

Online Submission System Guidelines

 Author mode

Contents

There are up to 6 steps you to follow to submit your manuscript. Please following the steps.

01 Main page & Login

02 Selecting Role

03 Author's Page

04 Submit New Manuscript

05 Revision

06 File Upload

01-1 Main page & Login

Home > Login

Journal Home **1** Create an Account

Remember ID

User ID

Password

LOGIN

Forgot Your Password

Enter your e-mail address to receive your account information

GO **2**

Resources

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

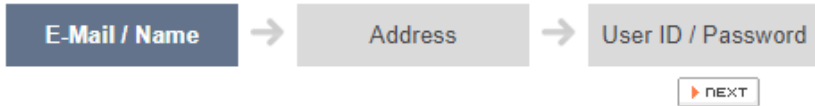
Enter your ID and Password to log in and then the website will move to the submission page.

*You must be a member of this online submission system site. If you are not registered as a member, please sign up through **"Create an Account"**.

- ① **Create an Account**
- ② **Forgot Your Password**
: The temporary password will be sent when you enter your User ID which is e-mail.

01-2 Create an Account

Step1. E-Mail / Name



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	
Prefix	<input type="radio"/> Dr. <input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms. <input type="radio"/> Miss. <input type="radio"/> Prof.
** First Name	<input type="text"/>
Middle Name	<input type="text"/>
** Last Name	<input type="text"/>
** Primary E-Mail Address	<input type="text"/>
** Retype Primary E-Mail Address	<input type="text"/>
Secondary E-Mail Address	<input type="text"/>
Retype Secondary E-Mail Address	<input type="text"/>
ORCID	<input type="text"/>

01-3 Create an Account

Step2. Address

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

◀ PREVIOUS ▶ NEXT

Address	
** Institution	<input type="text"/>
** Department	<input type="text"/>
Position	<input type="text"/>
** Address	<input type="text"/>
** Country	Korea, Republic of ▼
** City	<input type="text"/>
** Postal Code	<input type="text"/>
Phone	<input type="text"/> ex) +82-2-000-0000
** Cellular Phone	<input type="text"/> ex) +82-10-0000-0000
Fax	<input type="text"/> ex) +82-2-000-0000

Subject area : Please mark two category that you can take a role as a reviewer near futher.

** Subject	* Tick off your specialty on the list.
	<input type="checkbox"/> Eyelid surgery
	<input type="checkbox"/> Rhinoplasty
	<input type="checkbox"/> Face and neck lifting surgery
	<input type="checkbox"/> Otoplasty
	<input type="checkbox"/> Liposuction
	<input type="checkbox"/> Fat transfer
	<input type="checkbox"/> Facial and body bone surgery
	<input type="checkbox"/> Stem cells and the others for wound healing and survival rate
	<input type="checkbox"/> Hair transplantation and care
	<input type="checkbox"/> Peeling (Chemical, Laser, and the others)
	<input type="checkbox"/> Body contouring and lifting surgery (breast, abdomen, buttock, calf etc.)
	<input type="checkbox"/> Medical body contouring (drug, machine, material, diet, exercise etc.)
	<input type="checkbox"/> Cosmetic medical devices (laser, light, ultrasound, high frequency etc.)
	<input type="checkbox"/> Cosmetic medical materials (botulinum toxin, fillers, cosmetics etc.)
	<input type="checkbox"/> Cosmetic medical business
<input type="checkbox"/> Cosmetic medical policy	
<input type="checkbox"/> Concept of beauty	
<input type="checkbox"/> Reconstruction	
<input type="checkbox"/> Others	

Please mark two category that you can take a role as a reviewer near futher.

◀ PREVIOUS ▶ NEXT

01-4 Create an Account

Step3. User ID / Password

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

◀ PREVIOUS ▶ FINISH

User ID / Password	
** User ID	test@test.com
** Password	<input type="password"/>
** Confirm Password	<input type="password"/>

◀ PREVIOUS ▶ FINISH

02 SELECTTING ROLE



After logging in, the icon appears according to the authority granted.
(for reviewers and editors, the icons based on their authorities appear.)

- ① 4 Modes
 - *Author
 - *Reviewer
 - *Editor
 - *Admin (Editor in Chief)

→ Click the [Author center] Button.

03 Author's Page

On the author's page, you can use New submission, Revision, Completed, and withdrawals.

