

*Asian Journal of Andrology*

Online Submission Guideline



October 5, 2009

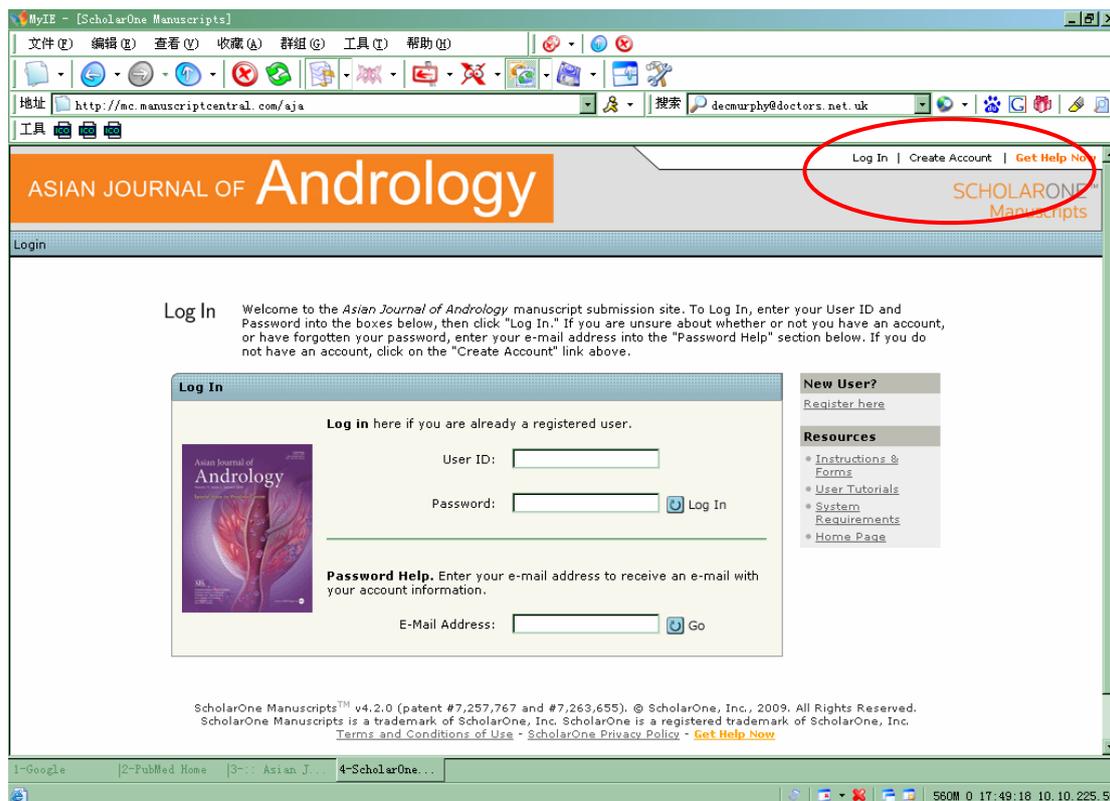
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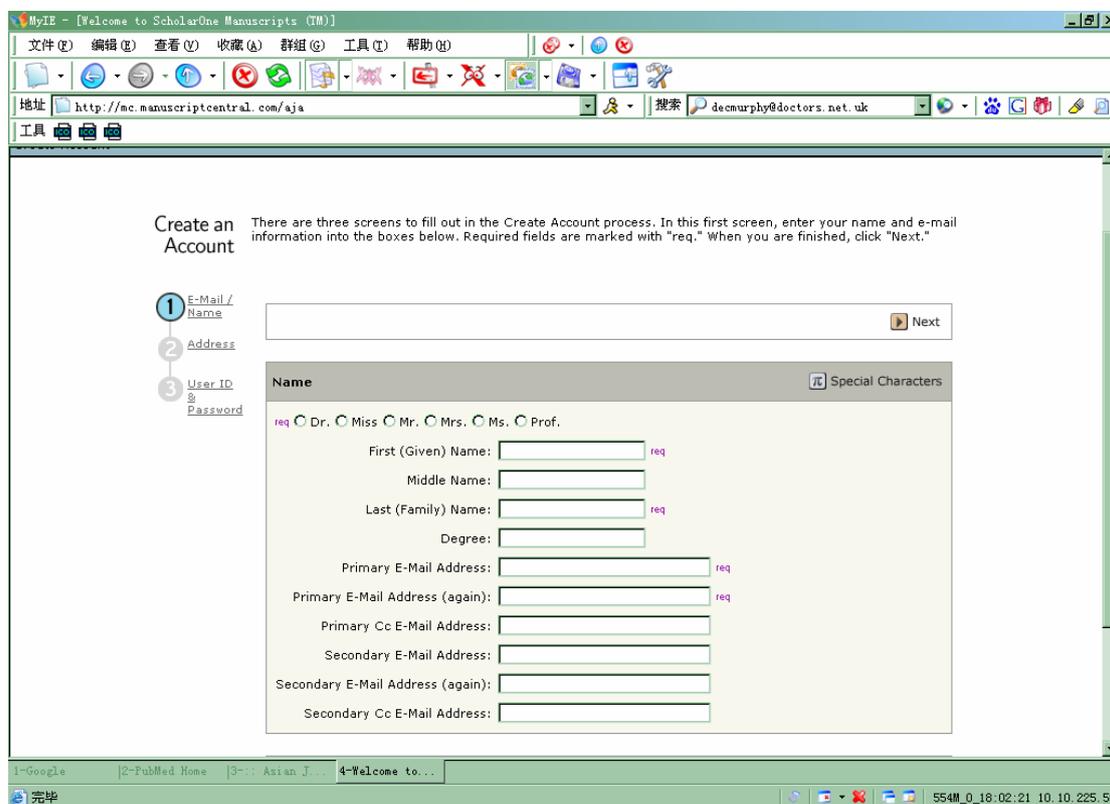
# **Section 1: New Account**

## 建立新账户

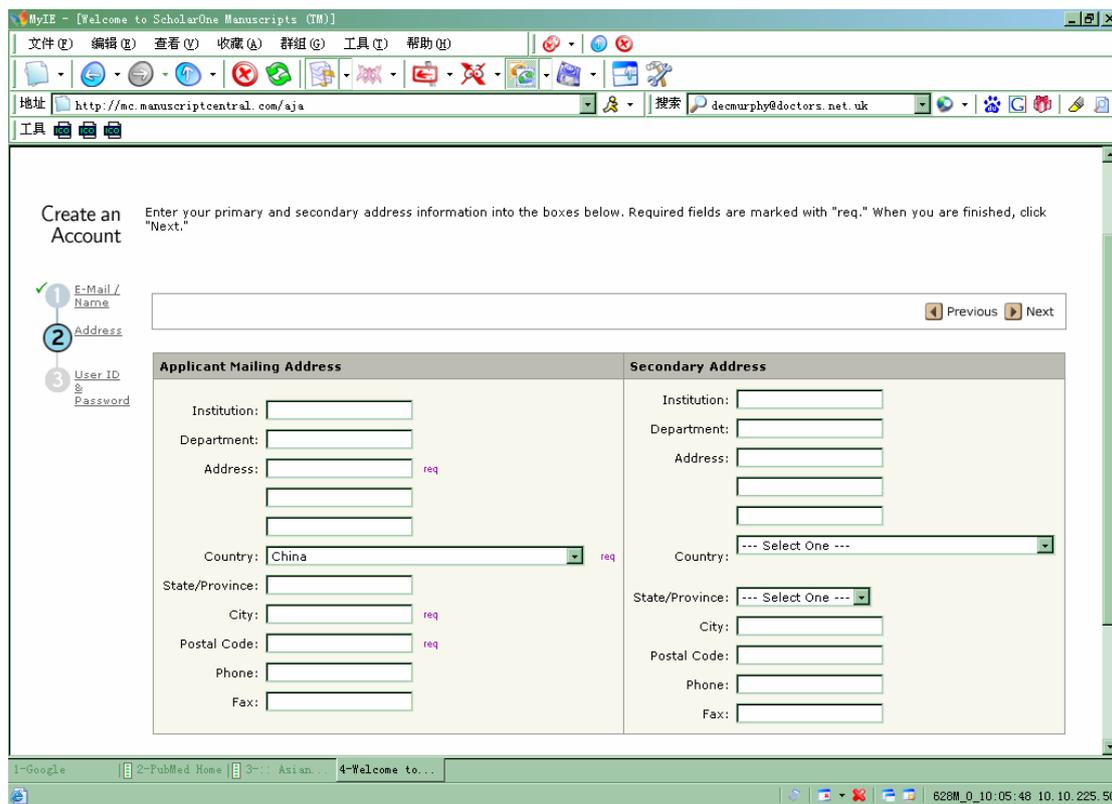
1 打开投稿主页 <http://mc.manuscriptcentral.com/aja>, 点击 Create account



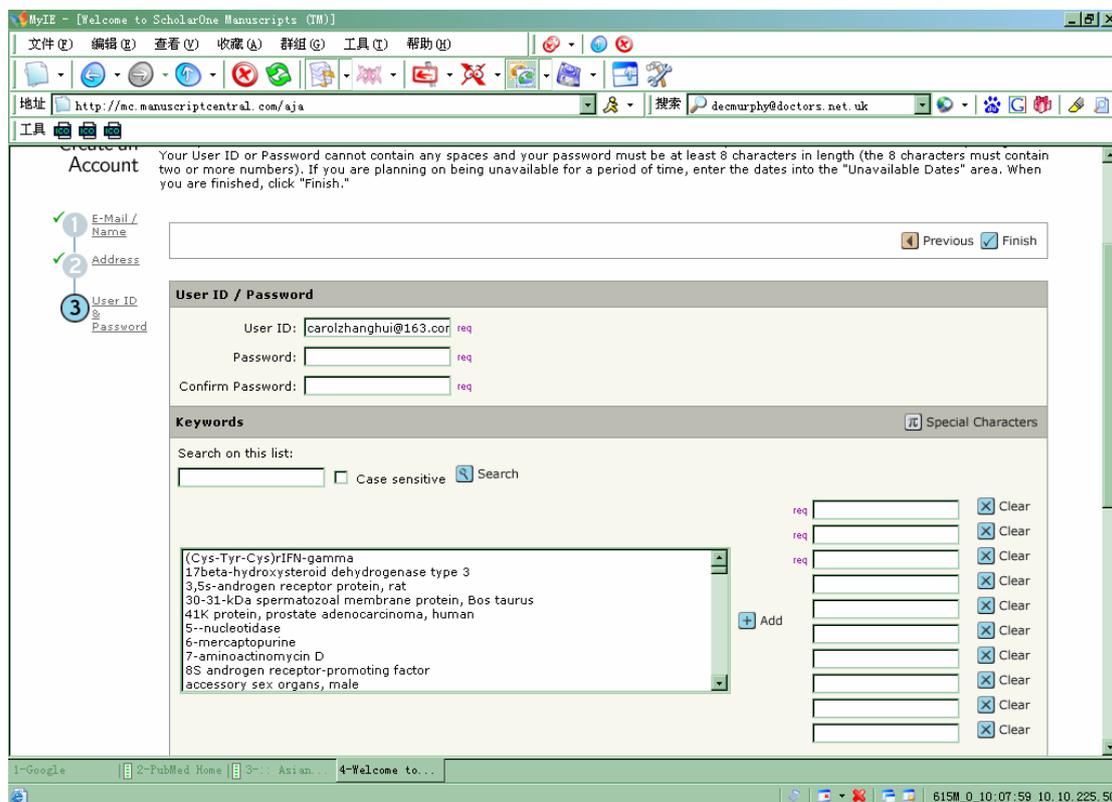
2 填写个人信息, 前面有紫色 req 字样为必填项, 然后点击 next



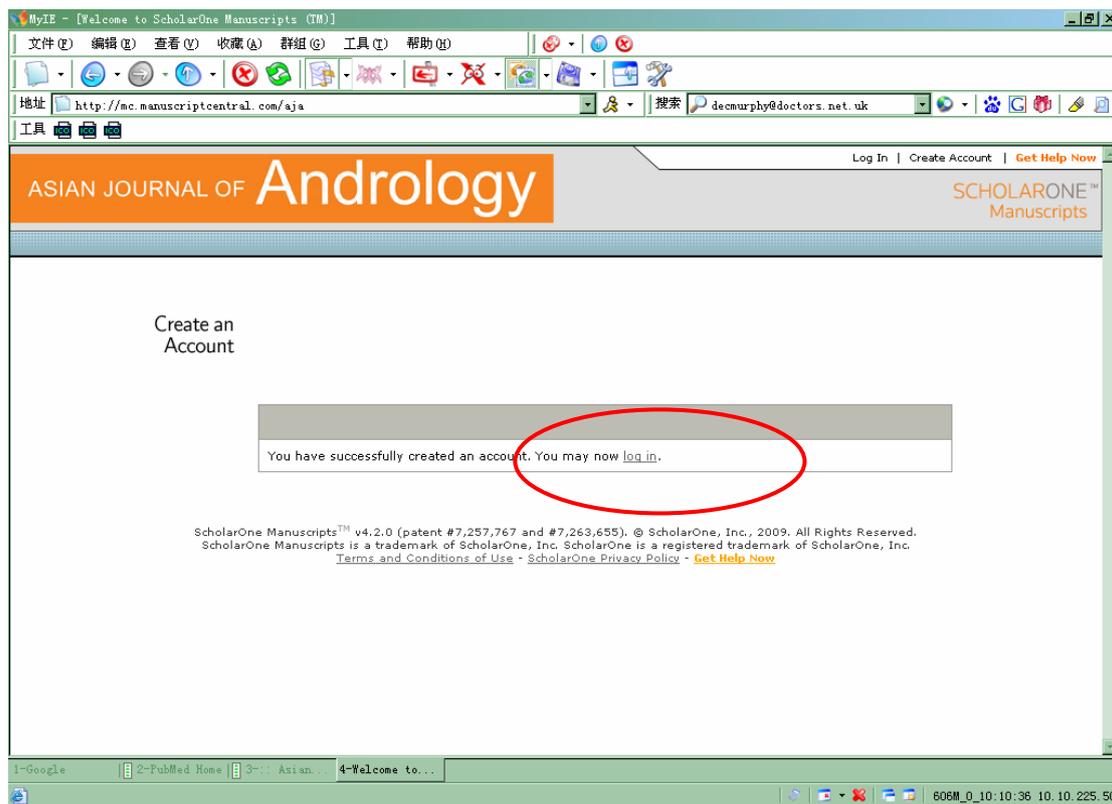
3 填写地址信息，然后点击 next



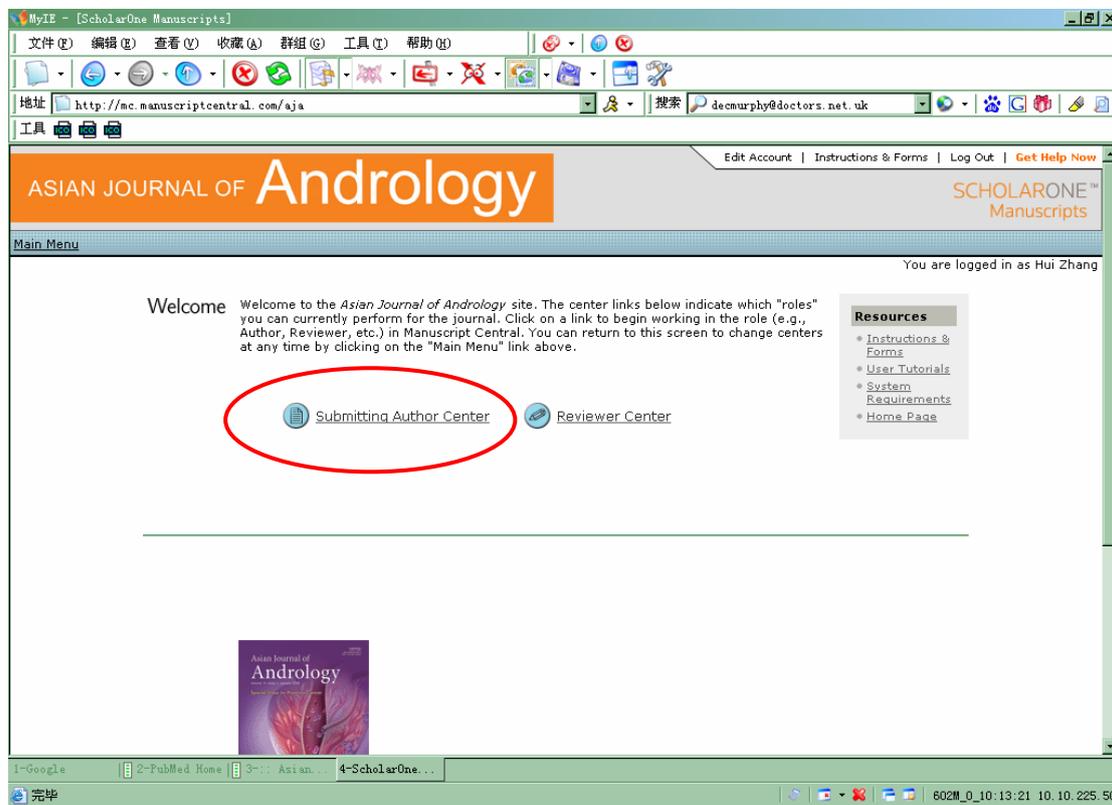
4 您的 User ID 就是您填写的 email 地址，请填写 password 和您研究领域的 keywords，然后点击 Finish



