

# ACOMS Reviewer's Guide for APJIS Submission

[www.apjis.or.kr](http://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](http://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.

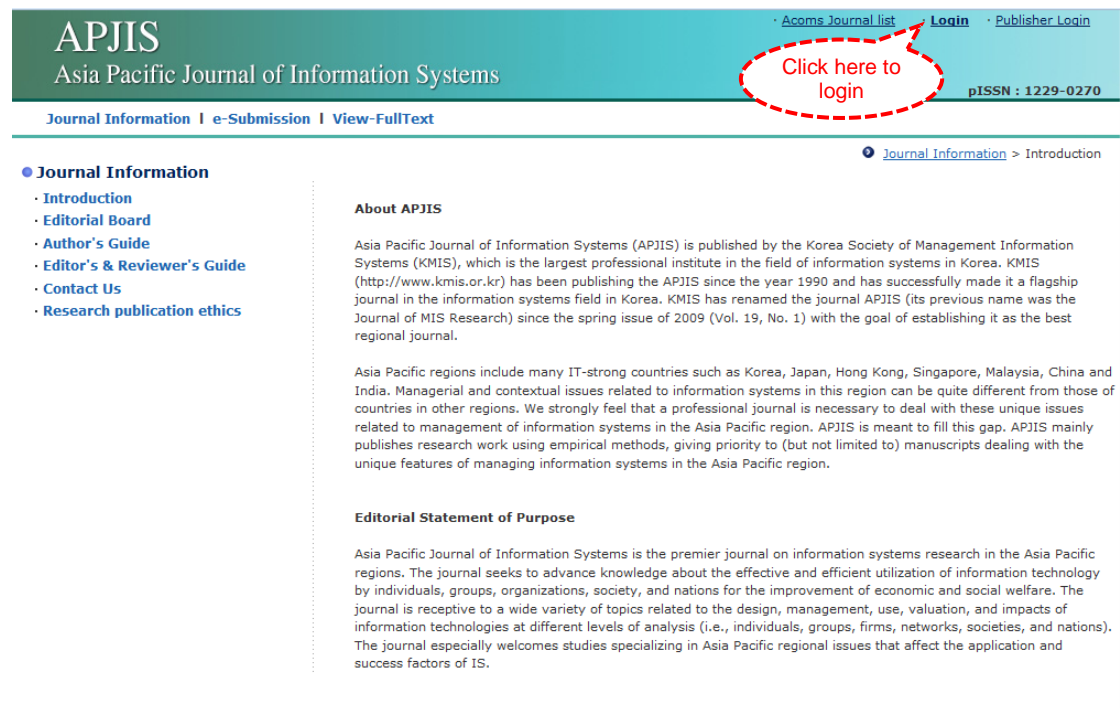


Figure 1. APJIS Online Submission Page

### 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.

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Asia Pacific Journal of Information Systems  
pISSN : 1229-0270

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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.

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● 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.