1 New Submission

- Submit New Manuscript
- Incomplete Submissions (7)
- Submissions Being Processed (0)

2 Revision

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

3 Completed

- Submissions with a Decision (0)

4 Withdrawals

- Withdrawn Manuscripts (0)

Revisions Being Processed

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Continue Submission
단계별 메뉴(1~4) 클릭 시, 해당 목록이 노출되는 영역 (Submit New Manuscript 제외)					

04-1 Submit New Manuscript

Checklist → Type, Title & Abstract → Authors & Institutions → Author Contribution → 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	
General	
1. All elements of the manuscript are printed in English and double-spaced with 1-inch margins at top, bottom, and sides. Right margins are unjustified.	<input type="checkbox"/> Yes
2. All pages are numbered in the following order: title page, structured or standard abstract, body of the text, acknowledgments, references, legends, and tables.	<input type="checkbox"/> Yes
3. The text is consecutively line numbered.	<input type="checkbox"/> Yes
4. The Submission Application & Copyright Transfer Form is signed by the guarantor at original submission.	<input type="checkbox"/> Yes
Abstract (applied to original articles, review articles, brief reports, and case reports)	
5. A structured abstract with the headings of Objective, Methods, Results, and Conclusion (A non-structured abstract for case reports) must succinctly describe the paper.	<input type="checkbox"/> Yes
중략	
Figures	
20. Each is numbered with an Arabic numeral and cited in numeric sequence in the text.	<input type="checkbox"/> Yes
21. Photographs of recognizable persons should be accompanied by a signed release from the patient or legal guardian authorizing publication. Masking eyes to hide identity is not sufficient.	<input type="checkbox"/> Yes
Credits & Permissions	
22. In addition to the notice of informed consent and releases to publish photographs of recognizable persons, submit with the manuscript written permission to use non-original material (quotations exceeding 100 words, any table or illustration) from copyright holder of the original. No article will be accepted as a submission to Archives without all required permissions. Credit the source in a text or table footnote or in a legend.	<input type="checkbox"/> Yes
A more complete description of each item that must be checked is provided under the appropriate heading in the Instructions for Authors. I have reviewed this Checklist and have complied with its requirements. 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 J Cosmet Med to use, reproduce, or distribute the article.	
<input type="radio"/> Agree <input type="radio"/> Disagree	
<input type="button" value="Save & Continue"/>	

Step 1. Check the Author's Checklist

First of all, please check all the items on the **checklist**. If all items are fine, click the **Agree** button, and then move on the next step.

Please refer to the instructions for the detailed manuscript preparation.

[\[Go to: Instructions for Author\]](#)

04-2 Submit New Manuscript

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

Select your manuscript type. Enter your title, running title and abstract (300 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

**** Type of manuscript** Select

**** Category** Select

**** Title** 0 / 20

Running Title

**** Abstract**

**** Key Words** MeSH MeSH MeSH

Name of reviewing candidate

Name	Institution

next

SPECIAL CHARACTERS 1

Window

Special Characters

1

2

3

4

5

Step2. Write the information of manuscript
In this step, you need to write the basics of the manuscript. When you finish filling it out, please click the **"Save & Next"** and move on to the next step.

(** Mark is essential item)

① The keyboard of special characters

04-2 Submit New Manuscript

전페이지 이어짐

Conflict of interests and/or IRB Number	
Conflict of interests	<input type="radio"/> Yes <input checked="" type="radio"/> No
IRB/IACUC	By Institutional Review Board (IRB)/Institutional Animal Care and Use Committee (IACUC) <input type="radio"/> Approved <input type="radio"/> Waived <input type="radio"/> This is not the study that deals with human or animal subjects.

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) <table border="1"><tr><td>파일 선택</td><td>선택된 파일 없음</td><td>파일 선택</td><td>선택된 파일 없음</td></tr><tr><td>파일 선택</td><td>선택된 파일 없음</td><td></td><td></td></tr></table> <p>After downloading the copyright transfer, please fill out the forms and submit the file. Copyright Transfer Form download</p> <p>File format: jpg, gif, pdf, doc(docx) only</p>	파일 선택	선택된 파일 없음	파일 선택	선택된 파일 없음	파일 선택	선택된 파일 없음	
파일 선택	선택된 파일 없음	파일 선택	선택된 파일 없음					
파일 선택	선택된 파일 없음							

Save | Save & Continue

Step2. Write the information of manuscript
In this step, you need to write the basics of the manuscript. When you finish filling it out, please click the "Save & Next" and move on to the next step.

(** Mark is essential item)

04-3 Submit New Manuscript

Checklist → Type, Title & Abstract → **Authors & Institutions** → Author Contribution → 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

thesis admin*

Corresponding Author : thesis admin
, E-mail :

Institution

Order	Institution	Add
▼	<input type="text"/>	<input type="button" value="Add"/>

Authors

Order	Institution	Corresponding Author	First Name	Middle Name	Last Name	E-mail ORCID	Add
▲ ▼	▼ ▼	<input type="radio"/>	<input type="text" value="thesis"/>	<input type="text"/>	<input type="text" value="admin"/>	<input type="text"/> <input type="text"/>	<input type="button" value="Add"/>

* What is [ORCID](#)?

