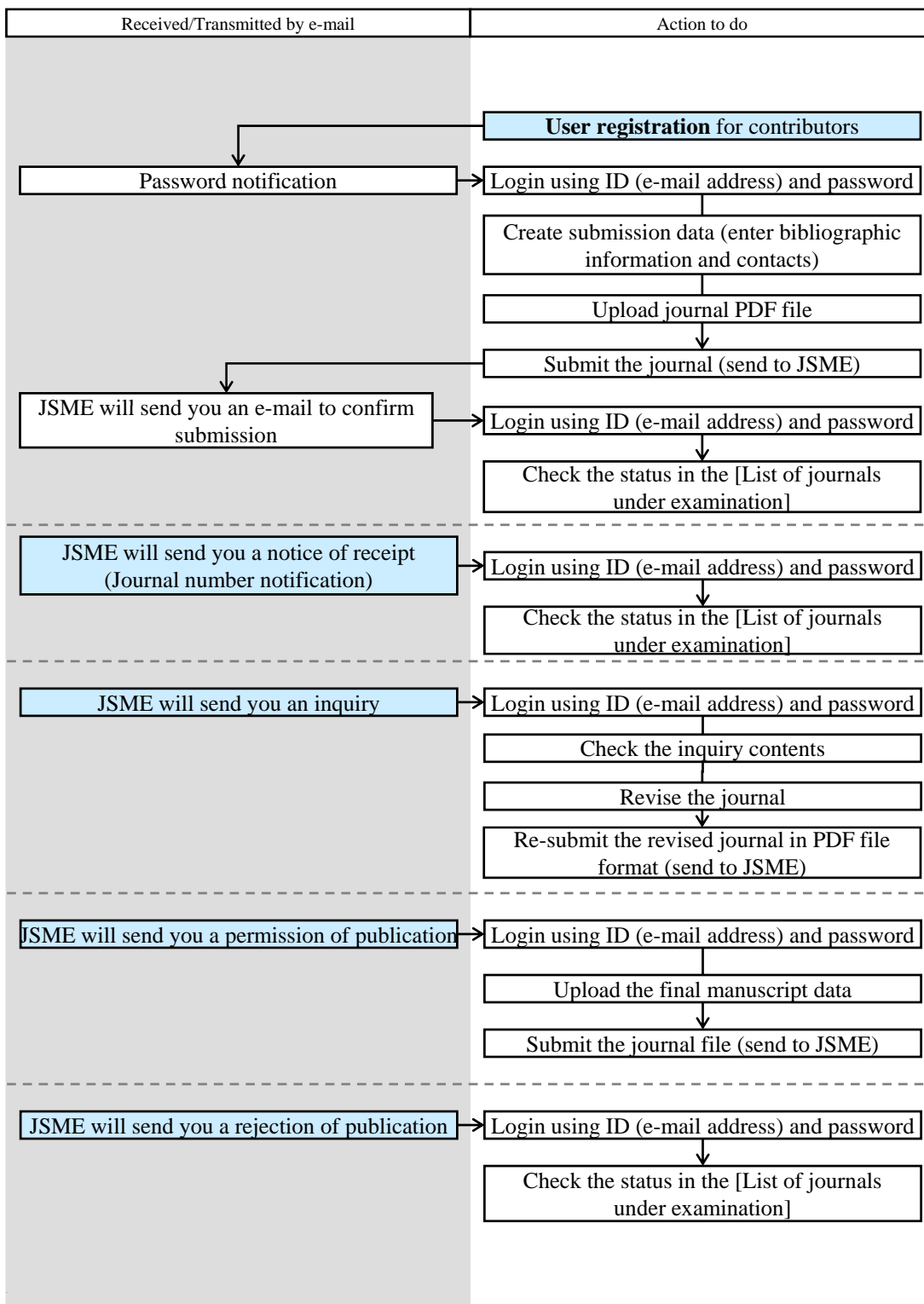


JSME Journals
[User Guide]
For contributors

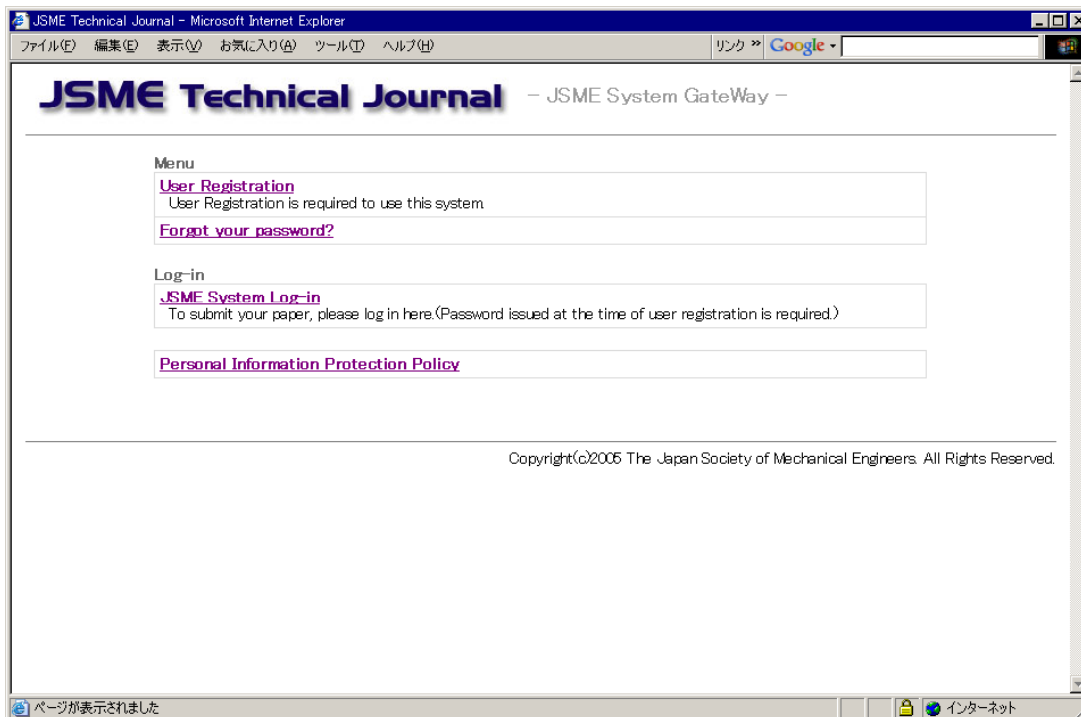
Contributors**Table of Contents**

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Contributors - Process flow chart



Contributors - From user registration to login



- Top menu screen

<https://www.i-product.biz/jsme/author/>

•This is the top menu page for contributors. Select the process required to contribute your journal from this screen.

•Be sure to read the "Privacy Protection Policy" of this system before user registration.

- Login window

•By clicking [JSME System Log-in], the login dialog box will be displayed. Login using your user ID (e-mail address) and password (sent to you via e-mail after user registration) and then you can post your journal.

Contributors - From user registration to login

JSME Technical Journal - User Registration -

Information input Verify input content End input [TOP](#)

*Only one registration is at one mail address.

E-Mail Address	<input type="text"/>
Full Name	<input type="text"/>
Organization	<input type="text"/>
Organization Address	<input type="text"/>
TEL	<input type="text"/>

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ページが表示されました

- User registration window

[Menu] -> [User Registration]

- Before using this system, you need to complete user registration.
- User registration is required only one time when using the system for the first time.
- When registration is complete, a Registration Complete message that contains your user ID and password will be sent to your registered e-mail address.

