

ACOMS Author's Guide for APJIS Submission

www.apjis.or.kr

Review of papers for APJIS will be managed through an online article contribution management system called 'ACOMS' (www.acoms.kisti.re.kr).

1. Login to APJIS Online Submission Page

- Access the online submission site at:
<http://www.e-apjis.or.kr>
- To login or create an account, please click on "Login" as shown in Figure 1.

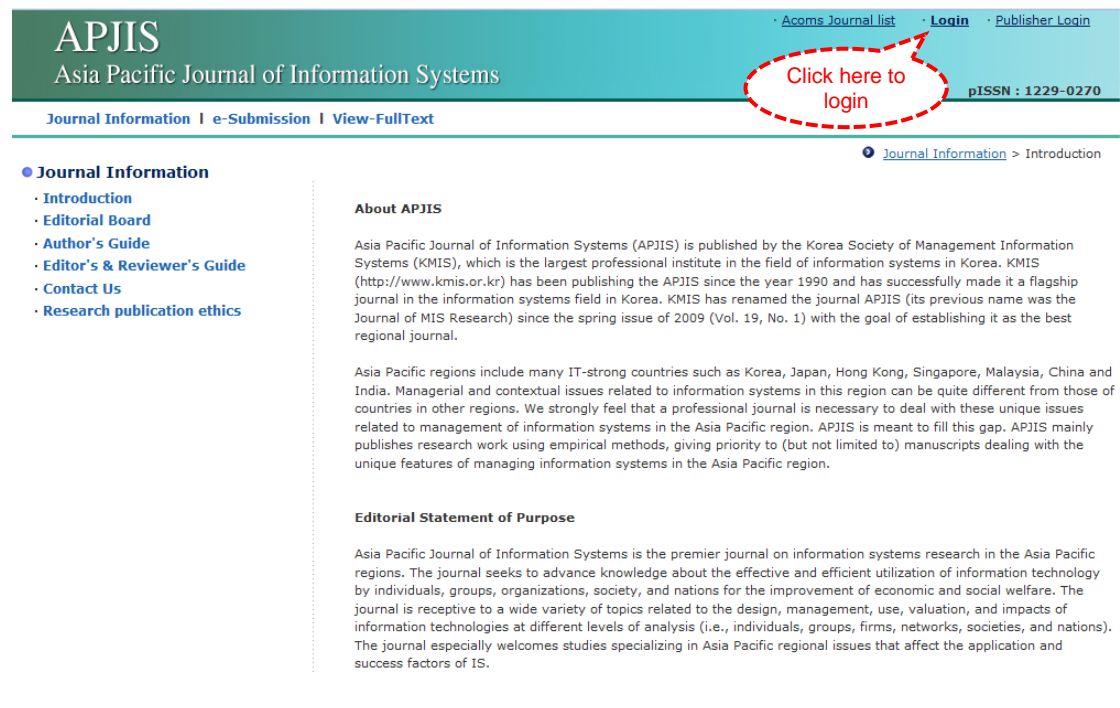


Figure 1. APJIS Online Submission Page

1.1. If you have an ACOMS account

- If you have an ACOMS account, you can use the account for APJIS online submission. Please enter the registered your e-mail address and password in Figure 2.

APJIS
Asia Pacific Journal of Information Systems

Journal Information | e-Submission | View-FullText

e-Submission

Log in

*Email
*Password

LOGIN

[Forgot your email?](#)
[Forgot your password?](#)
[Create an Account](#)

Click here to create an account

Figure 2. Login Page

1.2. If you do not have an ACOMS account: Create an Account

- If you do not have an ACOMS account, click on the “Create an Account” in Figure 2.
- Please enter the e-mail address you want to use in this system, then click on “Go” to check duplication of the typed e-mail address as shown in Figure 3.
- After checking the e-mail address, please tick the check box to agree terms of services and related policies. Then click on “Continue” button.

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Create an Account : Before Creating an Account...

