



**한국천문학회**  
THE KOREAN ASTRONOMICAL SOCIETY

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# **Online Submission System Manual**

## **(For authors)**

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**Journal of the Korean Astronomical Society**

# I . Registration

## How to log-in

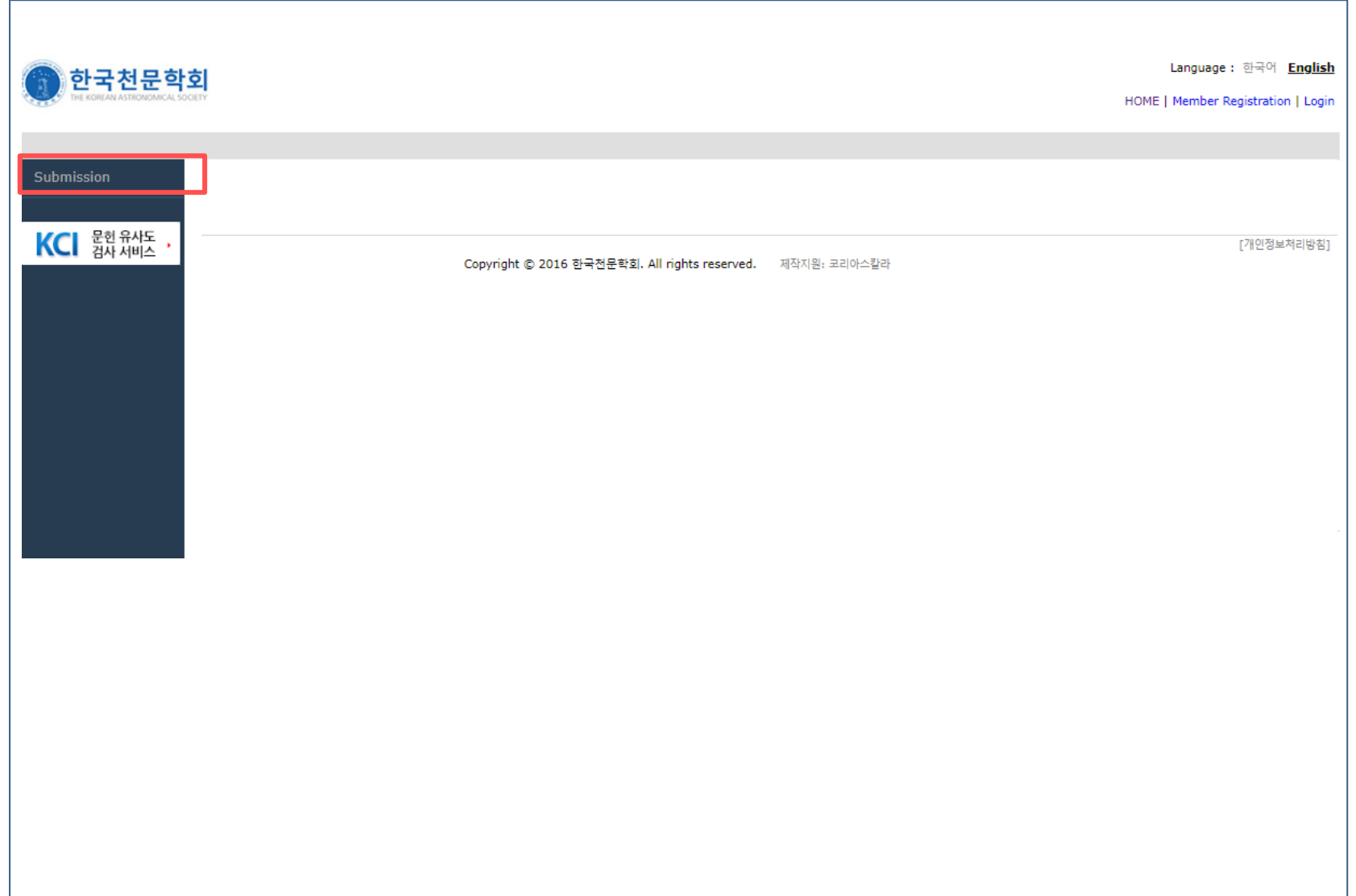
- Click the **[English]** button.
- If this is your first visit, click the **[Member Registration]**.
- If you have registered before, insert **[ID/PW]**.
- Click the **[Login]** button

The screenshot displays the homepage of the Korean Astronomical Society. At the top left is the logo and name '한국천문학회 THE KOREAN ASTRONOMICAL SOCIETY'. At the top right, the language is set to 'English', and navigation links for 'HOME | Member Registration | Login' are visible. The main content area features two journal covers: '천문학논총' (Astronomical Journal) and 'JOURNAL OF THE KOREAN ASTRONOMICAL SOCIETY'. Below the covers is a login form with fields for 'ID' and 'Password', a 'Login' button, and a dropdown menu with options for 'Member Registration' and 'ID/Password Inquiry'. The footer contains copyright information: 'Copyright © 2016 한국천문학회. All rights reserved. 제작지원: 코리아스칼라' and a link for '[개인정보처리방침]'.

