

**e-JSSNT**

# **Instruction for Web Submission**

**using J-STAGE3 / ScholarOne Manuscript system**

**for ISSS-8 Proceedings**

# 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/ejsnt/Manu\\_Prep.htm](http://www.sssj.org/ejsnt/Manu_Prep.htm)) for details.

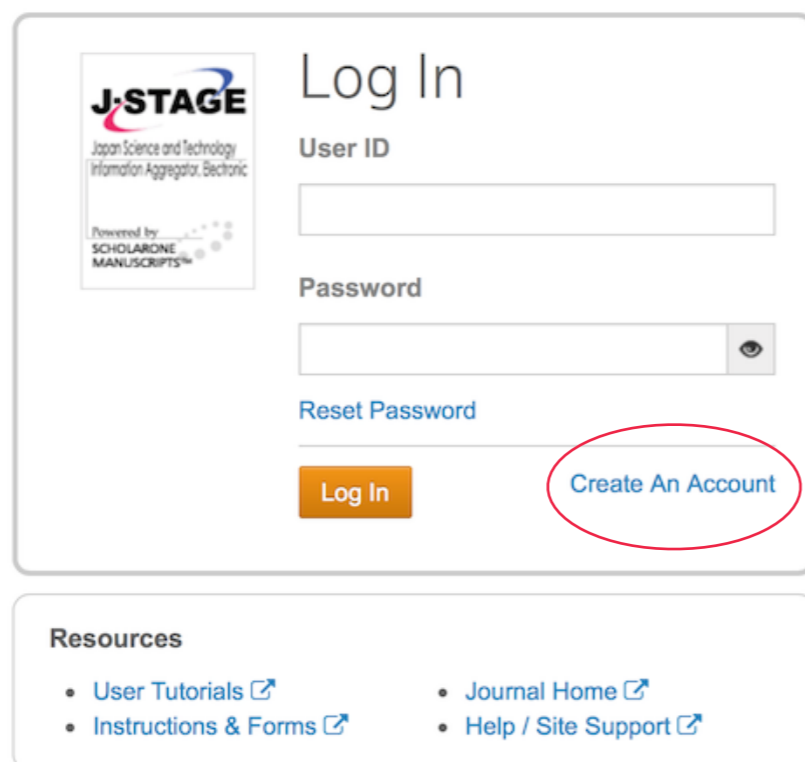
The total file size must be less than 50MB.

## (2) Login to the web system

Please visit the site “<http://mc.manuscriptcentral.com/ejsnt>” 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.



**J-STAGE**  
Japan Science and Technology  
Information Aggregator, Electronic  
Powered by  
SCHOLARONE  
MANUSCRIPTS™

## Log In

User ID

Password

[Reset Password](#)

[Log In](#) [Create An Account](#)

### Resources

- [User Tutorials](#)
- [Instructions & Forms](#)
- [Journal Home](#)
- [Help / Site Support](#)

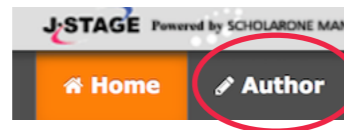
Welcome to the submission site for

e-Journal of Surface Science and  
Nanotechnology

- To Log In, enter your **User ID** and **Password**, then click **Log In**.
- If you are unsure about whether or not you have an account, or have forgotten your password, click **Reset Password** link. You will be navigated to the other page. Enter your E-Mail address and click **Send Reset Link**, and you will receive an email. Then, set your new password by following the instructions in the message.
- If you do not have an account, click on the **Create An Account** link.

### (3) Submission process

After choose "Author"



, and click "Begin Submission".

**Author Dashboard**

- [Start New Submission](#) >
- [5 Most Recent E-mails](#) >

## Start New Submission

- To submit a new manuscript, click on the "Begin Submission" button below.
- Clicking on the various manuscript status links under "My Manuscripts" will display a list of all the manuscripts in that status at the bottom of the screen.
- To continue a submission already in progress, click the "Continue Submission" link in the "Unsubmitted Manuscripts" list.

METHOD	DESCRIPTION	START
<b>Traditional Submission</b>	Traditional submission allows you to upload files that were created from many sources.	<a href="#">Begin Submission</a>
<b>THOMSON REUTERS ENDNOTE™</b>	EndNote is the industry standard software tool for publishing and managing bibliographies, citations and references on the Windows and Macintosh desktop.	<a href="#">Begin EndNote Submission</a>

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.

CONTINUE	ID	TITLE	CREATED	DELETE
<a href="#">Continue</a>	Draft (EJSSNT-2017-0040.R1)	Sample Title <a href="#">View Submission</a>	09-Aug-2017	<a href="#">Delete</a>

### (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	
<b>Step 1: Type, Title, &amp; Abstract</b>	>
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
<input type="radio"/>	Regular paper
<input type="radio"/>	Superexpress Letter
<input type="radio"/>	Technical Note
<input type="radio"/>	Review
<input checked="" type="radio"/>	Conference paper

\* Title

Preview  0 OUT OF 200 CHARACTERS

\* Abstract

Write or Paste Abstract

Preview  0 OUT OF 500 WORDS

Save

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

**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 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**

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Conference Name

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

+ Add from List

**MAXIMUM 1**

**CONFERENCE NAME**

---

\* Category

Select...

