

# TMJ-Wolters Kluwer投審 稿平台操作說明

# 投審稿入口頁面：

## Welcome to Editorial Manager® for Tungs' Medical Journal

[Insert Special Character](#)

Please Enter the Following

Username:   
Password:

**3.** Author Login **4.** Reviewer Login **5.** Editor Login

Or Login via:  [What is ORCID?](#)

**2.** [Send Login Details](#) **1.** [Register Now](#) [Login Help](#)

Click [HERE](#) to download the Copyright and Authorship & Conflicts of Interest Statement

Single Sign-On via Open Researcher and Contributor Identifier (ORCID):

You may also log in via the [orcid.org](http://orcid.org) website, using your ORCID username and password, which can access multiple Editorial Manager websites.



1. 初次到訪請註冊
2. 忘記密碼時使用
3. 作者角色登入投稿
4. Reviewer角色登入審稿
5. Editor角色登入派稿

<https://www.editorialmanager.com/etmj/default2.aspx>

# 投稿者

## 一、選擇投稿類型

em Tung's Medical Journal

Home Main Menu Submit a Manuscript About Help

Article Type Selection Attach Files General Information Review Preferences Additional Information Comments Manuscript Data

Choose the Article Type of your submission from the drop-down menu.

**Select Article Type**

- Case Report
- Review Article
- Original Article
- Brief Communication
- Case Report
- Image
- Pathology Page
- Letter to the Editor

that Authors Link to their ORCID record to Authenticate their ORCID iD before they submit. You only need to do this once in order to permanently associate your user record here.

to go to ORCID, log into your record there - or create one - and authorize the return of your ORCID Identifier.

(None)

[Link to ORCID Record](#) [What is ORCID?](#)

Proceed →

# 投稿者

## 二、上傳稿件(可直接拖曳)

### 必備文件(僅收全英文稿件)：

1. Title page
2. Manuscript
3. Copyright
4. Conflict of Interest (COI)
5. Figure files (if present)

[圖片需與內文分開，獨立為各別檔案，不可鑲嵌於PPT或word檔中]

The screenshot displays the submission process for Tung's Medical Journal. The top navigation bar includes 'Home', 'Main Menu', 'Submit a Manuscript', 'About', and 'Help'. A progress bar shows seven steps: Article Type Selection (completed), Attach Files (current step), General Information, Review Preferences, Additional Information, Comments, and Manuscript Data. Below the progress bar, a message states: 'Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.' The 'Attach Files' section offers two options: a 'Browse...' button and a 'Drag & Drop Files Here' area. An 'Insert Special Character' link is visible on the right. At the bottom right, there are 'Back' and 'Proceed' buttons.

# 投稿者

## 三、選擇地區與分類



Article Type Selection



Attach Files



General Information



Review Preferences



Additional Information



Comments



Manuscript Data

Please provide the requested information.

[Insert Special Character](#)

### Region Of Origin

Select the Region of Origin related to your submission from the drop-down menu below.

**Required** ✓

TAIWAN

↓ Next

### Classifications

Please identify your submission's areas of interest and specialization by selecting one or more classifications.

**Required** ✓ Select 1 or more Classifications

10: Clinical Medicine

Add Classifications

← Back

Proceed →

# 投稿者

## 四、可填寫建議reviewers (optional)

**Tungs' Medical Journal**

Home Main Menu Submit a Manuscript About Help

Article Type Selection Attach Files General Information **Review Preferences** Additional Information Comments Manuscript Data

*Please provide the requested information.*

**Suggest Reviewers**

Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

**Current Suggested Reviewers List** + Add Suggested Reviewer

There are currently no Suggested Reviewers in the list.

+ Add Suggested Reviewer

**Add New Reviewer**

Given/First Name \*

Middle Name

Family/Last Name \*

Degree

Position

Institution

Department

E-mail

Reason

Start typing to display potentially matching institutions. ⓘ

← Back Proceed →

# 投稿者

五、填寫問卷，並上傳相對應文件

六、填寫Comments (optional)


The screenshot shows the 'Questionnaire' page in the Tung's Medical Journal submission system. The navigation bar at the top includes 'Home', 'Main Menu', 'Submit a Manuscript', 'About', and 'Help'. A progress indicator shows that 'Article Type Selection', 'Attach Files', 'General Information', and 'Review Preferences' are completed, while 'Additional Information' is the current step. The questionnaire contains several sections:

- Statement of Non-duplication:** A text area for a statement of originality, with a character count of 0 and a limit of 200 characters.
- Original Article:** A text area for abstract structure, with a character count of 3 and a limit of 200 characters.
- Institutional Review Board:** A dropdown menu for selecting the IRB name, approval number, and date.
- Patent anonymity and informed consent:** A text area for providing information on patient privacy and consent.

The screenshot shows the 'Enter Comments' page in the Tung's Medical Journal submission system. The navigation bar and progress indicator are the same as in the previous screenshot, with 'Comments' being the current step. The page contains a text area for entering optional comments to the publication office. At the bottom, there are 'Back' and 'Proceed' buttons.

# 投稿者

## 七、填入稿件資料

 Tungs' Medical Journal

Home Main Menu Submit a Manuscript About Help

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*When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.*

**Title**

Full Title (required) \*

Short Title (required) \*

Next

Abstract Keywords Authors Funding Information

Back Save & Submit Later Build PDF for Approval



# 投稿者

完成上傳後請務必進行下列項目：

1. 點選“**View Submission**”下載PDF檔，並檢視內容，此時系統也會寄信提醒
2. 確認內容無誤後點選“**Approve Submission**”才完成投稿程序

Tungs' Medical Journal Chun-Hui Chiao

Home Main Menu Submit a Manuscript About Help

### ← Submissions Waiting for Approval by Author

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Results per page 10

Action	Title	Date Submission Began	Status Date	Current Status
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Send E-mail</a>	test test	Dec 20, 2022	Jan 05, 2023	Needs Approval

Page: 1 of 1 (1 total submissions) Results per page 10