Duplicate Email Check
Is your Email used already?
Email Go

[Forgot your email?](#)
[Forgot your password?](#)

Language English

terms of service
☐ I Agree

other privacy policy
☐ I Agree ☐ I do not agree

CANCEL CONTINUE

Enter your e-mail address

Tick the check box to agree terms of service

Tick the check box to agree the policies

Figure 3. Create on Account (Before Creating an Account)

- **Step 1:** Please enter your personal information (e.g., password, name, gender, phone number, and address) in the given fields in Figure 4. Then, click on “Next” button.

APJIS

Asia Pacific Journal of Information Systems

[Acoms Journal list](#)
[Login](#)
[Publisher Login](#)

pISSN : 1229-0270

[Journal Information](#)
[e-Submission](#)
[View-FullText](#)

● Create an Account : Step 1. Personal Info

Step 1.
Personal Info

Step 2.
Unavailability

Step 3.
Confirmation

Email (ID) & Password

* Email (ID)

juyeon.ham@gmail.com

* Password

Lowercase letters, uppercase letters, numbers, Special Characters, combinations(9~20), (? , * , ~ , ^ , _ /)Not available

Confirmation

Name

ORCID

Search

Register

* Title

* First Name

Middle Name

* Surname

Gender

☐ Male
 ☐ Female

Phone Numbers

Telephone

Mobile Phone

FAX

(The country code should be specified. ex : +82-10-0000-0000)

Addresses

* Affiliation

Department/School

Position

* Country

Afghanistan

Postal Code

State/Province/Prefecture

* City/County/Borough

Street Address/Post Box

Secondary Address

☐ unfold

14세 미만 부모님 동의서 제출 (this is only for Koreans)

☒ 14세 이상
 ☐ 14세 미만

NEXT >>

Figure 4. Create an Account (Step 1: Personal Info)

- **Step 2:** Please type the unavailability period and reason in Figure 5, then click on “Next” button.

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● Create an Account : Step 2. Unavailability

Step 1. Personal Info

Step 2. Unavailability

Step 3. Confirmation

Period

ex) 20XX-XX-XX - 20XX-XX-XX

Reasons for Unavailability

◀ PREVIOUS NEXT ▶

Figure 5. Create an Account (Step 2: Unavailability)

- **Step 3:** Please confirm your personal information as shown in Figure 6, then click on “Submit” button. Now you can use ACOMS for APJIS online submission. Please enter the registered your e-mail address and password in login page.

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● Create an Account : Step 3. Confirmation

Step 1. Personal Info

Step 2. Unavailability

Step 3. Confirmation

Step 1. Personal Info

* Email
· juyeon.ham@gmail.com

* Title
· Ms

* First Name
· Juyeon

Middle Name
·

* Surname
· Ham

Gender
· Female

Primary Address
·

Step 2. Unavailability

Period
·

Reasons for Unavailability
·

◀ PREVIOUS SUBMIT

Figure 6. Create an Account (Step 3: Confirmation)

1.3. To be a Registered Journal User

- To submit a paper, you have to be a registered journal user.
- Please click on “e-Submission”, then, click on “Confirmation (확인)” button on the popup page as shown in Figure 7.