Contributors - Submission main window (My Page)



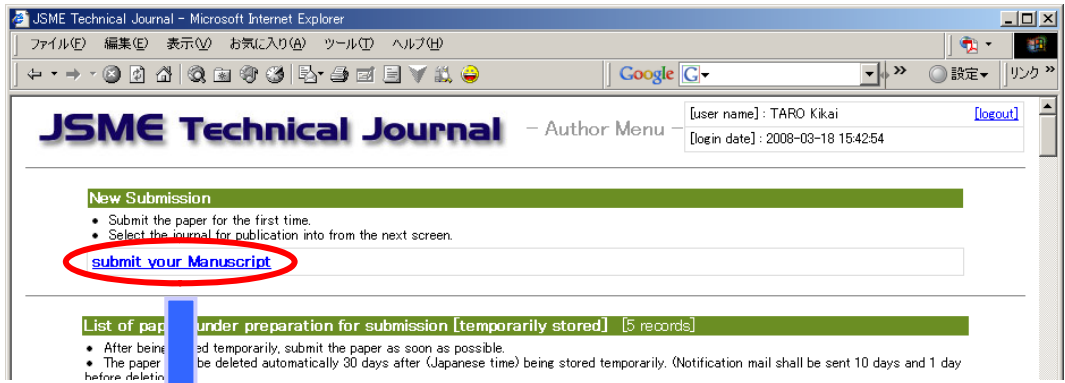
- Submission main window (My Page)

•In this window (called **My Page** hereinafter), contributors can view the status of all journals that have been submitted.

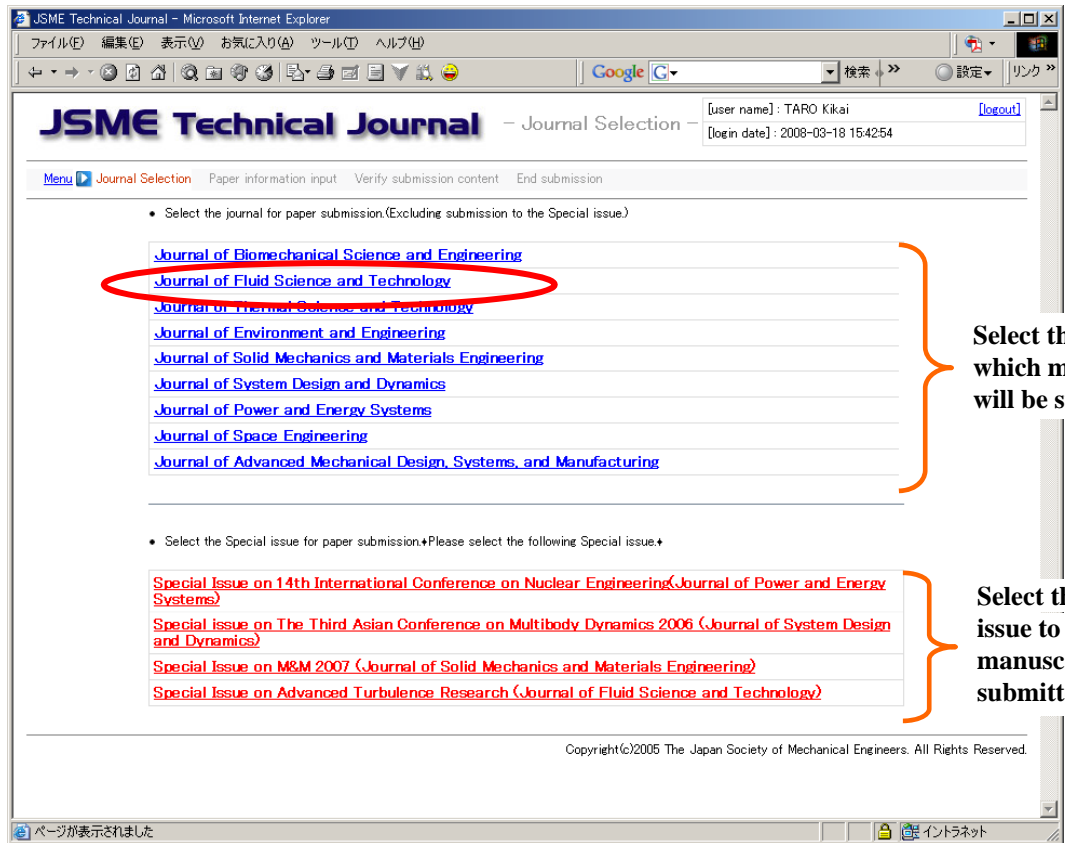
- (1): New submission
- (2): List of journals preparing for submission
- (3): List of journals under examination
- (4): Examination completed/List of journals whose final manuscript has been submitted
- (5): Journals published

