



한국천문학회
THE KOREAN ASTRONOMICAL SOCIETY

Online Submission System Manual

(For authors)

Journal of the Korean Astronomical Society

I . Registration

How to log-in

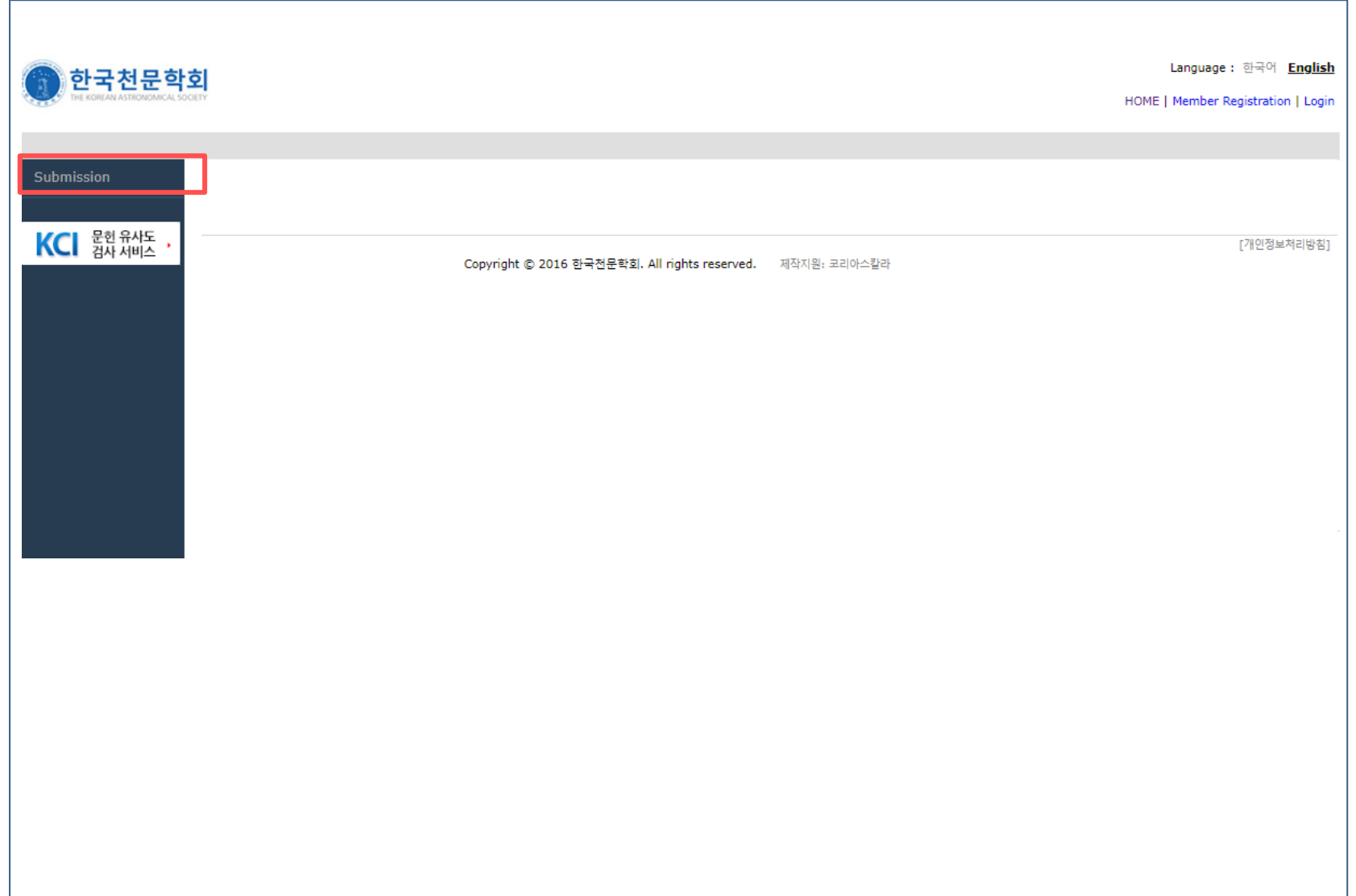
- Click the **[English]** button.
- If this is your first visit, click the **[Member Registration]**.
- If you have registered before, insert **[ID/PW]**.
- Click the **[Login]** button

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, there is a language selector with '한국어' and 'English' (highlighted in a red box), and navigation links for 'HOME | Member Registration | Login'. The main content area features two journal covers: '천문학논총' (Korean Journal of Astronomy) 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 'Member Registration' (highlighted in a red box) and 'ID/Password Inquiry'. At the bottom, there is a copyright notice: 'Copyright © 2016 한국천문학회. All rights reserved. 제작지원: 코리아스칼라' and a link '[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 of the page, with the "Submission" option highlighted by a red rectangular box. Below the navigation menu, there is a KCI logo and the text "문헌 유사도 검사 서비스". At the bottom of the page, the copyright notice reads "Copyright © 2016 한국천문학회. All rights reserved. 저작지원: 코리아스칼라" and a small link "[개인정보처리방침]" is present in the bottom right corner.

