



iPress

Author User Guide

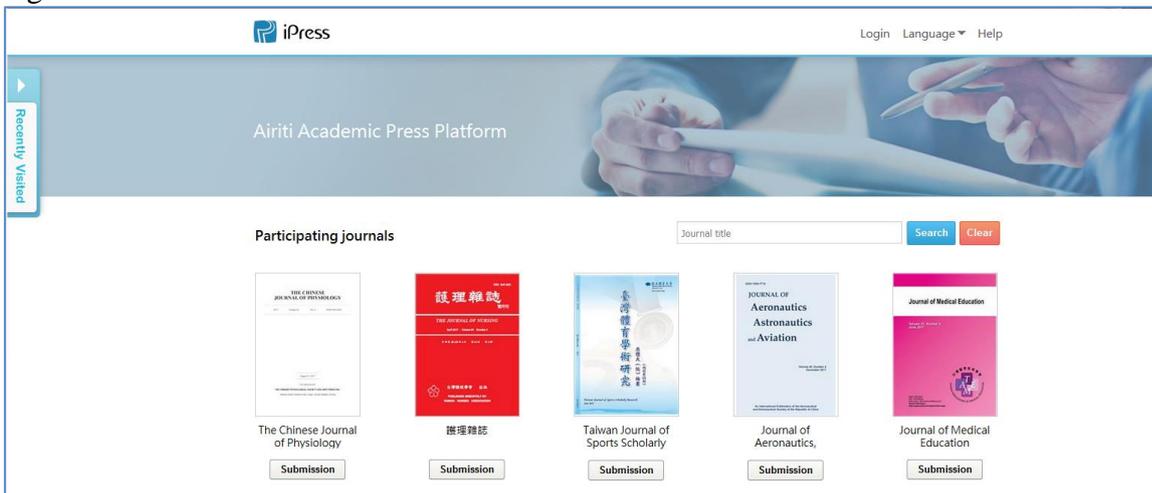
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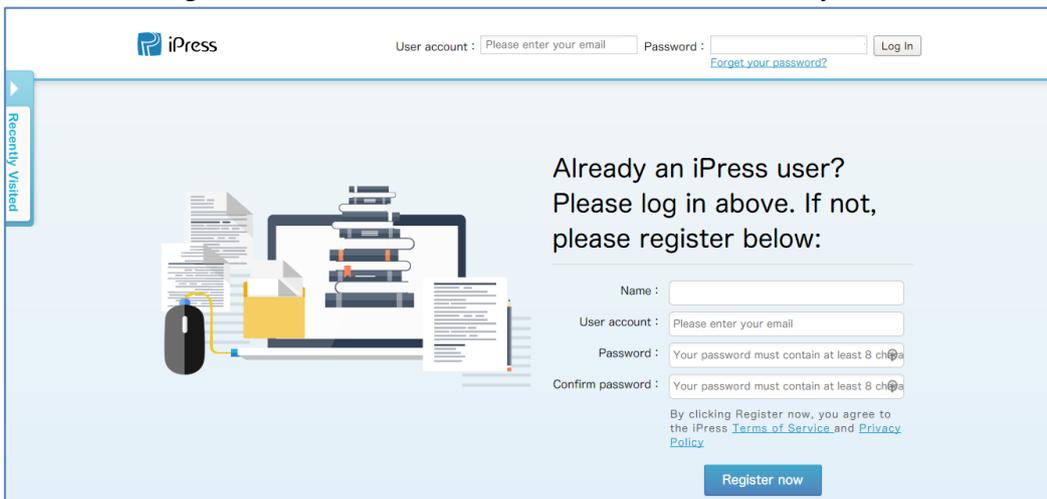
I. Apply for an iPress ID / log in

- Register an account

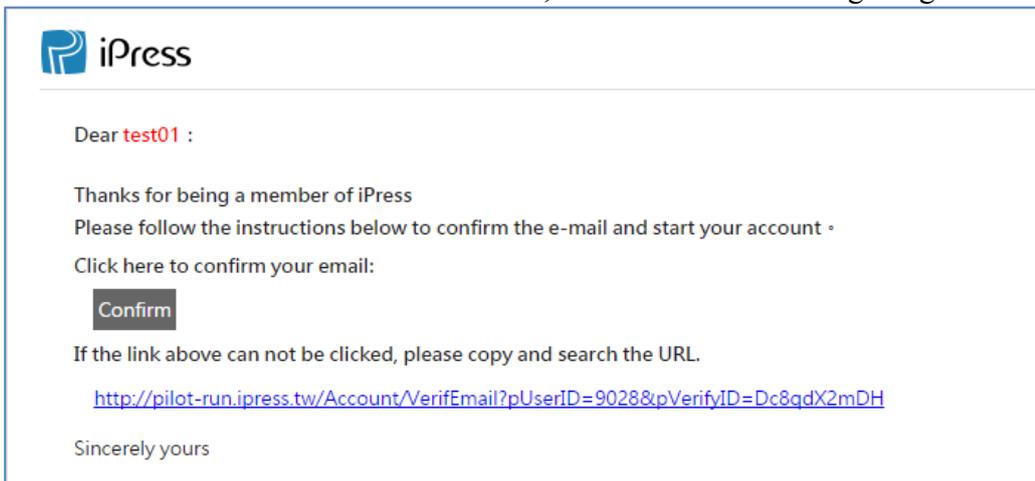
Click “Login” at the upper right corner on the iPress homepage (<http://www.ipress.tw>) and start the registration process. Enter the registration information in the registration page, and the system will lead you through the process and send a confirmation letter to the mailbox you just entered for registration.



1. Enter the registration information. ※Use the most commonly used mailbox as the **iPress ID**.



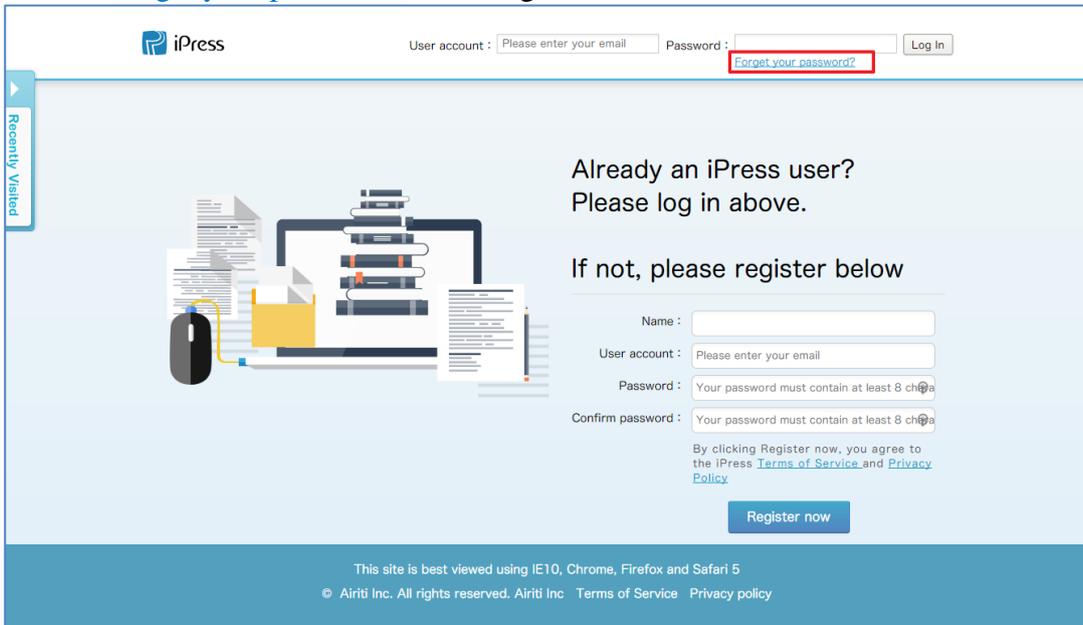
2. Collect the letter at the mailbox entered, click “confirm” and log in again.