5 系统提示注册成功，点击 Login 进入新建账户



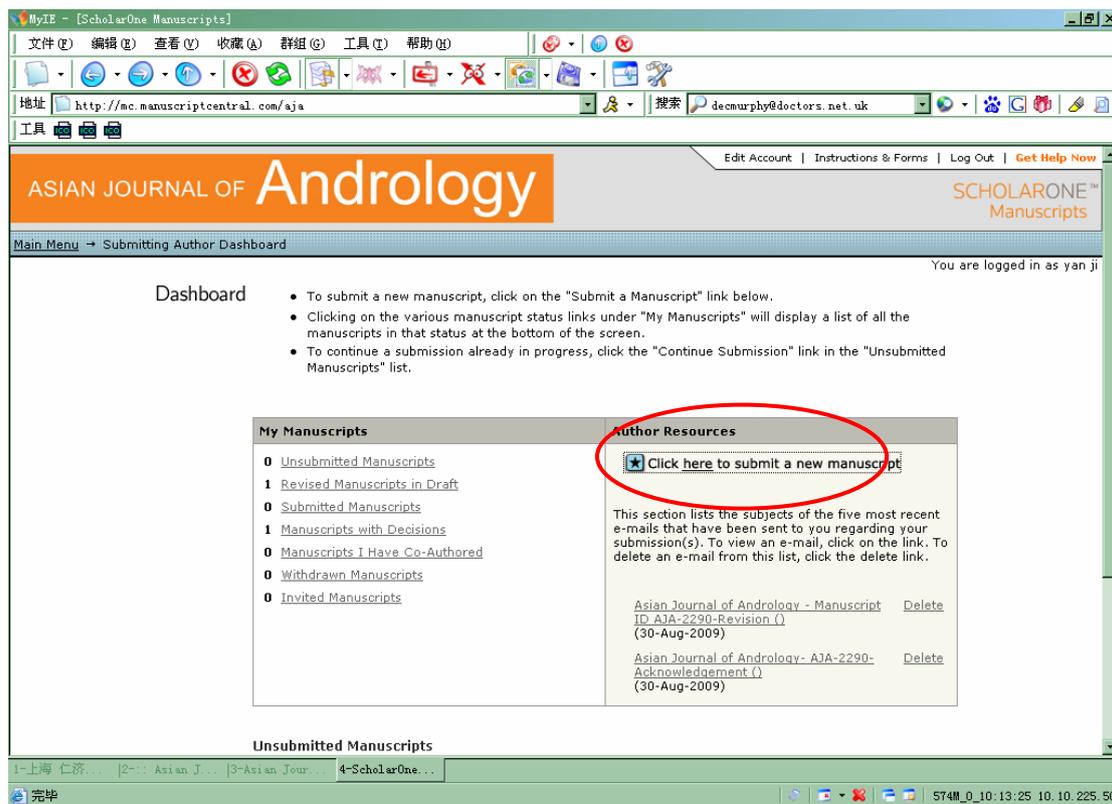
6 点击 Submitting Author Center，进入投稿界面



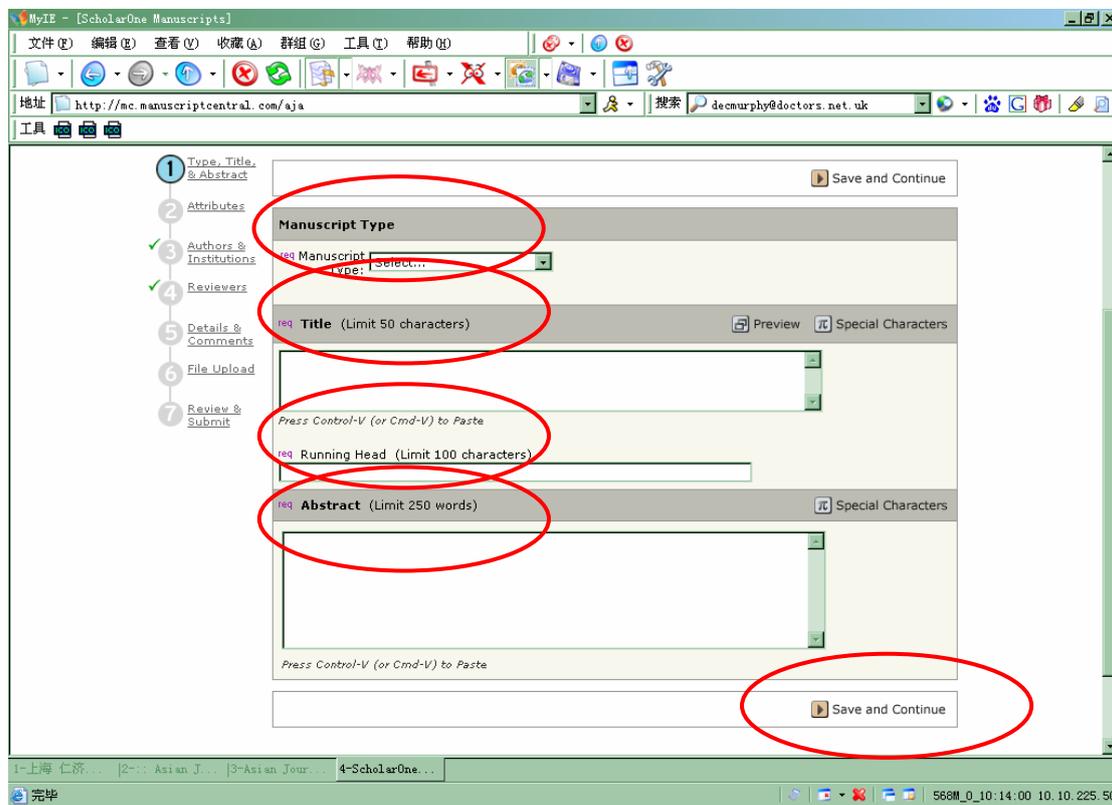
# **Section 2: Submission**

## 投递新稿

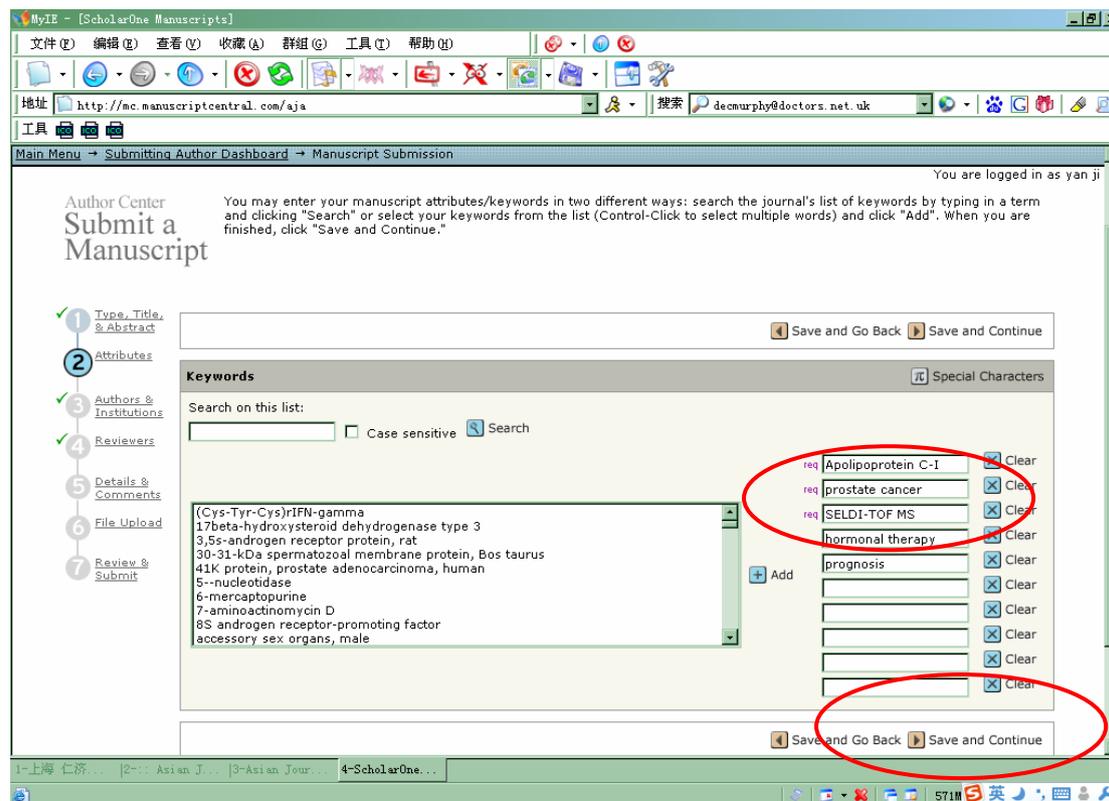
1 进入 Submission Author Center, 点击 Click here to submit a new manuscript



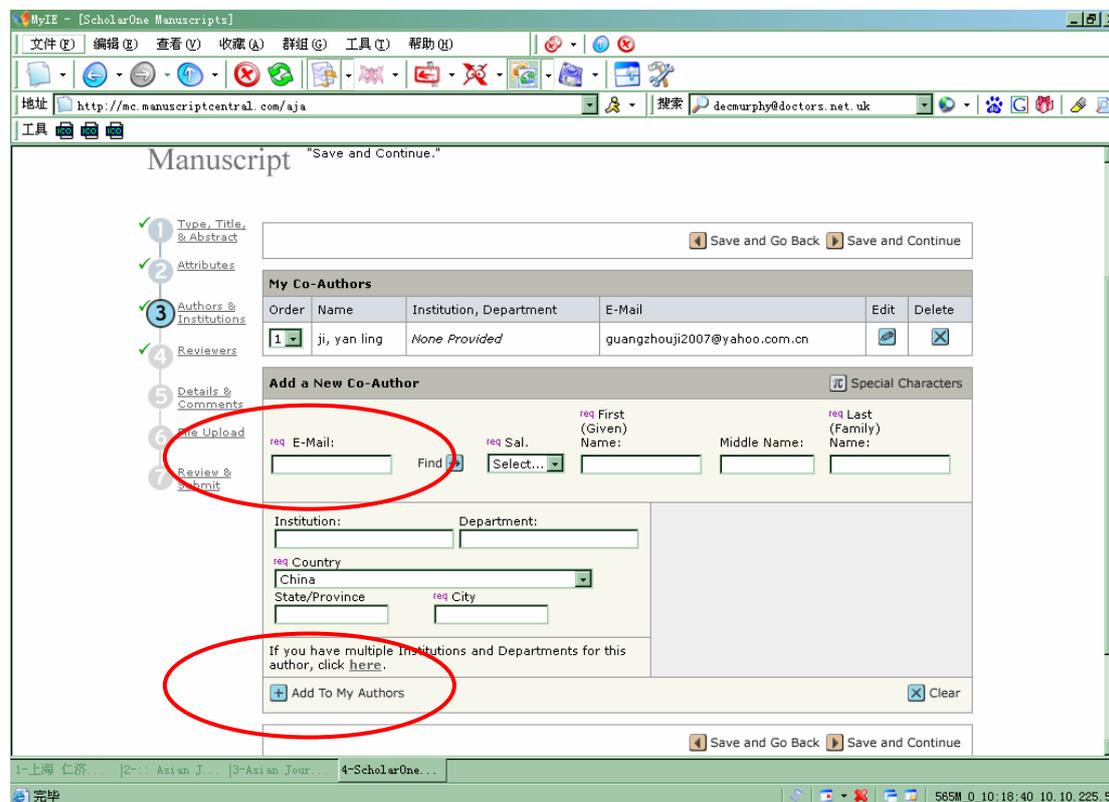
2 必填项: Manuscript type, Title, Running head, Abstract, 然后点击 Save and Continue



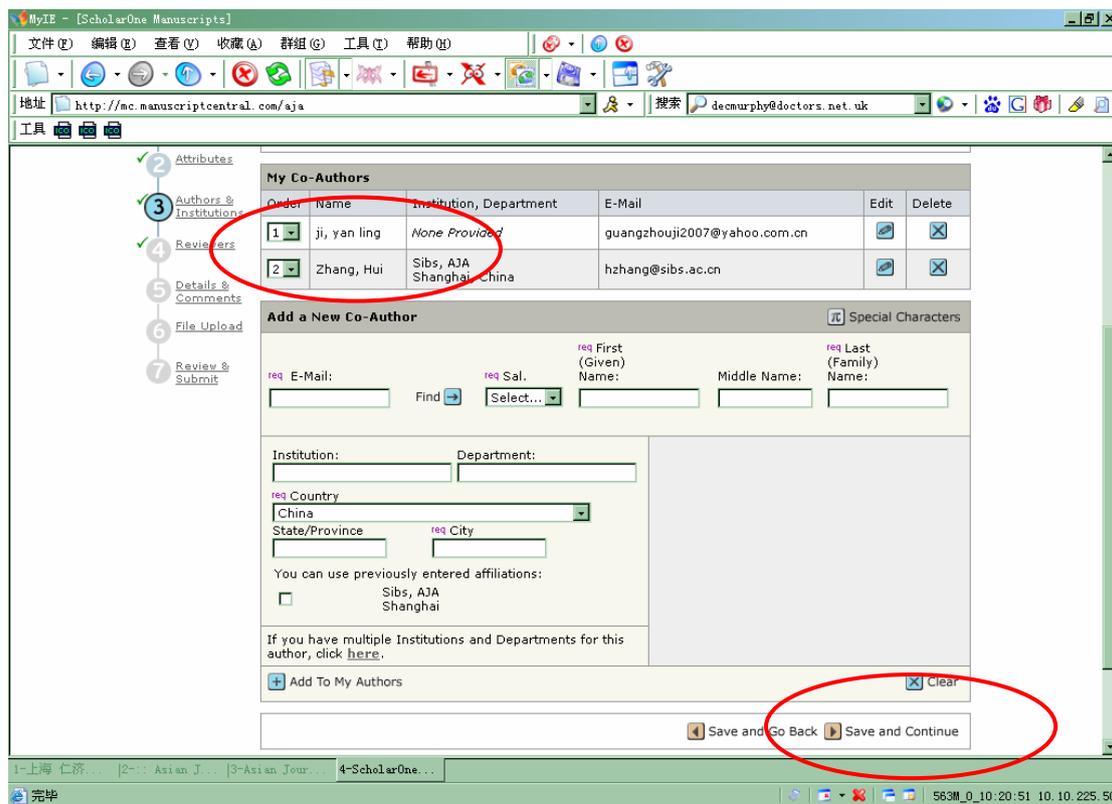
3 填写 Keywords, 然后点击 Save and Continue



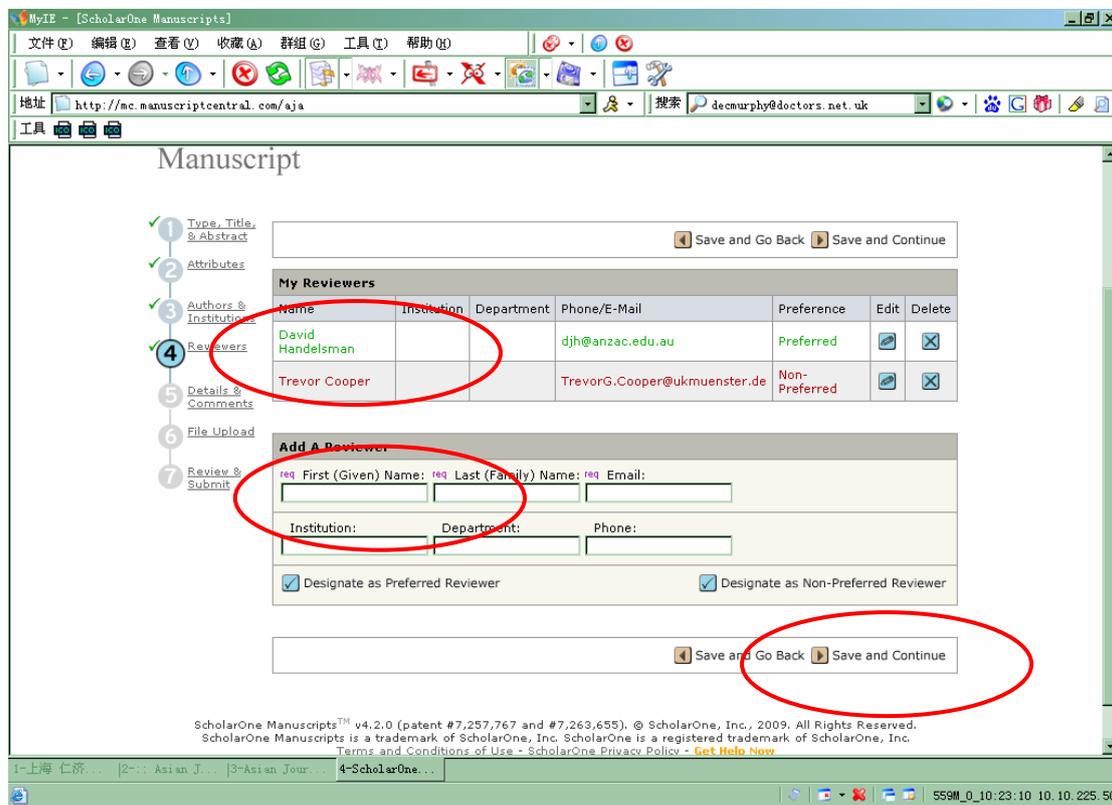
4 添加作者, 必填项: E-mail, Sal., First name, Last name, Country, City, 然后点击 Add to my Authors



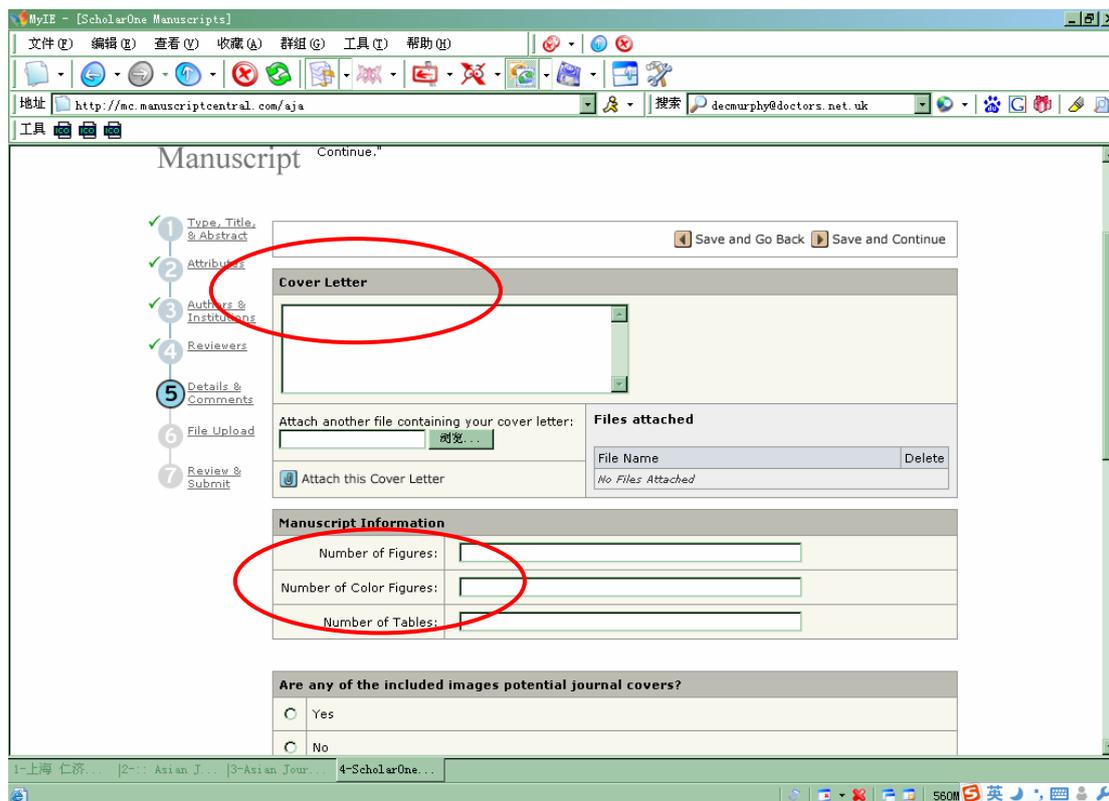
5 添加完毕后的作者列表，然后点击 Save and Continue



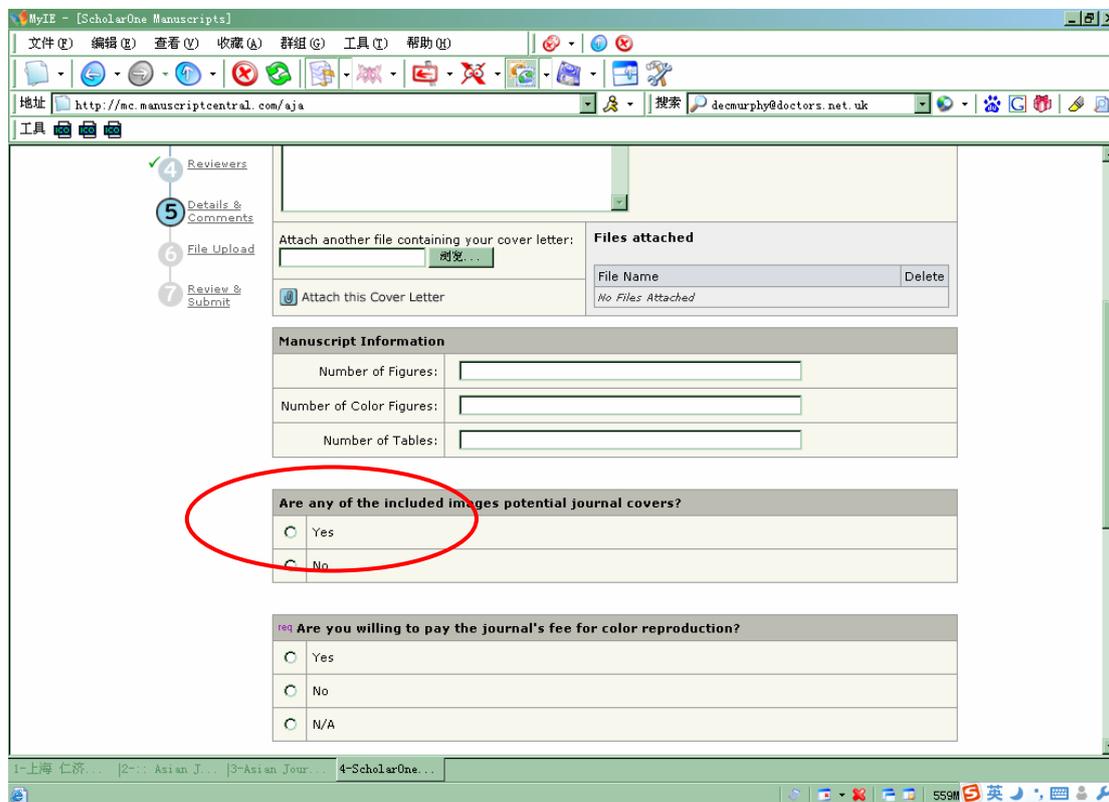
6 添加 Prefer 或者 Unprefer 的审稿人，然后 Save and Continue



