# e-JSSNT

# Instruction for Web Submission

## using J-STAGE3 / ScholarOne Manuscript system

## for ISSS-8 Proceedings

**Ver. 1.1**

## Submit a New Manuscript

**(1) Preparation of manuscript files**

Please refer to the "Instruction for manuscript preparation"
at our web site (http://www.sssj.org/ejssnt/Manu_Prep.htm) for details.
The total file size must be less than 50MB.
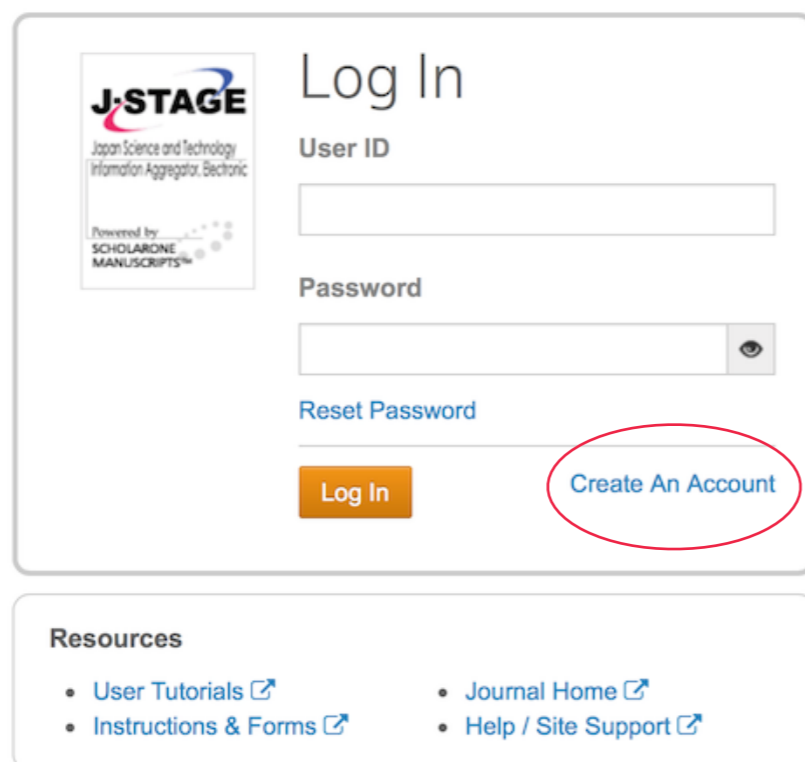
**(2) Login to the web system**

Please visit the site "http://mc.manuscriptcentral.com/ejssnt" with your web browser.
The "pop-up block" function should be turned off at this site.

Please create your account first, if you have never logged in before.

## (3) Submission process

After choose "Author" , and click "Begin Submission".
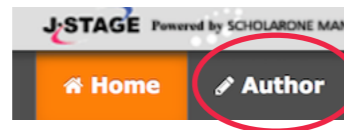


In case that you want to resume the submission process saved before, click "Continue" at the corresponding item.

You can save the status at any following step 1-7 and resume the process when you visit the site later.

## (3) Submission process (continued)

There are 7 steps before you complete the submission.

### Step 1

Select **"Conference paper"**,
and Title and Abstract boxes will appear.

**Submission**

**Step 1: Type, Title, & Abstract** >
Step 2: Attributes >
Step 3: Authors & Institutions >
Step 4: Reviewers & Editors >
Step 5: Details & Comments >
Step 6: File Upload >
Step 7: Review & Submit >

## Step 1: Type, Title, & Abstract

Select your manuscript type from the list. Enter your manuscript title and abstract into the appropriate boxes below. When you are finished, click "Save & Continue." Read More ...

**\*** = Required Fields

**\* Type:**

| CHOICE | TYPE |
|--------|------|
| ○ | Regular paper |
| ○ | Superexpress Letter |
| ○ | Technical Note |
| ○ | Review |
| ⊙ | Conference paper |

**\* Title**

[Preview] [Ω Special Characters]

0 OUT OF 200 CHARACTERS

**\* Abstract**

**Write or Paste Abstract**

[Preview] [Ω Special Characters]

0 OUT OF 500 WORDS

[Save] [Save & Continue >]

**Step 2**    Give at least 3 keywords, select the conference name and category.

## Step 2: Attributes

Select your manuscript keywords by clicking "Show Full List". Click "Add from List" button and the selected item is added on the list.
Select the Conference Name and click "Add from List" button.
Select the Category from the dropdown menu.
When you are finished, click "Save & Continue."