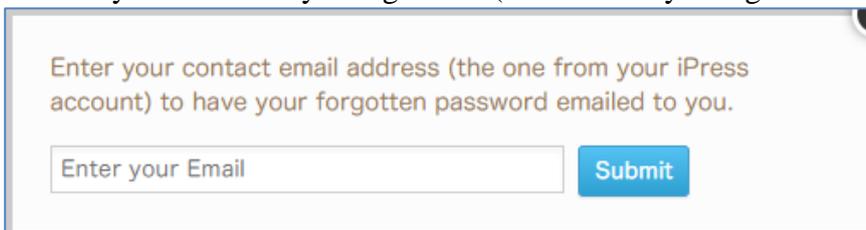
- Forget password

If you forget the password, just enter the mailbox you registered with at the beginning and the system will send a forget password letter asking to reconfirm the **iPress ID**.

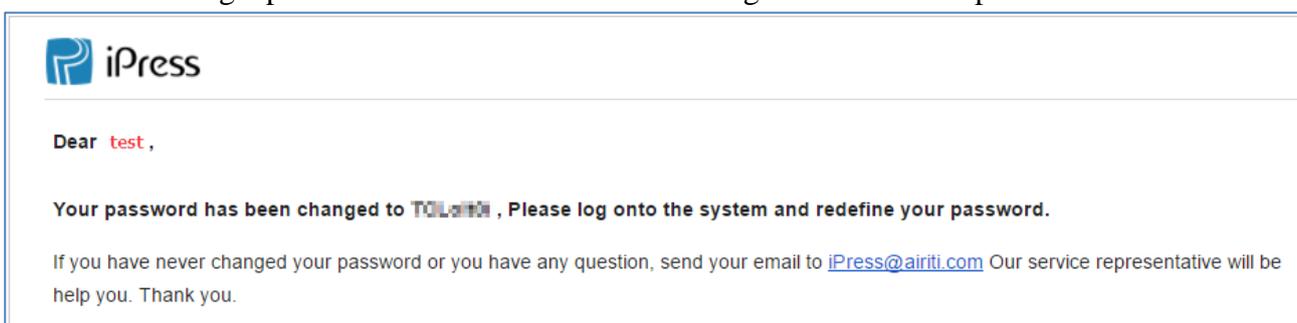
1. Click [Forget your password?](#) in the login area.



2. Enter you **iPress ID** you registered (the mailbox you registered with).

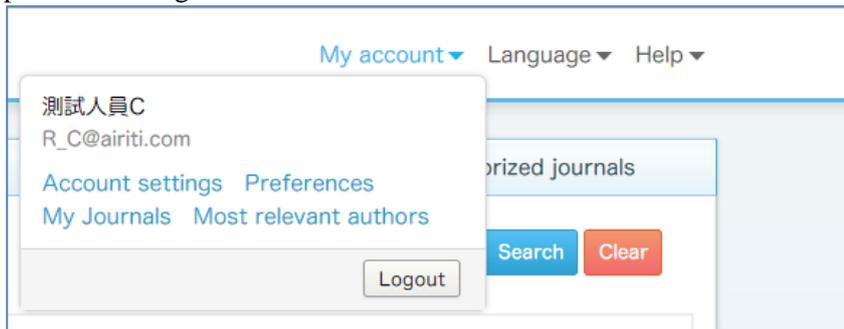


3. Collect the forget password letter in the mailbox and log in with the new password.



II. My account settings

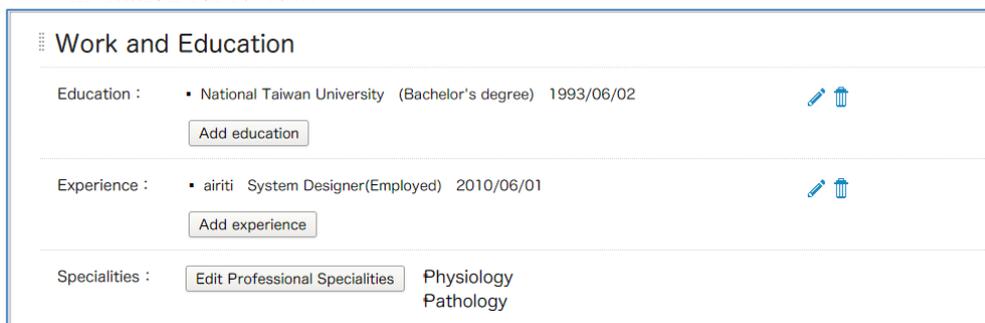
As you log in, you may check your name and **iPress ID** at the upper corner of the screen and edit your personal settings.



● Enter personal information

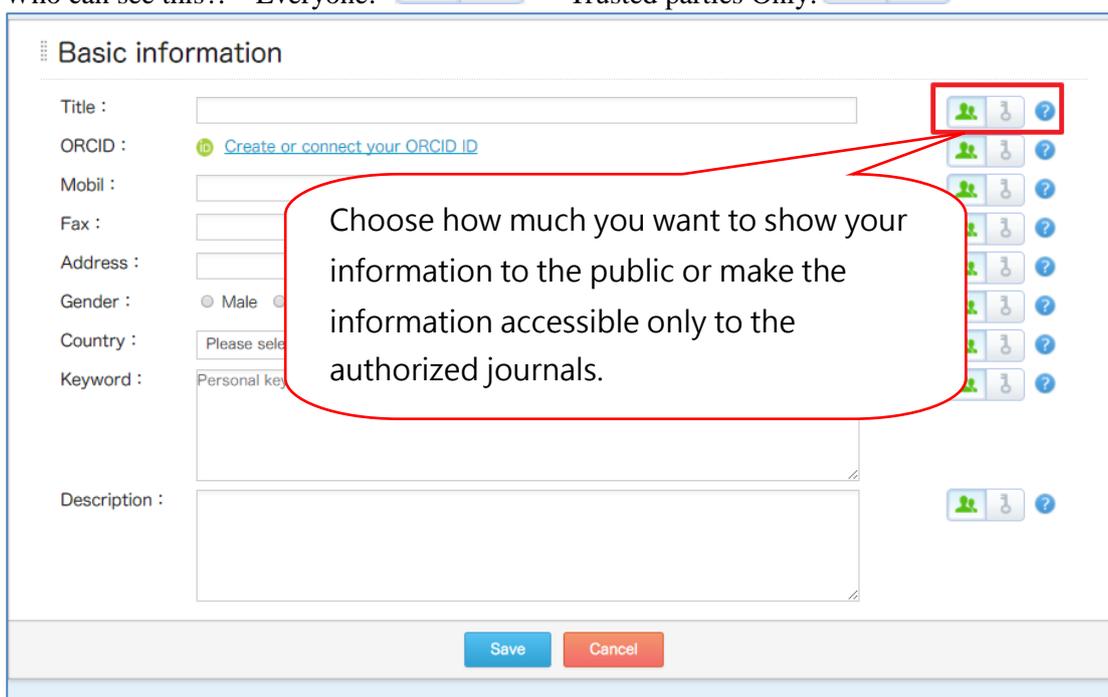
For the protection of your interests and the convenience of invitation for submission or review, please provide as much personal information as possible.