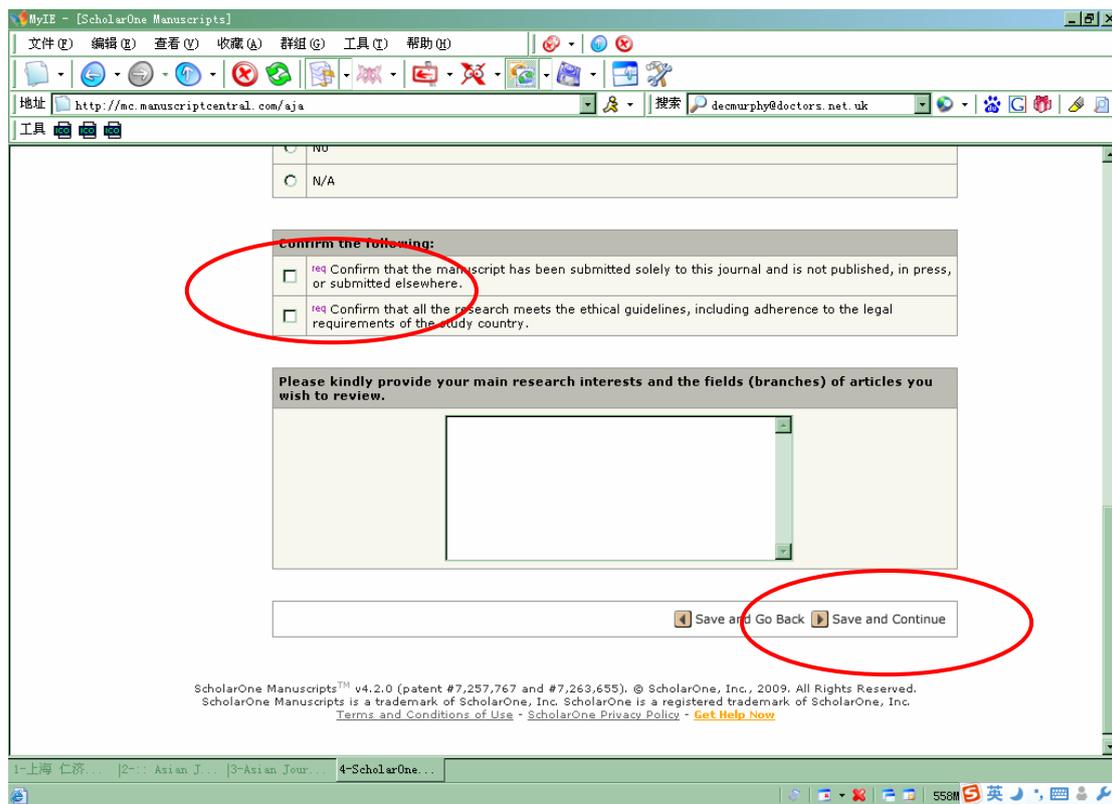
7 填写 Cover Letter, 如果有图片, 填写相关信息



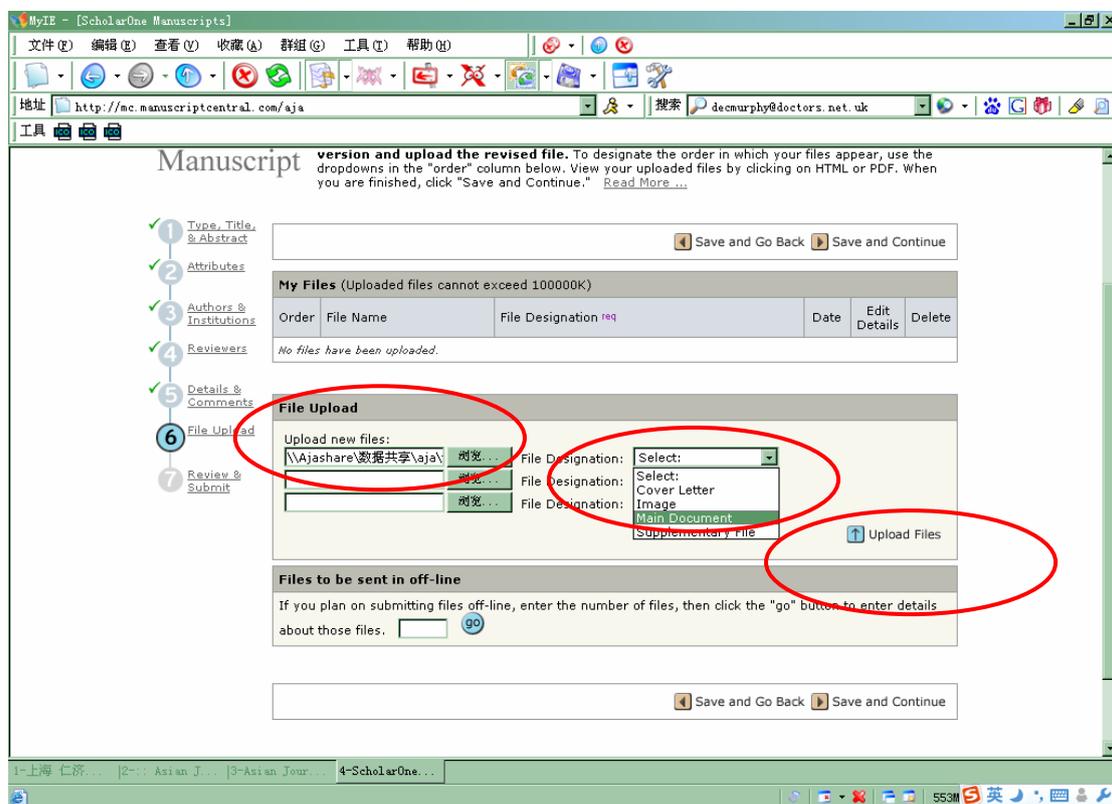
8 如果愿意图片作为杂志 cover image 选择对象, 填写 Yes



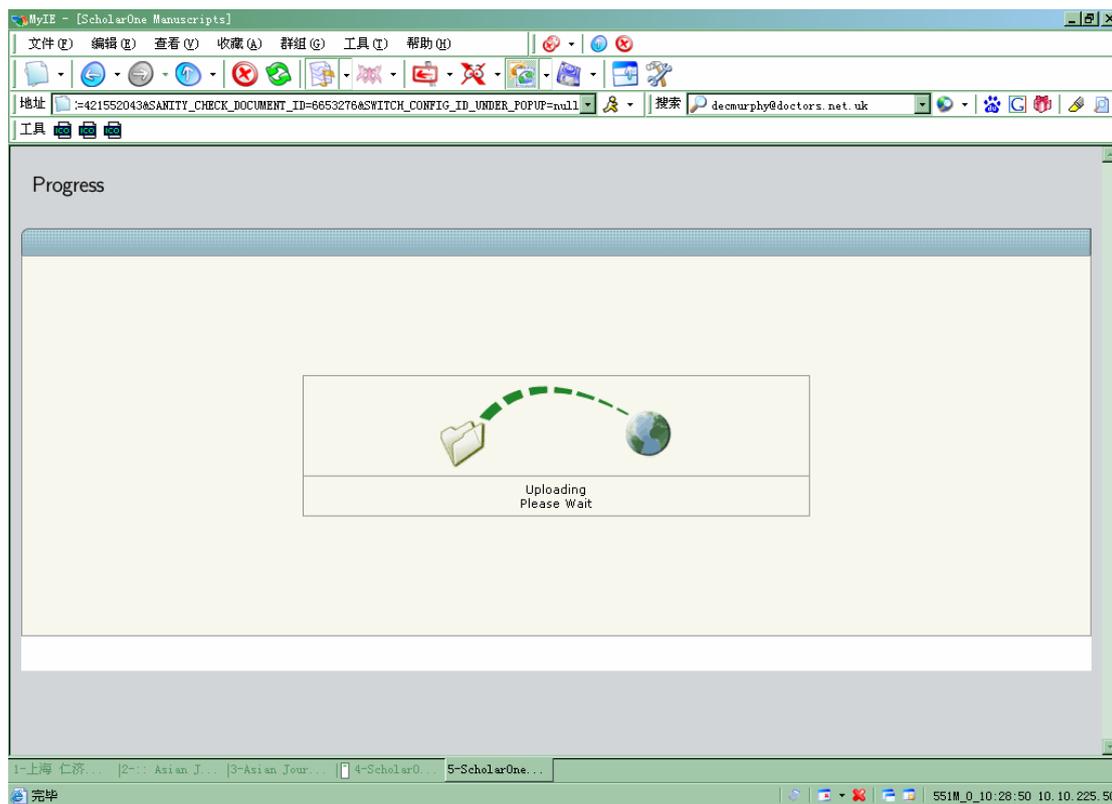
9 确认无一稿多投以及研究无违反伦理、违法内容，然后 Save and Continue