\* = Required Fields

**\* Keywords**

[                    ]    **＋ Add**

**+ Show Full List**

REQUIRED 3. MAX 8.

**KEYWORDS**

**Conference Name**

Conference-ISSS
Conference-ALC
Conference–SSSJ
Conference-ICSFS
Conference-XAFS
Conference-ACSIN

**＋ Add from List**

MAXIMUM 1

**CONFERENCE NAME**

**⬅ Choose the conference name "Conference-ISSS", here.**

**\* Category**

[ Select... ▼ ]

**❮ Previous Step**                    **Save**    **Save & Continue ❯**

**Step 3**    You can add your co-authors here.

# Step 3: Authors & Institutions

Enter your co-author's email address in the box of "Find using Author's email address" below, then click "Search".
If the search result is returned, click "Add Author" to add him/her on the Author list.
If the search result is not returned, a message will appear above the box of "Find using Author's email address".
Click "create a new co-author." in the message and the screen to enter your co-author's information will be displayed. Then, fill in the fields and click "Add Created Author" to add him/her on the Author list.

\* = Required Fields

## Authors

**\* Selected Authors**

| ORDER | ACTIONS | AUTHOR | INSTITUTION |
|---|---|---|---|
| ↕ Drag   1 ⇕ | Select... ⇕ | **Your Name** your@e-mail.address | Postal Address and Phone Number |

⟳ Update Author Order

**Add Author**

Find using Author's email address

AuthorsEmail@example.com    🔍 Search

‹ Previous Step        Save        Save & Continue ›

**Step 4**  You can enter the list of preferred/non-preferred reviewers.

## Step 4: Reviewers & Editors

If you have preferred and non-preferred reviewers, click "Add Reviewer" button and enter the person's information. Select "I recommend this Reviewer" for preferred reviewers and "I oppose this Reviewer" for non-preferred reviewers. Click "Add New Reviewer" button and the person is added on the list.
When you are finished, click "Save & Continue."

* = Required Fields

### Reviewers

| ACTIONS | PREFERENCE | REVIEWER | INSTITUTION |
|---------|-----------|----------|-------------|
| Add Reviewer | | | |

**Submission**
- ✔ Step 1: Type, Title, & Abstract
- ✔ Step 2: Attributes
- ✔ Step 3: Authors & Institutions
- **Step 4: Reviewers & Editors**
- Step 5: Details & Comments
- Step 6: File Upload
- Step 7: Review & Submit

◄ Previous Step    Save    Save & Continue ►

### Add Reviewer

Ω Special Characters

* First/Given Name

* Last/Family Name

* Email

Institution

Department

Phone Number

* Preference   ○ I recommend this Reviewer   ○ I oppose this Reviewer

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**Step 5**  You NEED NOT write a cover letter.  **INSTEAD** give your "Presentation Number".

## Step 5: Details & Comments

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Select File" button, locate your file, and click "Attach File" button. Answer any remaining questions appropriately. When you are finished, click "Save & Continue."

* = Required Fields

**Submission**
- ✔ Step 1: Type, Title, & Abstract
- ✔ Step 2: Attributes
- ✔ Step 3: Authors & Institutions
- ✔ Step 4: Reviewers & Editors
- **Step 5: Details & Comments**
- Step 6: File Upload
- Step 7: Review & Submit

### Cover Letter

**Write Cover Letter**

Preview    Ω Special Characters

0 OUT OF 32768 CHARACTERS

your presentation number

**Upload Cover Letter**

📄 1. Select File          ⬆ 2. Attach File

| Manuscript Information | |
|---|---|
| * Number of Figures: | |
| * Number of Tables: | |

| Confirm the following: |
|---|
| ☐ * Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere. |
| ☐ * Do you agree that all copyrights of the final form of the manuscript including rights of its publication in any form are transferred to SSSJ? |

These items are **indispensable.**

**Step 6**　Click "Select File ..." and select the file(s) on your PC. Next, choose the "File Designation" for each file from (1)*Manuscript text*, (2)*Table*, (3)*Figure*, (4)*Electronic Appendix* and (5)*Reply to comments*, and click "Upload Selected Files".

## Submission

- ✔ Step 1: Type, Title, & Abstract
- ✔ Step 2: Attributes
- ✔ Step 3: Authors & Institutions
- ✔ Step 4: Reviewers & Editors
- ✔ Step 5: Details & Comments
- **Step 6: File Upload**
- Step 7: Review & Submit

## Step 6: File Upload

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save & Continue." Read More ...