1. Enter your education and experience. Complete entry of specialties makes it easier to locate you for invitation for review.



2. You may make your personal information public to the extent that you are comfortable with. Fully public information will be made accessible to the journals on **the entire platform**. On the other hand, semi-public information allows only the access to the journals **authorized by you**. (See [My Journals](#))

Who can see this?: Everyone: Trusted parties Only:



● My Journals

Search for the journals that you are following and have authorized, and check your relationship with these journals in other notes.

The screenshot shows the 'Authorized journals' section of the user interface. It features a search bar and a list of journals. One journal, 'Test Journal 001', is highlighted. Below its name, there are two toggle switches: 'Follow' (set to 'No') and 'Authorize restricted data' (set to 'No'). A red callout box points to the 'Authorize restricted data' toggle with the text: 'If a journal is authorized, the editors of the journal are given the access to view your semi-public information.' Below the toggles, there is a list of 'Other' items: '1. Submitted manuscripts', '2. The current manuscript flow is in progress', and '3. Has served as reviewers'. A 'Submission' button is located at the bottom of the journal card.

● Preferences

Default language: choose the preferred language for the interface and the system notification.

The screenshot shows the 'Default language' preference settings. The title is 'Default language'. Below the title, there is a note: 'Select preferred language for this website and system notifications. Note that if a particular journal does not support your preferred language, all communication from that journal will be in it's preferred language.' There are three radio button options: '正體中文' (selected), '简体中文', and 'English'.

● The most relevant author information

This is where the information of author or co-authors is stored. It allows introducing the author information quickly to submission and makes the submission process go faster.

1.If you enter an author’s **iPress ID** in the default information and introduce to the author field in the submission information, that author will be allowed to track the current status of manuscript together.

The screenshot shows the 'Edit/Compile the info of most relevant authors' form. At the top, there is a checkbox 'This information here can be used for my submission'. Below it, there is a field for 'Author's iPressID' with a help icon and a note: '(Enter author's iPress ID to allow co-tracking the manuscript progress.)'. There is also a field for 'Author name for publication' with a dropdown menu. Below that, there is a field for 'Other Published Name' with a button 'Add name(s) in other language(s)'. There are fields for 'ORCID' with a 'Search ORCID ID' button, 'Country' with a dropdown menu, 'E-mail', 'Phone', and 'Organization' with a button 'Add other organization(s)'. At the bottom, there are 'Save' and 'Cancel' buttons.

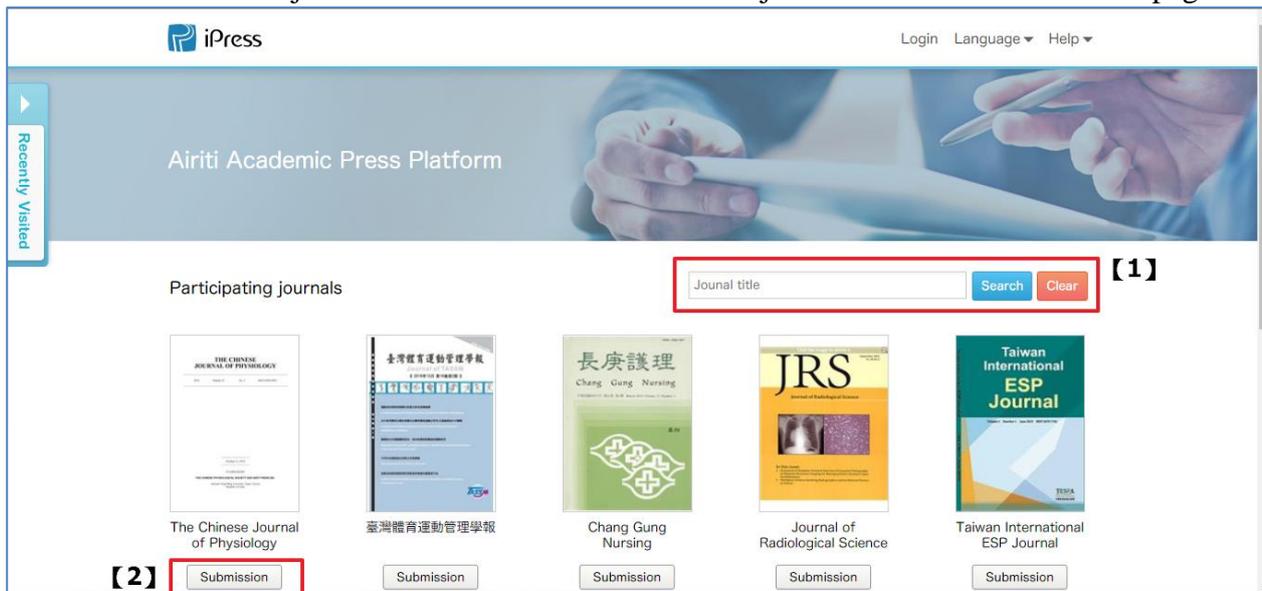
III. Start submitting

- General submission

There are three ways to establish a manuscript in the system and you may submit a manuscript based on your needs.

【1】

Search for the desired journal in the search field above the journal list on the iPress homepage.