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 a scrollable text area with the following text: '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.' Below the text area is a checkbox labeled 'I agree', which is highlighted with a red box. At the bottom of the form are two buttons: 'Next' (highlighted with a red box) and 'List'. The footer contains copyright information: 'Copyright © 2016 한국전문학회. All rights reserved. 제작지원: 코리아스칼라' and a privacy notice: '[개인정보처리방침]'.

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

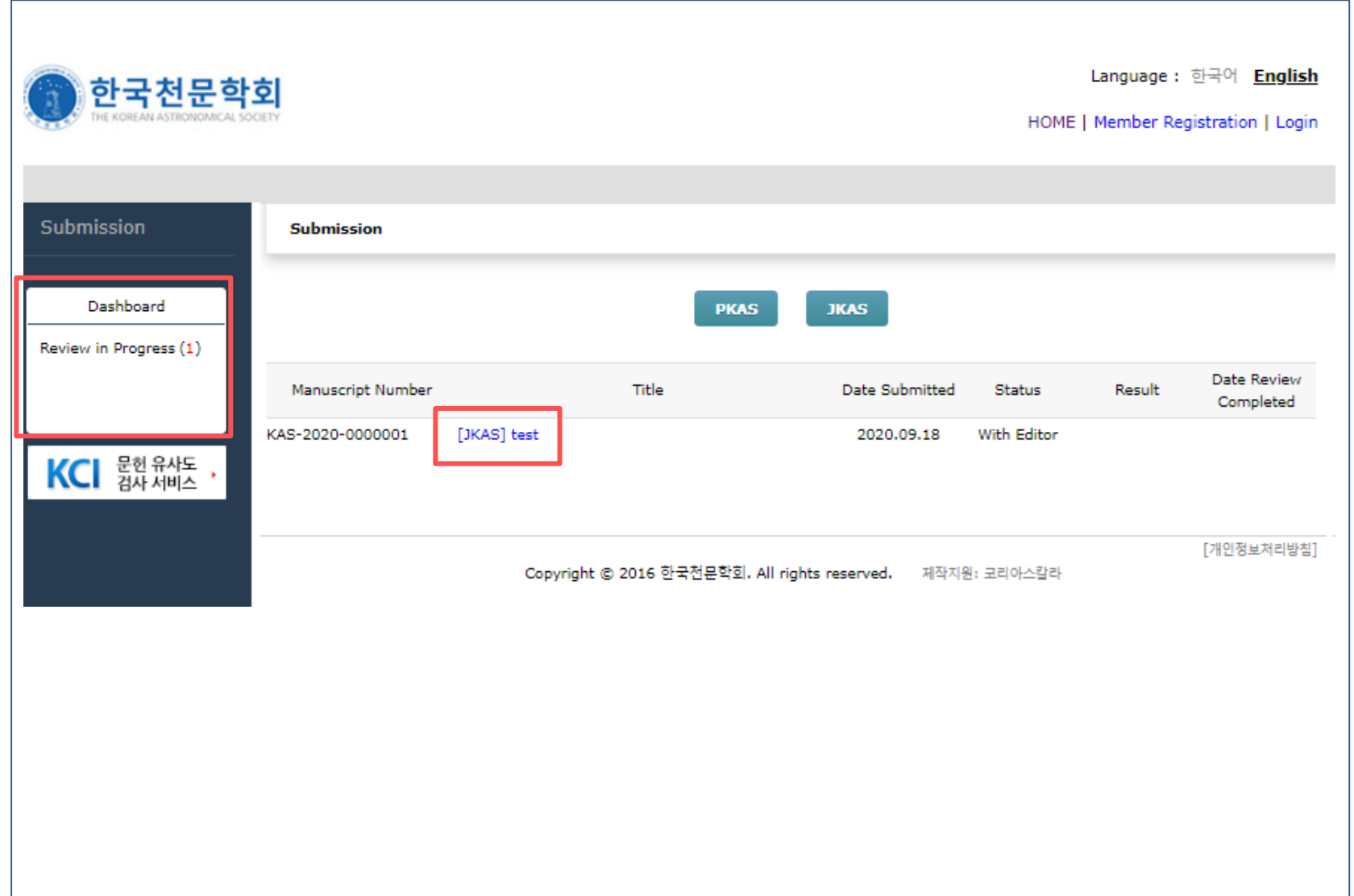
KCI 문헌 유사도 검사 서비스

	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		
File						
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.