## II. Submission

### How to submit

- Click the **[Submission]** menu in the upper left corner.



The screenshot displays the website interface for the Korean Astronomical Society. In the top left corner, the logo and name of the society are visible: "한국천문학회" (THE KOREAN ASTRONOMICAL SOCIETY). In the top right corner, there are language options: "Language : 한국어 **English**" and navigation links: "HOME | Member Registration | Login". A dark blue navigation menu is located on the left side, with the "Submission" option highlighted by a red rectangular box. Below the navigation menu, there is a KCI logo and text: "KCI 문헌 유사도 검사 서비스". At the bottom center of the page, the copyright notice reads: "Copyright © 2016 한국천문학회. All rights reserved. 제작지원: 코리아스칼라". In the bottom right corner, there is a small link: "[개인정보처리방침]".

## II. Submission

### Choose the Journal

- If you are submitting to PKAS, click the **[PKAS]** button.
- If you are submitting to JKAS, click the **[JKAS]** button.

한국천문학회  
THE KOREAN ASTRONOMICAL SOCIETY

Language : 한국어 **English**  
HOME | Member Registration | Login

Submission

Submission

**PKAS** **JKAS**

Manuscript Number	Title	Date Submitted	Status	Result	Date Review Completed
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## II. Submission

### STEP1

- Read and agree to the “Regulations on Research Ethics” of the KAS, then check the **[I agree]** box.
- Click the **[Next]** button.

The screenshot shows a web interface for a submission process. On the left is a dark blue sidebar with the KCI logo and the text '문헌 유사도 검사 서비스'. The main content area has a title 'Submission' and a progress bar with four steps: STEP1 (highlighted), STEP2, STEP3, and STEP4. Below the progress bar is a section titled 'Regulations on Research Ethics' containing text about the author's agreement to the regulations and the purpose of the regulations. At the bottom of this section is a checkbox labeled 'I agree', which is highlighted with a red box. Below the checkbox are two buttons: 'Next' (highlighted with a red box) and 'List'. At the very bottom of the page, there is a copyright notice: 'Copyright © 2016 한국전문학회. All rights reserved. 제작지원: 코리아스칼라' and a small link '[개인정보처리방침]'.

Submission

Submission

STEP1 STEP2 STEP3 STEP4

Regulations on Research Ethics

The author conforms to the Regulation of Research Ethics in KAS as well as those of JKAS or PKAS.

Regulations on Research Ethics

Legislated on August 21, 2014

**Article 1 Purpose**

③ These regulations are intended to provide a fair procedural framework for administering the Research Ethics Committee (hereinafter “the Committee”) and ethical guidelines for researchers in carrying out their activities in accordance with Article33 of the Korean Astronomical Society (hereinafter “the Society”), and Articles 2 and 5 of the Research Ethics Committee and its sub-regulations.

I agree

Next List

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## II. Submission

### STEP2

- Insert Manuscript, Lead Author's Information.

Submission

KCI 문헌 유사도  
검사 서비스

STEP1 STEP2 STEP3 STEP4

#### Manuscript Information

**Submission Type**  
Normal

**Manuscript Type**  
Research Articles

**Title**

---

#### Lead Author

**Full Name**  
 [내 정보 입력](#)

**ORCID**  
 [WHAT IS ORCID? / ORCID 안내문](#)

**Affiliation**  
  
Please enter the affiliation in the name of institutes, not department. Especially, in the case of universities, please enter the universities, not department or annexed institutes.

**Position**

**Country**  
Domestic

## II. Submission

### STEP2 (Continued)

- Insert Authors' Information.
- Click the **[Next]** button.

Submission

KCI 문헌 유사도  
검사 서비스

Author

To add next-author, press **Enter Key** in the author field.  
In this filed required to all author's information. [Please note that co-author(s) will be listed in order of entered.]

	Full Name	ORCID	Affiliation	Position	Cellular Phone	E-mail
Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

All Notice sends via E-mail and Text message to the Users, based on the manuscript status. If personal information is entered incorrectly, the process of Submission and Review won't go well, and the Responsibility rests with the each individual. Please enter the relevant information correctly.

**Next** List Delete

## II. Submission

### STEP3

- Upload [Original File] and [Files for Review].
- For [Files for Review], upload the same file as [Original File].
- Click the  button.
- If you are submitting to **PKAS**, **PDF, HWP, or DOC** files can be uploaded.
- If you are submitting to **JKAS**, **only a PDF** file can be uploaded.
- LaTeX files should be compiled, a PDF generated, and the PDF should be submitted.
- [Other Files] are optional.
- Click the **[Next]** button.