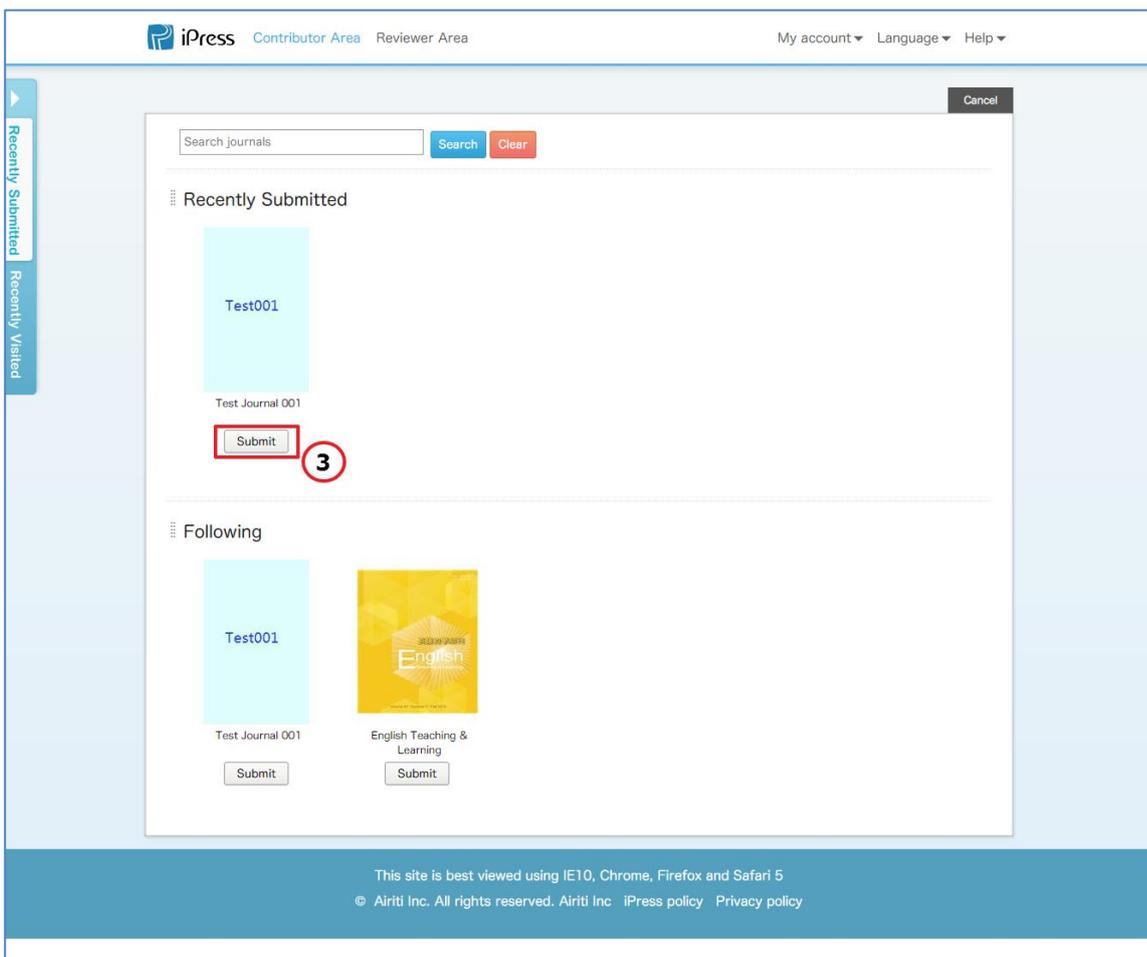
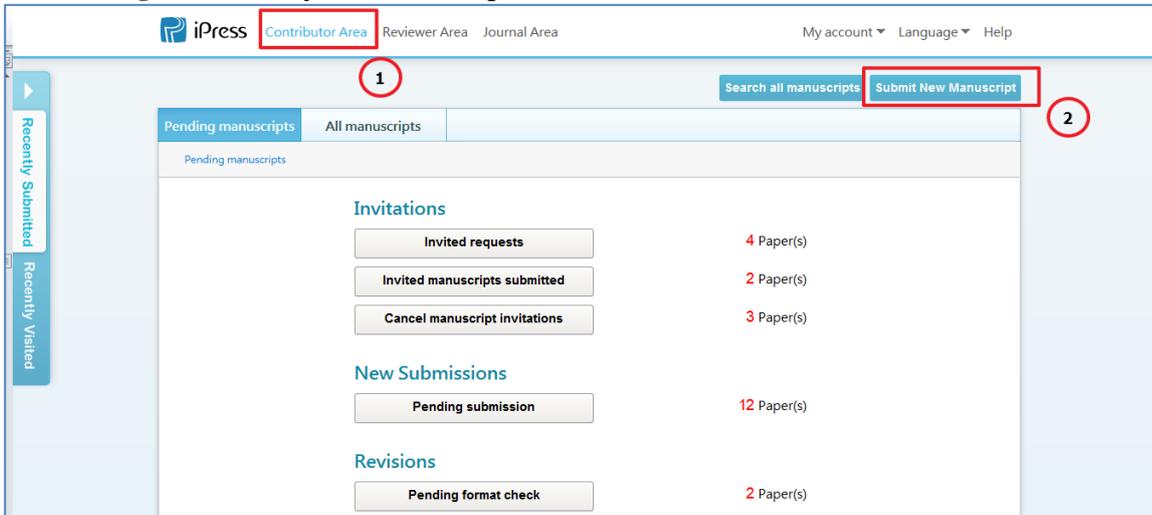


【2】

Select a journal in the journal list on the iPress homepage.

【3】

In the Contributor area click “Submit New Manuscript” and select “Recently Submitted” or “Following” to submit your manuscript.



● Invitation for submission

If a journal invites you for a submission, an **invitation notification** will be sent to your mailbox. Check the invitation subject in the letter and click the link to reply the invitation.

To whom it may concern:

This is an invitation issued by Test Journal 001 for submission for the topic of Invitation for submission. You are welcomed to log onto iPress and reply whether to accept this invitation.

iPress link: <http://pilot-run.ipress.tw/Account/Login?url=/Author/Invitations>

If we do not receive your response by the following deadlines, we will have to invite other authors for submission in order to keep the publication of journal on time.

Deadline to reply for the invitation: 2017-06-01
 Deadline for submitting article: 2017-06-10

Sincerely yours

Also, you may click “invitation request” in the author area of the system and view the subject and description of the invited submission provided by the journal. Click “accept” to start the submission process. If you choose to decline, please explain why.

Journal	Invited topic	Description	Invited Date	Date reply Due	Response
測試期刊	Invitation for submission	Invitation for submission	2017/06/22	2017/06/22	Agreed Declined

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[Back to page 「Pending manuscripts」](#)

IV. Submission steps

Authors are requested to submit a manuscript according to the following steps. The manuscript can be **saved manually** during the process, or the manuscript will be **saved automatically every 5 minutes**.

Step 1. **【Set language and manuscript category】** **The required fields are marked with an “*”**

Select the language for the manuscript and the type of manuscript.

1.If a manuscript submitted is bilingual, click “add a another language” after setting the primary language.

Article language

***Primary language**

Traditional Chinese
 Simplified Chinese

Add a secondary language as needed

Manuscript category

Please read the category description before selecting. This determines the required article information throughout the submission process. Once saved, this setting is permanent and cannot be changed.

	Manuscript category	category description
<input type="radio"/>	Original Research	Original Research
<input type="radio"/>	Case Reports	Case Reports
<input type="radio"/>	Book Review	Book Review
<input type="radio"/>	Systematic review	Systematic reviews are a type of literature review that collects and critically analyzes multiple research studies or papers, using methods that are selected before one or more research questions are formulated, and then finding and analyzing studies that relate to and answer those questions in a structured methodology.

Page to Items per page

Step 2. **【Basic information】** The required fields are marked with an “*”

Enter the basic information of the manuscript in the system fields as instructed (title, abstract, keywords, discipline).

1. The fields marked with an * in the front are **required**. The information has to be provided before the next step.

Title, abstract & keywords

***Title** There should be one title in the main language of the article.
English

Running head
English

***Abstract** There should be one abstract in the primary language of the article.
English

***Keywords** Separate keywords by semicolons.
English

***Academic discipline**

Step 3. 【Author and funding information】 The required fields are marked with an “*”

- (1) Enter the basic information of author(s) (name, contact information and the institute he/she works for) and assign a corresponding author;
- (2) Enter the information of funding agency(ies).