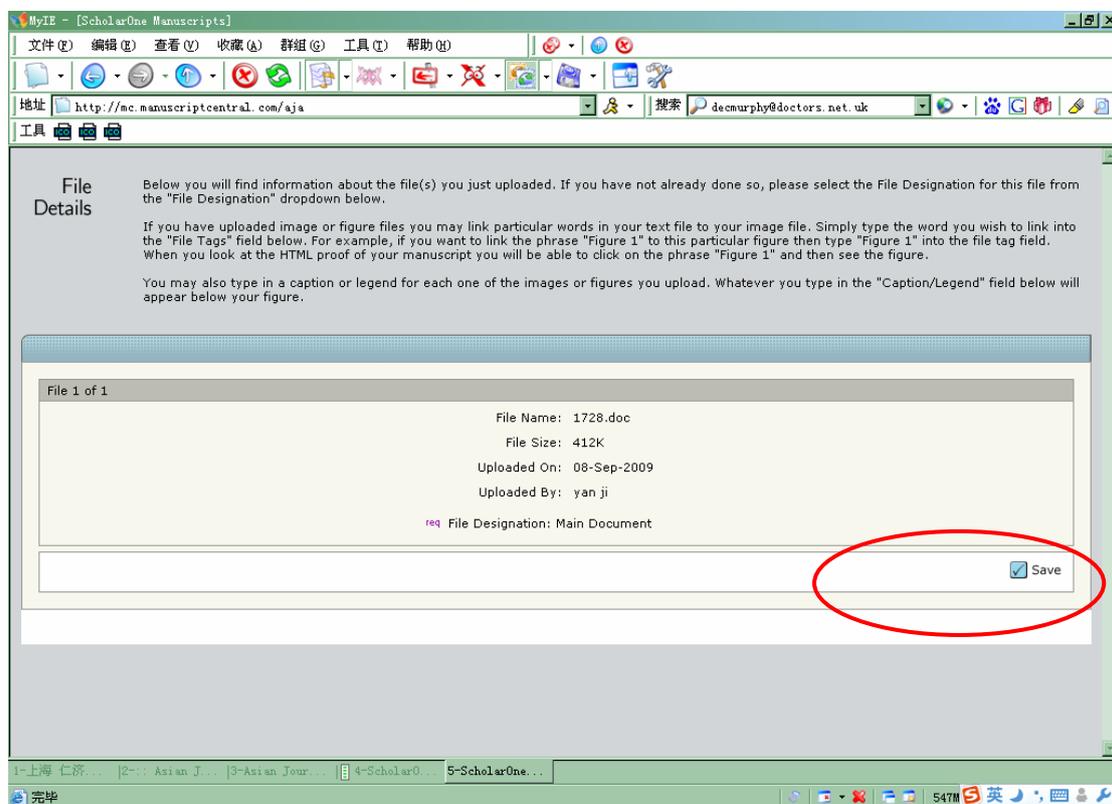
10 上传 Word 文件，选择文件类型



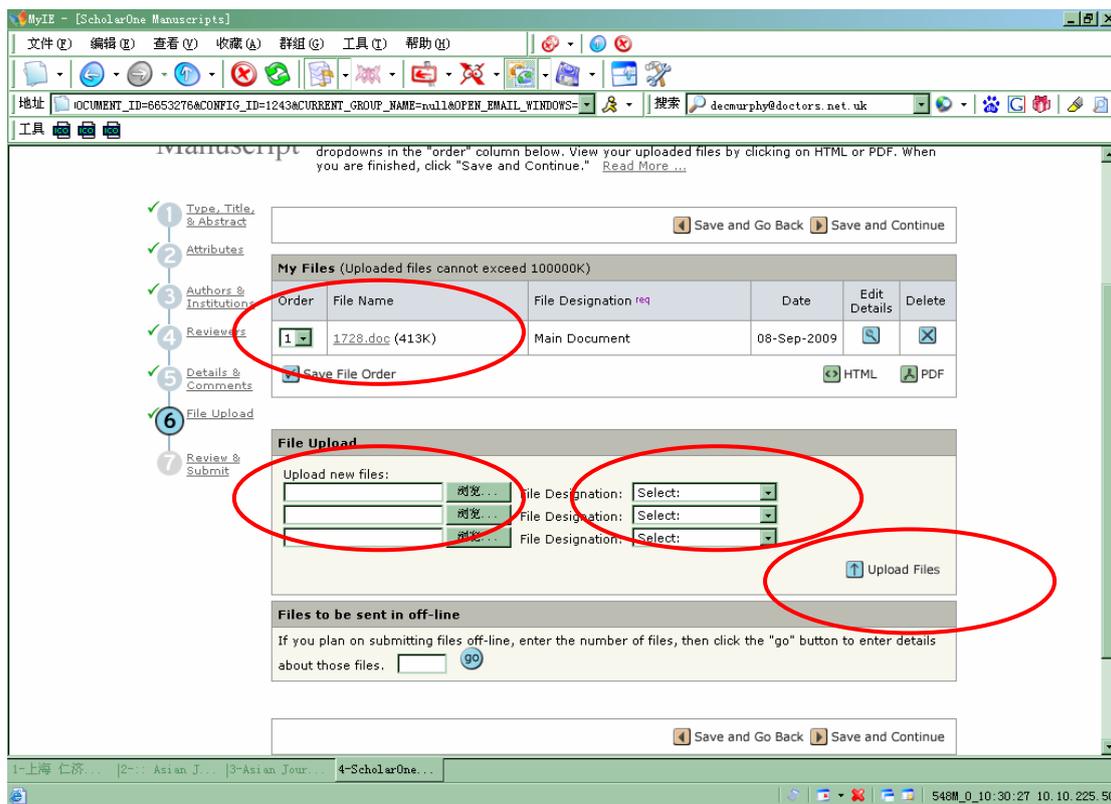
### 11 等待上传



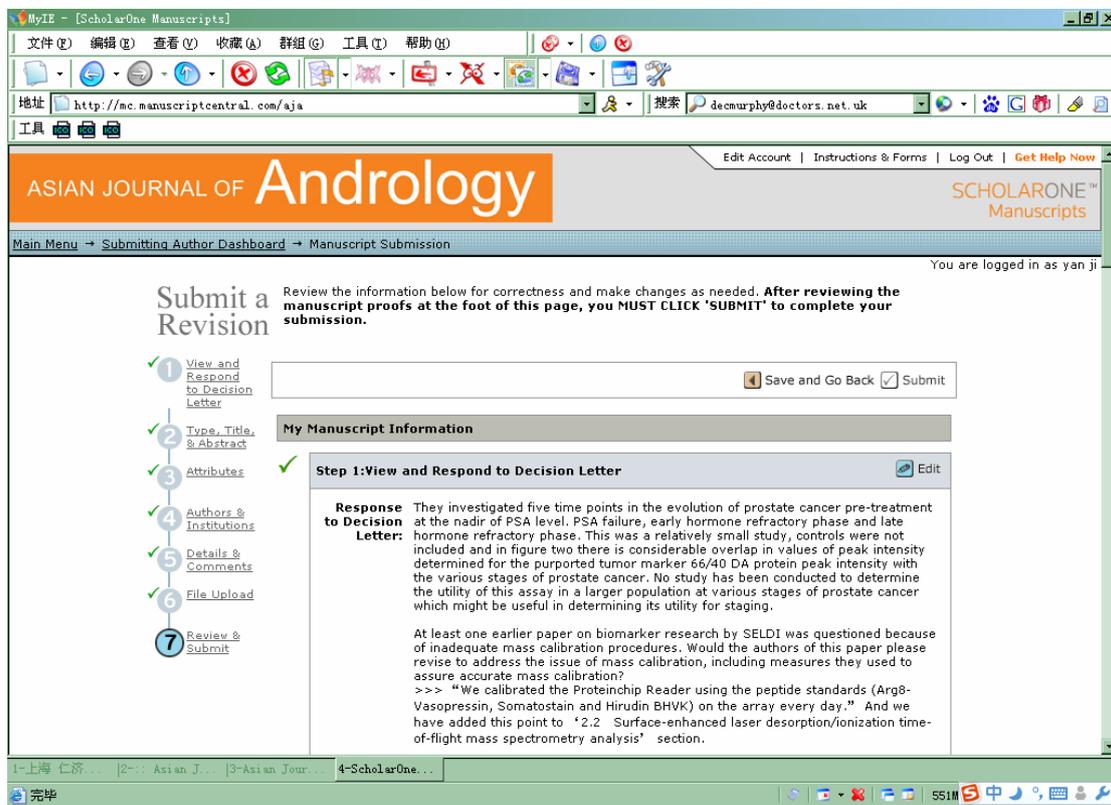
### 12 上传成功，点击 Save



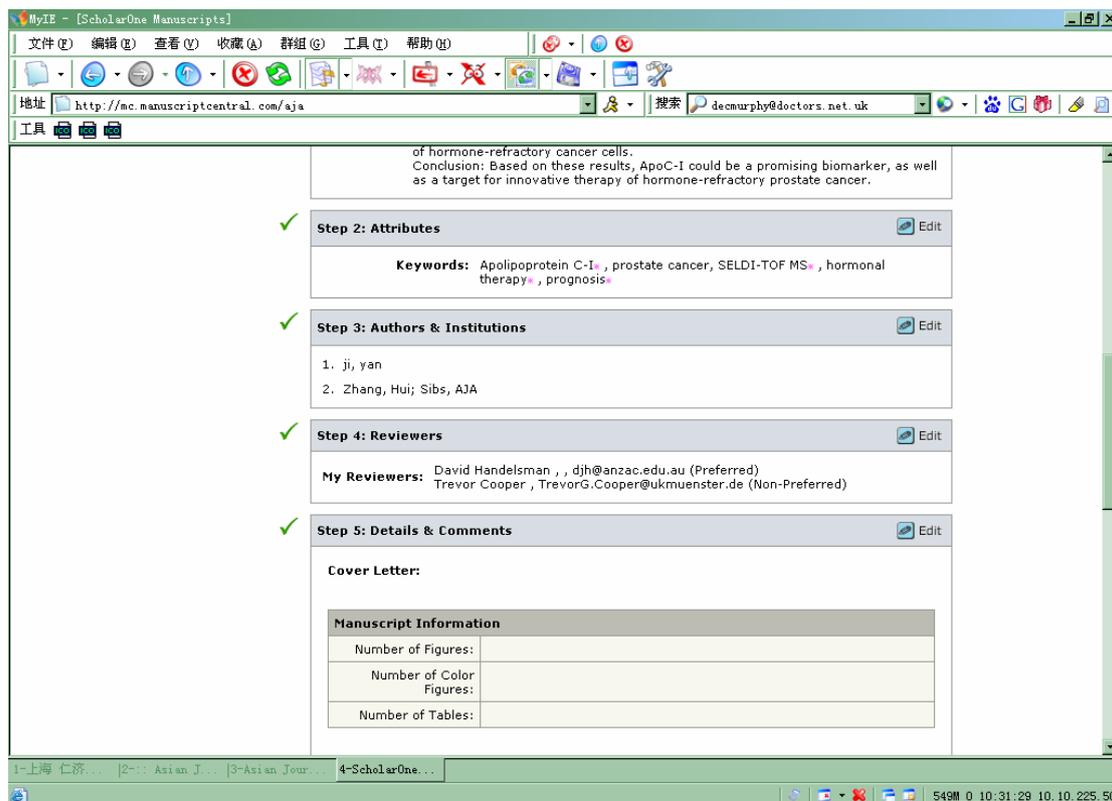
13 文件列表，如果还有文件，继续上传



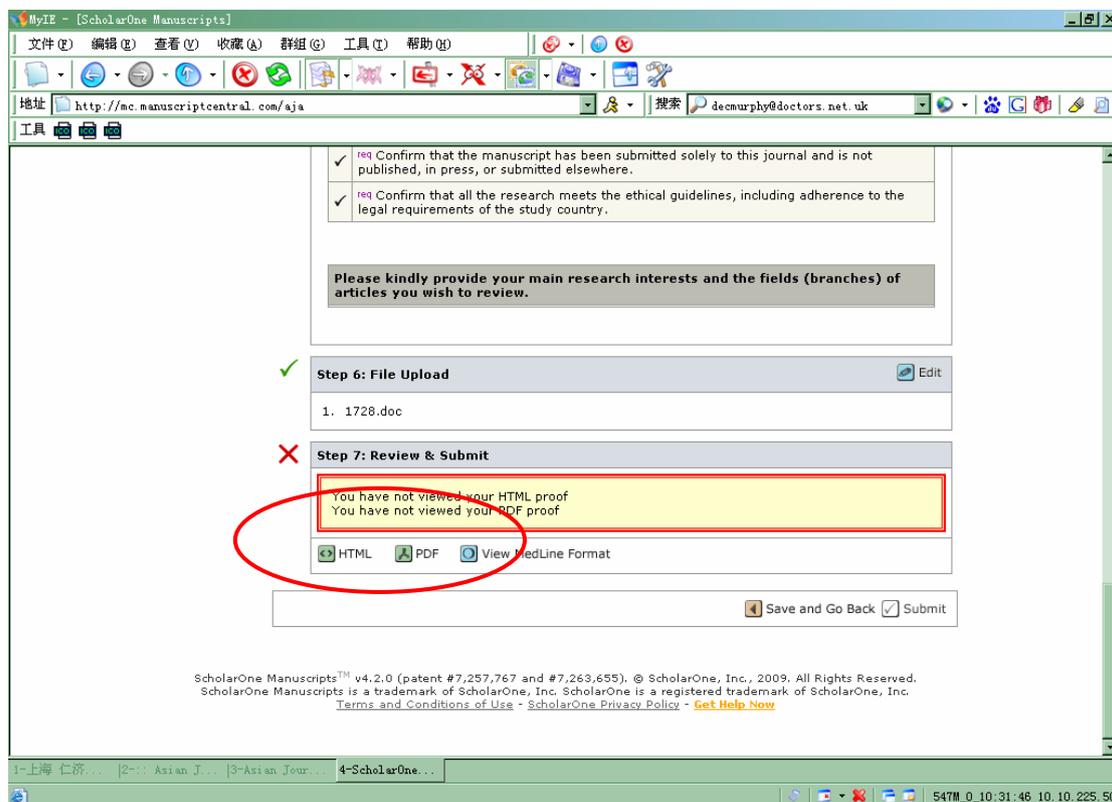
14 Check list: 一共 7 步



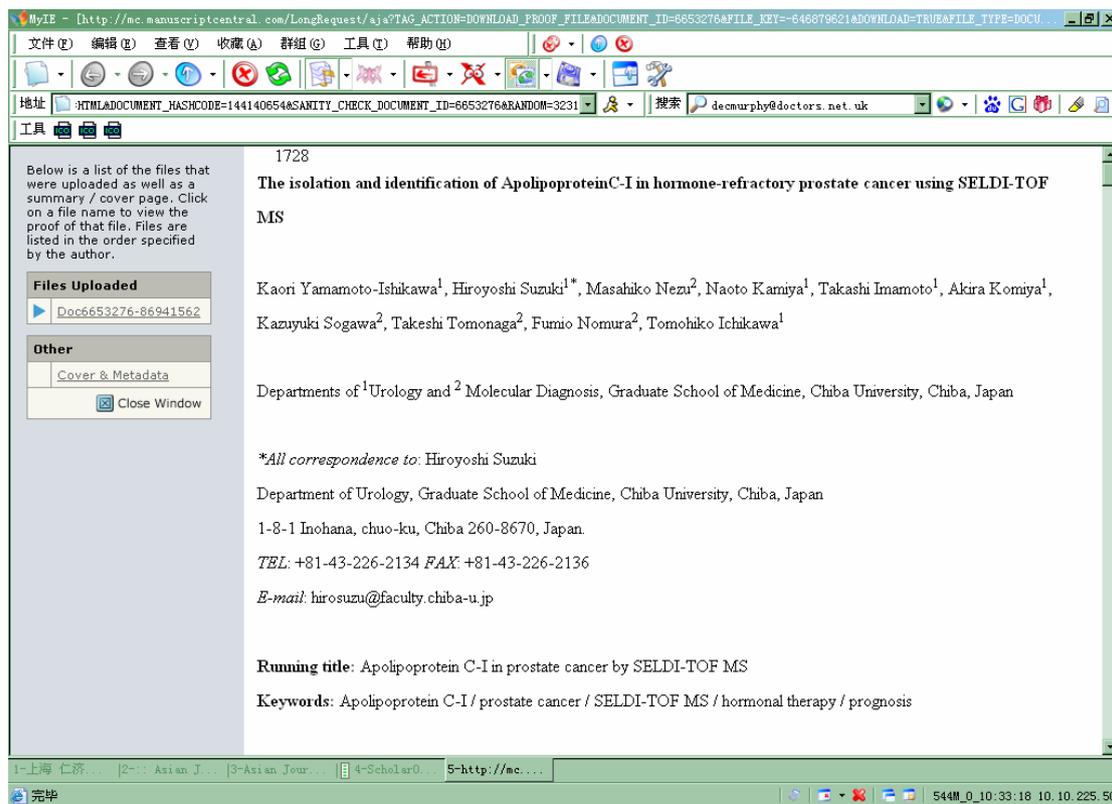
15 已经完成的步骤旁边出现绿色√



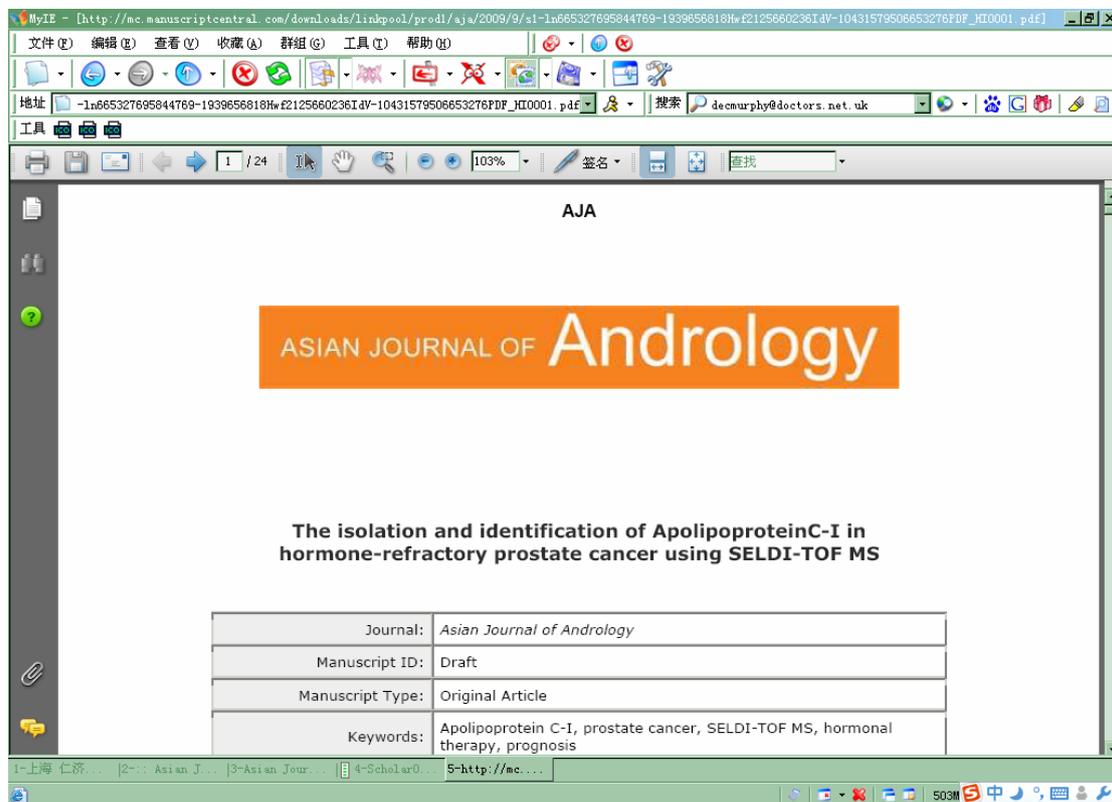
16 还未完成的步骤旁边出现红色×，系统自动将上传的 word 文件转为 HTML 和 PDF 格式，点击查看



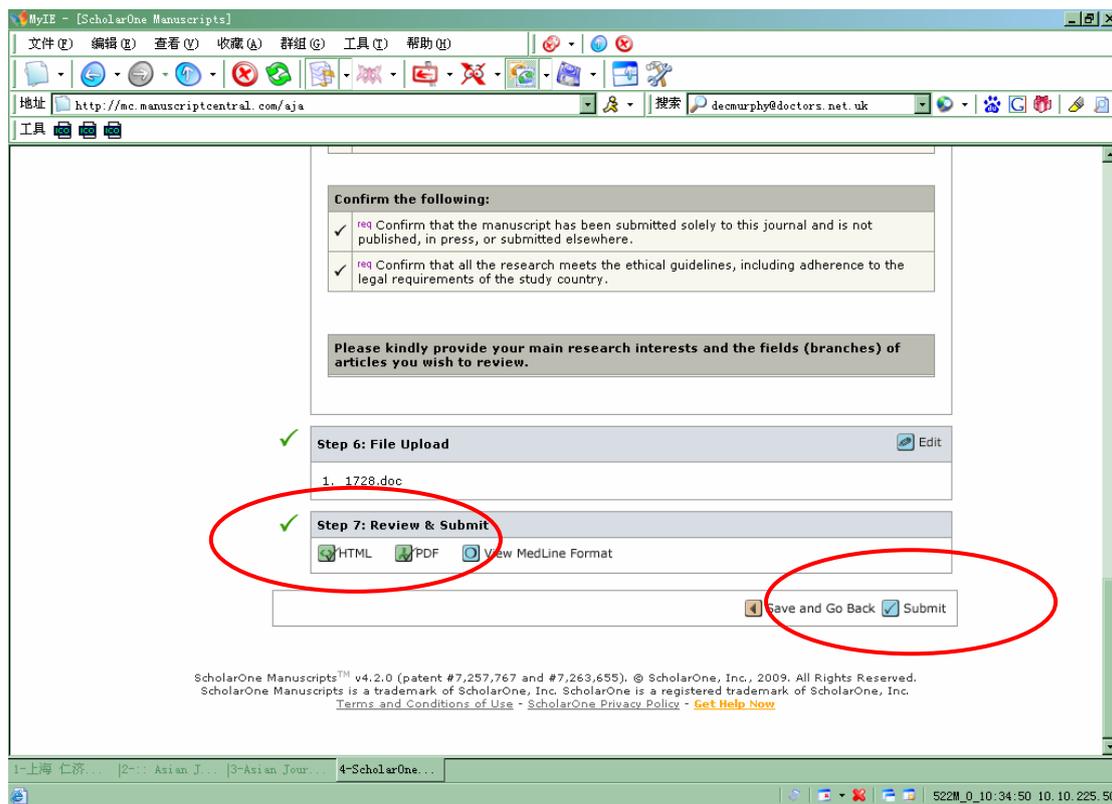
17 查看 HTML 文件



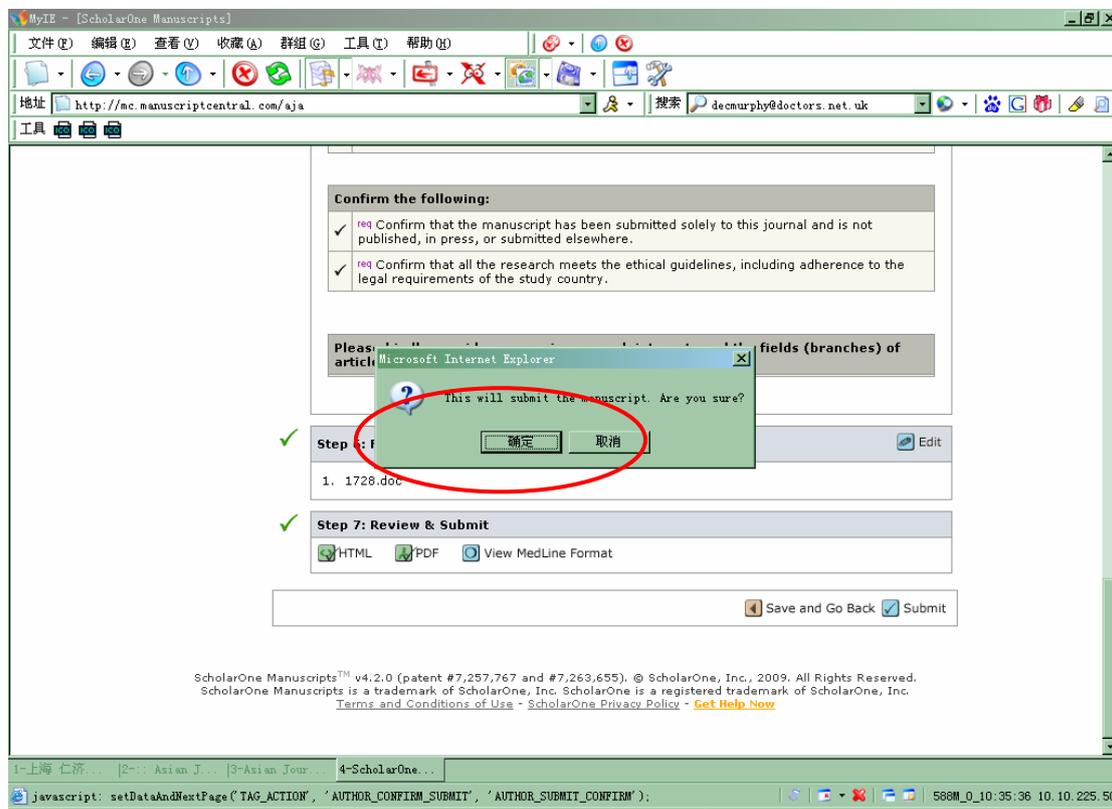
18 查看 PDF 文件



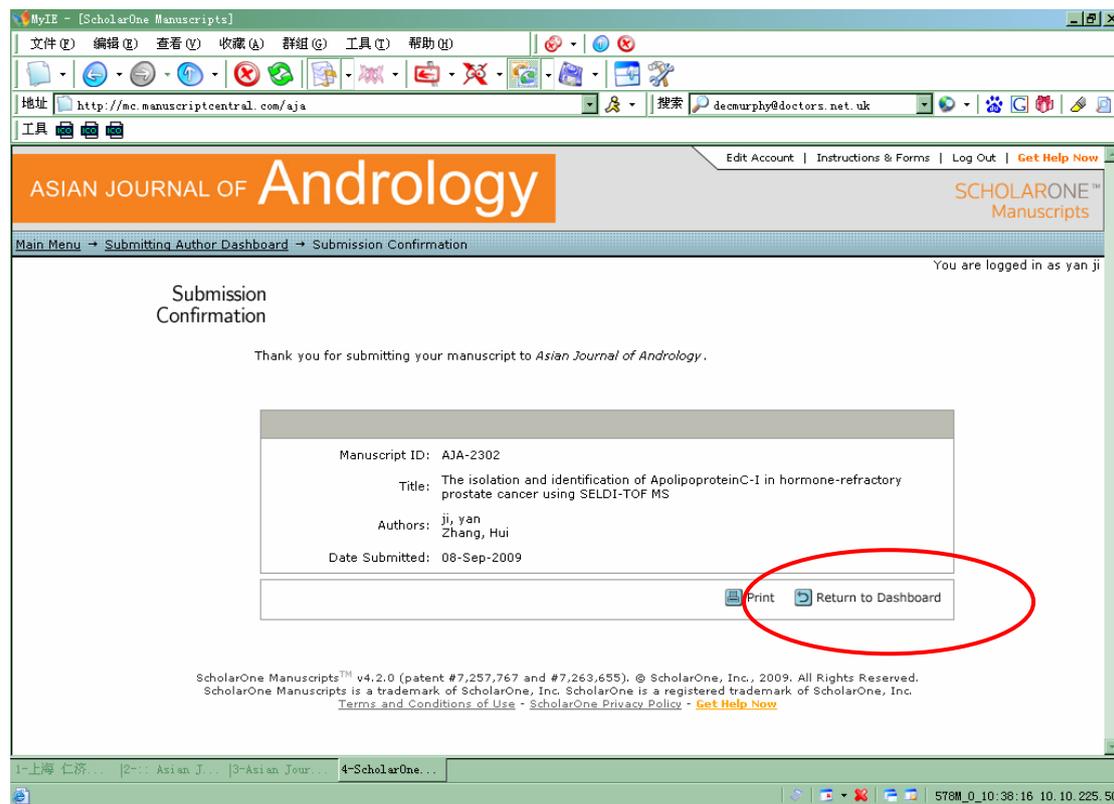
19 查看后这一步完成，旁边出现绿色√，然后点击 Submit



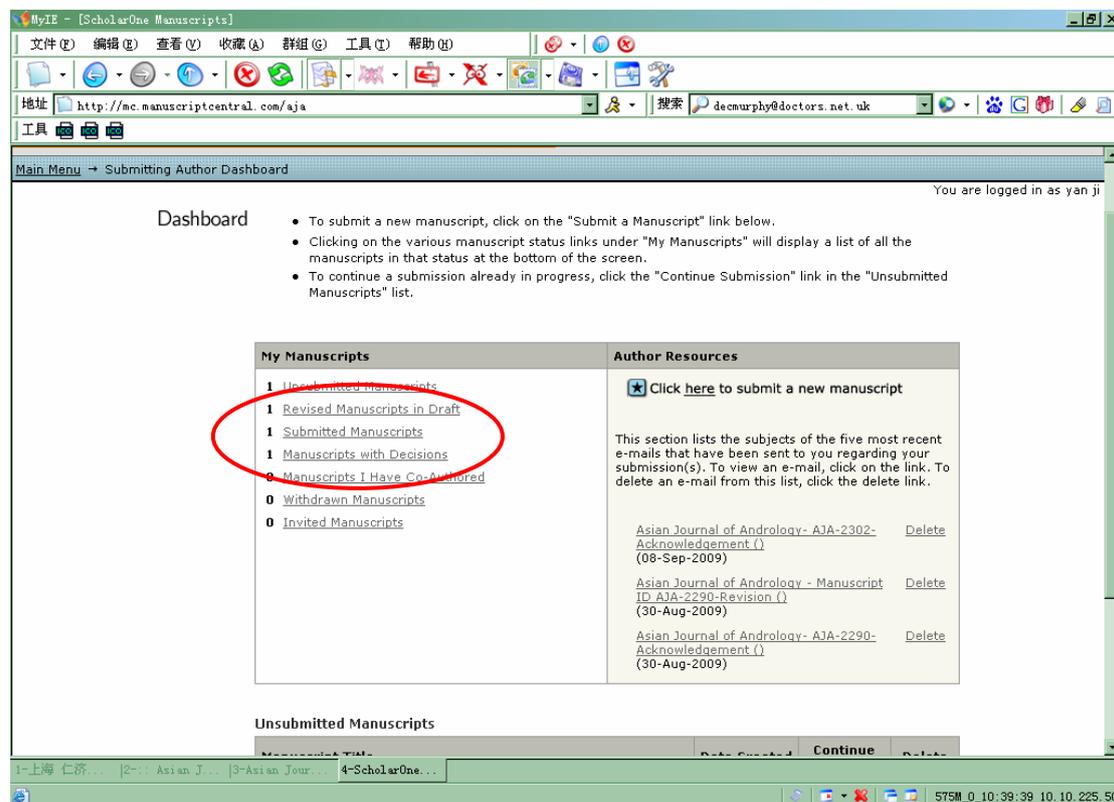
20 点击“确定”



