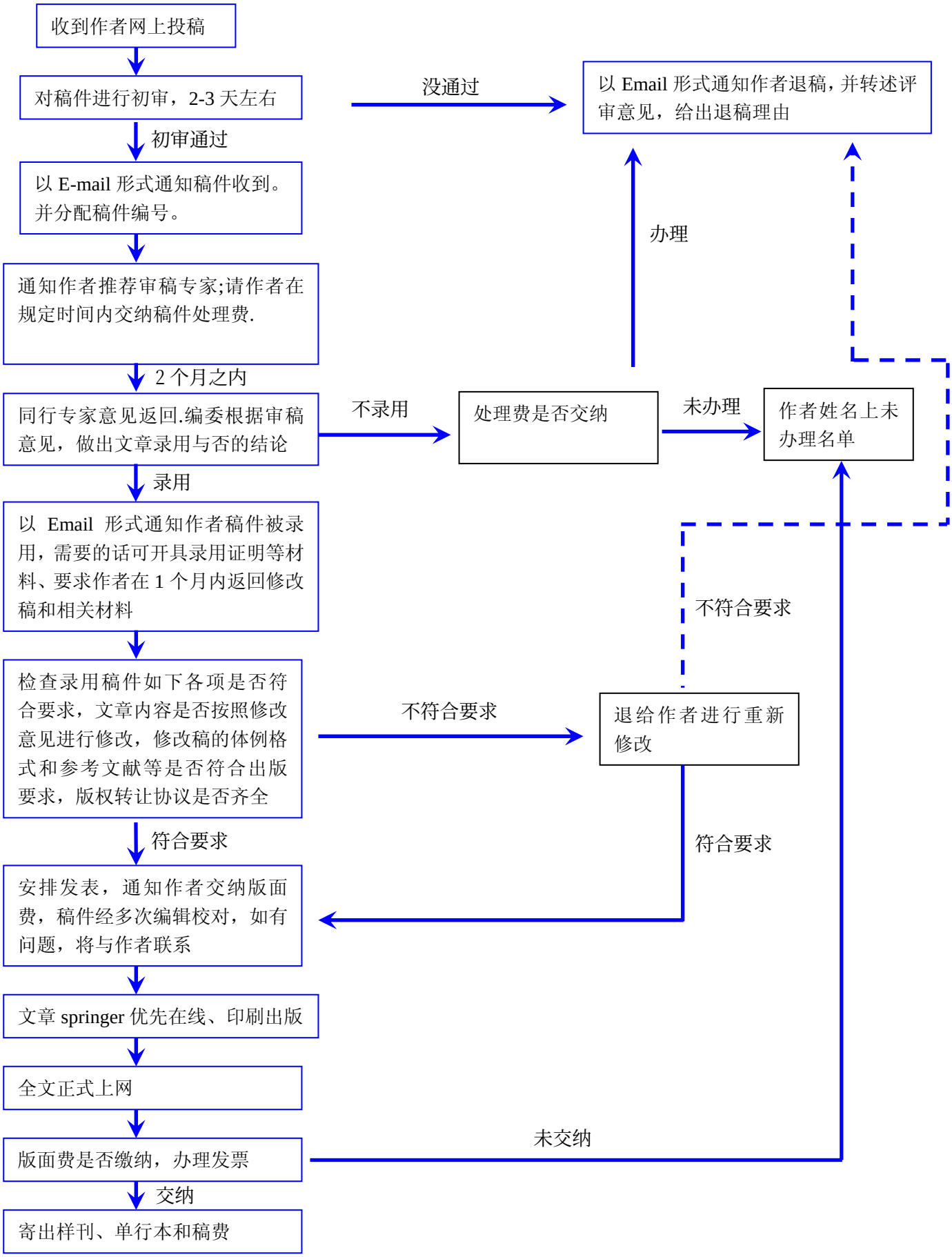学报英文版稿件处理流程