

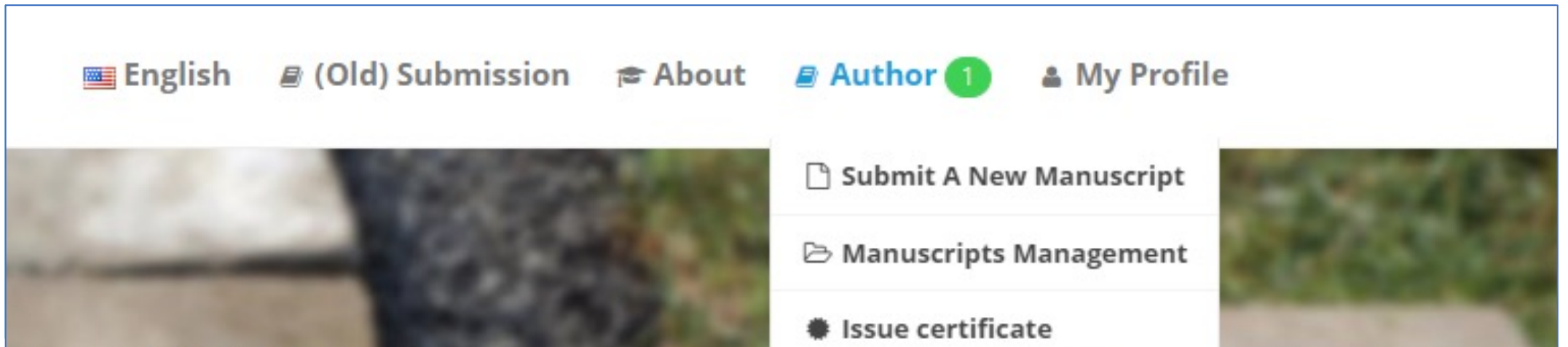
USER MANUAL

Author (저자)

Author – Manual of Submit Manuscript

Author – Manual of Submit Manuscript

Author Main Menu



Log in to submit your Manuscript, and click [Author – Submit A New Manuscript](#) menu in the upper right corner.

Author – Manual of Submit Manuscript

STEP 1 – Basic Information

Journal Home / Author / Submit A New Manuscript

Submit A New Manuscript

Basic Information Author Information Cover Letter File Upload Confirm & Submit

Basic Information

• Author Checklist

- ☐ Check All
- ☐ 한국통신학회 출판정책에 의거해 본인과 공동저자들은 제출되는 본 논문의 내용이 모두 원천적이며 다른 어떠한 형태로 출판이 되 있거나 제출되지 않았음을 서약 합니다. (According to the rules of the publisher of the The Korean Institute of Communications and Information Sciences (KICS), my coauthors and I declare that the submitted work is original and has not been published or submitted elsewhere.)
- ☐ 투고 안내의 내용을 충분히 숙지하였다. ((I(We) have thoroughly read and understood the "J-KICS Guidelines for Submission and Publication".))
- ☐ 출판 및 논문윤리내규의 내용을 충분히 숙지하였다. ((I(We) have thoroughly read and understood the "Publishing and Manuscript Ethics Bylaws".))
- ☐ 영문 초록을 200단어 이내로 작성하였다. (한글 초록은 600자 이내) ((I(We) have written the English abstract within 200 words. (The Korean abstract within 600 characters.))
- ☐ 영문 초록 및 한글 초록의 문법적 오류를 제거하였다. ((I(We) have thoroughly proofread the English/Korean abstracts to correct the grammatical errors.))
- ☐ 원고는 국문/영문 제목, 국문/영문 초록, 영문 키워드, 서론, 본론, 결론, 부록, 영문 참고문헌 순으로 구성하였다. 단, 본론은 2개 이상의 절들로 구성할 수 있다. ((I(We) have organized the manuscript in the order of the Korean/English title, Korean/English abstract, English keywords, introduction, main body, conclusion, appendices, and English references. The main body can be subdivided into two or more sections.))
- ☐ 표와 그림의 제목과 내용을 모두 영문으로 기재하였다. ((I(We) have written or described all captions and contents for tables and figures in English.))
- ☐ 저자 이름과 영문 이니셜 등 모든 저자 관련 정보를 삭제하였다. ((I(We) have deleted any author-identifiable information such as the authors' names and/or English initials, and/or affiliates.))
- ☐ 본문에 인용한 참고문헌 번호는 인용문 상단 우측의 [] 안에 기입하였다. ((I(We) have given the reference numbers in brackets of the main body, located at the right upper side of each citation.))
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- ☐ 국내에서 발표된 논문 1편(국내 학술대회 및 국내학회 발행 논문지 포함) 이상이 포함되었다. ((I(We) have confirmed that the reference list includes at least one paper published in Korean domestic conference proceedings or Korean domestic journals.))
- ☐ 투고 안내의 표기 방법에 따라 순서대로 작성하였다. ((I(We) have numbered references in the order of occurrence, according to rules to reference notations and punctuation marks in the guidelines for submission.))