21 投稿成功后的确认页面，点击 Return to Dashboard



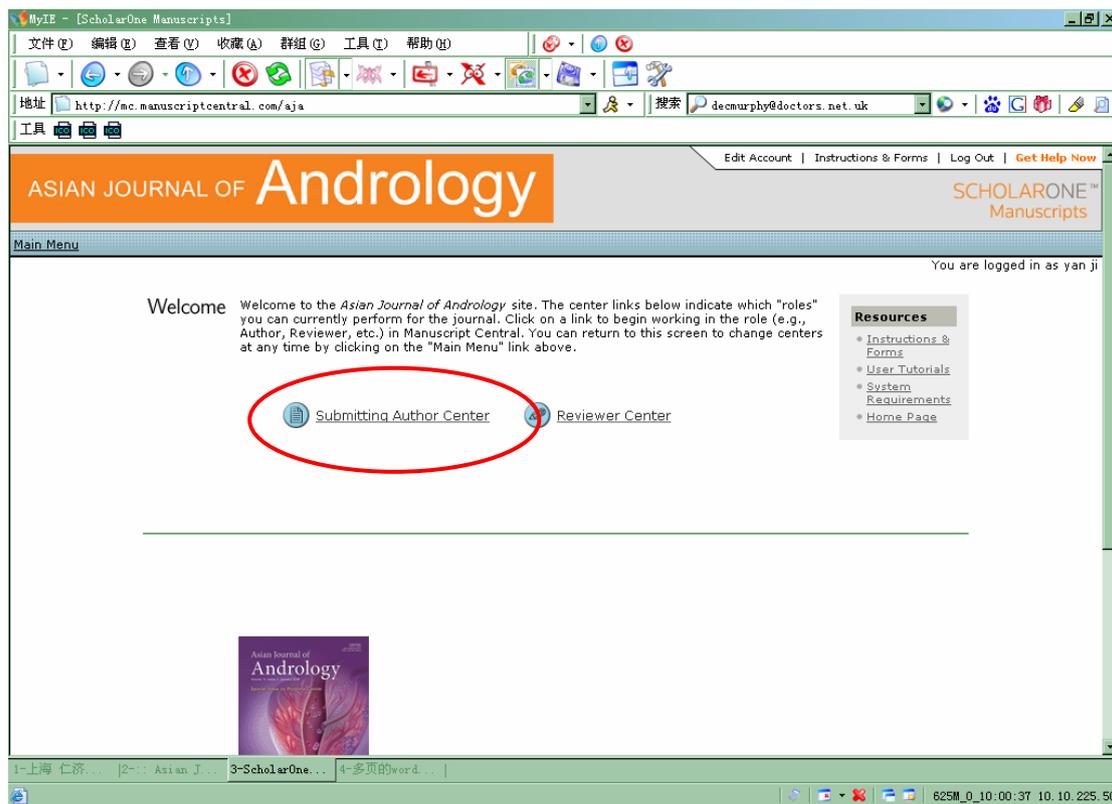
22 可以看到有“1 Submitted Manuscripts”，投稿 OK，系统会自动发给您确认 email，编辑将为稿件邀请审稿人



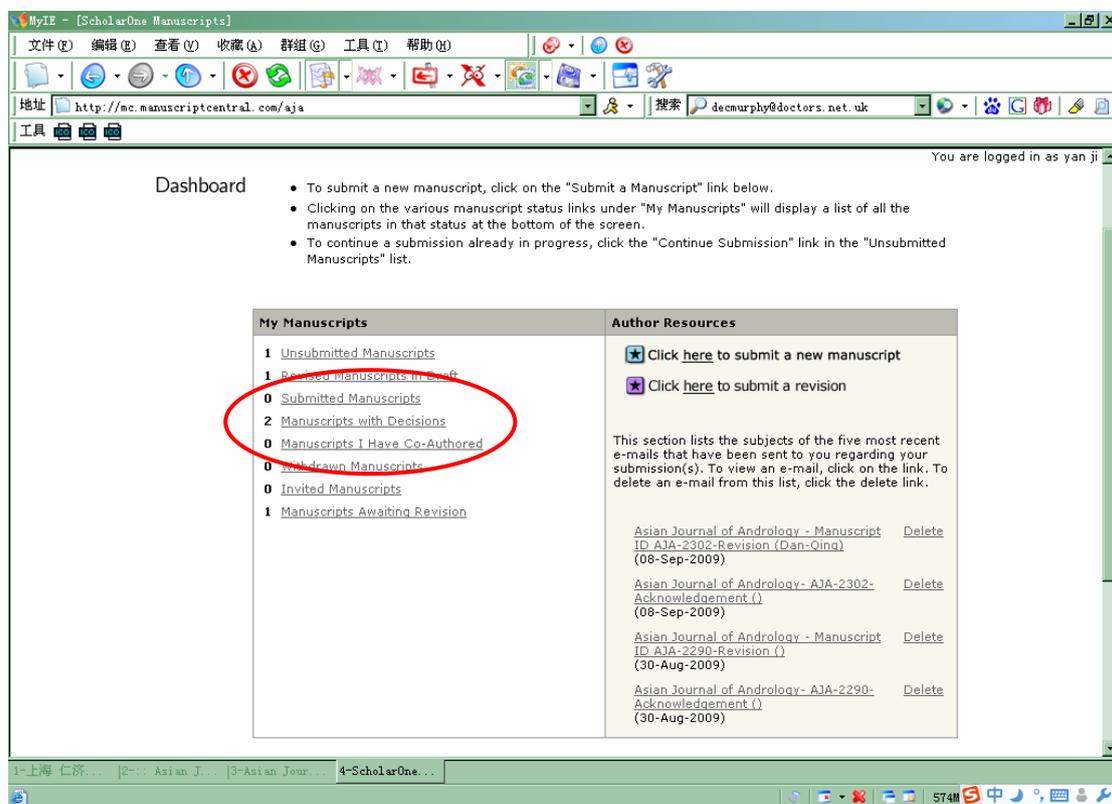
## **Section 3: Submitting Revision**

# 投递修改稿

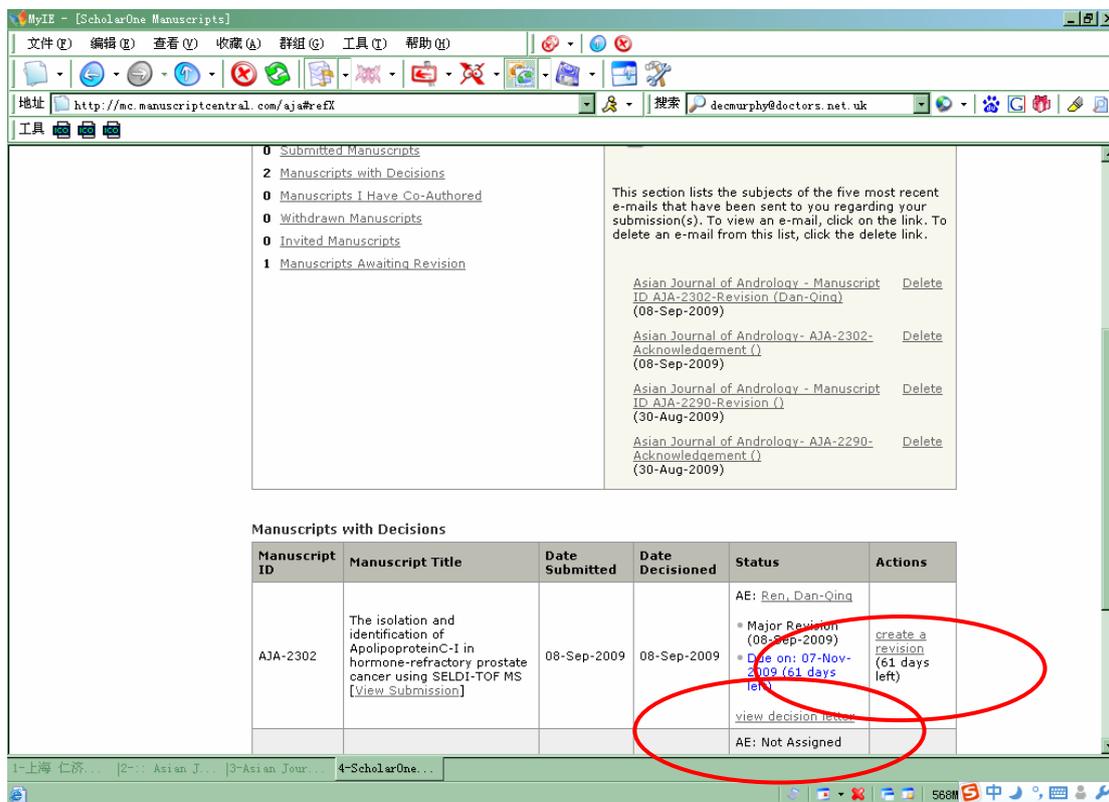
## 1. 进入 Submitting Author Center



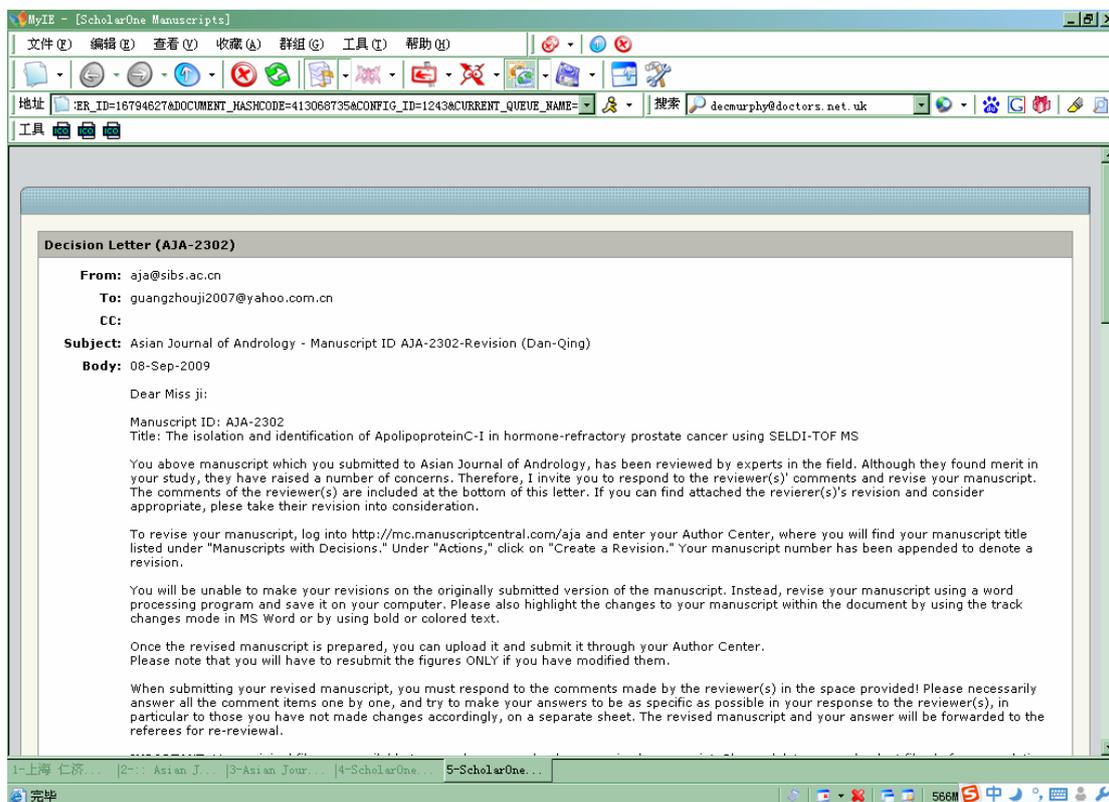
## 2 点击 Manuscripts with Decisions



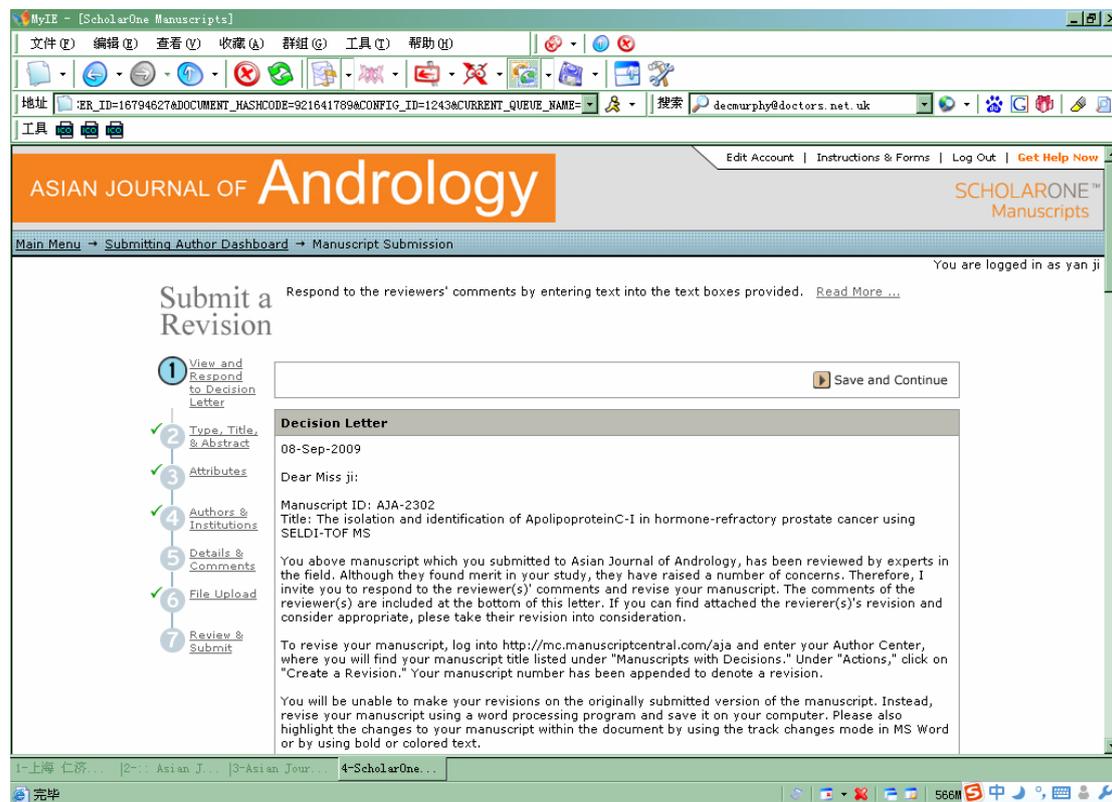
3 页面下方出现稿件信息，点击 view decision letter 查看审稿人意见，也可以直接点击 create a revision 开始投递修改稿



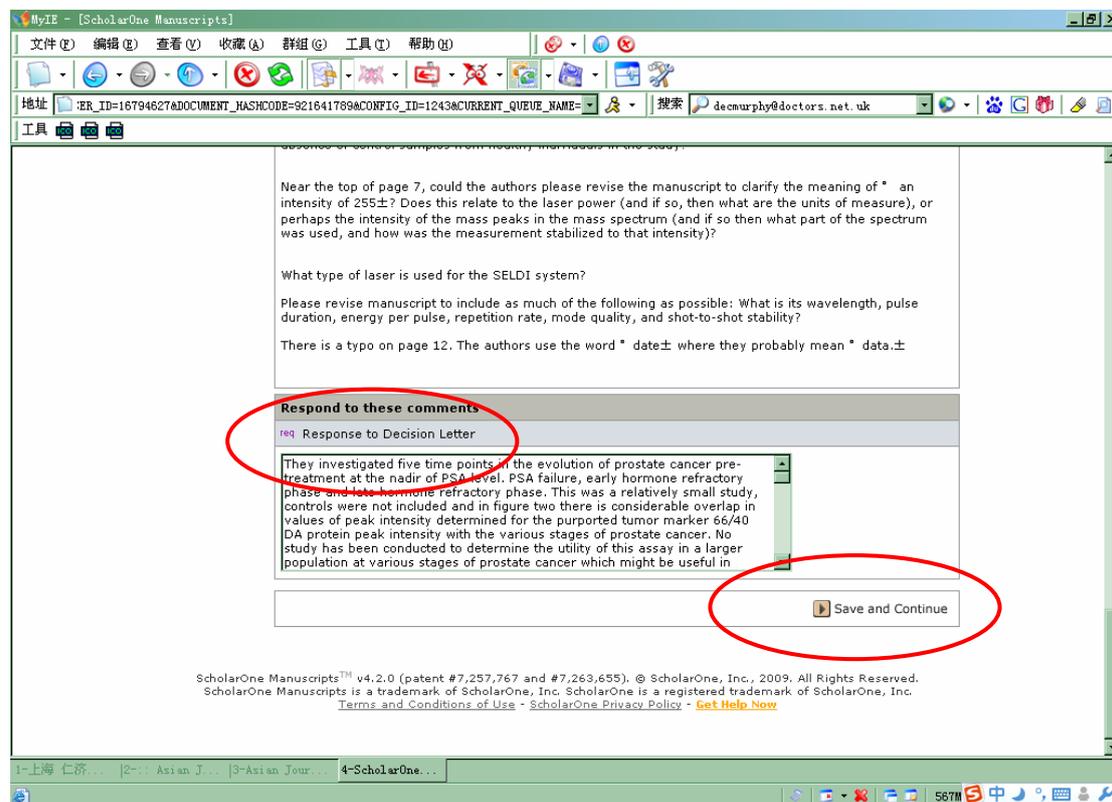
4 点击 view decision letter 后跳出 Decision Letter，附有审稿人意见



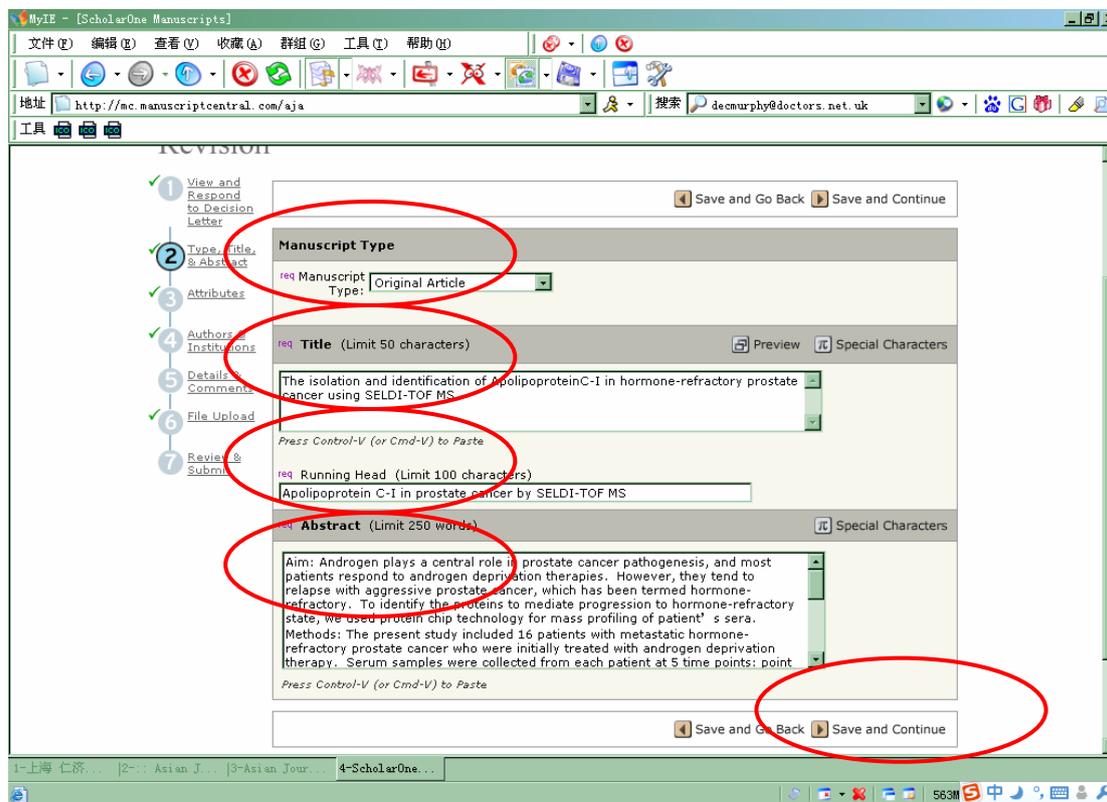
5 直接点击 create a revision 开始投递修改稿，同样先看到 Decision Letter，查看其中的审稿人意见