● **Introduce user information**

You may enter the information of an author and click  to save as **Most relevant authors**.

When you submit a manuscript in the future, just click  and the author data will be brought in.
 (To edit: [My iPress ID – Most relevant authors](#))

● **Authorize co-tracking**

When the Authorize co-tracking is clicked, a dialogue box pops up to ask for the author’s **iPress ID**. Enter the **iPress ID** and click YES to give that author the access to follow the process of manuscript and receive system notification letters.

Step 4. 【Reference completeness check】

The system provides a value-added function of reference completeness check. It helps authors to check automatically whether the referenced literature is incorrect and whether that literature has a DOI number and add that DOI for the author.

1.The reference check examines the contents of the reference. With the colors marked ^(note), authors are allowed to check if there is a missing reference and whether the reference is correct.

Note:

Blue background / texts = author’s name; red background / texts = title; green background / texts = journal name;

Orange background / texts = year of publication; purple background / texts = volume number; brown background / texts = page number.

2.Browse other results by clicking “+Show more+” at the lower right corner of every piece of result, and select the correct data.

<p>1</p> <p>for improving executive function in chemotherapy-treated breast cancer survivors. Clinical Breast Cancer, 13(4), 299-306.</p> <p>Edit</p>	<p>DOI: 10.1016/j.clbc.2013.02.004</p> <p>Title: Cognitive Training for Improving Executive Function in Chemotherapy-Treated Breast Cancer Survivors</p> <p>Author: Shelli Kesler, S.M. Hadi Hosseini, Charles Heckler, Michelle Janelsins, Oxana Palesh, Karen Mustian, Gary Morrow</p> <p>Publication: Clinical Breast Cancer, 13(4), 299 - 306, 2013</p> <p>Show more</p>
<p>2</p> <p>Hopko, D. R., & Colman, L. K. (2010). The impact of cognitive interventions in treating depressed breast cancer patients. Journal of Cognitive Psychotherapy, 24(4), 314-328. doi:10.1891/0889-8391.24.4.314</p> <p>Edit</p>	<p>DOI: 10.1891/0889-8391.24.4.314</p> <p>Title: The Impact of Cognitive Interventions in Treating Depressed Breast Cancer Patients</p> <p>Author: Derek R. Hopko, Lindsey K. Colman</p> <p>Publication: Journal of Cognitive Psychotherapy, 24(4), 314 - 328, 2010</p> <p>Show more</p>
<p>3</p> <p>Foster, L. W., & McLellan, L. (2000). Cognition and the cancer experience: Clinical implications. Cancer Practice, 8(1), 25-31. doi:10.1046/j.1523-5394.2000.81004.x</p> <p>Edit</p>	<p>DOI: 10.1046/j.1523-5394.2000.81004.x</p> <p>Title: Cognition and The Cancer Experience. Clinical Implications</p> <p>Author: Larry W. Foster, Linda McLellan</p> <p>Publication: Cancer Practice, 8(1), 25 - 31, 2000</p> <p>Show more</p>
<p>Your reference</p>	<p>DOI database comparison results</p>

Step 5. 【Cover letter and reviewers recommended】

If the journal asks for a cover letter and preferred reviewer(s) (or non-preferred reviewer(s)), this is where the content is entered or file uploaded.

1. Enter the content of cover letter, or upload the file of cover letter. ※Only one file can be uploaded.

Cover letter for submission

 Upload

2. Enter the preferred reviewer(s) (the list of people you wish to review the manuscript)

Preferred Reviewers

Add Reviewer

Name:

Institution:

Contact:

Title:



3. Enter the non-preferred reviewer(s) (the list of people you do not want to review the manuscript)

Non-Preferred Reviewers

Add

Name:

Institution:

Reason:

Title:



Step 6. 【Files and attachments】 The required fields are marked with an “*”

- (1) Upload the main document: The file size is limited to 25MB or less. There is no limit for file format. Once the main document is uploaded, it can only be replaced but not deleted.
- (2) Upload attachment(s) (figures, tables, supplementary files): The file size is limited to 25MB or less. There is no limit for file format.
- (3) Upload the Requirement Documents: These files have to be uploaded before the next step.

Main Document

File size limit of 25MB

Figures and Tables

If the text of the manuscript is too large, you can upload the file or the form .Each file size limit of 25MB

	Caption	Type	Take Action
1	Figure 1	Figure	<input type="button" value="Edit"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>

Page to Items per page

Requirement Documents

	File Name	Description	Take Action
1	授權書(You must upload this file to complete the submission!)*	簽名完掃描上傳	<input type="button" value="Delete"/> <input type="button" value="Download"/>

Page to Items per page

Step 7. 【Confirm the submitted manuscript】

View the entries made in previous steps. Click **Submit** to send out the manuscript.

Figures and Tables

	Caption	Type	Take Action
1	Figure 1	Figure	<input type="button" value="Edit"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>

Page to Items per page

Requirement Documents

	File Name	Description	Take Action
1	授權書(You must upload this file to complete the submission!)*	簽名完掃描上傳	<input type="button" value="Delete"/> <input type="button" value="Download"/>