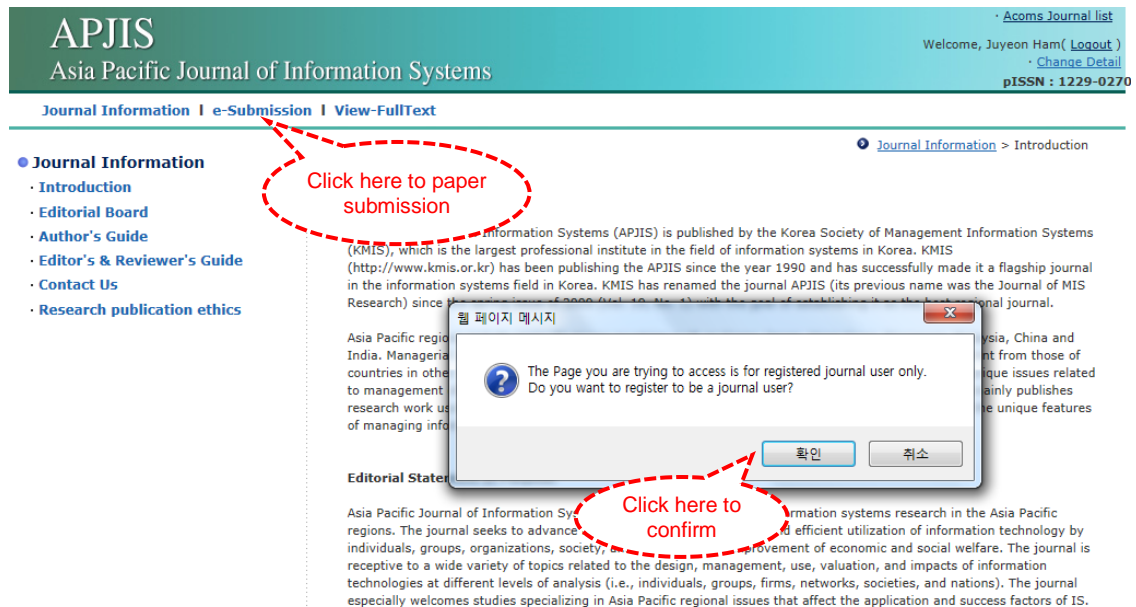


Figure 7. To be a Registered Journal User

- After reading the notification, please tick the checkbox beside “I Agree”. Then, select to your major areas in specialty up to 3 and click on “Submit”.

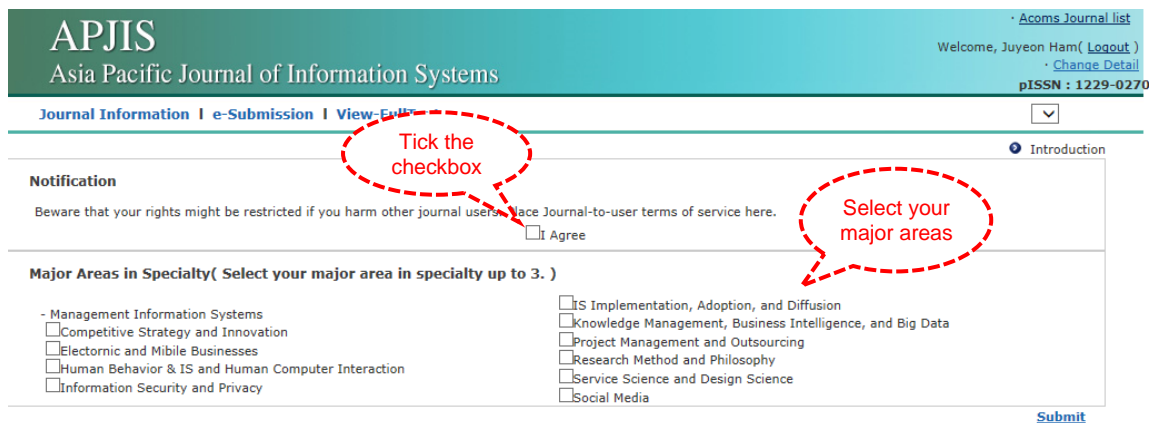


Figure 8. To be a Registered Journal User (Select Major Areas)

2. Submit a New Manuscript

- To submit a new manuscript, please go to “e-Submission”, then click on “Submit a New Manuscript” as shown in Figure 9.