- Click the link “Change password” to change the password.
- Click the link “Registered user’s information” and move to the modification confirmation screen to check/change the registered user’s information.

Authors - Submission



• Click “Submit your manuscript” to start submission.

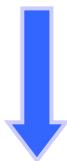


Select the journal to which manuscript will be submitted.

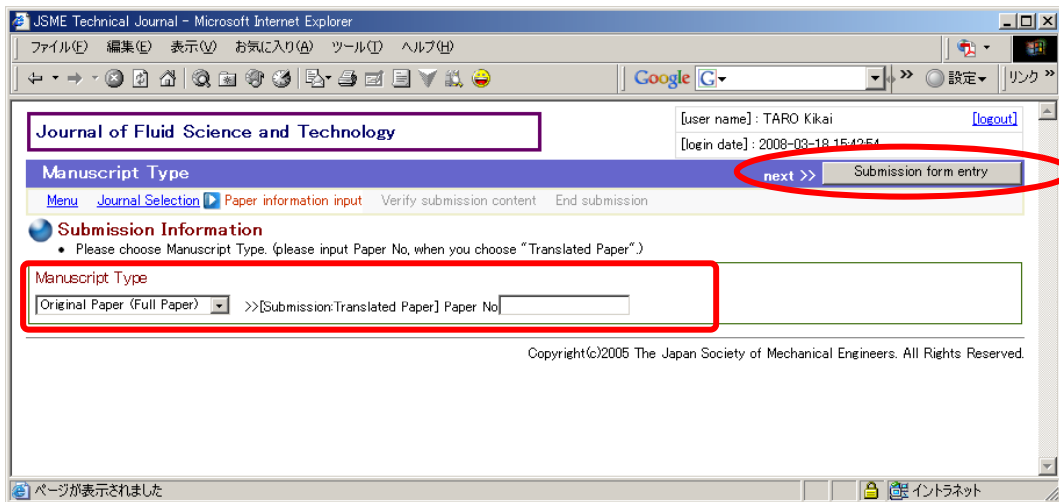
Select the special issue to which manuscript will be submitted.

- Screen for selecting journal or special issue to which manuscript will be submitted.

•Click the journal or special issue to which manuscript will be submitted.



Authors - Submission



- Screen for selecting manuscript type

Select manuscript type.

1. Original Paper (Full Paper)
2. Translated Paper (with recommendation)
3. Translated Paper (with self-recommendation)
4. Review Paper
5. Short Paper
6. Technical Note

- Those who select republished papers (Translated Paper) should enter the paper number in the field “JSME Technical Journal Paper No.”
- After selection (or after entering the paper number in the field “JSME Technical Journal Paper No.” for republished papers), click the “Submission form entry” button.



Authors - Submission

Journal of Fluid Science and Technology [user name]: TARO Kikai [logout]
 [login date]: 2008-03-18 15:42:54

Submission form entry next >> confirmation

Menu Journal Selection Paper information input Verify submission content End submission

[Method of submission: WEB] temporarily store information >> Quick Save

Rules on submission

- Items for verification prescribed in the rules on paper submission are described below.
- After reading the contents, indicate your agreement by placing a check on "Agree".