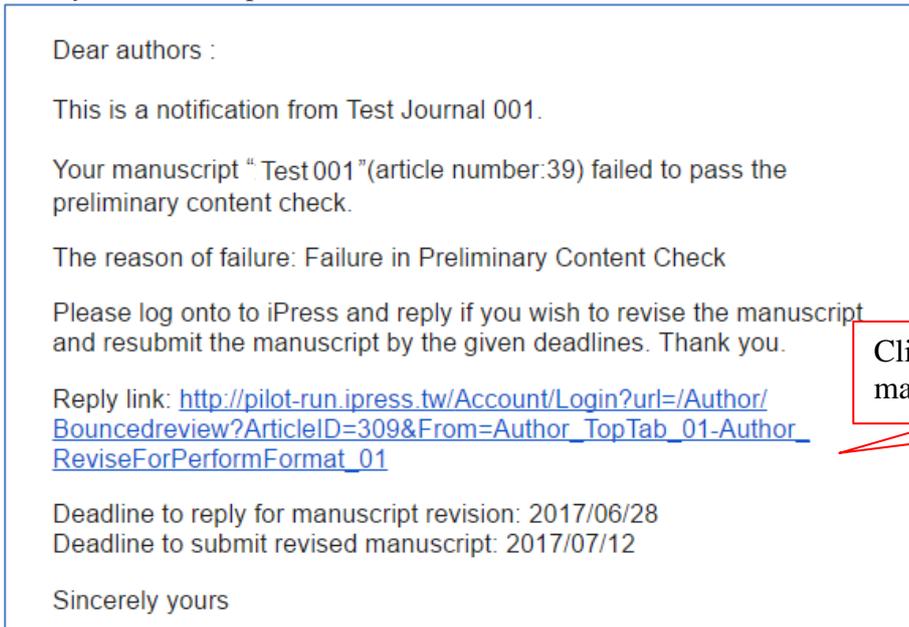
Page to Items per page

V. Modify the manuscript

- Manuscript rejected at preliminary review

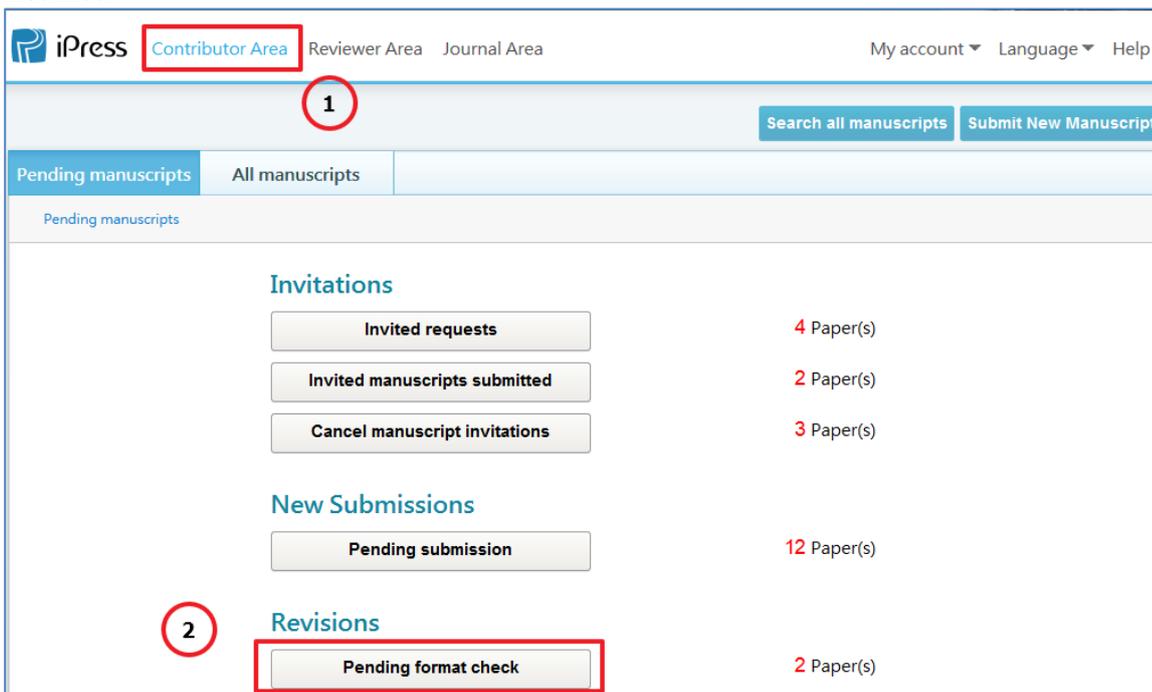
If the manuscript is rejected at format check or content check after submission, the system will issue a notification that “the manuscript is rejected at content review and resubmission is required after modification.” You may click the link in the letter to start modification or log in and modify the manuscript in the system.

【1】 Upon receiving the modification letter, click the hyperlink enclosed in the letter to reply whether to modify the manuscript.



Click the link and log in. Go to the manuscript detail page and reply.

【2】 Go to the Contributor area → Pending format check to view the list of manuscripts to be replied and modified.



Pending manuscripts | All manuscripts

Pending manuscripts ▶ List of returned after format check

- Awaiting author reply

Journal	Manuscript ID	Title	Submitting Author	Date returned	Date reply Due
測試期刊	49 (New)	TEST002	主編A	2017/06/28	2017/06/28 Expiring coming soon

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- Revision in progress

Journal	Manuscript ID	Title	Submitting Author	Date reply due	Last Update
測試期刊	41 (New)	測試管理檢視權	主編A	2017/06/06 Overdue	2017/06/23

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Click the manuscript to be modified and go to the manuscript detail page and reply the manuscript modification.

Format Check Rejection - Editorial comments

Date revisions Due: 2017/06/28 Submission Due Date: 2017/07/12

Editorial : Please revise it.
comments

⋮ **Please reply whether to revise**

Agreed to revise
 Discard to revise

Your choice is agreed to revise

[Confirm](#)

Once the author agrees to modify, he/she can go to the submission steps and start the modification; if he/she choose to decline, the reason why must be provided and the manuscript will be marked as a static manuscript. (See [Static Manuscripts](#))

● Manuscript decision modification

If the editorial team’s decision on a manuscript is to modify for verification or modify and accept, the system will issue a “manuscript modification notification.” You may click the link in the letter and start modifying or log in the system and modify.

【1】 Upon receiving the modification letter, click the hyperlink enclosed in the letter to reply whether to modify the manuscript.

Dear Authors:

This is a notification from Test Journal 001.

Please be informed that your manuscript “TEST002”(article number:49) requires revising. Please take some time to log onto iPress and examine the comments for revision.

While you are examining the comments, remember to reply whether to revise the manuscript on iPress by the reply deadline, and resubmit the manuscript for the review process. Thank you.

Link to reply: http://pilot-run.ipress.tw/Account/Login?url=/Author/WaitForReviewIndex?ArticleID=347&From=Author_TopTab_01-Author_ReviseForContent_01

Deadline to reply for revision: 2017/07/05
Deadline to submit revised manuscript: 2017/07/12

Sincerely yours

Click the link and log in. Go to the manuscript detail page and reply.

【2】 Go to the author’s area → Pending revision → manuscripts to be verified to view the list of manuscripts to be replied and modified.

The screenshot shows the iPress Contributor Area interface. At the top, there are navigation links for 'Contributor Area', 'Reviewer Area', and 'Journal Area'. A red box highlights the 'Contributor Area' link, with a circled '1' next to it. Below the navigation, there are buttons for 'Search all manuscripts' and 'Submit New Manuscript'. The main content area is titled 'Pending manuscripts' and contains three sections: 'Invitations', 'New Submissions', and 'Revisions'. Each section has a button and a count of papers. The 'Revisions' section has two buttons: 'Pending format check' (2 Paper(s)) and 'Pending revision' (3 Paper(s)). A red box highlights the 'Pending revision' button, with a circled '2' next to it.

Section	Action	Count
Invitations	Invited requests	4 Paper(s)
	Invited manuscripts submitted	2 Paper(s)
	Cancel manuscript invitations	3 Paper(s)
New Submissions	Pending submission	12 Paper(s)
Revisions	Pending format check	2 Paper(s)
	Pending revision	3 Paper(s)

Pending manuscripts | All manuscripts

Pending manuscripts ▶ Submit for review (Revision)

- Manuscripts pending author's agreement to revise

Journal	Manuscript ID	Title	Submitting Author	Date returned	Date reply Due
測試期刊	49 (New)	TEST002	主編A	2017/06/28	2017/07/05

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- Revision in progress

Journal	Manuscript ID	Title	Submitting Author	Date reply due	Date of latest update
No data					

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Click the manuscript to be modified and go to the manuscript detail page and reply the manuscript modification.

1. The detail page shows all the review comments for the current and previous versions. The author may reply to modify or not at the bottom. If the author chooses to decline, the manuscript will be marked as a static manuscript. (See [Static Manuscripts](#))

※The manuscript can no longer be edited if you choose to decline to modify.