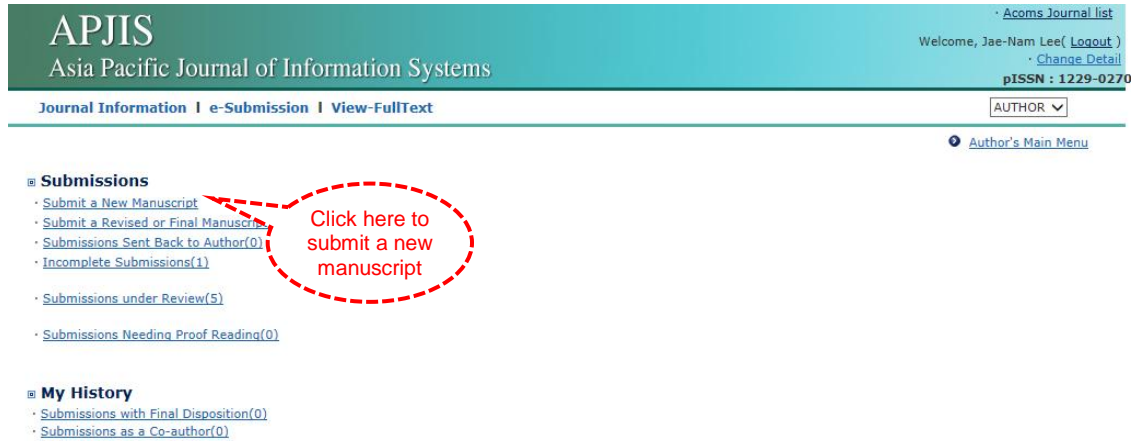


Figure 9. Submit a New Manuscript

- Step 1:** Please input title of the manuscript, abstract and keywords in the given fields in Figure 10. Then, click on “Next” button to go to Step 2.

The screenshot shows the 'Submit a New Manuscript : Step 1. Input Title, Abstract & Keywords' form. On the left, a vertical sidebar lists six steps: 'Step 1. Title, Abstract & Keywords' (highlighted), 'Step 2. Authors', 'Step 3. Files', 'Step 4. Article Type & Areas', 'Step 5. Additional Information', and 'Step 6. Confirmation'. The main form area has three sections: 'Title' (a single text input field), 'Abstract (5000 word limit)' (a large text area), and 'Keywords' (three text input fields). A red dashed circle highlights the 'Next' button at the bottom right, with a callout bubble saying 'Click here to go to Step 2'. Another red dashed circle highlights the 'Title' input field, with a callout bubble saying 'Input title, abstract and keywords'.

Figure 10. Submit a New Manuscript (Step 1: Input Title, Abstract and Keywords)

- **Step 3:** Please select a category (e.g., Coverletter, Manuscript, and Supplemental materials) of the upload file. Then, select a file you want to upload using “Search (찾아보기)” button as shown in Figure 12. After selecting a file, click on “Add file” button to attach your file to the system. Please click on “Next” button to go to Step 4.

Figure 12. Submit a New Manuscript (Step 3: Attach Files)

- **Step 4:** Please select an article type (e.g., Research Paper, Review Paper, and Commentary) and areas up to 3 in Figure 13. Please click on “Next” button to go to Step 5.

Figure 13. Submit a New Manuscript (Step 4: Select Article Type and Areas)

- **Step 5:** Please tick all checkboxes on the checklist after reading carefully about each sentences in Figure 14. Please click on “Next” button to go to Step 6.

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Journal Information | e-Submission | View-FullText

Author's Journal list
Welcome, Jae-Nam Lee(Logout)
Change Detail
pISSN : 1229-0270

AUTHOR ▾

Author's Main Menu > Submit a New Manuscript

● Submit a New Manuscript : Step 5. Input Additional Information

Step 1.
Title, Abstract
& Keywords

Step 2.
Authors

Step 3.
Files

Step 4.
Article Type
& Areas

Step 5.
Additional
Information

Step 6.
Confirmation

* Checklist

☐ This manuscript has never been submitted to or published in other journals.

☐ All citation references are correct and meet the submission rule.

☐ All artworks are uploaded.

Tick all checkboxes

◀ PREVIOUS

SAVE

NEXT ▶▶

Click here to go to Step 6

Figure 14. Submit a New Manuscript (Step 5: Input Additional Information)

- **Step 6:** Please confirm the information you entered through the previous steps in Figure 15. Then, click on “Submit” button to complete your submission.

