Thank you for submitting your valuable manuscript on Microbiology and Biotechnology Letters. This is the instruction manual of how to use the online submission system.

1. **Main page login**: Insert your ID and Password and click ‘Login’

If you are not a member of MBL, please create the account first. You can start registering by clicking ‘create an account’.

1) **Member login field**: This entity is for login. The user ID is the email address that you used when you registered.

2) **Finding ID/Password field**: If you forgot your ID or password, click ‘Forgot your password’ button. The system will let you know your ID/password through your registered email address.

3) **Quick menu field**: On the Quick menu field, you can look up the Current Issue of MBL, Instructions to Authors, Editorial Board, Aim and Scope, Find Your Password, and Help.

4) **Short cut field**: On this field, you can use short cut for MBL home page, registration page, and login.
2. Author Center

After you login, you will meet Submission status page. On this page you can check the all of status for your submitted manuscript.

1) The menu that you can use on this page is below.
   - **New Submission**: This field for status of your most recent submitted manuscript.
   - **Revision**: This field is to see the detail of revision process.
   - **Decision**: This filed is for the manuscript which finished review process.

2) **Detail information field**: The detail for each menu will be shown on bottom of the same page when you click each entity.

3) **Author resource menu**: On this field, you can check the email from MBL, and downloading Copyright form.
3. Submit New Manuscript

**Step 1.** Check the all of box on Checklist.

- Agree to transfer the copyright to the MBL
- When you are finished, click “Next.”
Step 2. Describe basic Manuscript Information.

Select your manuscript type

** indicates required field
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<th>Keywords (English)**</th>
<th>English Proof-reading***</th>
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Be sure to enter suggested reviewer(s). It's essential to enter at least two reviewer's.

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**Step 3. Describe Authors and Affiliations.**

This step is for describing information of authors and affiliations. The manuscript should be submitted by the corresponding author. You need to fill up detailed information of the corresponding author and co-authors. After filling up the form, please click ‘save’ and then click ‘next’ to move on to the next step.

**Note.** Corresponding author’s information should also be described on the ‘corresponding author information’ field.

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**Image Description:**
- The image shows a form with fields for adding and deleting the information of authors and affiliations.
- There is an option to arrange the order of authors.
- Instructions are given to arrange the order of authors and to enter their details in English.
**Step 4. Upload Cover Letter.**

Find the cover letter file from local PC and upload the file.
Step 5. Manuscript file upload

Title page, body of article, figures, and tables should be uploaded separately. When you upload a file, you must select ‘file designation’ for each file. You can add or revise each file during the submission process.

Note. File format
- Table: doc, hwp
- Figure: jpg, gif
**Step 6. Confirm and submit the manuscript.**

On this Page you can check whether you are filled up all of necessary information before you submit the manuscript.

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**Step 1: Checklist**

1. Font size of the main text is 12 pt. **Yes**
2. Legends and footnotes of tables and figures are written in English. **Yes**
3. Figures are separated from figure legends. **Yes**
4. Figure resolution is higher than 400 dpi. **Yes**
5. References are quoted in alphabetical order (Enable Style File) **Yes**
6. A running title (less than 54 characters including spaces) is provided. **Yes**
7. Correspondent footnotes (mailing address, e-mail, phone, fax) are included. **Yes**
8. Key words (less than 8) are provided (should be inserted in the submission step). **Yes**
9. Cover letter is prepared (should be inserted in the submission step). **Yes**
10. Acknowledgment is written in English. **Yes**
11. Line and page numbers are inserted in each page. **Yes**
12. All authors agreed to submit. **Yes**

I certify that the above information is true and correct.

Every author took a certain role and made contribution to the study and the manuscript. In case of publication, I agree to transfer all copyright ownership of the manuscript to the Microbiology and Biotechnology Letters to use, reproduce, or distribute the article.

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**Step 2: Type, Title & Abstract**

- **Manuscript type**: Article
- **Category of the manuscript**: Enzymes and Bioactive Compounds
- **Title (Korean)**: 
- **Title (English)**: test
- **Running Title (Korean)**: 
- **Running Title (English)**: test
- **Abstract (Korean)**: test
- **Abstract (English)**: test

- **Keywords (Korean)**: None (or N/A)
- **Keywords (English)**: test, test, test, test, test
- **English Proof-reading**: Yes

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**Suggested reviewer**

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The Red ‘X’ means you are not finished or not filled up required field yet. In this case, you can revise the information by clicking ‘edit’. If you successfully finished all of step, you will see the green ‘V’ sign on every step.

The PDF convert button will be available after you finished all of necessary step. After you get PDF file please check the manuscript PDF file before you submit.
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4. Submit revised manuscript

After the 1st Review finished, editorial board will let you know the review comments of your manuscript. If you need to revise the manuscript to follow the suggestions, use ‘MS in Revision’ menu to submit revised article.

![Image of manuscript revision process](image.png)
**Step1.** Suggest an Opinion about review comments on ‘Author’s Response’.

You can give your opinion about reviewer’s comments. You can upload as file or you can type your thoughts on ‘Author’s response’ field. After you filled up form please click ‘save’ and then click ‘next’ to move on to the next step.
Step 2. Revise the Basic information.

※ This step is only necessary if you need to correct the information that you already deposited.
Step 3. Revise Authors & Affiliations.

※ This step is only necessary if you need to correct the information that you already deposited.

* Please put authors and institutions in English.
Step 4. Upload revised Cover letter.

※ This step is only necessary if you need to correct the information that you already deposited.
**Step 5. Upload revised manuscript file.**

After you upload revised file, the file will be shown as 1st revision.
Step 6. Confirm and submit the manuscript.