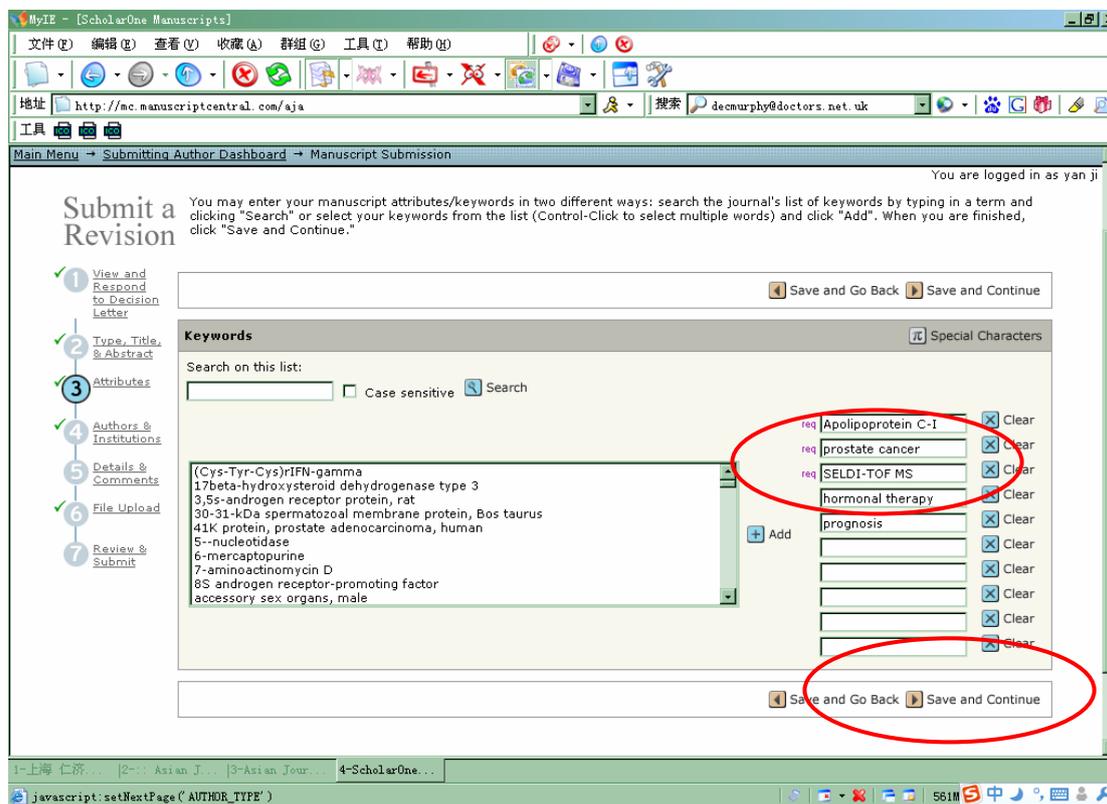
6 填写对审稿人意见的答复，然后点击 Save and Continue



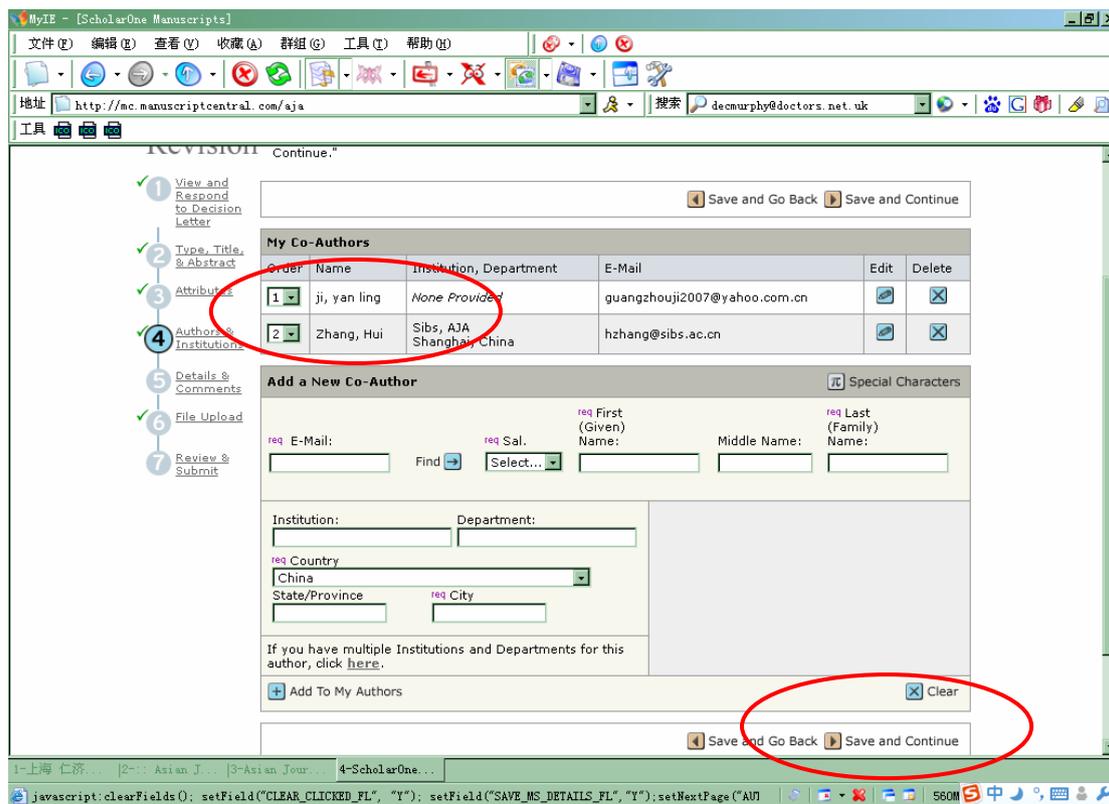
7 必填项: 修改稿的 Manuscript Type, Title, Running Head, Abstract, 然后点击 Save and Continue



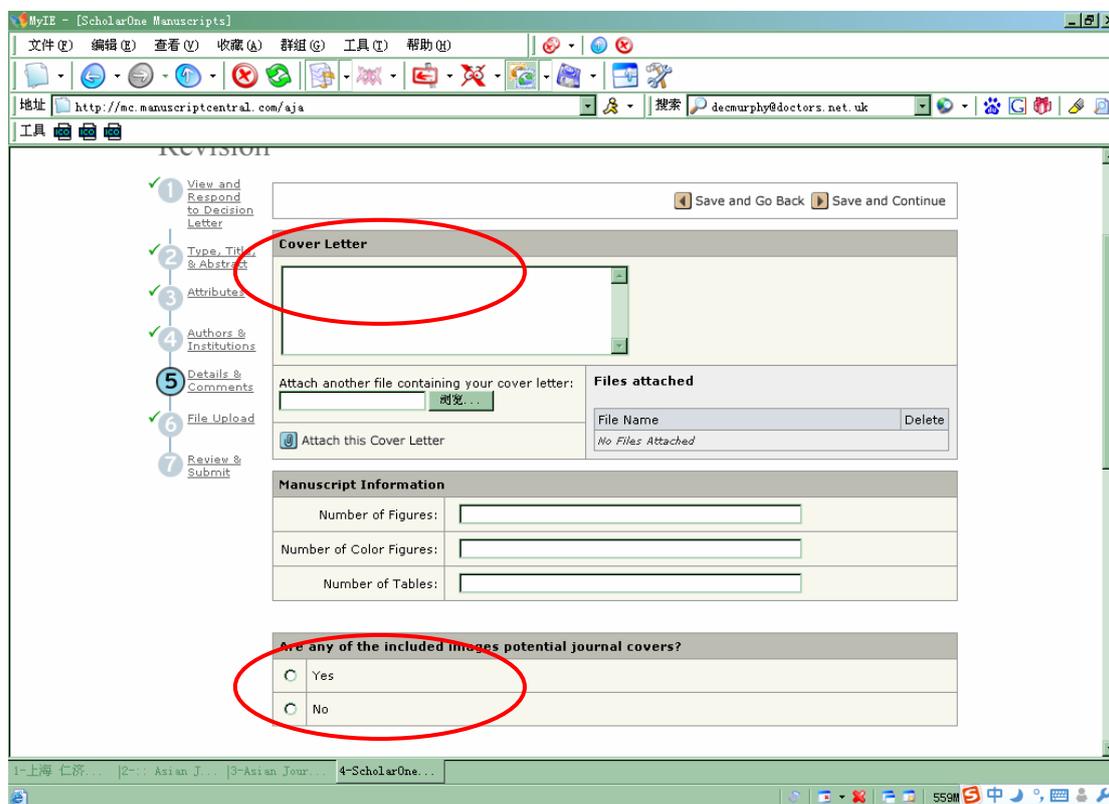
8 必填项: 修改稿的 Key words, 然后点击 Save and Continue



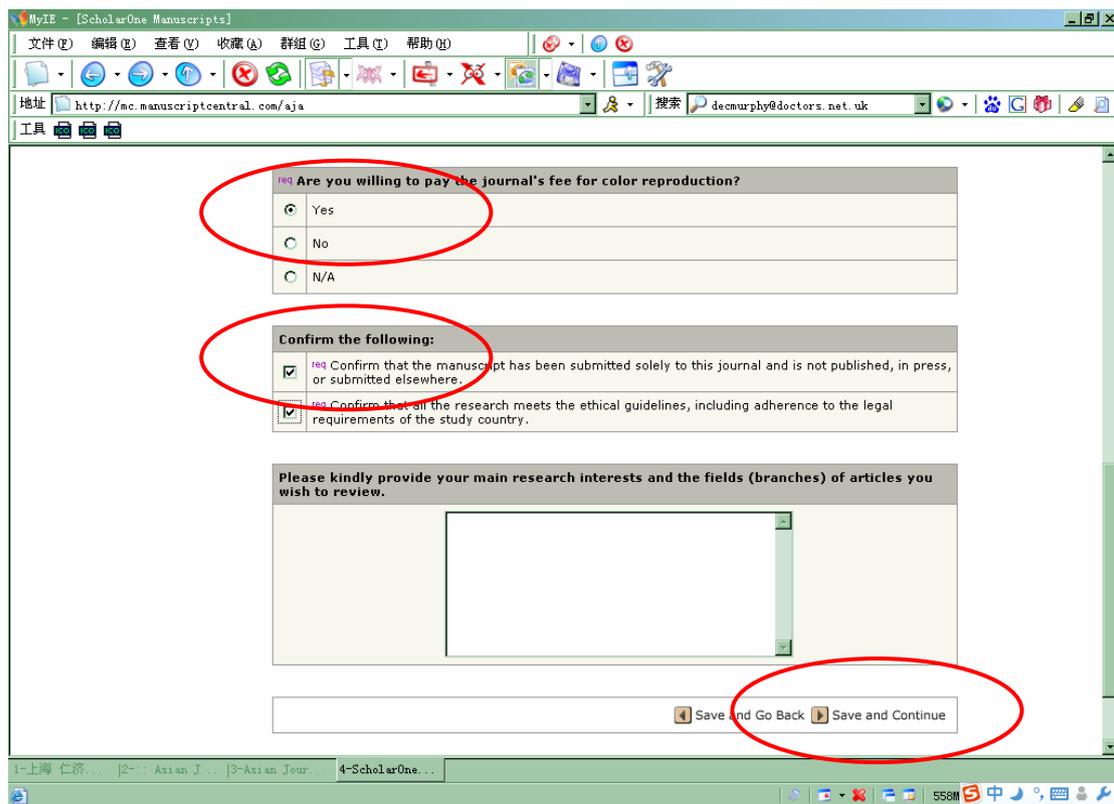
9 完成修改稿的 Author list, 然后点击 Save and Continue



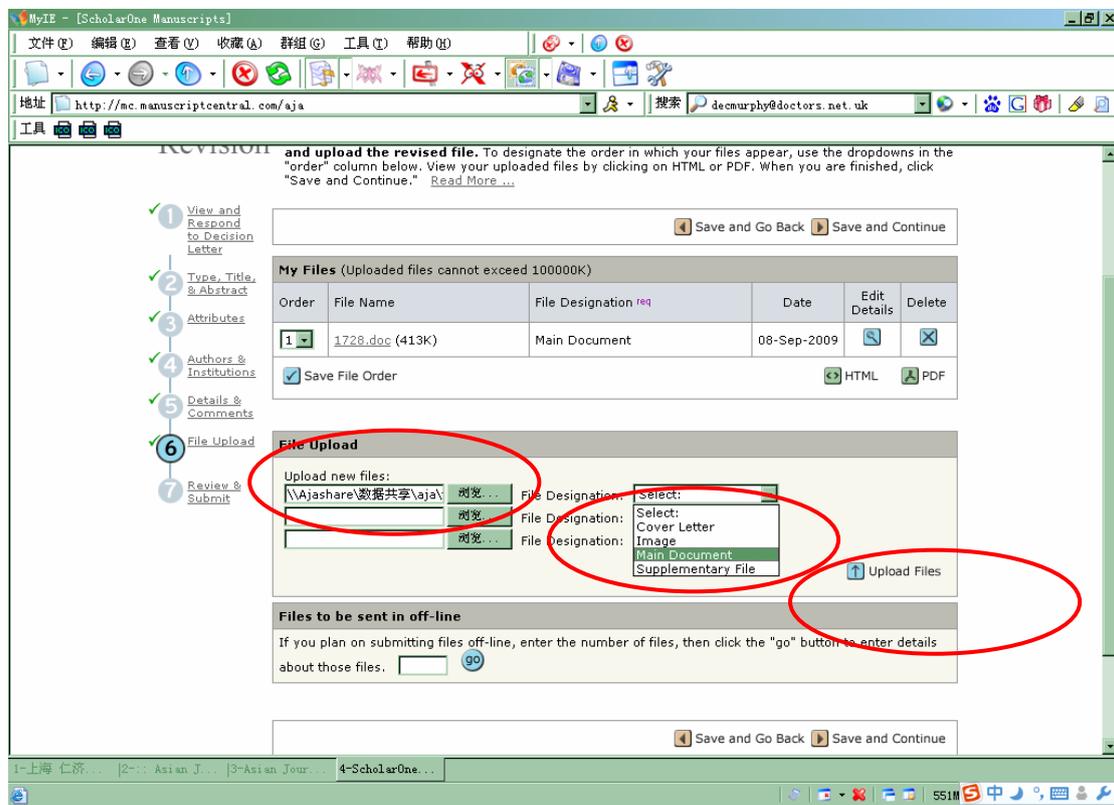
10 修改稿的 cover letter 和图片声明



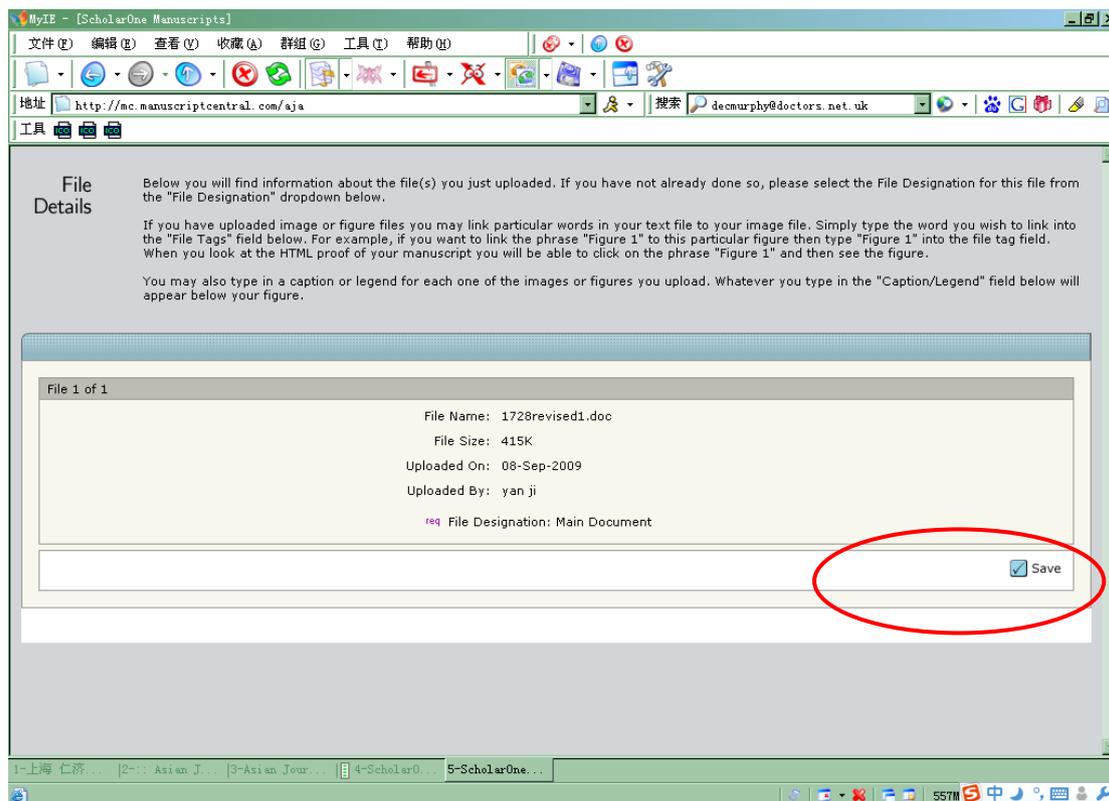
11 点击 Yes 同意付版面费，声明无一稿多投、违反伦理法律内容，然后 Save and Continue



