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: <u>http://www.e-apjis.or.kr</u>
- 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 Jou | urnal of Information Syst | ems | • <u>Acoms Journal list</u> | • Login • Publisher Login pISSN : 1229-0270 |
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| *Email *Password <u>For</u> For | raot your email? raot your password? |] | | |
| Click here to create an account | eate 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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Figure 3. Create on Account (Before Creating an Account)

Asia Pacific Journal of Information Systems (APJIS) • 2/15

• **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.

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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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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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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".

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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.

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

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.

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

• **Step 2:** Please input the information about the authors, then, click on "Add new author" button as shown in Figure 11. If the author is a corresponding author, please tick the checkbox beside "Corresponding author". You can also search and input the registered users' information using "Search Users to Fill". Please click on "Next" button to go to Step 3.



Figure 11. Submit a New Manuscript (Step 2: Input Authors)

• 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.

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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.

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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.



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.

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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.

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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.

| APJIS Asia Pacific Journal of Information Systems | • <u>Acoms Journal list</u> Welcome, Jae-Nam Lee(<u>Logout</u>) • <u>Change Detail</u> pISSN : 1229-0270 |
|--|--|
| Journal Information e-Submission View-FullText | AUTHOR 🗸 |
| Submissions Submit a New Manuscript Submit a New 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 17 Article | Revision |

- 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".

| APJIS Asia Pacific Jou | Irnal of Information Systems | | | <u>Acoms Journal list</u> Welcome, Jae-Nam Lee(<u>Loqout</u> <u>Change Detai</u> pISSN : 1229-02 |
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| Journal Information | e-Submission View-FullText | | Click here to | AUTHOR V |
| • Submissions Needin Total : 1 | g Revision | | submit a revised manuscript | issions Needing Revision |
| 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 - [-] - 2 - 2 | dit Submission Manuscript Info illes Letters Send Email View Comment |
| | Figure 18. Article Revision (| View Comment and | Edit Submission | Click here to see the comments |

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.

| APJIS Asia Pacific Journal of Ir | nformation Systems | | | Welcon | • <u>Acoms Journal list</u> ne, Jae-Nam Lee(<u>Loqout</u>) • <u>Change Detail</u> pISSN : 1229-027 |
|--|--------------------|---------------|-------------------------------|--|--|
| Journal Information e-Submissio • Incomplete Submissions Total : 4 | n l View-FullText | | Click he contine submis | ere to ue to ssion | AUTHOR 🗸 |
| Manuscript ID | Title | | Date Created | Ор | erations |
| Untitled Manuscript | | | 2014-10-22 | - <u>Edit Submis</u> - <u>Files</u> - <u>Letters</u> <u>Discard</u> | <u>sion</u> |
| Untitled Manuscript | | Click dele | here to ete the | - <u>Edit Submis</u> - <u>Files</u> - <u>Letters</u> - <u>Discard</u> | sion |
| Title : The effect of IT on | Firm Performance | subm | | - <mark>Edit Submis</mark> - <u>Files</u> - <u>Letters</u> - <u>Discard</u> | <u>sion</u> |
| Untitled Manuscript | | | 2014-11-08 | - <mark>Edit Submis</mark> - <u>Files</u> - <u>Letters</u> - <u>Discard</u> | <u>sion</u> |
| | I | 1 | | | |
| | | | | | Main Menu |

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.

| APJIS Asia Pacific Journal of Information Systems | · <u>Acoms Journal list</u> Welcome, Jae-Nam Lee(<u>Logout</u>) · <u>Change Detail</u> pISSN : 1229-0270 |
|---|--|
| Journal Information e-Submission View-FullText | AUTHOR V |
| | Author's Main Menu |
| Submits a New Manuscript Submit a New 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) | |
| <u>Submissions as a Co-author(0)</u> | |

Figure 21. Submissions under Review

• You can check the review status of each manuscript at "Status" column as shown in Figure 22.

| Journal Information 1 e-Submission 1 View-FullText Tota Call Colspan="2">Tota Call Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan | • <u>Acoms Journal lis</u> come, Jae-Nam Lee(<u>Loqov</u> • <u>Change Del</u> pISSN : 1229-0 | Welcome, Ja | (au can chock | S ific Journal of Information Systems | APJI Asia Pac |
|--|---|---|-------------------------|--|----------------------------|
| Total : 5 Title Date Submitted Status APJIS-2014-023 Test 6: Exploring the interorganizational relationship between a client and its partner 2014-06-16 Reviews in progress - Manusc - Files - Files - Files - Letters APJIS-2014-022 Test 5: The Importance of IS Security in Organizations 2014-06-16 Reviews in progress - Manusc - Files - Letters APJIS-2014-024 Test 4: The impact of cultural difference on the adoption of social media 2014-03-13 Reviews in progress - Manusc - Files - Letters APJIS-2014-004 Test 4: The impact of cultural difference on the adoption of social media 2014-03-13 Reviews in progress - Manusc - Files - Letters APJIS-2014-003 Test 3: Smart Tourism in IT industry 2014-03-13 Reviews in progress - Manusc - Files - Letters APJIS-Feb-27- Test 4: Developing the interversion of the progress - Manusc - Files - Letters - Manusc - Files - Letters APJIS-2014-003 Test 3: Smart Tourism in IT industry 2014-03-13 Reviews in progress - Manusc - Files - Letters APJIS-Feb-27- Test 4: Developing the interversion of the progress - Manusc - Manusc - Files - Letters - Manusc - Files - Letters | AUTHOR V | thor's Main Menu > Submission | e review status here | mation I e-Submission I View-FullText | Journal Infor |
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| APJIS-2014-004 Test 4: The impact of cultural difference on the adoption of social media 2014-03-13 Reviews in progress | ipt File ipt Info | - <u>Manuscript File</u> progress - <u>Manuscript Info</u> - <u>Files</u> - <u>Letters</u> | 2014-06-16 R | Test 5: The Importance of IS Security in Organizations | APJIS-2014-022 |
| APJIS-2014-003 Test 3: Smart Tourism in IT industry 2014-03-13 Reviews in progress APJIS-Feb-27- APJIS-28- A | ipt File ipt Info | - <u>Manuscript File</u> progress - <u>Manuscript Info</u> - <u>Files</u> - <u>Letters</u> | 2014-03-13 R | Test 4: The impact of cultural difference on the adoption of social media | APJIS-2014-004 |
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| 2014-0004 Test 2: Developing a new e-business model 2014-02-27 Reviews in progress - Files - Letters | <u>ipt File</u> <u>ipt Info</u> | - <u>Manuscript File</u> progress - <u>Manuscript Info</u> - <u>Files</u> - <u>Letters</u> | 2014-02-27 R | Test 2: Developing a new e-business model | APJIS-Feb-27- 2014-0004 |
| 1 | | | | 1 | |

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