•Track• ☒ Regular Track ☐ Regular Express Track ☐ Regular Ultra Express Track

• Division •

☐ Part F: System Implementation (구현논문)

The Manuscript can be submitted in 5 steps.

(Basic Info. > Author Info. > Cover Letter > File Upload > Confirm & Submit)

You can save the contents for each step until click submit button.

Author – Manual of Submit Manuscript

STEP 1 – Basic Information

Journal Home / Author / Submit A New Manuscript

Submit A New Manuscript

Basic Information Author Information Cover Letter File Upload Confirm & Submit

Basic Information

*** Author Checklist**

1

- ☐ Check All
- ☐ 한국통신학회 출판원칙에 의거해 본인과 공동저자들은 제출되는 본 논문의 내용이 모두 원천적이며 다른 어떠한 형태로 출판이 되 있거나 제출되지 않았음을 서약 합니다. (According to the rules of the publisher of the The Korean Institute of Communications and Information Sciences (KICS), my coauthors and I declare that the submitted work is original and has not been published or submitted elsewhere.)
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- ☐ 표와 그림의 제목과 내용을 모두 영문으로 기재하였다. ((I(We) have written or described all captions and contents for tables and figures in English.))
- ☐ 저자 이름과 영문 이니셜 등 모든 저자 관련 정보를 삭제하였다. ((I(We) have deleted any author-identifiable information such as the authors' names and/or English initials, and/or affiliates.))
- ☐ 본문에 인용한 참고문헌 번호는 인용문 상단 우측의 {} 안에 기재하였다. ((I(We) have given the reference numbers in brackets of the main body, located at the right upper side of each citation.))
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- ☐ 국내에서 발표된 논문 1편(국내 학술대회 및 국내학회 발행 논문지 포함) 이상이 포함되어 있다. ((I(We) have confirmed that the reference list includes at least one paper published in Korean domestic conference proceedings or Korean domestic journals.))
- ☐ 투고 안내의 표기 방법에 따라 순서대로 작성하였다. ((I(We) have numbered references in the order of occurrence, according to rules to reference notations and punctuation marks in the guidelines for submission.))

Track ☒ Regular Track ☐ Regular Express Track ☐ Regular Ultra Express Track

Division

☐ Part F: System Implementation (구현논문)

Type

1 Check the Author Checklist.

2 Check/Select information about the Manuscript to be submitted.
(Items marked with * are required field.)

Author – Manual of Submit Manuscript

STEP 1 – Basic Information

- ☐ 본문에 인용한 참고문헌 번호는 인용문 상단 우측의 [] 안에 기입하였다. ((We) have given the reference numbers in brackets of the main body, located at the right upper side of each citation.)
- ☐ 참고문헌은 본문에 인용한 것만을 기재하였다. ((We) have listed only references cited in the main body.)
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- ☐ 참고 문헌의 표기 방법에 따라 순서대로 작성하였다. ((We) have numbered references in the order of occurrence, according to rules to reference notations and punctuation marks in the guidelines for submission.)

Track ☒ Regular Track ☐ Regular Express Track ☐ Regular Ultra Express Track

Division

☐ Part F: System Implementation (구현논문)

Type

Manuscript Title

Manuscript Title (English)

Abstract*

Abstract (English)*

Keywords

Add or delete a new keyword tag (Add: just input one and type "Enter" key, Delete: just delete by using "Backspace (Delete)" key)

Keywords (English)

add a keyword

Add or delete a new keyword tag (Add: just input one and type "Enter" key, Delete: just delete by using "Backspace (Delete)" key)

Language of Manuscript

English

[Save & Go Back](#)

[Save & Continue](#)

Manuscript Title

1

Manuscript Title (English)

2

Abstract*

3

Abstract (English)*

- 1 Type the **title** of the Manuscript.
- 2 Type the **English title** of the Manuscript.
- 3 Type the **Abstract** of the Manuscript. (+English)

Author – Manual of Submit Manuscript

STEP 1 – Basic Information

- ☐ 본문에 인용한 참고문헌 번호는 인용문 상단 우측의 []안에 기입하였다. ((I/We) have given the reference numbers in brackets of the main body, located at the right upper side of each citation.)
- ☐ 참고문헌은 본문에 인용한 것만을 기재하였다. ((I/We) have listed only references cited in the main body.)
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Track ☒ Regular Track ☐ Regular Express Track ☐ Regular Ultra Express Track