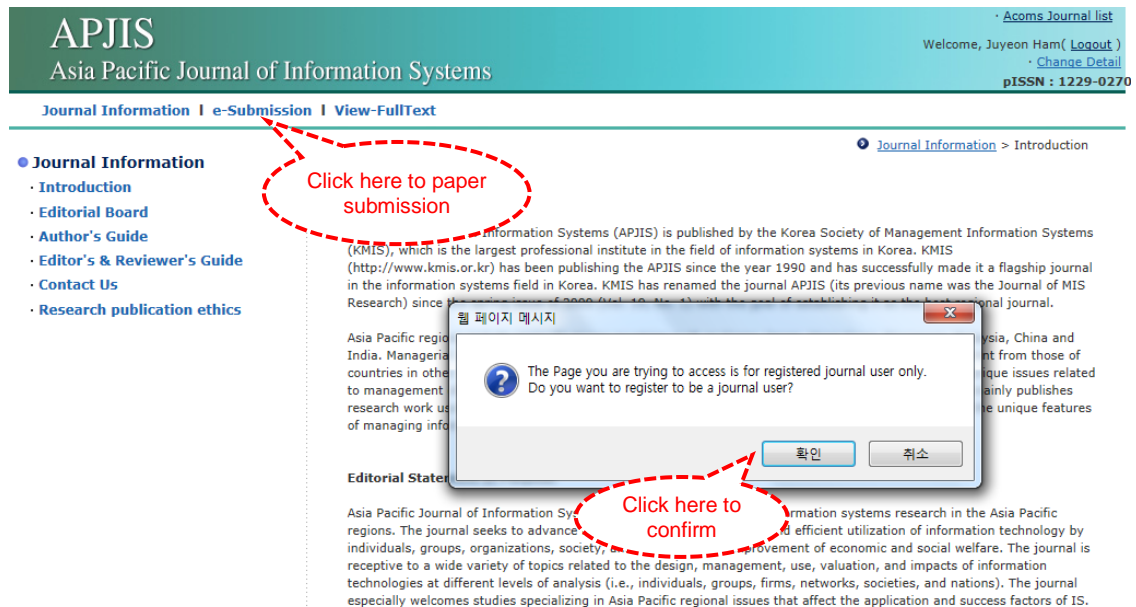


Figure 7. To be a Registered Journal User

- 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”.

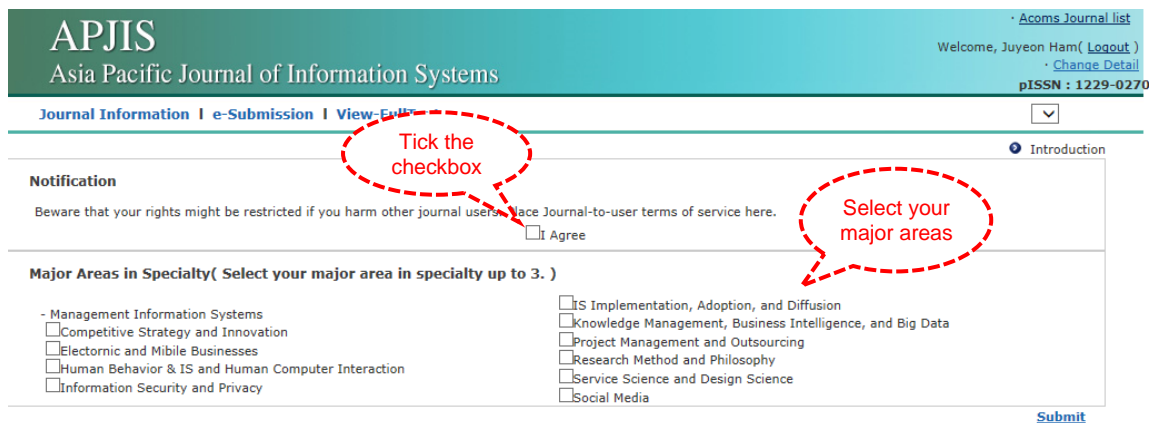


Figure 8. To be a Registered Journal User (Select Major Areas)

## 2. New Invitations

- To see the review invitation list, please click on “New Invitations” as shown in Figure 9.