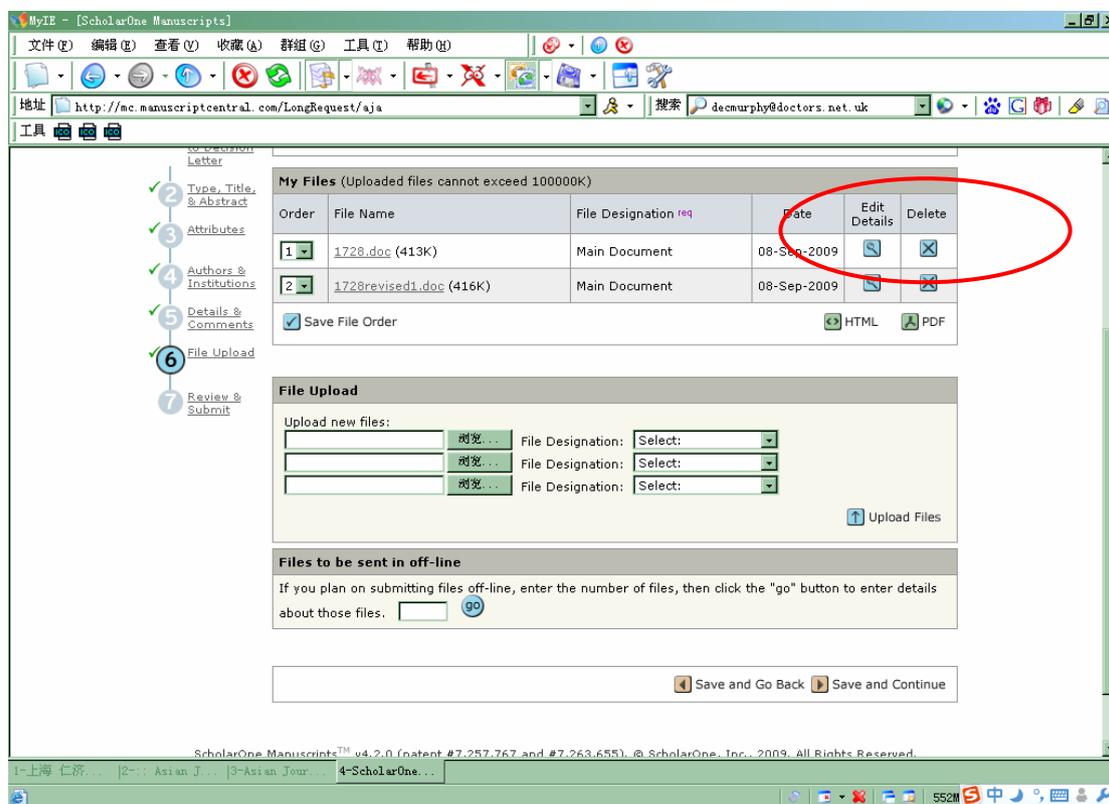
12 上传修改稿



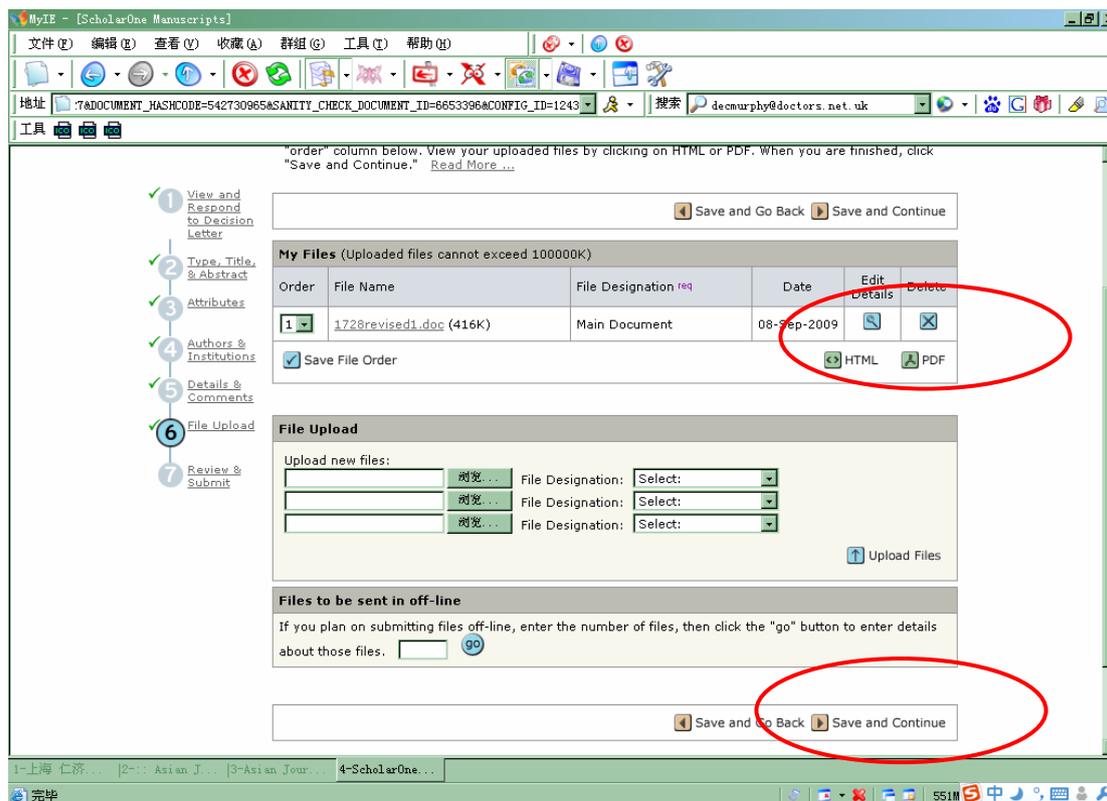
13 确认上传成功，点击 Save



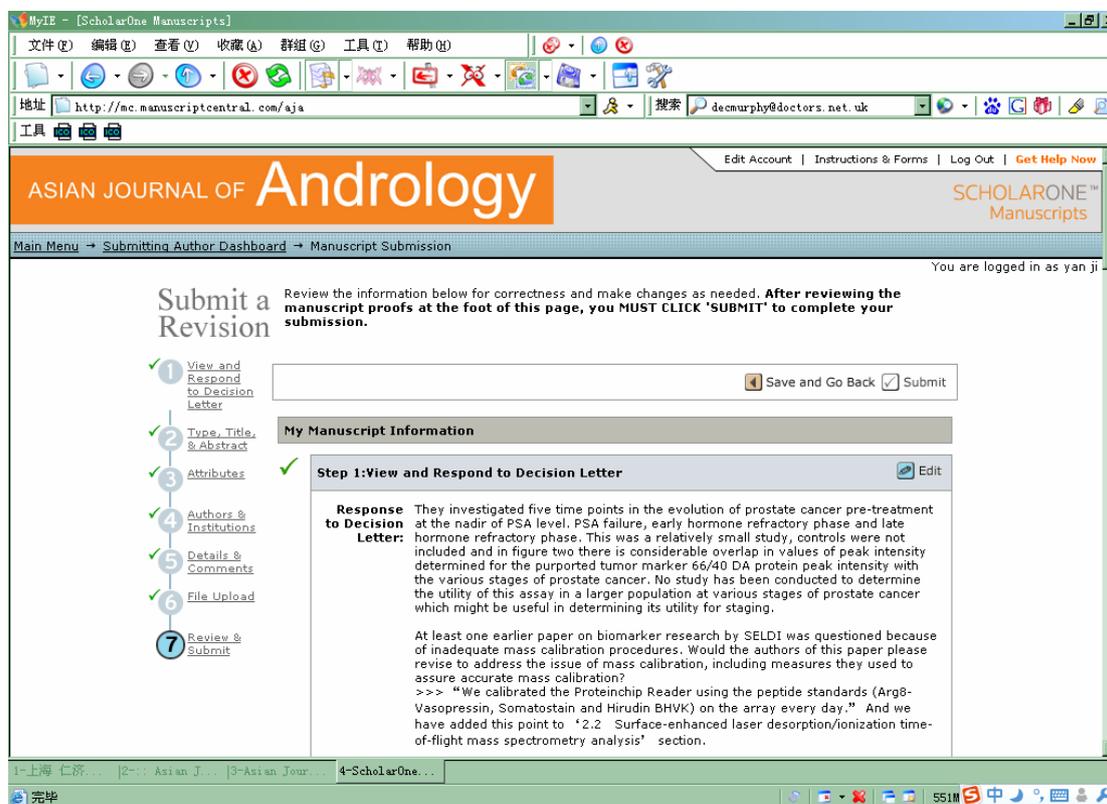
14 在上传列表中删除第一次投递的原始稿件 (!!!)



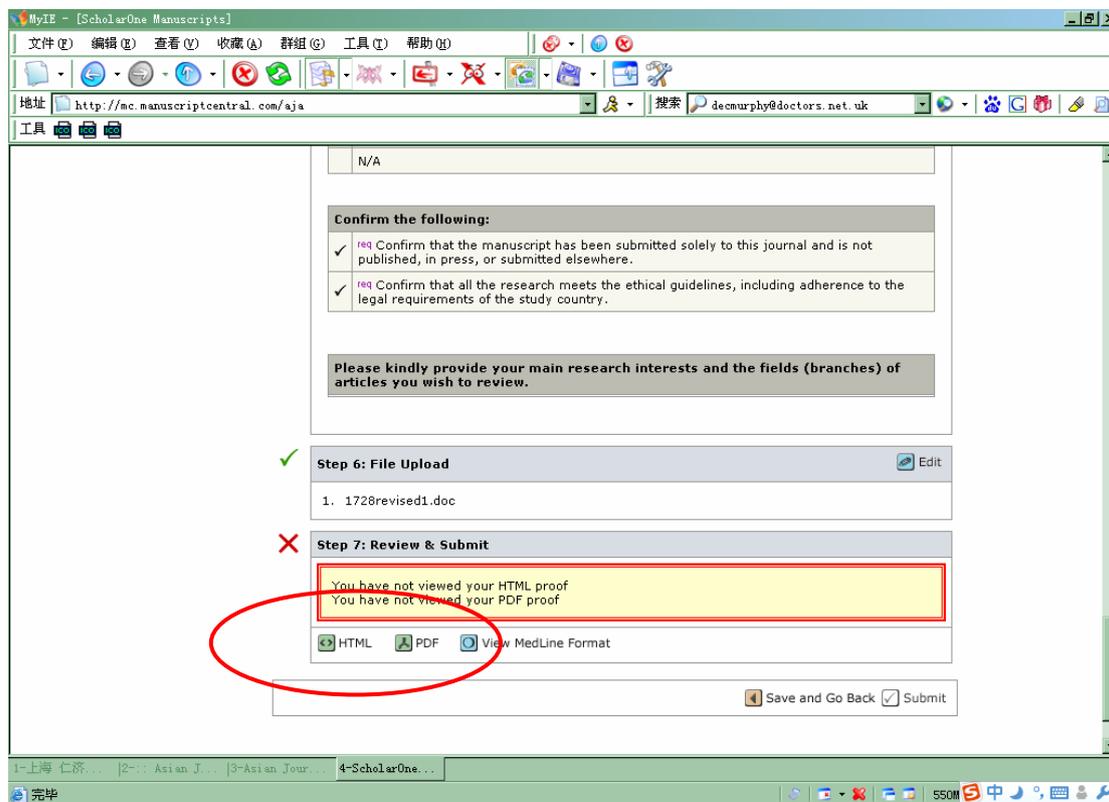
15 只保留修改稿 (!!!), 然后 Save and Continue



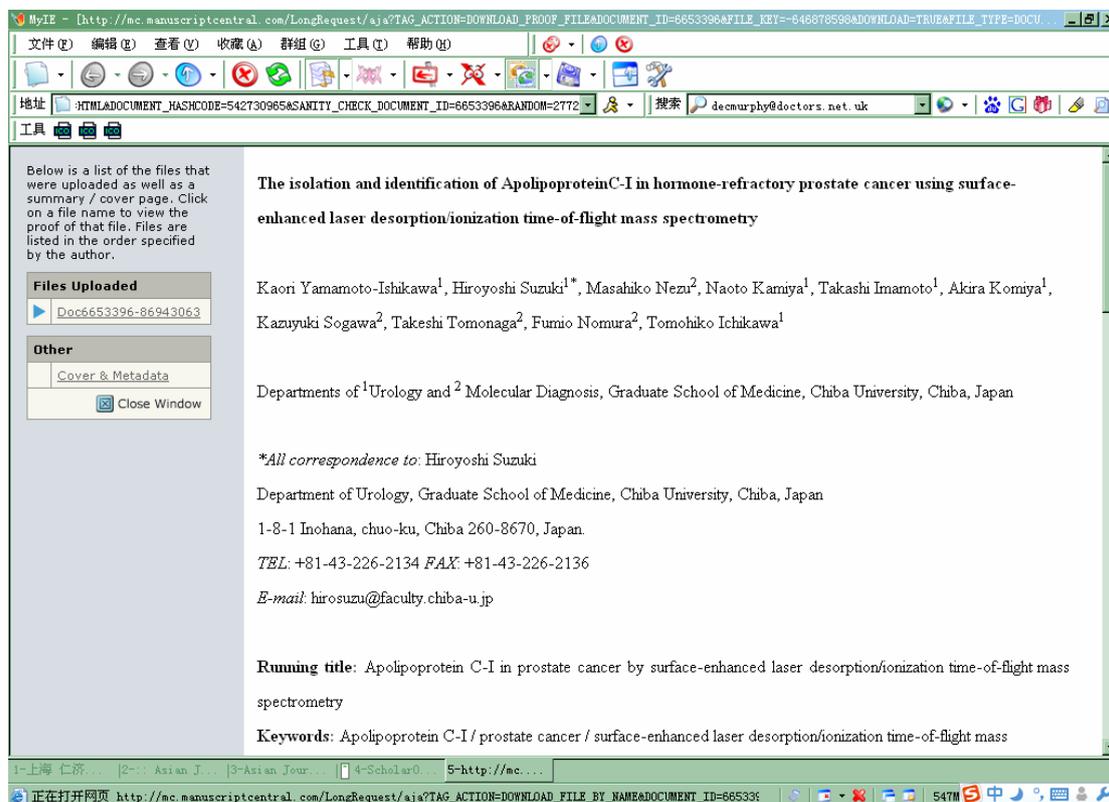
16 Check list: 一共 7 步



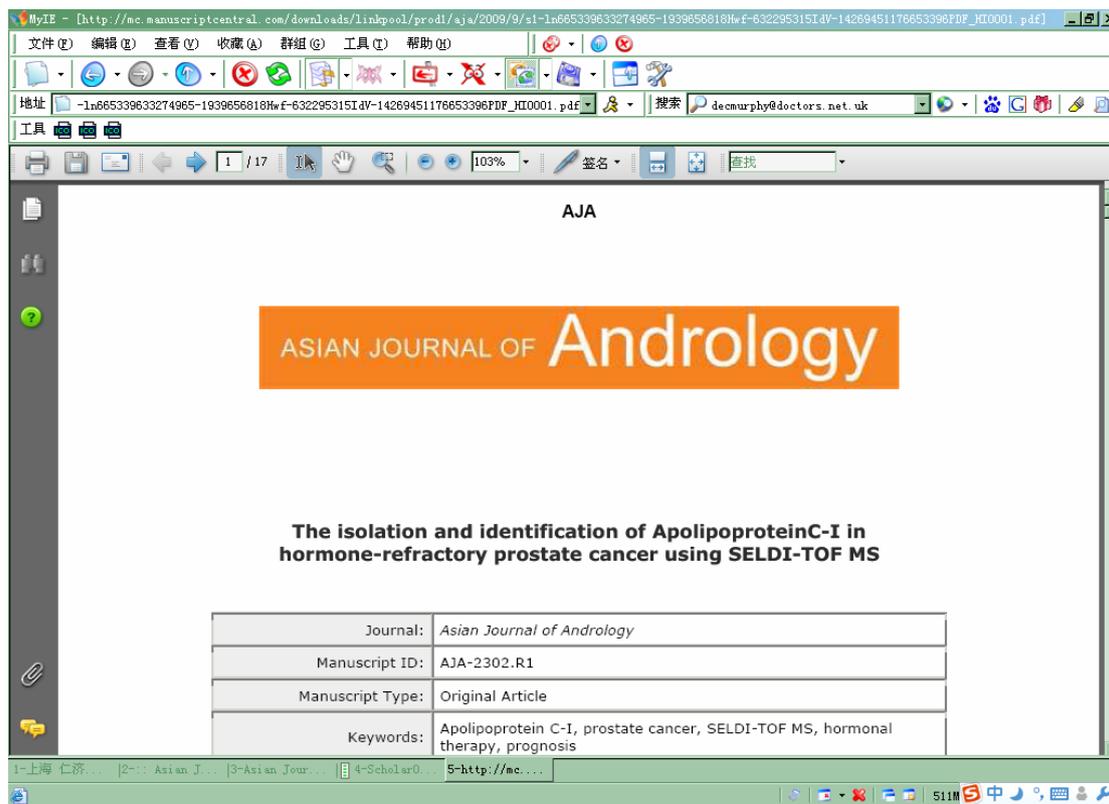
17 已经完成的步骤旁边出现绿色√, 还未完成的步骤旁边出现红色×, 系统自动将上传的 word 文件转为 HTML 和 PDF 格式, 点击查看