* Division *

☐ Part F: System Implementation (구현논문)

* Type *

* Manuscript Title *

* Manuscript Title (English) *

Abstract *

Abstract (English) *

* Keywords *

Add or delete a new keyword tag (Add: just input one and type 'Enter' key, Delete: just delete by using 'Backspace (Delete)' key)

* Keywords (English) *

Add or delete a new keyword tag (Add: just input one and type 'Enter' key, Delete: just delete by using 'Backspace (Delete)' key)

* Language of Manuscript *

Save & Go Back

Save & Continue

* Keywords * 1 add a keyword

Add or delete a new keyword tag (Add: just input one and type 'Enter' key, Delete: just delete by using 'Backspace (Delete)' key)

* Keywords (English) * 2 add a keyword

Add or delete a new keyword tag (Add: just input one and type 'Enter' key, Delete: just delete by using 'Backspace (Delete)' key)

Save & Go Back

Save & Continue

- 1 Type the **Keywords** of the Manuscript. (Can be added/deleted)
- 2 Type the **English keywords** of the Manuscript. (Can be added/deleted)
- 3 Save and go to the next step.

Author – Manual of Submit Manuscript

STEP 2 – Author information

Journal Home / Author / Submit A New Manuscript

Submit A New Manuscript

Basic Information Author Information Cover Letter File Upload Confirm & Submit

Author Information

Selected Authors

Email	Name	Institution	Author Order	Corresponding Author	Action
intern@thinkonweb.com	관리자	Thinkonweb	1		

1) Select Author from the list of stored users

You can search by email, name, and institution

Search

If you can't find

2) Create a new user account and select him/her as Author

Email

Full Name (Korean)

Institution Department

Click to search

Position

Mobile

Country

Korea, Republic of

First Name Last Name

Degree

Salutation

Create & Select

The above account created by you will be rightly informed to the person through an email and the confirmation about the account creation will be also requested to him/her.

Save & Go Back Save & Continue

In this step, you can select authors.

After select authors, you can change author order and select corresponding author.

There are 2 ways to select authors.

* Details on the following pages.

Author – Manual of Submit Manuscript

STEP 2 – Author information

1) Select Author from the list of stored users

You can search by email, name, and institution

1

Search

2

1) Select Author from the list of stored users

1 Type Author's e-mail, name, and institution.

(Try to search by e-mail first, followed by information in Korean and then in English.)

2 Search and select authors.

If you can not find, There is a way to create a new account and select.

Author – Manual of Submit Manuscript

STEP 2 – Author information

Journal Home / Author / Submit A New Manuscript

Submit A New Manuscript

Basic Information Author Information Cover Letter File Upload Confirm & Submit

Author Information

* Selected Authors

Email	Name	Institution	Author Order	Corresponding Author	Action
intern@thinkonweb.com	관리자	Thinkonweb	1		

1) Select Author from the list of stored users

You can search by email, name, and institution

Search

If you can't find

2) Create a new user account and select him/her as Author

* Email

* Full Name (Korean)

* Institution Department

Click to search

* Position

* Mobile

* Country

* First Name * Last Name

* Degree

* Salutation

Create & Select

The above account created by you will be rightly informed to the person through an email and the confirmation about the account creation will be also requested to him/her.

Save & Go Back Save & Continue

2) Create a new user account and select him/her as Author

* Email

* Full Name (Korean)

* First Name * Last Name

* Degree

* Salutation

Create & Select

* Institution Department

Click to search

* Position

* Mobile

* Country

Korea, Republic of

2) Create a new user account and select him/her as Author.

- 1 Enter the information of the authors.
(Items marked with * are required field.)
- 2 Click **Create & Select** button to create account and select authors
(An account creation email will be sent to the email address you entered.
Please enter a valid email.)

Author – Manual of Submit Manuscript

STEP 2 – Author information

Journal Home / Author / Submit A New Manuscript

Submit A New Manuscript

Basic Information Author Information Cover Letter File Upload Confirm & Submit

Author Information

Selected Authors

Email	Name	Institution	Author Order	Corresponding Author	Action
intern@thinkonweb.com	관리자	Thinkonweb	1	<input checked="" type="radio"/>	Delete

1) Select Author from the list of stored users

You can search by email, name, and institution

Search

If you can't find

2) Create a new user account and select him/her as Author

Email Full Name (Korean)

Institution Department First Name Last Name

Position Degree

Mobile Salutation

Country

Korea, Republic of

Create & Select

The above account created by you will be rightly informed to the person through an email and the confirmation about the account creation will be also requested to him/her.

Save & Go Back Save & Continue

- 1 You can **change the order of authors**.
- 2 You can **select a corresponding author**.
- 3 You can **delete authors** by clicking the [Delete](#) button.