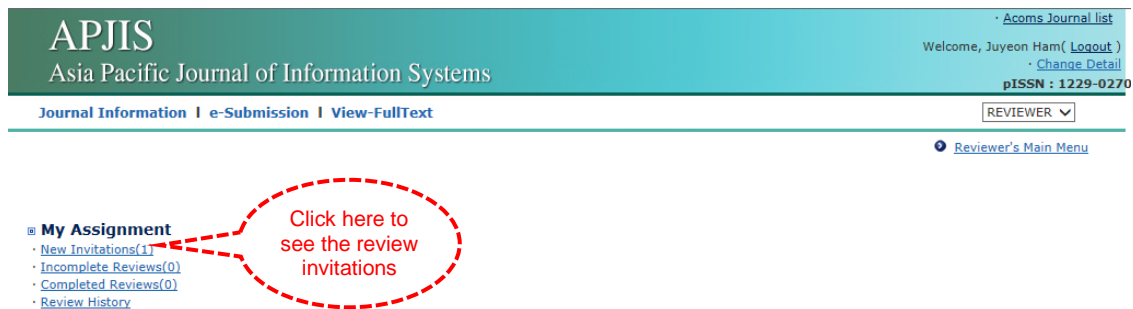


Figure 9. New Invitations

- To see the manuscript information, please click on “Manuscript Info” in Figure 10.
- To accept or decline the review invitation, please click on “Accept or Decline” as shown in Figure 10. (You can also accept or decline the review invitation via received e-mail.)

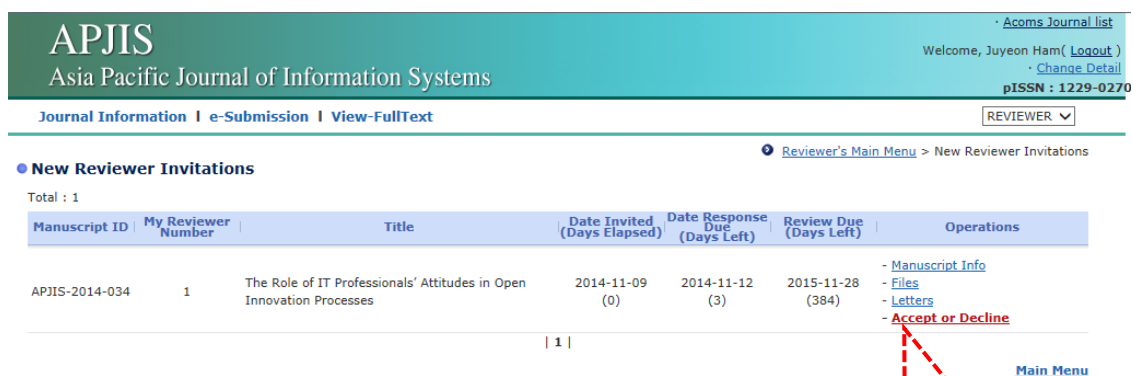


Figure 10. Accept or Decline Review Invitations

- To accept the review invitation, select “Yes” and click “Submit” as shown in Figure 11.
- To decline the review invitation, select “No” and click “Submit”.
- Your decision will be sent via e-mail to the editor.

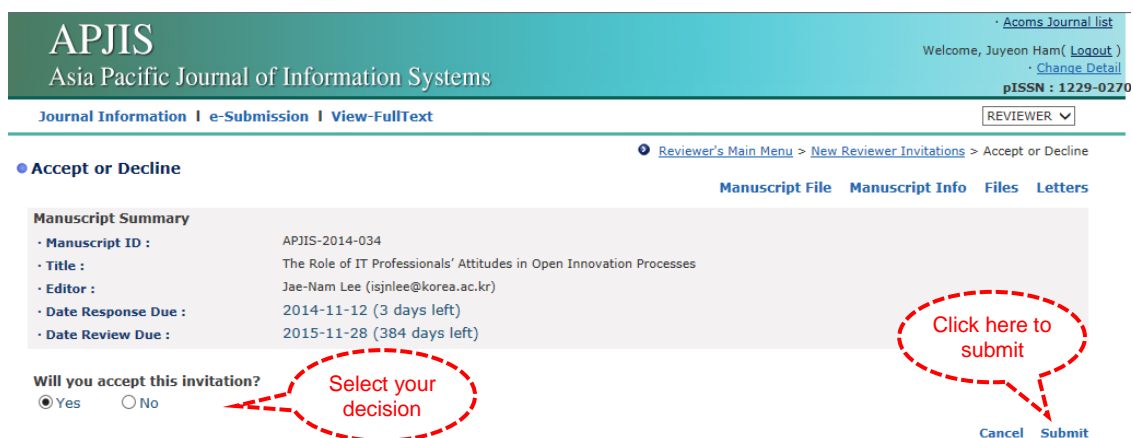


Figure 11. Accept or Decline Review Invitations

## 2. Review

- After accepting the invitation, you can check the requested reviews by clicking on “Incomplete Reviews” as shown in Figure 12.