Submission

STEP1 STEP2 **STEP3** STEP4

**<Notice>**  
\*JKAS: PDF only;  
\*PKAS: PDF, HWP, or DOC

**File**

**Original File** Upload in Hanguk files(.hwp), Word files(.doc) and PDF files(.pdf) only.  
 선택된 파일 없음  
(0 OUT OF 20 MB)

**File for Review** Upload in Hanguk files(.hwp), Word files(.doc) and PDF files(.pdf) only.  
 선택된 파일 없음  
(0 OUT OF 20 MB) \* This file is for Reviewer

**Other Files**  
 선택된 파일 없음



## II. Submission

### STEP4

- Confirm the inserted information.
- If you need to modify anything, use the [Edit entered information] or [Edit attached files(s)] buttons.
- If everything is correct, click the [Submission Completed] button.
- After submitting the manuscript, making changes is not possible anymore.

Submission

KCI 문헌 유사도 검사 서비스

	STEP1	STEP2	STEP3	STEP4		
Submission Type	Normal					
Manuscript Type	Research Articles					
Title	test					
Lead Author	Full Name					
	ORCID					
	Affiliation	한국전문학회				
	Position	JKAS				
	Country					
Author	Full Name	ORCID	Affiliation	Position	Cellular Phone	E-mail
			한국전문학회	JKAS		
<b>File</b>						
Original File	<input type="button" value="Check File"/>					
File for Review	<input type="button" value="Check File"/>					
<input type="button" value="Edit entered information."/> <input type="button" value="Edit attached file(s)"/> <input type="button" value="Submission Completed"/> <input type="button" value="Delete"/>						
You cannot change the submitted manuscript. Please confirm the submission with caution.						

## II. Submission

### Review Status

- When the submission is complete, you can see a list of submitted manuscripts.
- You can check the review status of your paper in the left [Dashboard].
- When clicking the [Title] on the list, you can see the detailed information.

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THE KOREAN ASTRONOMICAL SOCIETY

Language : 한국어 **English**

[HOME](#) | [Member Registration](#) | [Login](#)

Submission

Submission

PKAS JKAS

Manuscript Number	Title	Date Submitted	Status	Result	Date Review Completed
KAS-2020-0000001	[JKAS] test	2020.09.18	With Editor		

KCI 문헌 유사도  
검사 서비스

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[개인정보처리방침]

## II. Submission

### Review Status

- You can check the manuscript status, here “With Editor”.
- You can check review results in “First Review”, “Second Review”, etc.

The screenshot displays a submission management interface. On the left is a dark blue sidebar with navigation options: 'Dashboard', 'Review in Progress (1)', and a logo for 'KCI 문헌 유사도 검사 서비스'. The main content area is titled 'Submission' and shows details for submission ID 'KAS-2020-0000001' with the title '[JKAS] test'. The 'Manuscript Information' section includes a table with the following data:

Manuscript Type	Research Articles	Result	With Editor
Date Submitted	2020.09.18	Date Review Completed	
Classification			

The 'Lead Author' section includes a table:

Full Name	KIM	ORCID	
Affiliation	한국전문학회 JKAS	Country	Domestic

The 'Author' section includes a table:

Member Check	Full Name	ORCID	Affiliation	Position	Cellular Phone	E-mail
	KIM		한국전문학회	JKAS		

The 'First Review' section is highlighted with a red box and contains buttons for 'Submission', 'Original File', and 'File for Review'. A 'List' button is located at the bottom left of the main content area.

## II. Submission

### Check the result

- You can check review result, final decision and reviewer's comments.

Submission

KCI 문헌 유사도  
검사 서비스

#### Submission

KAS-2020-0000001

[JKAS] test

Manuscript Information

Manuscript Type	Research Articles	Result	<b>Publish without (or after optional) revision.</b>
Date Submitted	2020.09.18	Date Review Completed	2020.09.21
Classification			

Lead Author

Full Name	KIM	ORCID	
Affiliation	한국전문학회 JKAS	Country	Domestic

Author

Member Check	Full Name	ORCID	Affiliation	Position	Cellular Phone	E-mail
✓	KIM		한국전문학회	JKAS		