Corresponding Author Information

Postal Code	Address	Phone	Fax
<input type="text" value="448-13"/>	<input type="text"/>	<input type="text"/> ex) +82-10-0000-0000	<input type="text"/> ex) +82-2-000-0000

Previous Save **Save & Continue**

Step3. Write the Author's Info.

Please fill in the author's personal information. You can check the author's information status in the preview box.

- **Preview**
- It appears in the order in which it is written below.

04-4 Submit New Manuscript



J Cosmet Med in the CRediT (Contributor Roles Taxonomy) standard for author contributions. The contributions of all authors must be described using the CRediT Taxonomy of author roles. For each of the categories below, please make a choice the names of the authors who contributed in that category. If no one contributed in a category, you may leave that box blank. The corresponding author is responsible for completing this information at submission, and it is expected that all authors will have reviewed, discussed, and agreed to their individual contributions ahead of this time.

Examples of authors' contributions are as followings:
 Conceptualization, Data curation, Formal analysis, Funding acquisition, Investigation, Methodology, Project administration, Resources, Software, Supervision, Validation, Visualization, Writing-original draft, Writing-review & editing.

1 Contribution

Authors	Task
1. thesis admin	<input type="checkbox"/> 01. Conceptualization(처음 구상) <input type="checkbox"/> 02. Data curation(자료를 수집하거나 생성) <input type="checkbox"/> 03. Formal analysis(자료 분석) <input type="checkbox"/> 04. Funding acquisition(연구비 수령, 연구비가 없으면 제외시킴) <input type="checkbox"/> 05. Investigation(실험, 데이터 수집) <input type="checkbox"/> 06. Methodology(방법론 참여) <input type="checkbox"/> 07. Project administration(연구 활동 관리) <input type="checkbox"/> 08. Resources(연구 자료 제공) <input type="checkbox"/> 09. Software(프로그래밍, 소프트웨어 개발) <input type="checkbox"/> 10. Supervision(연구 계획 및 실행 감독) <input type="checkbox"/> 11. Validation(실험 검증) <input type="checkbox"/> 12. Visualization(데이터의 시각화) <input type="checkbox"/> 13. Writing - original draft(초고 작성) <input type="checkbox"/> 14. Writing - review & editing(완성본 검토) <input type="checkbox"/> All of Above

Step4. Author Contribution

In this step, Check Author's Contribution. It can be duplicate checked.

04-5 Submit New Manuscript



• 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.

1 My Files

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

2 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

3 File Upload

Previous Save Save & Continue



Step5. Upload the Manuscript Files

Please attach the original files corresponding to the paper contents.

- ① The files uploaded below are shown in order.
- ② Upload the original files.
 - File Designation: Choose the file item
 - *The title page is excluded from the review.
 - **Figure: only jpg, gif, png
 - ***Table: only word
- ③ Click the **Upload Files** button when finished upload the files.
 - Save the files uploaded.

04-6 Submit New Manuscript



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

Step 1 : Checklist

General

1. All elements of the manuscript are printed in English and double-spaced with 1-inch margins at top, bottom, and sides. Right margins are unjustified.	Yes
2. All pages are numbered in the following order: title page, structured or standard abstract, body of the text, acknowledgments, references, legends, and tables.	Yes
3. The text is consecutively line numbered.	Yes
4. The Submission Application & Copyright Transfer Form is signed by the guarantor at original submission.	Yes

Abstract (applied to original articles, review articles, brief reports, and case reports)

Step 6 : Proof & Submit

Type	Status	View	Change
PDF	Completed	JCM-21-0013.pdf (Approve PDF)	CONVERT

8. Cite only references which are quoted in the text. Limit the number of references 40 for original articles, 10 for brief reports and case reports, and 4 in case for letters to the editor. Yes

Step 6 : Proof & Submit

Type	Status	View	Change
PDF	Do not change		CONVERT

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

Previous Save & Continue

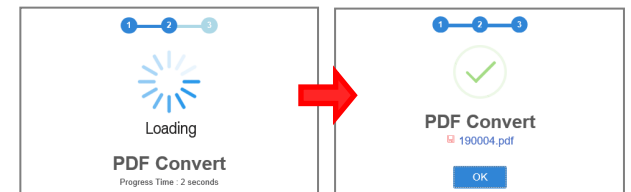


↑ 접수완료 버튼

Step 7. Final Confirmation of registration details

This is a preview page of the entire stage or registration, and finally verifying that the contents have been entered according to submission guide.

- Validation check
 - It appears only when there is a content that needs to be supplemented.
- Convert for the reviewing
 - If accepted, all supplementary files will be converted to a PDF and uploaded to the website. Please click the **CONVERT** button and convert into a PDF format.