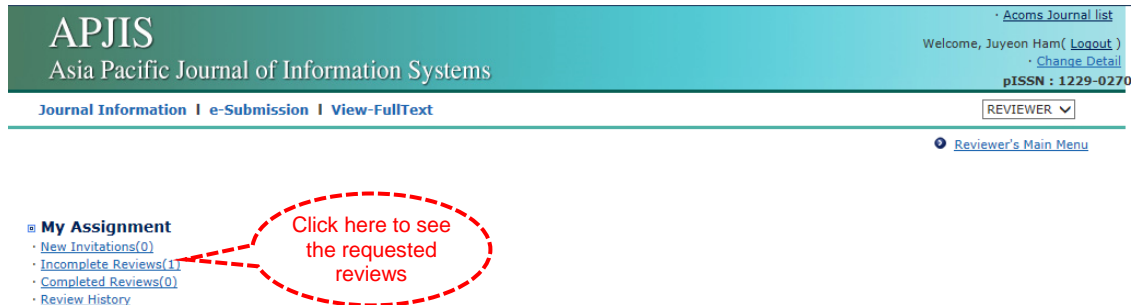


Figure 12. Incomplete Reviews

- After completing the review, you can submit your review recommendation by clicking on “Submit Recommendation” as shown in Figure 13.



Figure 13. Submit Recommendation

- After entering comments to authors and editor, please select your recommendation as shown in Figure 14. Then, click on “Proceed” in order to send your recommendation.

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Welcome, Juyeon Ham( [Logout](#) )  
[Change Detail](#)  
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[Reviewer's Main Menu](#) > [Incomplete Reviews](#) > Submit Recommendation

**Submit Recommendation** [Manuscript File](#) [Manuscript Info](#) [Files](#) [Letters](#)

**Manuscript Summary**

- **Manuscript ID :** APJIS-2014-034
- **Title :** The Role of IT Professionals' Attitudes in Open Innovation Processes
- **Editor :** Jae-Nam Lee (isjnlee@korea.ac.kr)

**Comments to Author**

Enter comments to authors

**Confidential Comments to Editor**

Enter confidential comments to editor

**File Attachment to Editor**

**Attach a file :**  [\(delete\)](#)

**Currently attached file :**

**\*Recommendation**

☒ Accept ☐ Minor Revision ☐ Major Revision ☐ Reject

Select your recommendation

Click here in order to send your recommendation

[Back](#) [Save & Exit](#) [Proceed](#)

Figure 14. Submit Recommendation



- To send reviewer's recommendation letter, please click on "Send" as shown in Figure 15. Now your review is completed.

ACOMS4 - Internet Explorer

http://acoms.kisti.re.kr/reviewerC.do?method=recommendationSave

**• Send Letter**

**Date :** 2014-11-09

**From :** Juyeon Ham <juyeon.ham@gmail.com>

**To :** Jae-Nam Lee <isjnlee@korea.ac.kr>

**Subject :** APJIS: Reviewer's Recommendation Letter for MS #APJIS-2014-034

Dear Jae-Nam Lee,

I have completed my review of the manuscript, referenced below.

Manuscript ID: MS #APJIS-2014-034  
 Manuscript Title: 'The Role of IT Professionals' Attitudes in Open Innovation Processes.'

**Body :**

Comments to Author

Confidential Comment to Editor

<p><strong>The Korea Society of Management Information Systems (KMIS)</strong></strong></p>

<p><strong>Address</strong> : #702, Daewoo Diahbil Officetel, 308 Hangangro 2-dong, Yongsan-gu, Seoul, 140-871, Korea<br /><strong>Tel</strong> : +82-2-795-1354<br /><strong>Fax</strong> : +82-2-795-3254<br /><strong>E-mail</strong> : <a href="mailto:office@kmis.or.kr">office@kmis.or.kr</a></p>

**Attached Files :**

[Close](#) [Send](#)

100%

Figure 15. Send Reviewer's Recommendation Letter

### 3. Review History

- To see your review history, please click on “Review History” as shown in Figure 16.