**< Previous Step**      **Save**      **Save & Continue >**



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

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

### 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 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 <a href="#">your@e-mail.address</a>	Postal Address and Phone Number

 Update Author Order

#### Add Author

Find using Author's email address

 Previous Step

Save

Save & Continue 

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

### 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 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

ACTIONS	PREFERENCE	REVIEWER	INSTITUTION
<input type="button" value="Add Reviewer"/>			

### 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

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

### 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 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

### Cover Letter

**Write Cover Letter**

0 OUT OF 32768 CHARACTERS

**your presentation number**

### Upload Cover Letter

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### 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

ORDER	ACTIONS	* FILE	FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

0.00 OUT OF 48.83 MB

[Update Order](#)

#### File Upload

SELECTION	FILE DESIGNATION
<a href="#">Select File 1 ...</a>	Choose File Designation ...
<a href="#">Select File 2 ...</a>	Choose File Designation ...
<a href="#">Select File 3 ...</a>	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”

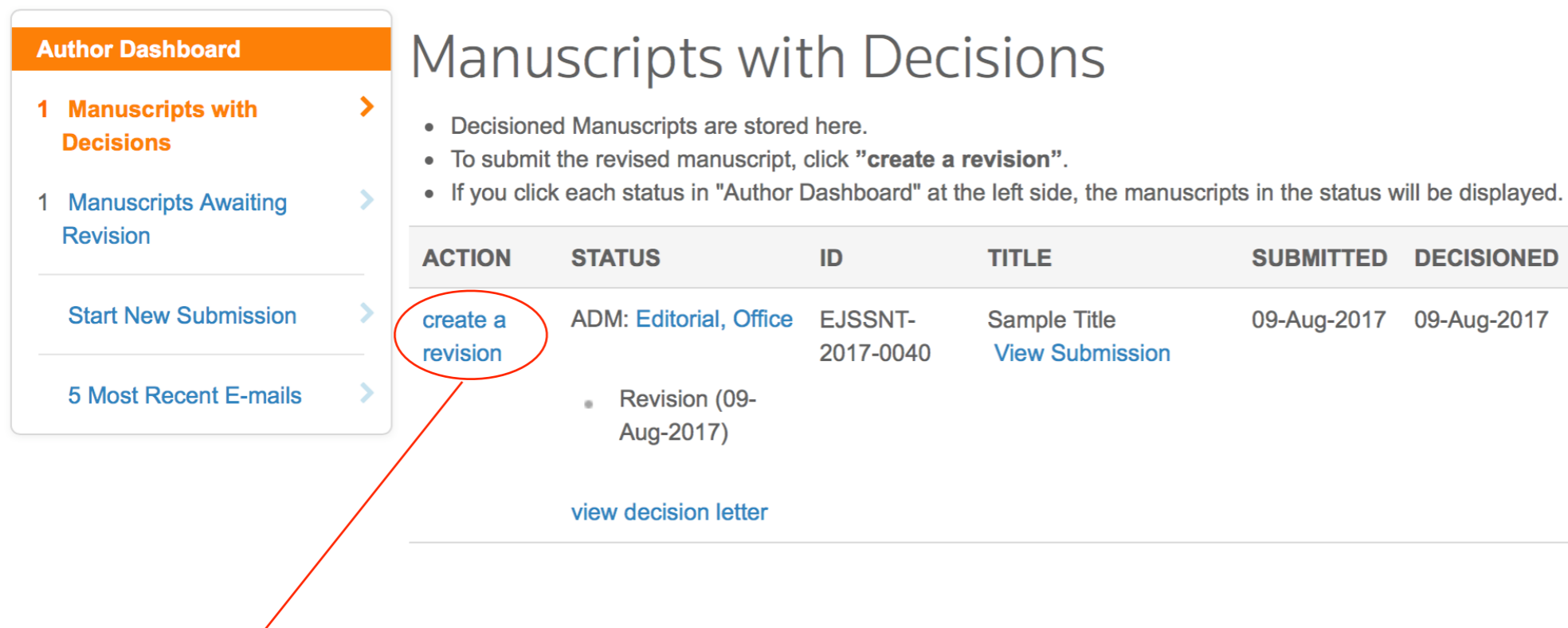


# View Decision / Submit a Revised Manuscript

## (1) Login to the web system

Please visit the site "<http://mc.manuscriptcentral.com/ejsnt>" 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.



The screenshot shows the 'Author Dashboard' with a sidebar on the left and a main content area. The sidebar contains the following items:

- 1 Manuscripts with Decisions (highlighted in orange)
- 1 Manuscripts Awaiting Revision
- Start New Submission
- 5 Most Recent E-mails

The main content area is titled 'Manuscripts with Decisions' and contains the following text:

- Decisioned Manuscripts are stored here.
- To submit the revised manuscript, click "create a revision".
- If you click each status in "Author Dashboard" at the left side, the manuscripts in the status will be displayed.

Below the text is a table with the following columns: ACTION, STATUS, ID, TITLE, SUBMITTED, DECISIONED.

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
<a href="#">create a revision</a>	ADM: Editorial, Office	EJSSNT-2017-0040	Sample Title <a href="#">View Submission</a>	09-Aug-2017	09-Aug-2017
	Revision (09-Aug-2017)				
	<a href="#">view decision letter</a>				

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.