APJIS

Asia Pacific Journal of Information Systems

[Acoms Journal list](#)
 Welcome, Jae-Nam Lee(Logout)
[Change Detail](#)
 pISSN : 1229-0270

Journal Information | [e-Submission](#) | [View-FullText](#)
AUTHOR ▾

● **Submit a New Manuscript : Step 6. View & Confirm entire Information**

● [Author's Main Menu](#) > Submit a New Manuscript

Step 1.
Title, Abstract
& Keywords

Step 2.
Authors

Step 3.
Files

Step 4.
Article Type
& Areas

Step 5.
Additional
Information

Step 6.
Confirmation

Step 1. Title, Abstract & Keywords

Title
- The Role of IT Professionals' Attitudes in Open Innovation Processes

Abstract
- Recently, an innovation paradigm is shifting from a closed to an open innovation model, characterized by the use of purposive inflows and outflows of knowledge not only to accelerate internal innovation but also to expand the markets for external use of innovation.

Keywords
- Open Innovation

Step 2. Authors

1. Jae-Nam Lee

2. Juyeon Ham

Step 3. Files

Category	File Name	Caption/Description	Last Modified
omitted : Coverletter			
Manuscript	1. Open Innovation.doc		2014-11-09
omitted : Supplemental Materials			

Step 4. Article Type & Areas

Manuscript Type
- Research Paper

Areas
- Competitive Strategy and Innovation

Step 5. Additional Information

Checklist

- This manuscript has never been submitted to or published in other journals.
 - All citation references are correct and meet the submission rule.
 - All artworks are uploaded.

(checked)
 (checked)
 (checked)

◀ PREVIOUS
SAVE
SUBMIT

Confirm the information about the article

Click here to complete the submission

Figure 15. Submit a New Manuscript (Step 6: View and Confirm Entire Information)

3. Resubmission

- If the editor decided that it would be better to resubmit a submitted manuscript, the system shows the resubmit requests on “Submission Sent Back to Author” in Figure 16.

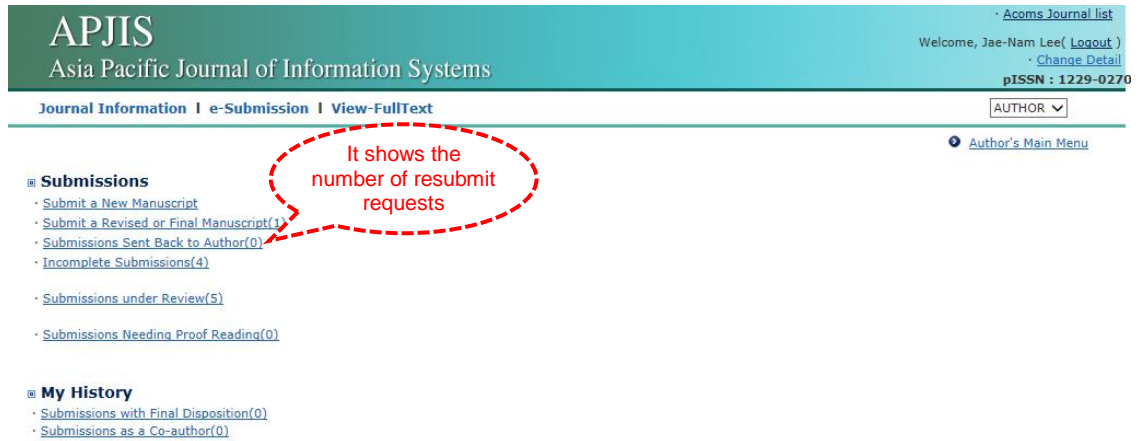


Figure 16. Resubmission

4. Article Revision

- If you need to revise your manuscript, it will be shown at “Submissions Needing Revision” (or it can be shown as “Submit a Revised or Final Manuscript”) in Figure 17.