The screenshot displays the submission management interface of the Korean Astronomical Society. At the top left is the society's logo and name in Korean and English. The top right shows language options (Korean and English) and navigation links for Home, Member Registration, and Login. A left sidebar contains a navigation menu with 'Submission' selected, and sub-items for 'Dashboard' and 'Review in Progress (1)'. The main content area features a 'Submission' header, two buttons for 'PKAS' and 'JKAS', and a table of manuscripts. The table has columns for Manuscript Number, Title, Date Submitted, Status, Result, and Date Review Completed. One entry is visible with manuscript number KAS-2020-0000001 and title '[JKAS] test'. A footer contains copyright information and a link for personal information protection.

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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II. Submission

Review Status

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

Submission

Submission

KAS-2020-0000001

[JKAS] test

Manuscript Information

Manuscript Type	Research Articles	Result	With Editor
Date Submitted	2020.09.18	Date Review Completed	
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 [Original File](#) [File for Review](#)

[List](#)

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	Publish without (or after optional) revision.
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

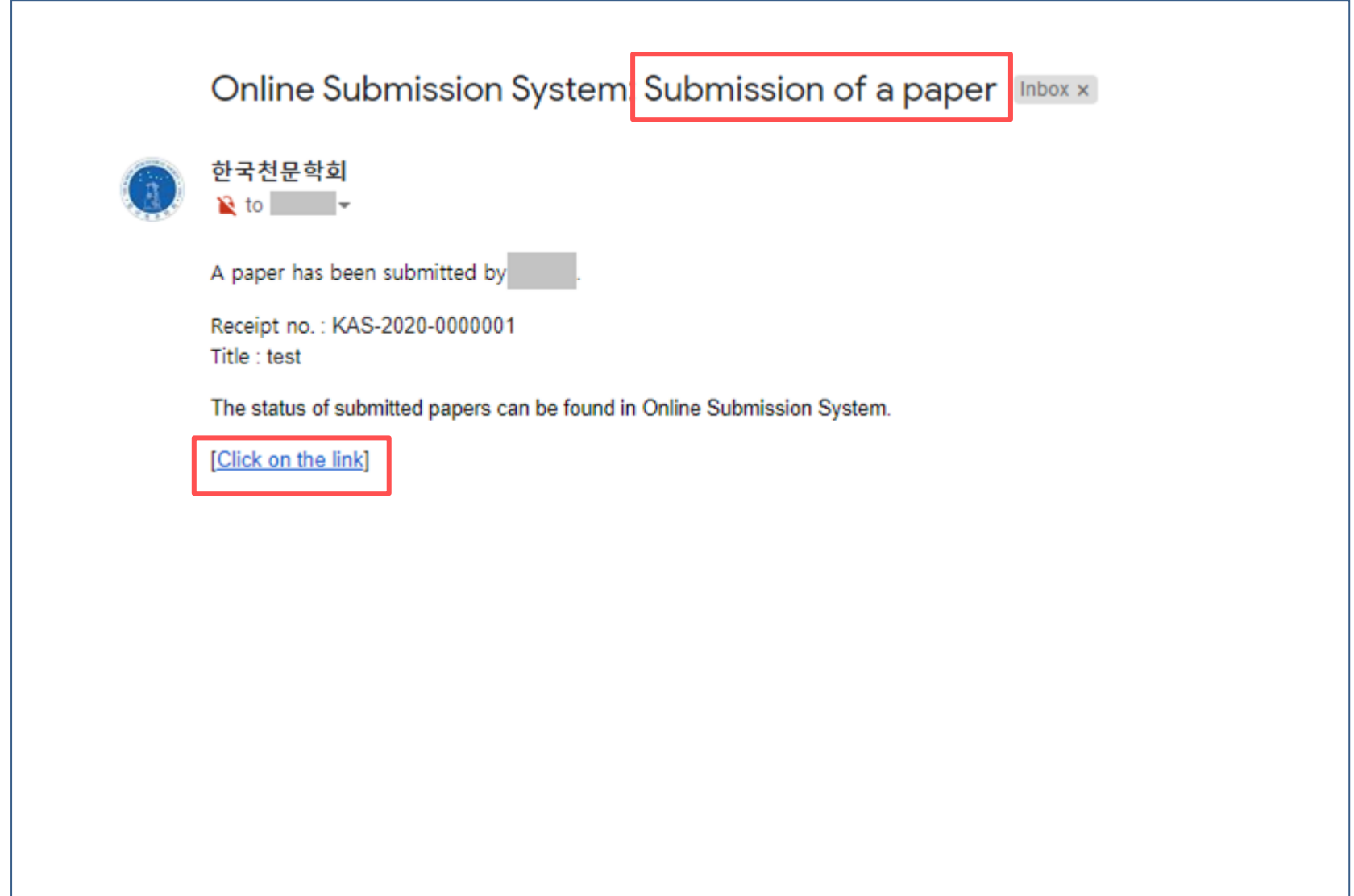
Submission

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

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

PKAS

- pkas@kasi.re.kr

JKAS

- jkas@kasi.re.kr

End of Document