- 4 Save and go to the previous step.
- 5 Save and go to the next step.

Author – Manual of Submit Manuscript

STEP 3 – Cover Letter

Journal Home / Author / Submit A New Manuscript

Submit A New Manuscript

Basic Information Author Information Cover Letter File Upload Confirm & Submit

Cover Letter

커버 레터는 저널 편집 위원이 저자가 투고하는 논문 내용에 대해 첫번째로 보게되는 정보입니다. 투고하는 논문이 지니고 있는 기여사항(Contribution)에 대한 신규성 및 중요도에 대해 커버 레터에 언급하여 편집위원에게 알리기 바랍니다. 완료후 "저장 및 계속" 버튼을 클릭하세요.

Cover Letter* Limit of 4000 characters.

Save & Go Back Save & Continue

- 1 The Cover letter is the first information that a journal editor sees about the content of the Manuscript.
Please inform the Editor of the novelty and importance of the contribution of the manuscript you are submitting to by mentioning it in the cover letter.
(Cover letter input may be mandatory depending on the setting, optional if * is not displayed.)
- 2 After completing the cover letter input, click the **Save & Continue** button to move to the next step.

Author – Manual of Submit Manuscript

STEP 4 – File Upload

Journal Home / Author / Submit A New Manuscript

Submit A New Manuscript

Basic Information Author Information Cover Letter File Upload Confirm & Submit

File Upload

* Manuscript File *

File Name	File Designation	Upload Date	Action

Upload Files

1 Main Document (Required) + Add & Upload 2

Please check that your files match proper designation.
The maximum file size for uploads: **50 MB**
File types allowed: **pdf, doc, docx, zip, tar, gzip, tiff, eps, hwp, jp(e)g, png**

Save & Go Back Save & Continue

Upload Files

1 Main Document (Required)

+ Add & Upload

Please check that your files match proper designation.

The maximum file size for uploads: **50 MB**

File types allowed: **pdf, doc, docx, zip, tar, gzip, tiff, eps, hwp, jp(e)g, png**

- 1 Select the file you want to upload.
- 2 Click the **Add & Upload** button to upload the file.
please select the appropriate file and upload it.

* The maximum file size for uploads : 50MB

File types allowed : pdf, doc, docx, zip, tar, gzip, tiff, eps, hwp, jp(e)g, png

Author – Manual of Submit Manuscript

STEP 4 – File Upload

Journal Home / Author / Submit A New Manuscript

Submit A New Manuscript

Basic Information Author Information Cover Letter File Upload Confirm & Submit

File Upload

* Manuscript File *

File Name	File Designation	Upload Date	Action
[File Name].zip	Main Document (Required)	29-Jun-2023	Delete
[File Name].zip	Supplementary File	29-Jun-2023	Delete

Upload Files

Main Document (Required) + Add & Upload

Please check that your files match proper designation.
The maximum file size for uploads: 50 MB
File types allowed: pdf, doc, docx, zip, tar, gzip, tiff, eps, hwp, jp(e)g, png

Save & Go Back Save & Continue

- 1 You can check the name, file designation, and upload date of the main document and supplementary file you uploaded. You can delete the uploaded file by clicking **Delete** the button.

- 2 Save and go to the previous step.
- 3 Save and go to the next step.

Author – Manual of Submit Manuscript

STEP 5 – Confirm & Submit

Journal Home / Author / Submit A New Manuscript

Submit A New Manuscript

Basic Information Author Information Cover Letter File Upload Confirm & Submit

Confirm & Submit

Basic Information

Temporary ID

Track Regular Track

Division Part A, AI for ICT Applications

Type Regular

Language of Manuscript English

Title testtest

Title (English) testtest

Abstract testtestest

Abstract (English) testtestest

Keywords

Keywords (English)

Author Information

Author Order	Name	Institution	Email	C.A.
1				

C.A. : Corresponding Author

Manuscript Files Submitted

	File Name	File Designation	Upload Date
1		Main Document (Required)	19-Oct-2023

Cover Letter

N/A

Save & Go Back Confirm & Submit

In this step,
You can view all of the inputs and selections (basic information, author information, uploaded papers, etc.) that you entered in the previous step.

After confirmation, you can click the **Save & Go Back** button to move to the previous step, or you can click the **Confirm & Submit** button to submit.

Even after the submit is completed, the information can be modified until the administrator approves it.

Inquiry about using the system

If you have any questions about using the system,
please contact us at the contact information below and we will help you with an answer as
soon as possible.

- Inquiries about using the thesis submission system: support@thinkonweb.com
- Inquiries regarding journal: journal@kics.or.kr

THANK YOU !

감사합니다 !