The screenshot shows the APJIS Author's Main Menu. The header includes the APJIS logo, the journal name 'Asia Pacific Journal of Information Systems', and user information: 'Welcome, Jae-Nam Lee(Logout)' and 'Change Detail'. The pISSN is 1229-0270. The navigation bar includes 'Journal Information', 'e-Submission', and 'View-FullText'. The 'AUTHOR' dropdown menu is open, showing 'Author's Main Menu'. The 'Submissions' section lists: 'Submit a New Manuscript', 'Submit a Revised or Final Manuscript(1)', 'Submissions Sent Back to Author(0)', 'Incomplete Submissions(4)', 'Submissions under Review(5)', and 'Submissions Needing Proof Reading(0)'. A red dashed circle highlights the number '1' in 'Submit a Revised or Final Manuscript(1)' with the text 'It shows the number of revision requests'. The 'My History' section lists: 'Submissions with Final Disposition(0)' and 'Submissions as a Co-author(0)'.

Figure 17. Article Revision

- To see the review comments, please click on “View Comment” as shown in Figure 18.
- To submit a revised or final manuscript, please click on “Edit Submission” as shown in Figure 18. Submission processes are the same as “Submit New Manuscript”.

The screenshot shows the 'Submissions Needing Revision' page. The header is the same as Figure 17. The navigation bar includes 'Journal Information', 'e-Submission', and 'View-FullText'. The 'AUTHOR' dropdown menu is open, showing 'Author's Main Menu'. The 'Submissions Needing Revision' section shows 'Total : 1'. A table lists the submission details:

Manuscript ID	Title	Date Decision Made	Last Decision	Operations
APJIS-Feb-27-2014-0003	Test1: The effect of IT on Firm Performance	2014-03-07	Major Revision	<ul style="list-style-type: none">- Edit Submission- Manuscript Info- Files- Letters- Send Email- View Comment

A red dashed circle highlights the 'Edit Submission' link with the text 'Click here to submit a revised manuscript'. Another red dashed circle highlights the 'View Comment' link with the text 'Click here to see the comments'. The 'Main Menu' link is also visible in the bottom right corner.

Figure 18. Article Revision (View Comment and Edit Submission)

5. Incomplete Submissions

- If you save your submission before completion of the submission processes, you can find the list at “Incomplete Submissions” as shown in Figure 19.

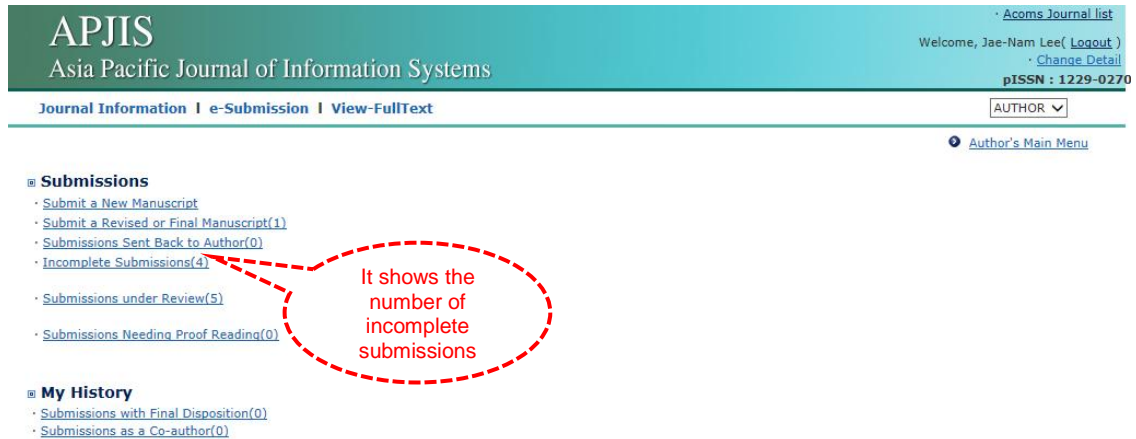


Figure 19. Incomplete Submission

- Please click on “Edit Submission” if you want to continue to submission processes as shown in Figure 20. Otherwise you can do “Discard” to delete the incomplete submissions.

