

致作者：

詳細的投稿步驟可見這份圖文式的 PPT。 <https://pse.is/8p67zn>

作者投稿流程說明

1. 稿件基本資料
 - (1) 填寫稿件語言、類型、中英題名、摘要及關鍵字。
 - (2) 若期刊有開啟「稿件主題」功能，作者須選取主題才能送出稿件。
2. 檔案上傳
 - (1) 上傳「標題頁」：包含稿件標題、作者資訊、備註或致謝，供期刊編輯識別，不供審查。
 - (2) 上傳「主文檔」：必須移除可識別作者身分的資訊，以供盲審使用。
 - (3) 上傳「其他附件檔案」：必須上傳有所有作者親自簽名的「投稿同意書」，已聲明稿件非一稿二投並遵守本刊之稿約規定。另外，可選擇性提交其他有利審查的附件檔案，如原始資料、問卷等。
3. 作者資訊
 - (1) 系統會自動帶出投稿者的基本資料。
 - (2) 可自行點選「加入作者」增加共同作者。
 - (3) 可自行設定作者排序，並須勾選至少一位為「通訊作者」。
4. 引文格式確認
 - (1) 作者可將參考文獻貼入工具中進行 APA 格式確認。
 - (2) 此步驟為非必填，若無需求可直接跳過。
5. 審查者建議及迴避
 - (1) 投稿者可視需求提供推薦或建議迴避的審查者名單。
 - (2) 此步驟為非必填，若無需求可直接跳過。
6. 稿件資訊及聲明
 - (1) 確認稿件基本資訊，並輸入圖片數、表格數與字數。
 - (2) 勾選相關聲明，包含：未曾發表、符合學術倫理、主文檔已除去識別資訊符合盲審規定等。

輔助與後續功能

- 投稿求助鈴：投稿過程中如有困難，可描述問題或上傳檔案尋求期刊人員協助代為投稿。
- 查閱審查意見：收到修改通知後，作者可登入帳號查閱審查意見，並重新投稿再審。
- 投稿歷程紀錄：作者可於個人儀表板查看已結束作業（如：形式退稿、同意刊登、撤稿）的稿件資料。

To Authors:

Detailed submission steps are available in this graphic Instruction Manual/PPT.

<https://pse.is/8p67zn>

Author Submission Process

1. Basic Information
 - (1) Fill in the manuscript language, type, Chinese and English titles, abstract, and keywords.
 - (2) If the journal has enabled the "Manuscript Theme" function, the author must select a theme before the manuscript can be submitted.
2. File Upload
 - (1) Upload the "Title Page": This file includes the title, author information, notes, or acknowledgments for editorial identification and is not used for review.
 - (2) Upload the "Main Document": Authors must remove all identifying information from this file to ensure it is suitable for the blind review process.
 - (3) Optional: You may upload other supplemental files such as figures, tables, summaries, or research data.
3. Author Information
 - (1) The system will automatically pull the basic information of the submitter.
 - (2) You can click "Add Author" to include co-authors.
 - (3) You can manually set the author order and must designate at least one person as the "Corresponding Author".
4. Citation Format Check
 - (1) Authors can paste references into the tool to verify they follow APA formatting.
 - (2) This step is optional; you may skip it if not needed.
5. Reviewer Suggestions
 - (1) Submitters can provide a list of recommended reviewers or individuals who should be excluded from the review.
 - (2) This step is optional; you may skip it if not needed.
6. Declarations
 - (1) Confirm basic manuscript information and enter the number of images, tables, and the total word count.
 - (2) Check required declarations, including: the manuscript has not been published elsewhere, it complies with academic ethics, and the main

document has been anonymized for blind review.

Support & Follow-up

- **Submission Help:** If you encounter difficulties or need journal staff to submit on your behalf, you can describe your problem or upload files for assistance.
- **Check Reviewer Comments:** After receiving a revision notice, authors can log in to view reviewer comments and resubmit the revised manuscript for further review.
- **Submission History:** Authors can view records of completed manuscript processes (e.g., formal rejection, acceptance for publication, or withdrawal) on their personal dashboard.