- Check the converted file(.pdf) file (.pdf) and click the Approve PDF

05-1 Revision

New Submission

- Submit New Manuscript
- Incomplete Submissions (7)
- Submissions Being Processed (0)

Revision

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

Completed

- Submissions with a Decision (0)

Withdrawals

- Withdrawn Manuscripts (0)

Author Resource

- Received e-mail from J Cosmet Med
- Instructions for Authors
- [Author Manual](#)

Submissions Needing Revision

Manuscript ID	Manuscript Title	Date Submitted	Date Decided	Status	Action
JCM-00-0000	test ms	Jun 21, 2020		MS in 1 revision 1 st	Continue

This is the revision stage that received the revised opinion from the reviewers and editorial members. It is in the process of **revising and submitting**, but you can also **withdraw** the manuscript.

- ① **Submission of Revised Manuscript**
 - If you click the "Continue" button, then moves to the page which can modify the manuscript (details on next page).

05-2 Revision

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

1 Decision Letter (Editorial Comment) Aug 3, 2021

- Reviewer A :
- Reviewer B :

2 Author's response (comments to the reviewers)

B I U S x₂ x² A A Ω <> ☞

3 Attach Author's response file

파일 선택 | 선택된 파일 없음

Attach Respond File

File Name	Delete
There are no file in this list.	

Save | Save & Continue

After confirming the revision opinion from the reviewers and editorial members, revise the contents of the manuscript and re-upload it.

The revision page is the same as Submit New Manuscript stage. So, you can modify the contents step by step. But the author's response page added.

- ① **Decision Letter**
 - Check the comment of reviewers and editorial members.
- ② **Author's Response**
 - Comment about the revised contents.
- ③ **Attach Author's Response File**
 - If you want to attach the files you commented on in Step 2, please upload them here.
 - A revised manuscript file should upload on the "File Upload" page (not in this page).

05-3 Revision

Author's Response → Type, Title & Abstract → Authors & Institutions → Author Contribution → **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
Title Page	title file (12kb)	Title Page	Jun 25, 2021		
Original File	original file (955kb)	Manuscript File	Jun 25, 2021		
1st Revision	Test.docx (13kb)	Manuscript File	Oct 27, 2021		
1	Figures.pptx (3,063kb)	Figure	Jun 25, 2021	E	

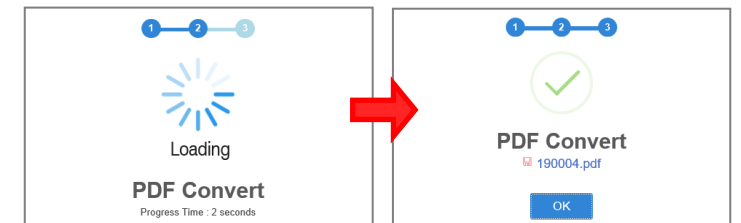
Upload new files				
No	File Item	Upload new files		Add
1	::: SELECT :::	파일 선택	선택된 파일 없음	Del
2	::: SELECT :::	파일 선택	선택된 파일 없음	Del
3	::: SELECT :::	파일 선택	선택된 파일 없음	Del
4	::: SELECT :::	파일 선택	선택된 파일 없음	Del
5	::: SELECT :::	파일 선택	선택된 파일 없음	Del

File Upload

Previous Save Save & Continue

When you upload a revised manuscript file, you should maintain the file that uploaded at the first and **you should add your revised file.**

- ① **Upload New Files (revised file)**
 - When you upload the revised file, it will be shown as an **(n)th Revision** in my files box.
- If you want to upload a new figure or table, please delete the previous file and upload it.
- As we mentioned on page 12, all supplementary files should be converted to a PDF and uploaded to the website. Please click the **CONVERT** button and convert into a PDF format.



***It cannot be modified after completing submission.**

06 File Upload

New Submission

- Submit New Manuscript
- Incomplete Submissions (7)
- Submissions Being Processed (0)

Revision

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

Completed

- Submissions with a Decision (0)

Withdrawals

- Withdrawn Manuscripts (0)

Submissions with a Decision

Manuscript ID	Manuscript Title	Date Created	Date Submitted	Status	Final File
JCM-00-0000	test ms	May 8, 2020	Jun 16, 2021	Accepted	1 File Upload

Author Resource

- Received e-mail from J Cosmet Med
- Instructions for Authors
- [Author Manual](#)

When accepted it, must upload the final File.

- ① File Upload
- ② Save

최종파일 업로드창

Upload Final Version

File Name 선택된 파일 없음

※ You should upload your manuscript file and TIFF, ESP, or PPT figure files as a compressed ZIP file for publication.

2

Thank You :)