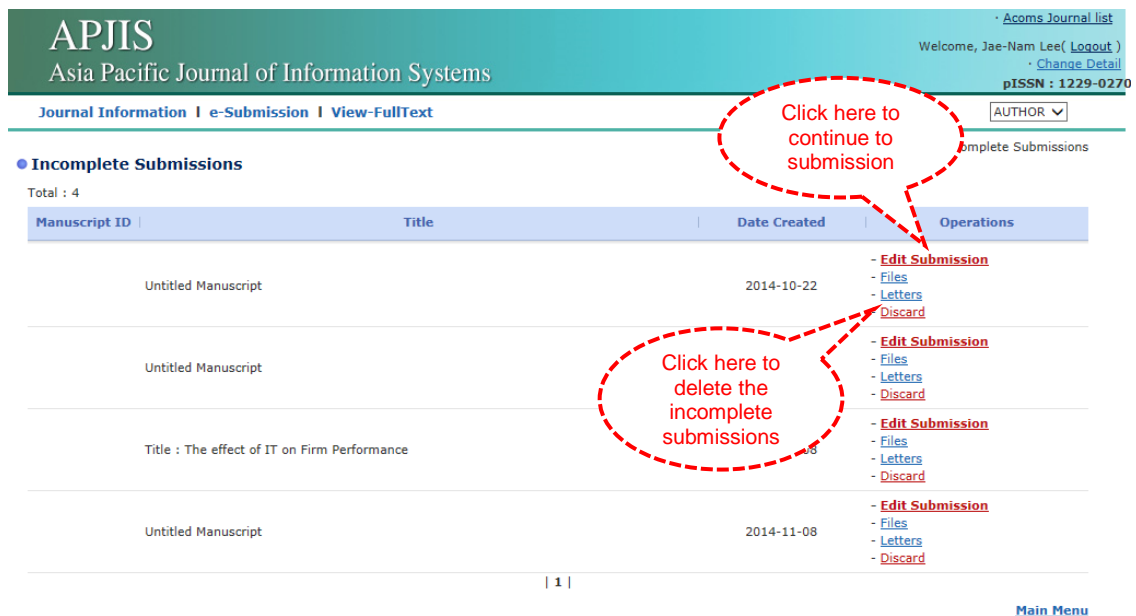


Figure 20. Incomplete Submissions (Edit or Discard Incomplete Submissions)

6. Submissions under Review

- To see the list of submissions under review, please click on “Submissions under Review” as shown in Figure 21.

The screenshot shows the APJIS website header with the journal name and navigation links. The 'Submissions' section is expanded, and the 'Submissions under Review(5)' link is highlighted with a red dashed circle. A callout bubble points to this link with the text 'Click here to see the list of submissions under review'.

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Asia Pacific Journal of Information Systems

Journal Information | e-Submission | View-FullText

Submissions

- Submit a New Manuscript
- Submit a Revised or Final Manuscript(1)
- Submissions Sent Back to Author(0)
- Incomplete Submissions(4)
- Submissions under Review(5)
- Submissions Needing Proof Reading(0)

My History

- Submissions with Final Disposition(0)
- Submissions as a Co-author(0)

Author's Main Menu

Figure 21. Submissions under Review

- You can check the review status of each manuscript at “Status” column as shown in Figure 22.

The screenshot shows the APJIS website header and the 'Submissions under Review' section. A table lists five manuscripts with columns for Manuscript ID, Title, Date Submitted, Status, and Operations. The 'Status' column is highlighted with a red dashed circle, and a callout bubble points to it with the text 'You can check the review status here'.

APJIS
Asia Pacific Journal of Information Systems

Journal Information | e-Submission | View-FullText

Submissions under Review

Total : 5

Manuscript ID	Title	Date Submitted	Status	Operations
APJIS-2014-023	Test 6: Exploring the interorganizational relationship between a client and its partner	2014-06-16	Reviews in progress	Manuscript File Manuscript Info Files Letters
APJIS-2014-022	Test 5: The Importance of IS Security in Organizations	2014-06-16	Reviews in progress	Manuscript File Manuscript Info Files Letters
APJIS-2014-004	Test 4: The impact of cultural difference on the adoption of social media	2014-03-13	Reviews in progress	Manuscript File Manuscript Info Files Letters
APJIS-2014-003	Test 3: Smart Tourism in IT industry	2014-03-13	Reviews in progress	Manuscript File Manuscript Info Files Letters
APJIS-Feb-27-2014-0004	Test 2: Developing a new e-business model	2014-02-27	Reviews in progress	Manuscript File Manuscript Info Files Letters

1

Main Menu

Figure 22. Submissions under Review (Review Status)

7. Submissions with Final Disposition

- To see the list of completed submissions with a final decision, please click on “Final Disposition” as shown in Figure 23.

