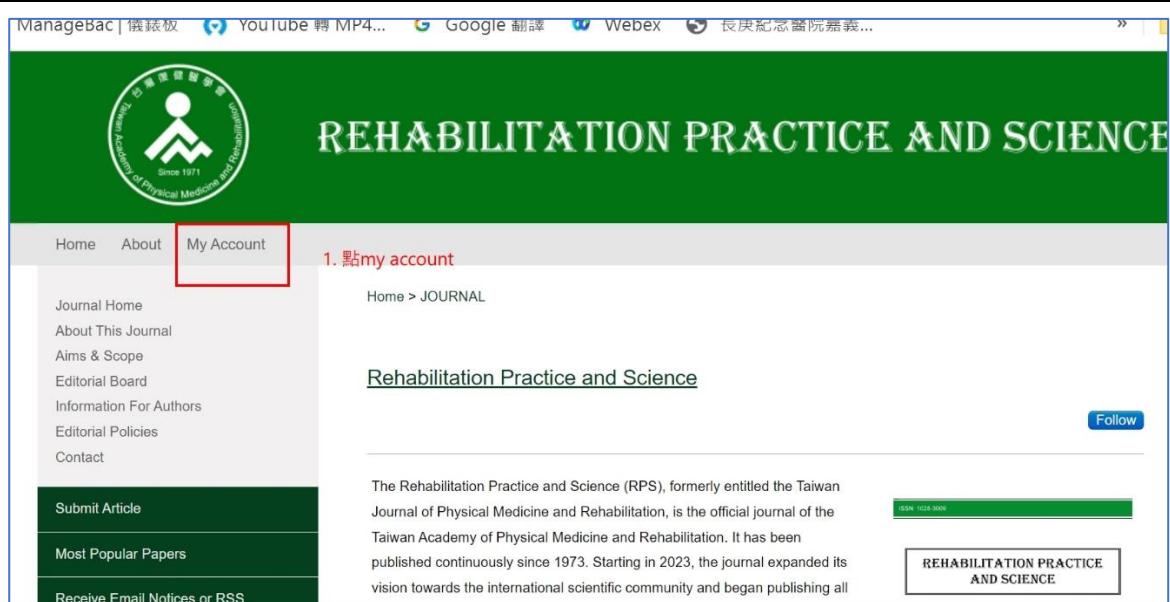


Rehabilitation Practice and Science (RPS) 校對論文之流程說明

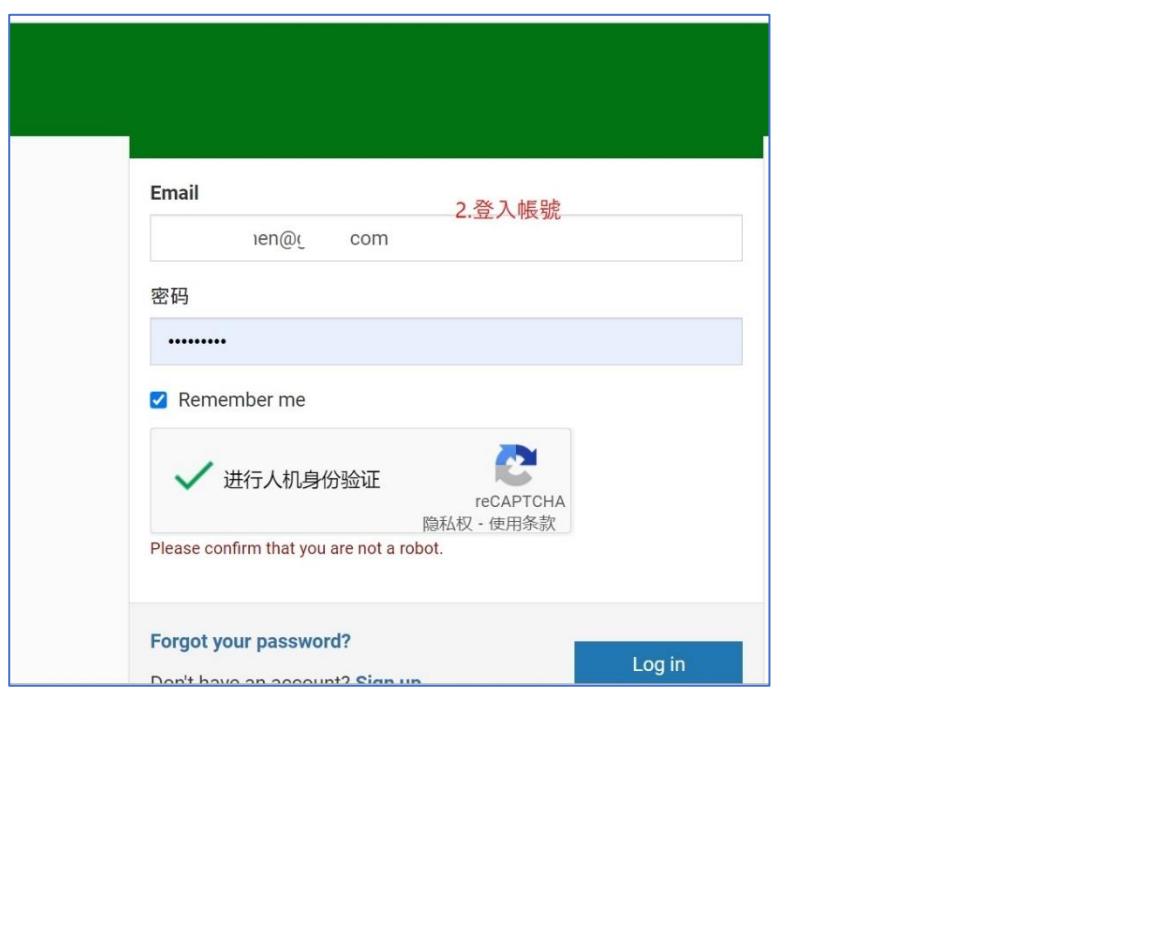
一、投稿系統操作步驟:

