제 6 장 전자투고시스템

전자투고시스템이 국제 색인 데이터베이스 신청에 필수 요건은 아니나 전세계에서 투고 받으면서 관리하기에 편리한 시스템이므로 사용하는 것을 권장한다. 다양한 플랫폼이 나와 있고 국내 회사 또는 해외 회사 제품을 사용할 수 있다. 이외에도 국내에서 다양한 회사에서 시스템을 개발하여 제공하고 있으며 무료로 사용할 수 있는 JAMS도 있다. 어느 것을 사용하던지 학술지의 여건에 맞추는 것이 필요하다. 국내와 해외 회사 제품은 기능에 큰 차이가 없으나 국내사는 편집인의 요구 사항을 매우 빠르게 반영하며 상대적으로 저렴하다는 장점이 있다. 아래에 국내에서 유무료로 서비스하는 시스템과 회사를 소개하고 또한 해외 시스템은 무료로 사용할 수 있는 것을 소개한다. 해외 유료 시스템은 소개에서 제외시켰다.

표 37. 투고관리시스템 국내 유무료 제공처와 국제 무료 제공처

구분	회사명 또는 시스템명	운영처	URL
국내 무료	JAMS 2.0 (Journal & Article Management System)	한국연구재단(국문지)	https://portal.jams.or.kr/portal/info/jamsInfo.kci
	ACOMS[NRF]	한국연구재단(영문지)	https://portal.jams.or.kr/portal/info/busiInfo.kci
국내 유료	거목문화사 온라인투고시스템	거목문화사	https://www.guhmok.com
	DBpiaONE	누리미디어	http://www.nurimedia.co.kr/13
	M2-EMS	엠투커뮤니티	http://www.m2community.co.kr
	eSS@i	인포랑	http://www.medrang.co.kr
	KOREASCHOLAR 논문투고시스템	코리아스칼라	http://koreascholar.com/img/sub2.html
해외 무료	Open Journal System	Public Knowledge Foundation	https://pkp.sfu.ca/ojs/
	DPubS	Cornell University Library, USA	http://dpubs.org
	Digital Commons	Bepress	https://www.bepress.com/products/digital-commons/features/journal-publishing/

투고시스템에서 갖출 기능 점검 사항으로 아래와 같은 내용이면 충분하다(cited from Sci Ed 2018;5:124-34).

표 38. 투고시스템에서 저자를 위한 기능 점검표

Author registration	
	Authors can register themselves on the system or can be pre-registered by the editorial office.
	Authors can enter personal identifiers such as ORCID, ISNI, PubMed Author ID, Researcher ID, and Scopus Author ID (as permitted by the journal).
	The system supports secondary fields for author information so that international authors can enter alternative names or translated addresses.
	Author registrations are checked for duplicates.
Authority control	
	Submitting author can designate a co-author to be the corresponding author.
	First author and corresponding author can be designated separately.
File uploading	
	Author's uploaded files can be automatically sequenced according to publication-defined preference.
	Authors can upload single or multiple files in a single compressed (ZIP) format.
	Authors can conveniently categorize multiple uploaded files (e.g., images).
	Authors can upload a wide variety of file formats for conversion into a PDF file (Word, WordPerfect, Text, RTF, TeX, EPS, LaTex, PDF, GIF, JPEG, TIFF, PowerPoint, Excel, OpenOffice, etc.).
	Authors can upload one or multiple files using drag-and-drop.
	The author sees interactive feedback about submitted files.
	Authors are required to check the PDF version before final submission to the editorial office.
Input keyword	
	Authors can select their own keywords that describe the submission.
	Authors can select their own keywords that describe their area of expertise.
Input metadata	
	Authors have a clear and easy way to submit a revised manuscript without having to resubmit all metadata and files.
	Author-entered submission metadata (e.g. abstract, title, short title, etc.) can be limited by a number of characters or words.
Review process communication	
	Authors can suggest or oppose reviewers during manuscript submission.
	Submission can be bounced back to author for re-submission following inspection and/or editing by the editorial office.
	Other authors of a submission may be asked to verify that they contributed to the paper.

표 39. 투고시스템에서 심사자를 위한 기능 점검표

Review process	
	Users can register themselves on the system and indicate their willingness to be reviewers or can be registered by an editor.
	Reviewers can accept or decline a reviewer invitation.
	Reviewers can respond to reviewer assignments without needing to explicitly log into the system, by clicking on secure links embedded in emails sent to them by the publication.
	Reviewers can be prompted to suggest alternate candidate reviewers if they decline an assignment.
	Reviewers can indicate dates when they are not available.
Convenience of a review process	
	Reviewers can submit their review online.

	Reviewers can save their review for later submission.
	Reviewers can use a pre−defined reviewer form.
	When reviewing a revised manuscript, reviewers have access to prior revisions of the author's manuscript, with the revision number appended to the PDF file name to allow easier differentiation between versions
	Reviewers can view the authors response to their review, which is recorded by the system.
	References of manuscript can be automatically linked to PubMed and Crossref, and reformatted to the journal's preferred style.
File uploading	
	Reviewers can upload attachments with their recommendations.
	Reviewers' uploaded Word and PDF file properties are automatically sanitized to ensure reviewer anonymity.

표 40. 투고시스템에서 편집인을 위한 기능점검표

Selecting and communicating with reviewers	
	Editors can view and manage contributor identifiers such as ORCID, ISNI, Researcher ID, PubMed author ID, and Scopus ID.
	Editors can search for candidate reviewers by creating custom searches that combine name, address, institution, classifications, manuscript keywords, or other criteria including available dates.
	Editors can easily register and invite unregistered users to review a particular manuscript.
	Editors can search and invite reviewers from the reviewer discovery database. Editors can select a group of candidate editors based on keyword matching and can automatically invite them to handle the submission according to configured schedule and preference.
	When searching for reviewers, editors can see reviewer activity on other co−operating journals.
	Editors can quickly and conveniently invite reviewers who have been suggested or opposed by the submitting author (appropriate warnings appear during reviewer searching and selection).
	Editors can easily identify manuscripts where reviewers have not yet responded to their invitation, as well as reviews in progress.
	Editors can select alternate reviewers who will be automatically promoted and invited if primary reviewers decline the reviewer invitation (configurable option).
	Editors can rate reviewer performance.
	Editors can view manuscripts with their prior decisions, grouped by decision (accept, reject, withdrawn, transferred).
Peer review process	
	"Submit as an Editor" functionality allows editors to upload manuscripts quickly intended for publication without peer review.
	Editors can make decisions concerning manuscripts at any time regardless of reviewer status.
	Editors can save their comments for later submission.
	Editors can display and print a complete layout of their comments before submission.
Convenience of editing	
	Editors can search manuscript by manuscript number, author name, keywords, notes, etc.
	Editors can quickly display review status as an expandable column that includes detailed information and color coding.
	Editors can release an accepted manuscript to an online journal site for pre−print publication (WebFirst).
	Editors can upload, download, and edit submission attachments.
	Users can switch between reviewer, editor, and author roles without having to log out of the system.
	Editors can submit author manuscripts to Similarity Check for plagiarism checking.
	Editors can review the results of predictive bibliometrics reports.