Comments

- New

Editor's Comments : Editor's Comments :
your decision comments

Reviewer's Comments : Reviewer1Comments :
review comments to author

Please reply whether to revise

Agreed to revise Discard to revise

Your choice is agreed to revise

[Confirm](#)

[Back to page 「Submit for review \(Revision\)」](#)

2. When replying to modify, the system goes to the submission steps and the manuscript modification starts. The author may view the main document submitted in the submission steps.

The screenshot displays the submission interface. At the top, a blue header reads "Past submissions files". Below it, a message states "The manuscript files had been submitted last" with a link to "Original submission". A red callout box points to this link with the text "The main document from the previous decision is here." Below this, a message indicates "Size limit for each file is 25MB" and an "Upload" button is highlighted with a red box. The next section is titled "Figures and Tables" and contains a message: "If the manuscript file is over-sized, you can upload image/figure files separately. Size limit for each file is 25MB" with another "Upload" button.

3. The author is allowed to appeal under the reviewers' comments and editorial explanation of decision.

The screenshot shows the "Editor/Reviewer Comments" section. It features a "New" tab and two main comment areas. The first area is for "Editor's Comments" and contains a comment box with the text "your decision comments" and an "Author replied" field with an "Upload" button. The second area is for "Reviewer's Comments" and contains a comment box with the text "review comments to author" and another "Author replied" field with an "Upload" button.

● Static manuscripts

When a manuscript is rejected by the editorial team or the author declines to modify, the manuscript will be marked as a “**static manuscript**” for users’ viewing since the manuscript is not going to the next step.

1. To view a static manuscript, go to author’s area → all manuscripts → static manuscripts

Category	Count
Invited requests	4 Paper(s)
Invited manuscripts submitted	2 Paper(s)
Cancel manuscript invitations	3 Paper(s)
Pending submission	12 Paper(s)
Pending format check	2 Paper(s)
Pending revision	3 Paper(s)
Awaiting reviewing	0 Paper(s)
Inreview	8 Paper(s)
Accepted	1 Paper(s)
Pending proofreading	2 Paper(s)
Published	0 Paper(s)
Manuscript responsibility transfer requests	0 Paper(s)
Static Manuscripts	4 Paper(s)

2. You may view why a manuscript is marked as static with details.

▪ Stationary manuscript

Journal	Manuscript ID	Title	status	Submission date	Description
測試期刊	11 (New)	測試期刊	Unit has been deleted	2017/03/07	Delete date : 2017/03/31 Delete reason : 測試期刊
測試期刊	10 (New)	測試期刊	Discard to revise	2017/03/03	Abandon Date : 2017/04/06 Abandon reason : 測試期刊
測試期刊	12 (New)	測試期刊	Reject the manuscript	2017/03/10	Rejected Date : 2017/04/05 Rejected Reason : TEST

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VI. Proofreading

● Proofreading

1. Click “manuscript to be proofread by author” in the author’s area to view the manuscript to be replied for proofreading.

Pending manuscripts | All manuscripts

Pending manuscripts ▶ Awaiting author proof

- Awaiting author proof

Journal	Manuscript ID	Title	Submitting Author	Manuscript version	Proof Request Date	Proof Due Date
測試期刊	2 (New)	PlayStation 4 Pro GPU- TESTING 178	測試人員C	1	2017/04/19	2017/05/03
測試期刊	23 (New)	測試期刊文件	測試人員C	1	2017/05/04	2017/05/25

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2. As the manuscript to be proofread is selected, go to the manuscript detail page to read the editors’ notes and the name of document to be submitted. There is the proofreading history at the top as the reference for proofreading.

Proof History

- Version 1

To the author : Continue proofreading

The file need to Proofreading : [Download](#)

Completed file : [Download](#)

To the editor : proofreading

Last proofreading result.

This proof

To the author : [Continue proofreading](#)

The file need to Proofreading : [Download](#)

Completed file : [Upload](#)

To the editor :

Documents should be submitted :

	File Name	Description	Take Action
1	評閱結果定義.png	Signed and uploaded	Upload

[Confirm](#)

Proofreading notes this time

Author can download the file to be proofread, modify it and upload to the proofread file by author.

The document required to be submitted, if any, shall be uploaded for submission.

[Back to page 「Awaiting author proof」](#)

VII. Published manuscript

- View a published article

Click “published manuscripts” in the author’s area to view the manuscript a journal decides to publish and the volume in which it will be published.

The screenshot shows a dashboard with the following sections:

- Invitations:**
 - Invited requests: 4 Paper(s)
 - Invited manuscripts submitted: 2 Paper(s)
 - Cancel manuscript invitations: 3 Paper(s)
- New Submissions:**
 - Pending submission: 12 Paper(s)
- Revisions:**
 - Pending format check: 2 Paper(s)
 - Pending revision: 3 Paper(s)
- Reviewing and Proofreading:**
 - Awaiting reviewing: 0 Paper(s)
 - Inreview: 8 Paper(s)
 - Accepted: 1 Paper(s)
 - Pending proofreading: 2 Paper(s)
 - Published: 0 Paper(s)** (Circled with a red '2')
- Other:**
 - Manuscript responsibility transfer requests: 0 Paper(s)
 - Static Manuscripts: 4 Paper(s)

