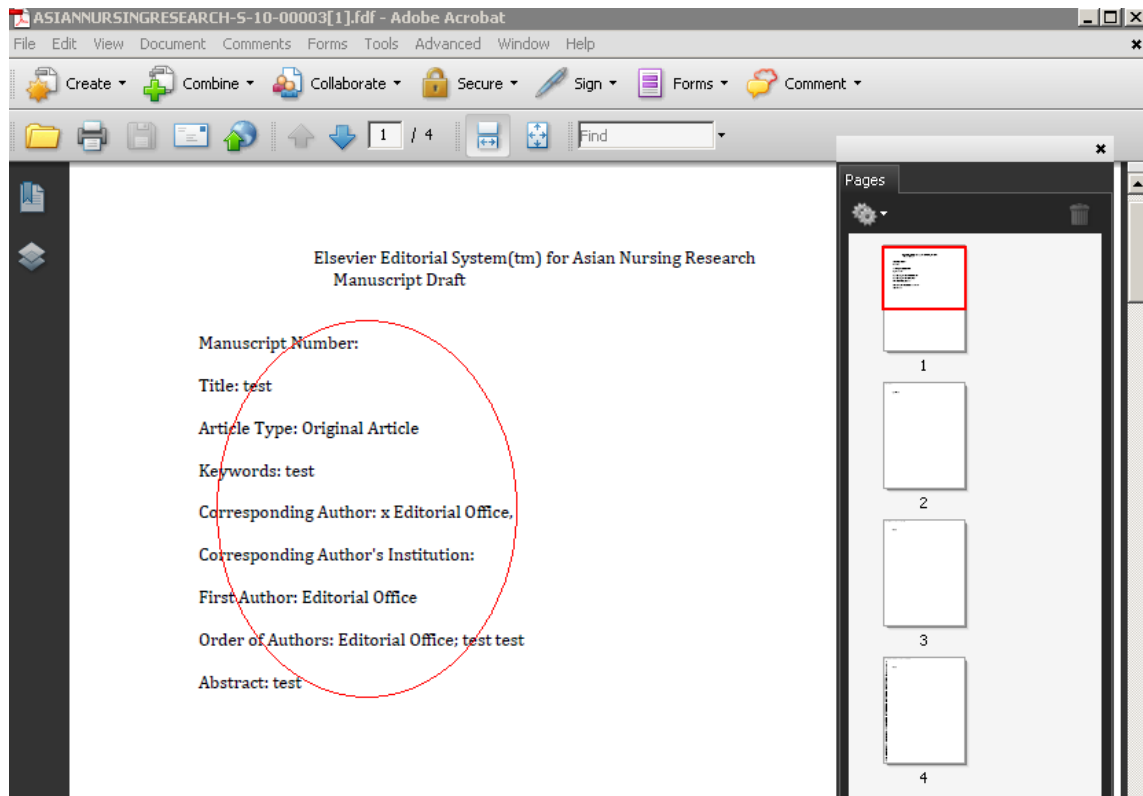


'View Submission'을 클릭하면 PDF 파일을 열거나 저장할 수 있습니다.



PDF 파일을 열면, 제출한 Article 의 Draft 를 확인할 수 있습니다.

PDF 파일을 학회에 제출하기 전에 한 번 더 확인해 주십시오.



수정이 필요하면 'Edit Submission'을 클릭해 주십시오. 이전 Submission 페이지로 넘어갑니다.

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

Plagiarism is globally recognised as a serious academic offence. Please read and adhere to the guidelines for [Ethics in Publishing](#) (by in the last column) before you approve your PDF and complete the submission of your paper.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files to your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions)

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼
View Submission Edit Submission Approve Submission Remove Submission Send E-mail	test	Apr 12, 2010	Apr 14, 2010

Page: 1 of 1 (1 total submissions)

[<< Author Main Menu](#)

[Help](#) | [Privacy Policy](#) | [Terms and Conditions](#)

최종 PDF 파일 확인 후, 학회에 제출하기 전에 상단에 있는 'Ethics in Publishing'를 숙지한 후, 우측 하단에 'I accept' 박스를 체크해 주십시오.

ne | [main menu](#) | [submit paper](#) | [guide for authors](#) | [register](#) | [change details](#) | [log out](#) Role: [Author](#)

Important Message: Site under development. Do not use for live manuscript submission.