First Review

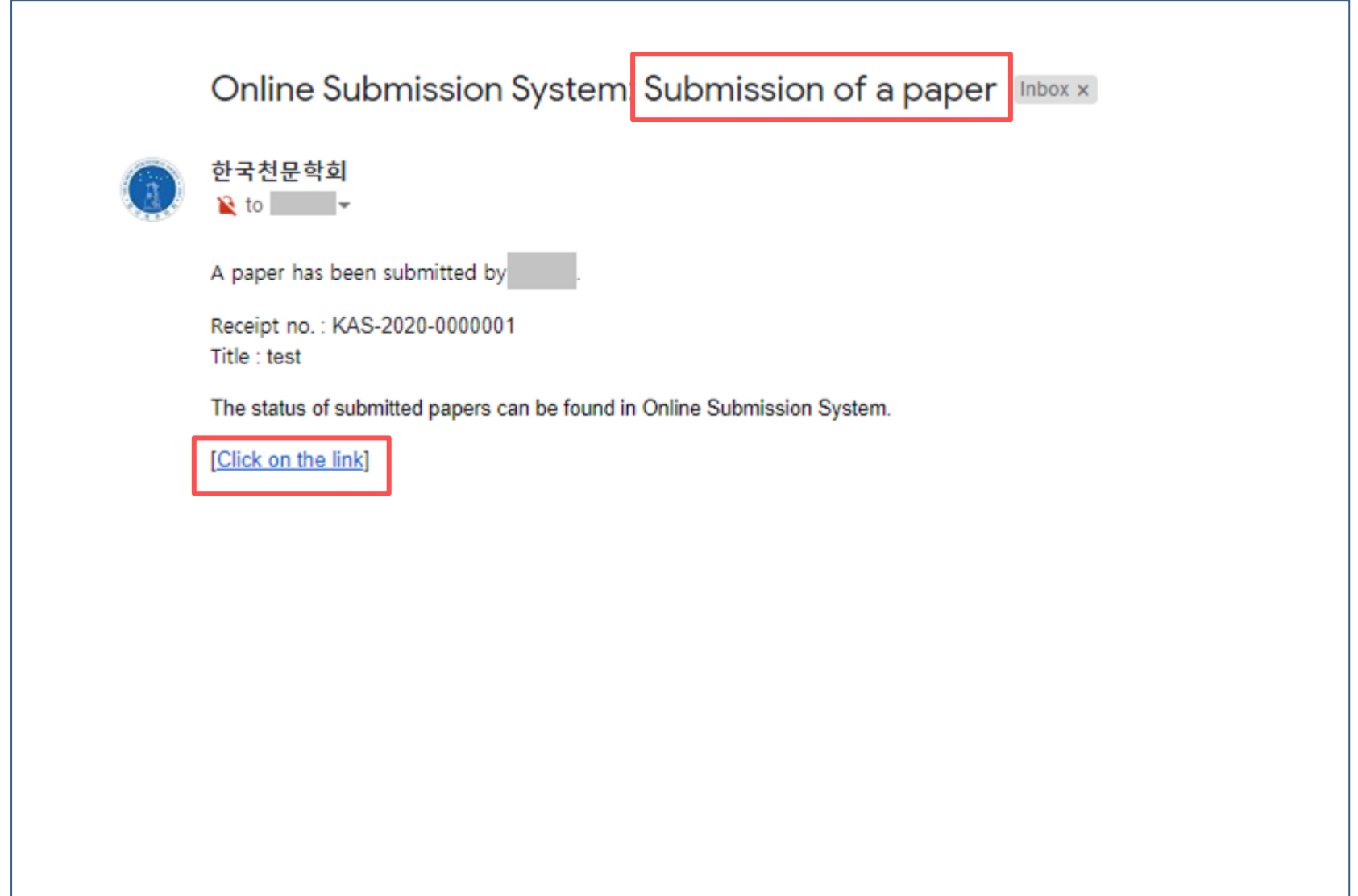
Submission

Review	Review1. <b>Publish without (or after optional) revision.</b> - Reviewer's Comments Test successful.
Final Decision	<b>Publish without (or after optional) revision.</b> Test complete.

### III. Status Alert

#### Submission Status

- When the submission is completed, a [Submission of a paper] e-mail will be sent to you.
- When you click the [Click on the link], you can see the detailed information.
- **Caution: The link in the e-mail provides access to your online submission system account. Be careful to share this message, if at all, only with persons you trust!**



### III. Status Alert

#### Manuscript Result

- When the review is completed, a **[Review completed]** e-mail will be sent.
- When you click the **[Click on the link]**, you can see the detailed information.
- **Caution: The link in the e-mail provides access to your online submission system account. Be careful to share this message, if at all, only with persons your trust!**

Online Submission System: **Review completed**



한국천문학회

to [redacted]

Dear Dr. [redacted]

The review of your paper has been completed.

Receipt no.: KAS-2020-0000001

Title: test

Review completion date: 2020-09-21

The review results can be found in Online Submission System.

**[Click on the link]**

## IV. Inquiry

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- For questions about the KAS online submission system, please contact the secretariat of each journal.

### PKAS

- [pkas@kasi.re.kr](mailto:pkas@kasi.re.kr)

### JKAS

- [jkas@astro.snu.ac.kr](mailto:jkas@astro.snu.ac.kr)

*End of Document*