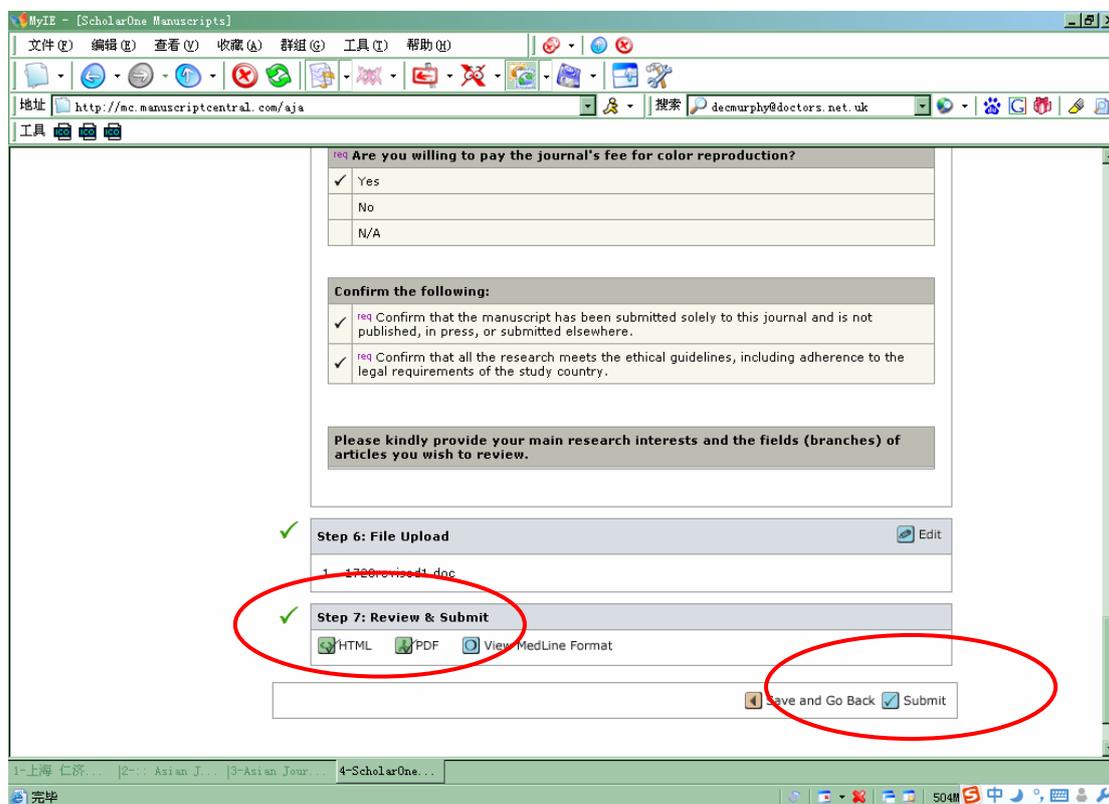
18 查看 HTML 文件



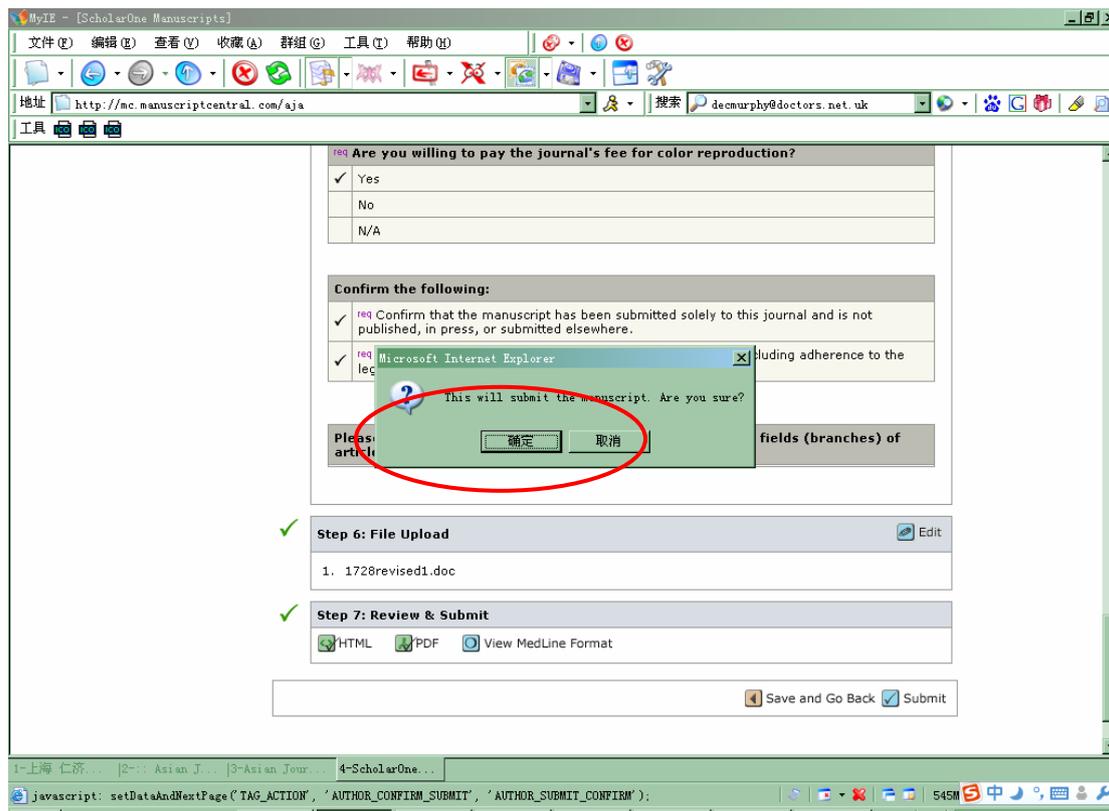
19 查看 PDF 文件



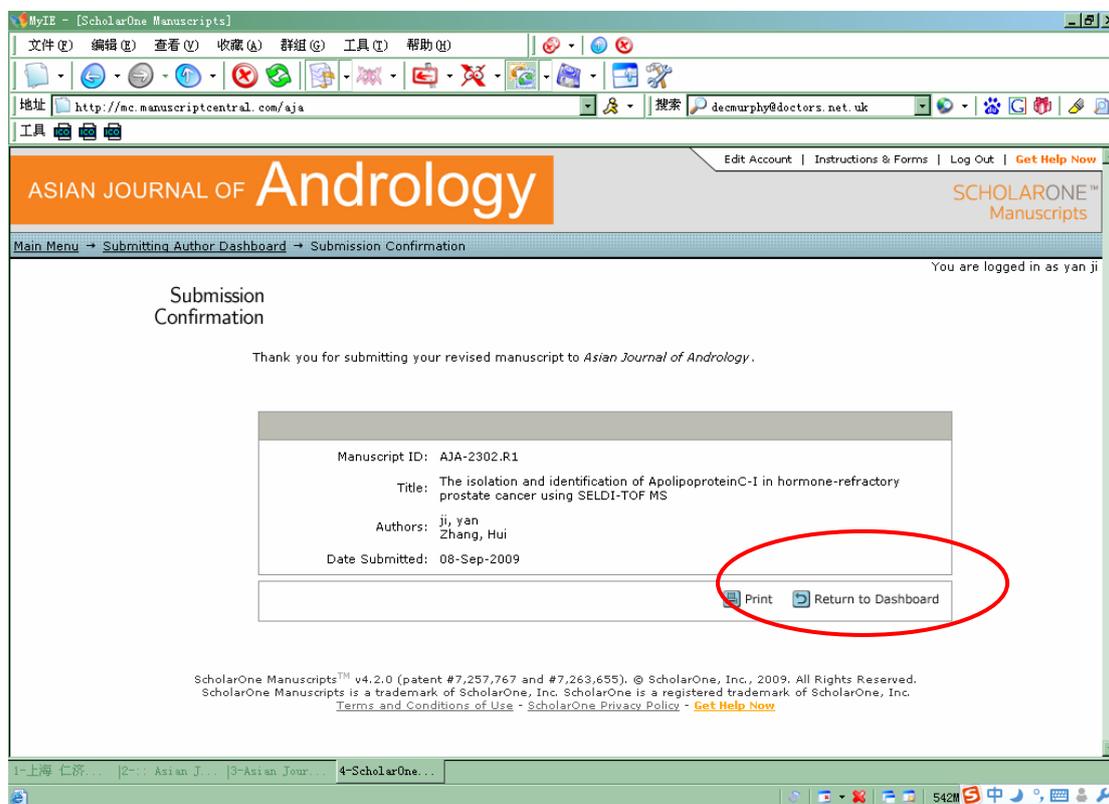
20 查看后这一步完成，旁边出现绿色√，然后点击 Submit



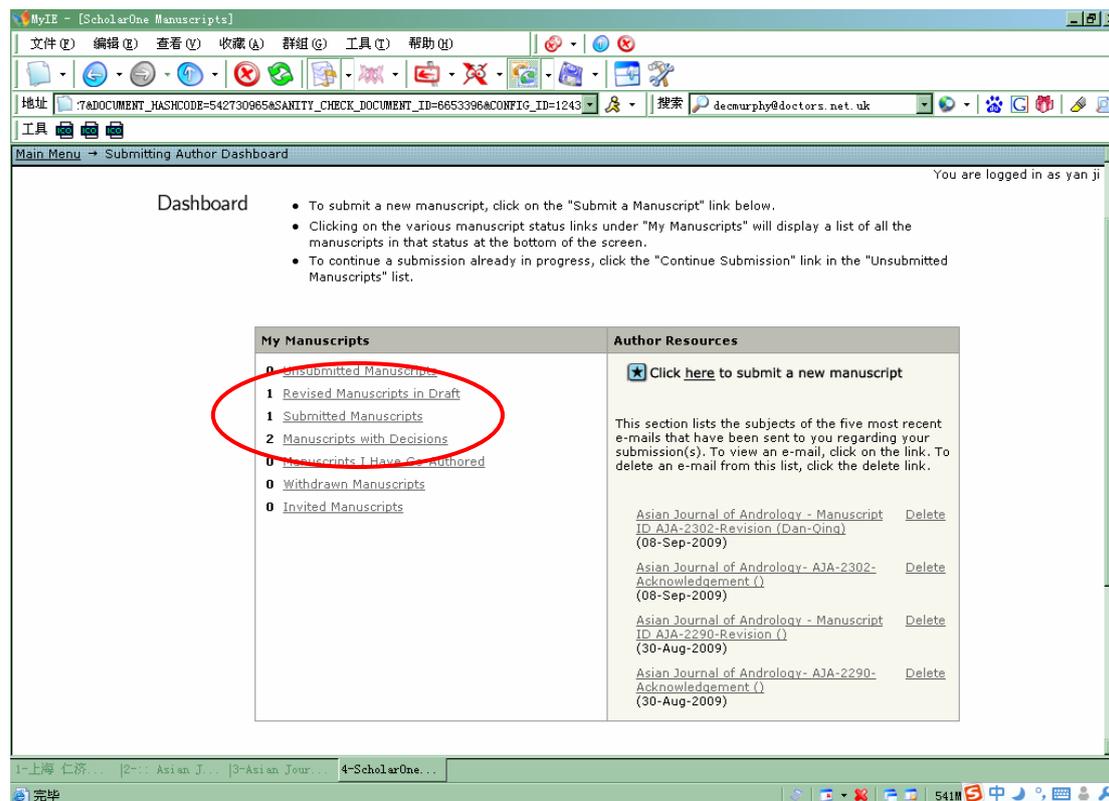
21 点击“确定”



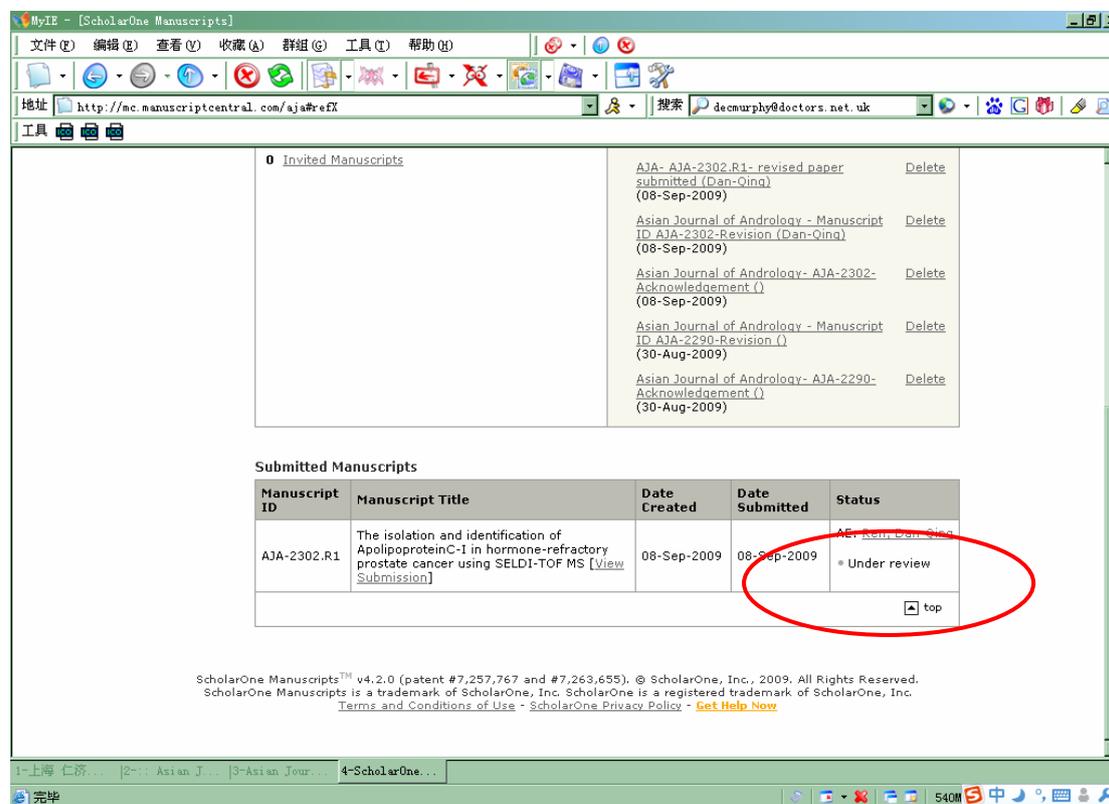
22 修改稿投递成功后的确认页面，点击 Return to Dashboard



23 修改稿投递 OK，点击“1 Submitted Manuscripts”



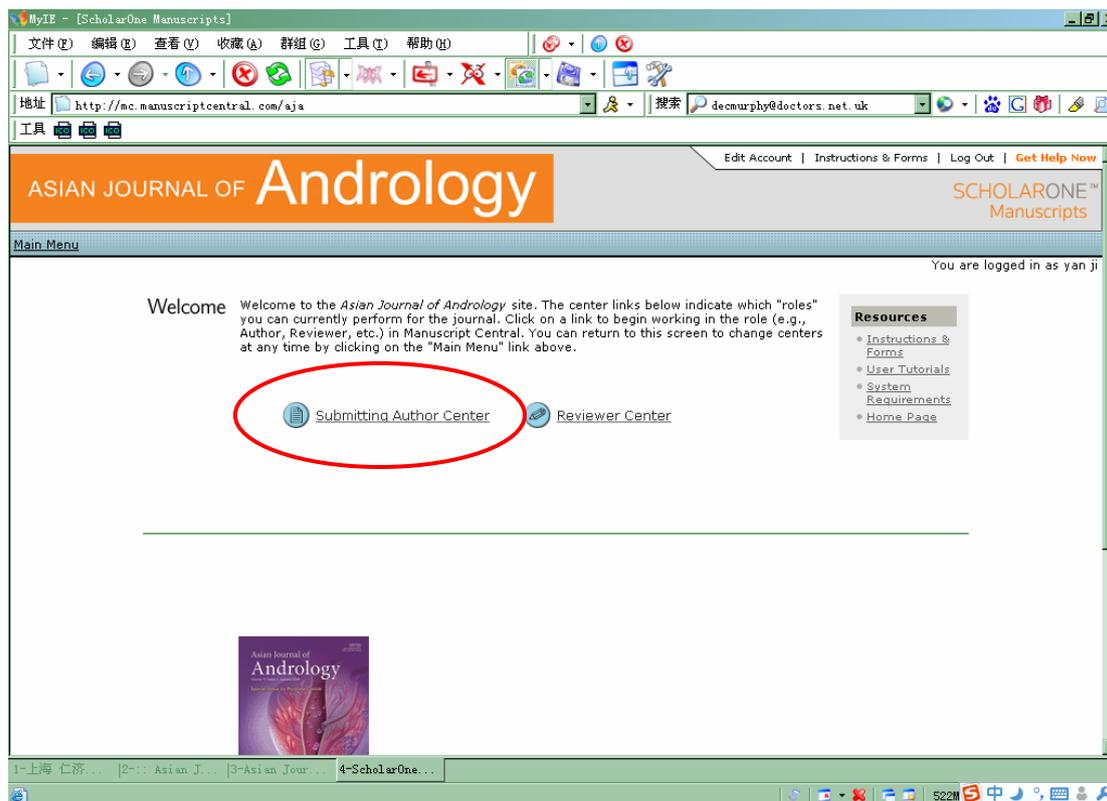
24 页面下方出现修改稿信息，状态为 Under review，编辑将把修改稿送审稿人重审



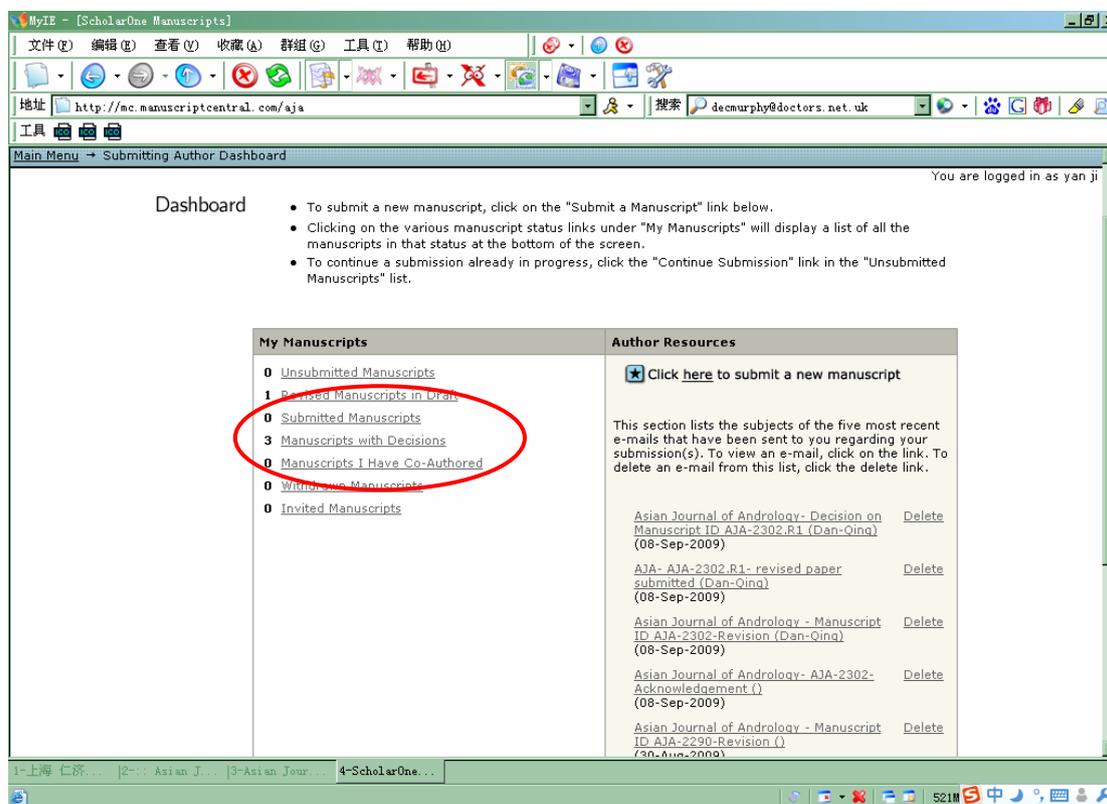
## **Section 4: Checking Results**

查看投稿结果

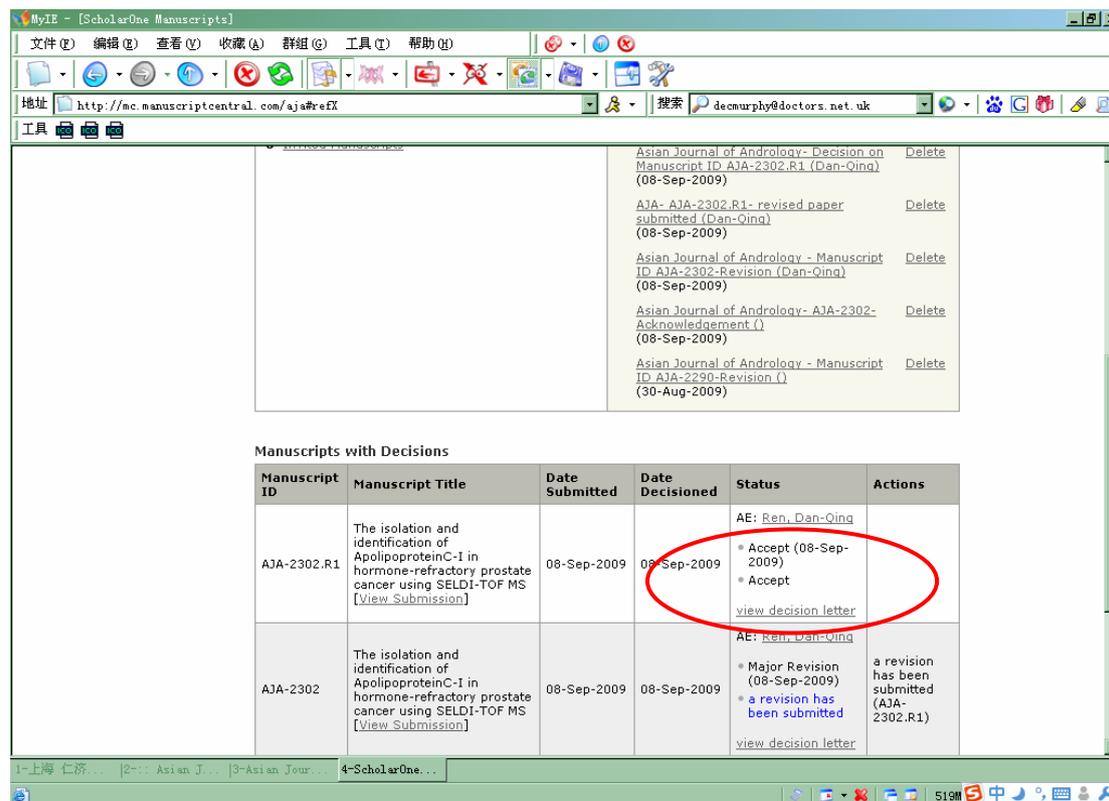
## 1 进入 Submitting Author Center



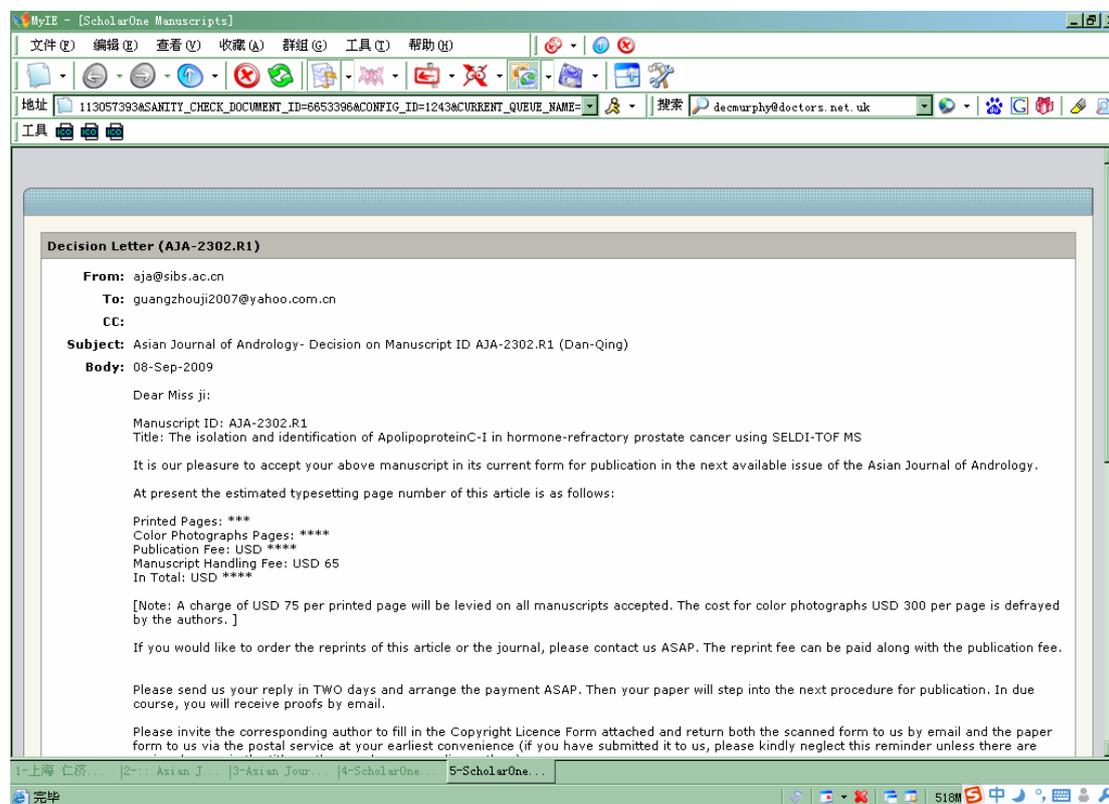
## 2 点击 Manuscript with Decisions



3 压面下方出现这篇稿件的信息，状态变为 Accept，点击 view decision letter



4 Decision letter



Contact information of *Asian Journal of Andrology*

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URL: <http://www.AsiaAndro.com>