步驟 1. 登入網址: <https://rps.researchcommons.org/journal/> , 點選【my account】



The screenshot shows the homepage of the Rehabilitation Practice and Science (RPS) journal. The top navigation bar includes links for ManageBac, YouTube, Google Translate, Webex, and a link to the Taiwan Academy of Physical Medicine and Rehabilitation. The main header features the journal's logo and the text 'REHABILITATION PRACTICE AND SCIENCE'. The left sidebar contains links for Home, About, My Account (which is highlighted with a red box), Journal Home, About This Journal, Aims & Scope, Editorial Board, Information For Authors, Editorial Policies, and Contact. Below these are buttons for 'Submit Article', 'Most Popular Papers', and 'Receive Email Notices or RSS'. The main content area displays the journal's mission and a 'Follow' button. A sidebar on the right is labeled 'REHABILITATION PRACTICE AND SCIENCE'.

步驟 2. 以通訊作者的 Email，登入帳號。如第一次登入系統，必須先用相同 Email 申請帳號。



The screenshot shows the login page for the journal. It features fields for 'Email' (with 'ien@t...com' entered) and 'Password' (with a masked password). A 'Remember me' checkbox is checked. Below these fields is a reCAPTCHA verification box with the text '进行人机身份验证' (Human Verification) and a green checkmark. The box also includes links for '隐私权 - 使用条款' (Privacy - Terms of Use) and a note: 'Please confirm that you are not a robot.' At the bottom of the form are links for 'Forgot your password?' and 'Don't have an account? Sign up.' A 'Log in' button is located to the right of the form.

步驟 3-7 如圖示。

Top Screenshot: My Account Page

The left sidebar includes 'Browse' (Collections, Disciplines, Authors), 'Search' (Enter search terms, in this repository, Advanced Search, Notify me via email or RSS), and 'Author Corner' (Author FAQ, Submit Research). The main area shows 'My Account' with a 'Log Out' button. 'ACCOUNT SETTINGS' includes 'Edit Profile', 'Research Alerts', and 'Follow Management'. 'DASHBOARD TOOLS' includes 'Author Dashboard' (View readership for your works). The 'REHABILITATION PRACTICE AND SCIENCE' section shows a table of 'ARTICLES' with a red box around the 'SUBMISSIONS' row. The first submission in the list has a red box around its title and status: 'Title: The [REDACTED] Status: under review'.

Bottom Screenshot: Rehabilitation Practice and Science Submission Details

The left sidebar includes 'bepress', 'Revise submission' (highlighted with a red box), 'Withdraw submission', 'Email editor', 'Manage additional files', 'My account', and 'Log out'. The main area shows the 'Rehabilitation Practice and Science' journal. The submission details are as follows:

- Title:** [REDACTED]
- Authors:** [REDACTED]
- Status:** under review

Actions:

- Current File(s):** [REDACTED]
- Download Native**
- Download PDF**

Annotations:

- Step 3: Points to the 'Title' field of the first submission in the list.
- Step 4: Points to the 'Download PDF' button.
- Step 5: Points to the 'Revise submission' link in the sidebar.

Full Text of Submission

Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.

Full text of submission:

Upload file from your computer
 Import file from remote site

選擇檔案 未選擇任何檔案

First Page

First Page:

Last Page

Last Page:

Creative Commons License

Select a Creative Commons License.

update submission...
 Reason for update:

Submit changes

Completing your upload may take some time; please only click on the submit button once.

Home | About | FAQ | My Account | Accessibility Statement

二、校對時注意事項：

為免出版社遺漏掉需修正的內容。校對時請用以下其中一方式標示：

1. 要修改的內容用不同顏色標示，並用 PDF 的「註解」的功能說明如何修正。
2. 用另一頁統整所有要修正的內容。

三、常須回覆問題：

| 校對時常須回覆問題 | 回覆方式： |
|--|---|
| Q1 Correctly acknowledging the primary funders and grant IDs of your research is important to ensure compliance with funder policies. Please make sure that funders are mentioned accordingly. | 出版社是要問是否有研究計畫補助。如有的話，要補充補助單位及研究計畫案號。 |
| Q2 Please provide history dates for this article. | 出版社是要問投稿歷程，即以下三項內容： 1. Submitted date 2. Revised date 3. Accepted date |