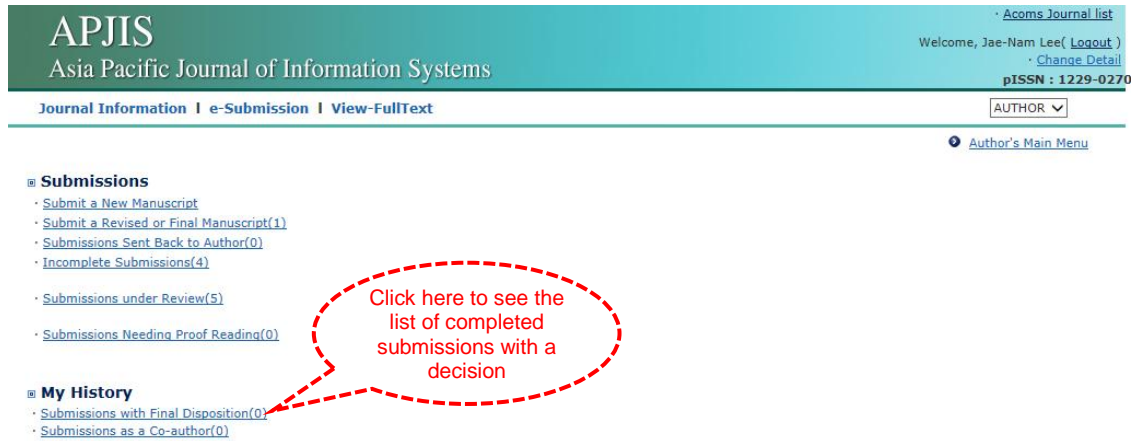


Figure 23. Submissions with Final Disposition

8. Submissions as a Co-author

- To see the list of completed submissions with a final decision as a co-author, please click on “Submissions as a Co-author” as shown in Figure 24.

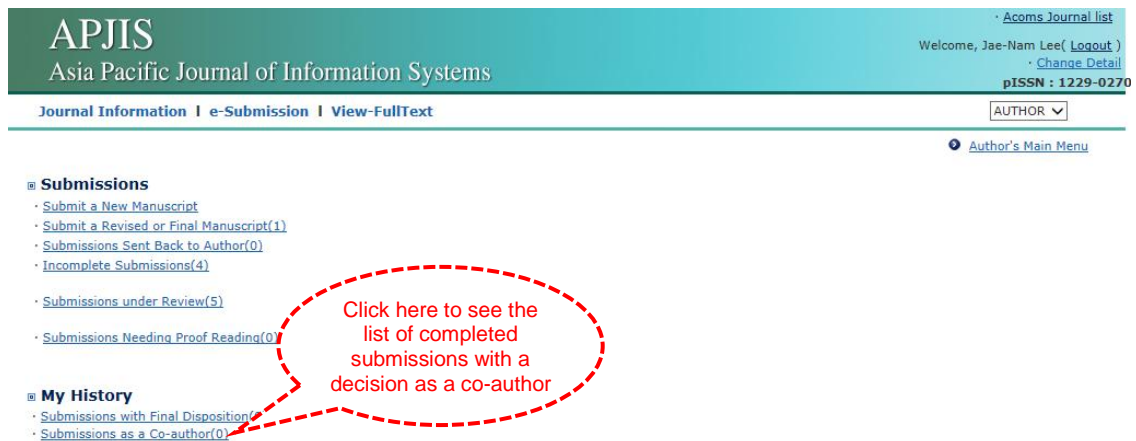


Figure 24. Submissions as a Co-author