Submissions Waiting for Approval by Author Editorial Office

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

Plagiarism is globally recognised as a serious academic offence. Please read and adhere to the guidelines for [Ethics in Publishing](#). Please accept these guidelines (by in the last column) before you approve your PDF and complete the submission of your paper.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files to your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display results per page.

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼	Ethics in Publish
View Submission Edit Submission Approve Submission Remove Submission Send E-mail	test	Apr 12, 2010	Apr 14, 2010	Needs Approval	<input type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions) Display results per page.

최종 확인이 되었으면, 'Approve Submission'을 클릭해 주십시오.

Submissions Waiting for Approval by Author Editorial Office

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is ready.

Plagiarism is globally recognised as a serious academic offence. Please read and adhere to the guidelines for [Ethics in Publishing](#) (found in the last column) before you approve your PDF and complete the submission of your paper.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data of your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove your submission.

Page: 1 of 1 (1 total submissions)

Action ▲	Title ▲▼	Date Submission Began ▲▼
View Submission Edit Submission Approve Submission Remove Submission Send E-mail	test	Apr 12, 2010

Page: 1 of 1 (1 total submissions) Display

[Help](#) | [Privacy Policy](#) | [Terms and Conditions](#)

vascript:warnAuthor(4, 4, 'process_submission_decision.asp?docid=4&eid=4&rev=0&name=&parentDocID=0', true, true, false);

Submission 이 완료되었습니다.

ASIAN NURSING RESEARCH Contact us Help ? Live EES Editor Training on

Username: EdOffice Role: Author

Important Message: Site under development. Do not use for live manuscript submission.

Author's Decision

Thank you for approving "test".

[Main Menu](#)

3. Resubmission

학회 Editorial Office 에서 제출한 논문에 수정이 필요 이상으로 많다고 판단되면, 재제출을 요청할 수 있습니다. 그 경우 메일이 수신되며, 투고 사이트에 로그인하면, 'Submissions Sent Back to Author'에 반송된 논문이 표시됩니다.

Important Message: Site under development. Do not use for live manuscript submission.

Author Main Menu

New Submissions

- [Submit New Manuscript](#)
- [Submissions Sent Back to Author \(1\)](#)
- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (0)
- Submissions Being Processed (0)

Revisions

- Submissions Needing Revision (0)
- Revisions Sent Back to Author (0)
- Incomplete Submissions Being Revised (0)
- Revisions Waiting for Author's Approval (0)
- Revisions Being Processed (0)
- Declined Revisions (0)

Completed

- Submissions with a Decision (0)

'View Letter'에서 Editorial Office 의 메일 내용을 읽을 수 있습니다.

Home | main menu | submit paper | guide for authors | register | change details | log out Username: EdOffice
Role: Author

Important Message: Site under development. Do not use for live manuscript submission.

Submissions Sent Back to Author Editorial Office

These submissions have been sent back to you. The 'View Letter' link allows you to see the letter associated with the returned submission. The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the metadata of your submission. The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove your submission.

Page: 1 of 1 (1 total submissions) Display

Action	Title	Date Submission Began	Status Date
View Submission View Letter Edit Submission Approve Submission Remove Submission Send E-mail	test	Apr 12, 2010	Apr 16, 2010

Page: 1 of 1 (1 total submissions) Display

[Help](#) | [Privacy Policy](#) | [Terms and Conditions](#) << Author Main Menu

'Edit Submission'을 눌러 논문을 수정해 주십시오. 수정 절차는 초기 논문 제출 방식과 같습니다.