**\*** = Required Fields

### Files ❓

`0.00 OUT OF 48.83 MB`

| ORDER | ACTIONS | FILE | * FILE DESIGNATION | UPLOAD DATE | UPLOADED BY |
|-------|---------|------|-------------------|-------------|-------------|

No files uploaded

🔄 Update Order

### File Upload

| SELECTION | FILE DESIGNATION |
|-----------|------------------|
| 📎 Select File 1 ... | Choose File Designation ...  ⬍ |
| 📎 Select File 2 ... | Choose File Designation ...  ⬍ |
| 📎 Select File 3 ... | Choose File Designation ...  ⬍ |

⬆ Upload Selected Files

‹ Previous Step　　　　Save　　**Save & Continue ›**

**Step 7**　The status of each step (1-6) can be checked here.
View the HTML and PDF proofs for the reviewing process converted from the uploaded file(s).

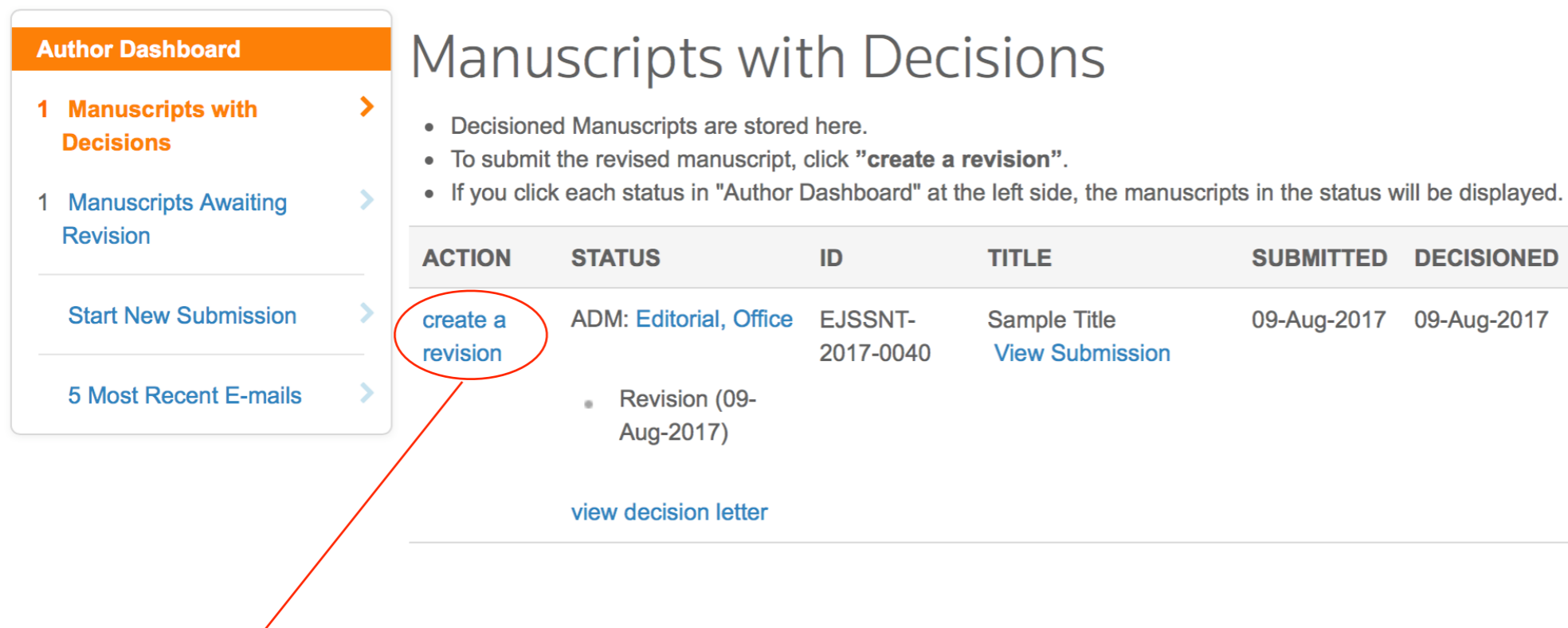After all the checks are passed, you can complete the submission by clicking "Submit"

## View Decision / Submit a Revised Manuscript

**(1) Login to the web system**

Please visit the site "http://mc.manuscriptcentral.com/ejssnt" with your web browser.
The "pop-up block" function should be turned off at this site.

**(2) Click "Manuscripts with Decisions" and find your manuscript title listed below.**



Click "Create a Revision", and start the process as is the case with the new submission.
Please be careful in the file-upload stage not to mistake the old manuscript for the revised one.