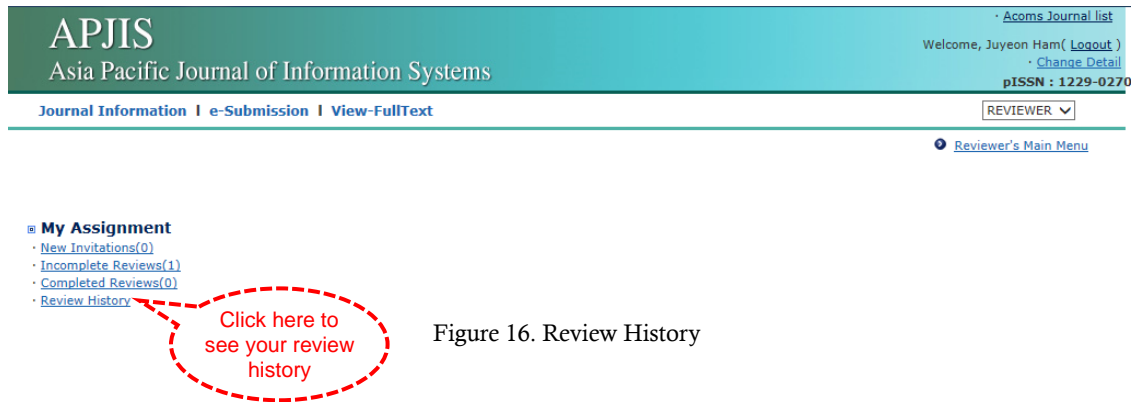


Figure 16. Review History

- You can see the list of your review history as shown in Figure 17.

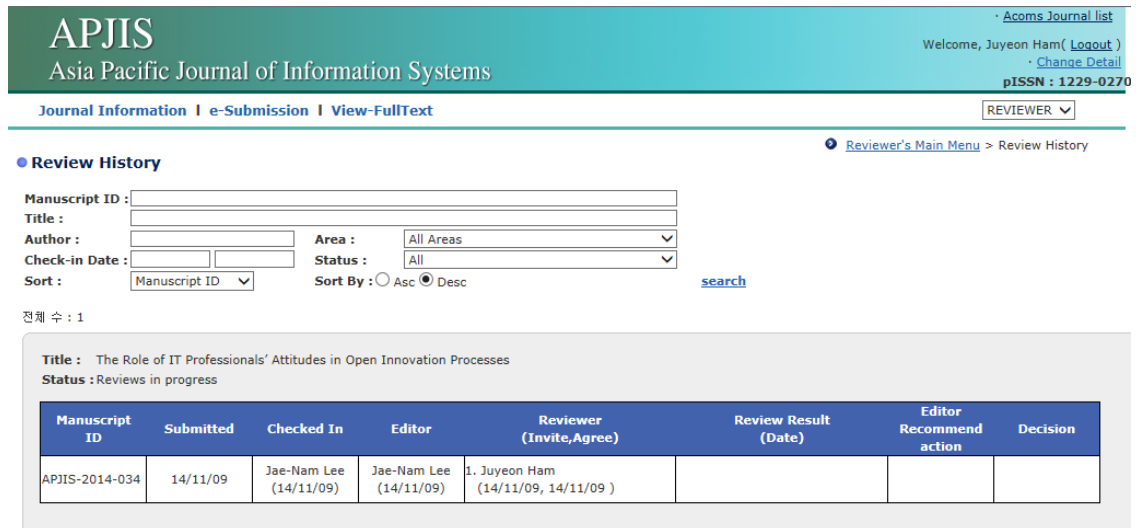


Figure 17. Review History