Important Message: Site under development. Do not use for live manuscript submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like

Page: 1 of 1 (1 total submissions)

Action ▲	Title ▲▼	Date Submission Began ▲▼
View Submission View Letter Edit Submission Approve Submission Remove Submission Send E-mail	test	Apr 12, 2010

Page: 1 of 1 (1 total submissions)

<< Author Main Menu

You should use the free Adobe Acrobat Reader 6 or later for I

수정이 완료되면, 'Approve Submission'을 클릭하십시오. Approval 과 동시에 논문은 학회 Editorial Office 로 재발송됩니다.

Important Message: Site under development. Do not use for live manuscript submission.

Submissions Sent Back to Author Editorial Office

These submissions have been sent back to you. The 'View Letter' link allows you to see the letter associated with

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like

Page: 1 of 1 (1 total submissions)

Action ▲	Title ▲▼	Date Submission Began ▲▼
View Submission View Letter Edit Submission Approve Submission Remove Submission Send E-mail	test	Apr 12, 2010

Page: 1 of 1 (1 total submissions)

학회에서 검토 진행 중인 사항은 'Submissions Being Processed'에서 확인할 수 있습니다.

Author Main Menu

New Submissions

- [Submit New Manuscript](#)
- Submissions Sent Back to Author (0)
- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (0)
- [Submissions Being Processed \(1\)](#)

Revisions

- Submissions Needing Revision (0)
- Revisions Sent Back to Author (0)
- Incomplete Submissions Being Revised (0)
- Revisions Waiting for Author's Approval (0)
- Revisions Being Processed (0)
- Declined Revisions (0)

Completed

- Submissions with a Decision (0)

4. Article Revision

Editorial Board 에서 수정이 필요하다고 판단되면, 수정요청 메일을 받게 됩니다.

EES 에 접속한 후, 로그인하면 아래와 같이 'Submissions Needing Revision'에 Article 이 있다고 표시됩니다.

Author Main Menu

New Submissions

- [Submit New Manuscript](#)
- Submissions Sent Back to Author (0)
- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (0)
- Submissions Being Processed (0)

Revisions

- [Submissions Needing Revision \(1\)](#)
- Revisions Sent Back to Author (0)
- Incomplete Submissions Being Revised (0)
- Revisions Waiting for Author's Approval (0)
- Revisions Being Processed (0)
- Declined Revisions (0)

Completed

- [Submissions with a Decision \(1\)](#)

Reviewer 의 Comment 를 보려면 View Decision 의 'Revise'를 누르면 Reviewer 의 Comments 를 볼 수 있습니다.

submissions) Display 10 results per page.

	Title ▲▼	Initial Date Submitted ▲▼	Date Revision Due ▲▼	Status Date ▲▼	Current Status ▲▼	View Decision ▲▼
1	test	Apr 02, 2010	Jul 18, 2010	Apr 19, 2010	Revise	Revise

submissions) Display 10 results per page.

<< Author Main Menu

확인 후에 수정하시려면 'Revise Submission'을 눌러주십시오.
수정과정은 Submission 과정과 동일합니다.

Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.

IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.

Page: 1 of 1 (1 total submissions)

Action ▲	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Date Revision Due ▲▼	Status Date ▲▼
View Submission Author Response File Inventory Revise Submission Decline to Revise Send E-mail	JAMS-D-10-00002R1	test	Apr 02, 2010	Jul 18, 2010	Apr 19, 2010

Page: 1 of 1 (1 total submissions)

<< Author Main Menu

You should use the free Adobe Acrobat Reader 6 or later for best PDF View

Revision 의 PDF 파일이 구축되면, 'Revisions Waiting for Author's Approval'에서 PDF 를 승인할 수 있습니다.



'View Revision'을 클릭하여 PDF 파일을 확인하신 다음, 수정이 완료되었으면 'Approve Revision'을 클릭해 주십시오. Revision 이 Approval 된 Article 은 'Revisions Being Processed'폴더로 이동됩니다.