Published

Journal	Manuscript ID	Title	Submitting Author	Submission date	Volume issue	Issue date
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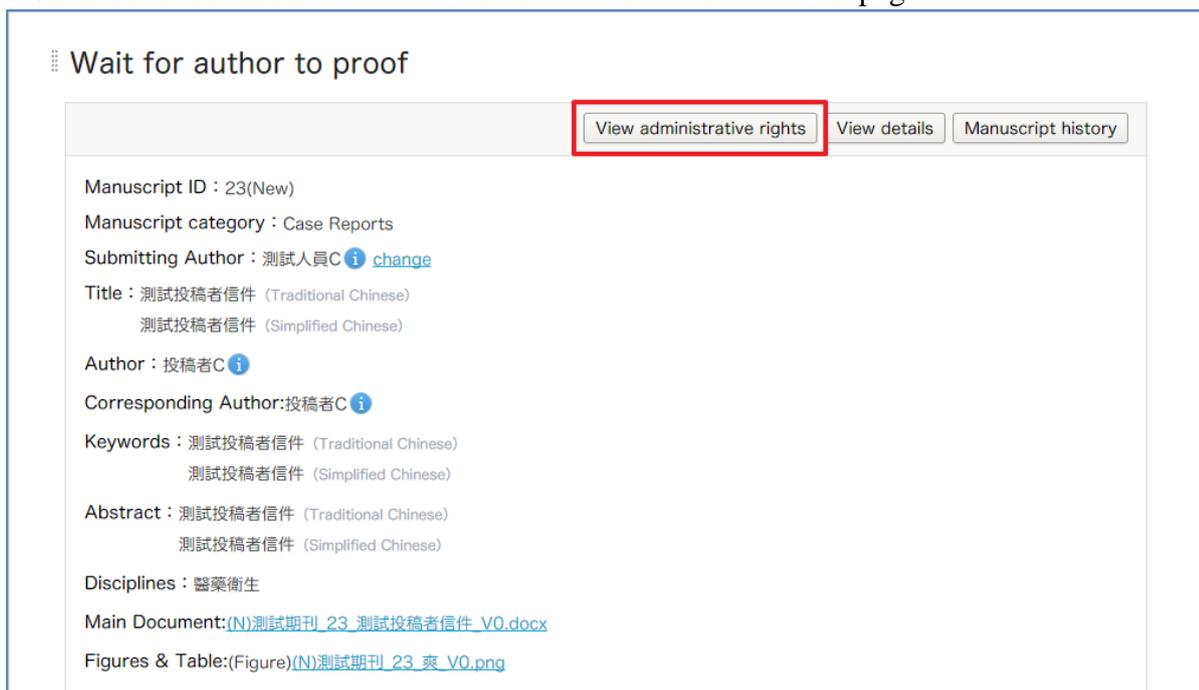
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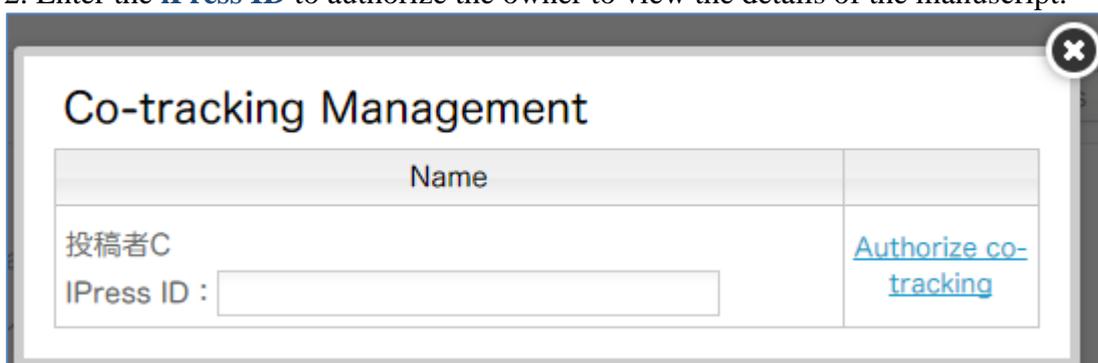
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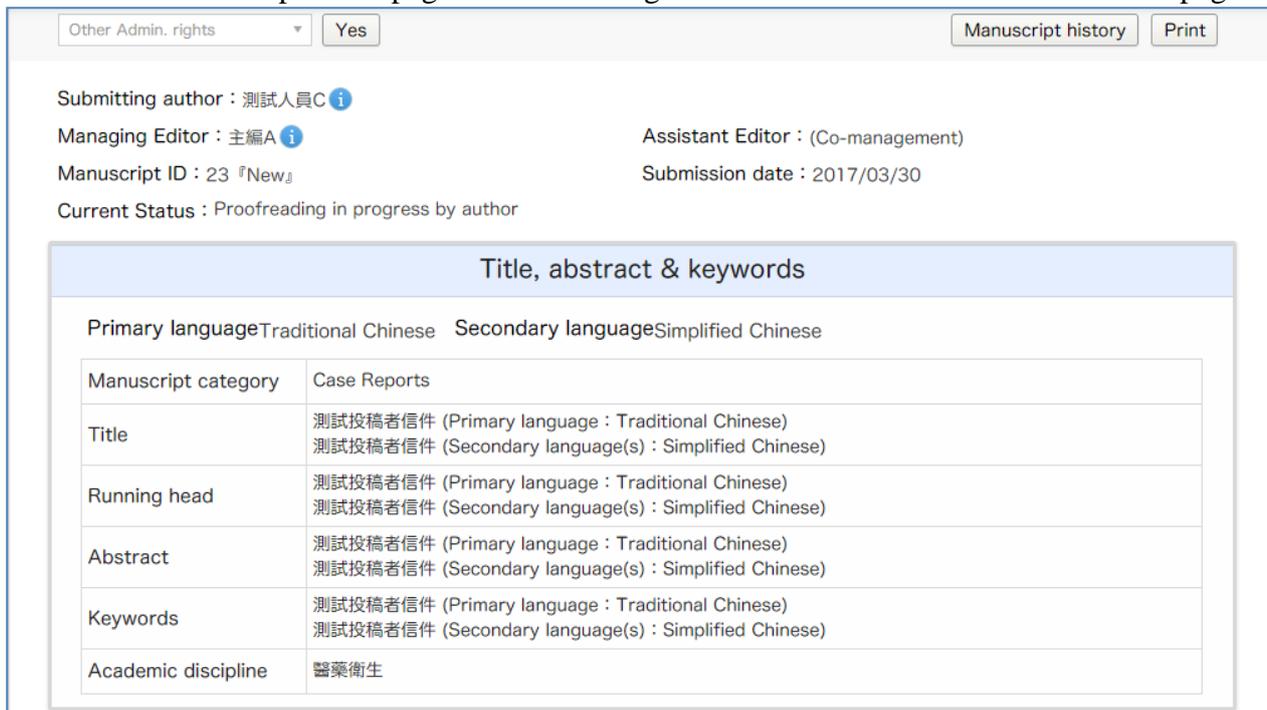
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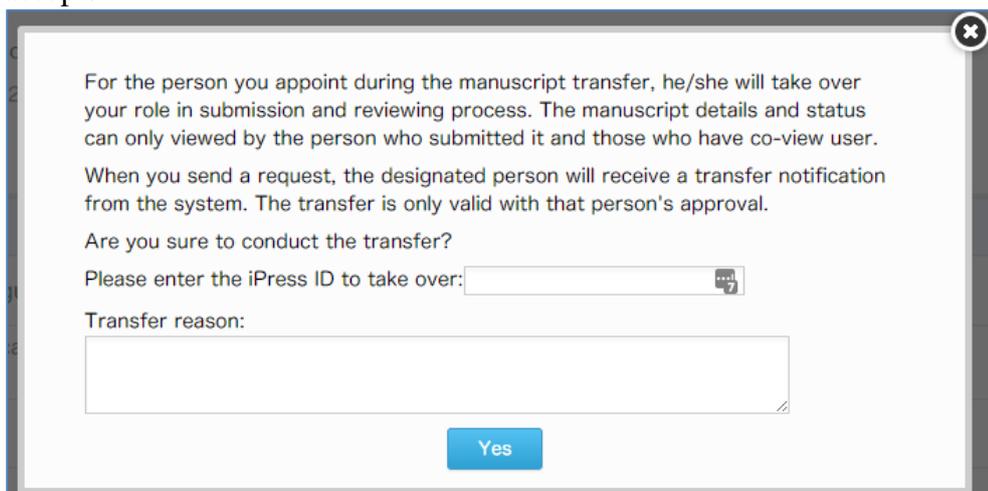


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Submitting author : 測試人員C Assistant Editor : (Co-management)
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Title, abstract & keywords	
Primary language	Secondary language
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Manuscript category	Case Reports
Title	測試投稿者信件 (Primary language : Traditional Chinese) 測試投稿者信件 (Secondary language(s) : Simplified Chinese)
Running head	測試投稿者信件 (Primary language : Traditional Chinese) 測試投稿者信件 (Secondary language(s) : Simplified Chinese)
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