I. confirm matters

(1) The copyright for my manuscript or any other with substantially the same contents has not been transferred to any other Journal or to any other Society for presentation.

(2) I agree to pay a mandatory charge of published paper when the manuscript is published in the Journal of Fluid Science and Technology.

II. Copyright transfer

I hereby assign and transfer all copyright privileges of the paper to the Japan Society of Mechanical Engineers upon acceptance of the Note:

(1) In principle, the society does not interfere with the author(s) usage of his (their) articles for reproduction, translation or adaptation. However, when the full article is reproduced by the author(s), written permission for reproduction must be obtained from the Society.

(2) When requests for permission of reproduction or reuse of articles are received by the Society, the Society may issue permission on behalf of the author(s).

If you agree to the above, place a check on the box. Agree

Society

- Select the mother organization where you belong. (Multiple organization selection is allowed)
- When you do not belong to any organization remove the check marks.

The Japan Society of Mechanical Engineers

Submission Information

Manuscript Type **Original Paper (Full Paper)**

Title (in English) Subtitle must be enclosed in parentheses.
 Test *****

Authors (*contact person)

About the authors

- Indicate the authors of the paper for submission.
- Japanese nationals should fill in the fields for the author's Family Name, First Name and Organization in Japanese. Non-Japanese nationals in English.
- Clicking the "add author" button after filling up the required entries adds the author to the list.
- To delete an author from the list, place a check on the check box corresponding to list and click "del" button.
- Items marked with * on the list refers to the contact person. Select the author to whom communications shall be addressed to.
- Items other than **Member No** and **Organization** are required input items.

About the contact person / contact address

- Inquiries and other matters regarding the paper after submission shall be addressed to the contact person and contact address. Make sure to fill in the information accurately.

Membership No	Family Name	First Name	Full Name	Organization	add author
* 012345	SANBI	Taro	SANBI Taro	JSME	<input type="checkbox"/>

CORRESPONDENCE

[country] Japan
 [zip code] 100-1111
 [address] Tokyo
 [Organization] SANBI
 [TEL] 03-1111-2222 [FAX] 03-1111-3333
 [E-Mail] xxx@sanbi.co.jp

keyword

- Indicate about 5 keywords that are appropriate for the paper in order of priority. (All are required input items.)
- These keywords are used as a reference in the selection of the reviewer. The keywords may not be identical with keywords indicated in the paper.
- In specifying keywords, refer to the [keyword list](#) and enter the keyword code.
- Verify the keywords and codes specified by displaying the [keyword list](#).
- If the keywords in the [Keyword List](#) are not identical with keywords in the paper, select the closest one.

When entering keywords, display the [keyword list](#) and input the corresponding code. >> [keyword list](#)

keyword1 0310
 keyword2 0315
 keyword3 0317
 keyword4 0318
 keyword5 0319

File Upload

- Prepare the manuscript to submit using the [prescribed template](#), convert to **pdf file** and upload.
- Upload the **pdf file** prepared beforehand by clicking the upload button.
- At this stage, the filename for the submission manuscript may be any name.
- When upload is successful, a link to the file appears. To be sure, verify the uploaded file.
- The manuscript file cannot be stored temporarily. Upload the file during verification and submission.

Please enter the file from your local file system.

[manuscript pdf file] 参照 >> upload upload manuscript file (file size : 100,049 byte)

[other file(if necessary)] 参照 >> other files upload 1 00123.jpg (33,330 byte) delete file other delete file

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Authors - Submission

(1) New submission window (enter bibliographic information and contacts)

- Click on the [submit your Manuscript] link to start contribution.
- Select the journal you want to submit in the window displayed (the Select journal to submit window).
- The [Create submission cover page] window will be displayed. Type the information required to submit journals and then upload your journal manuscript in PDF file format.
- You can save the information if you want to stop and finish later ([Quick Save] button).
- After reviewing the information you entered, click on the [Confirmation] button.
- When the submission is completed, a temporary receipt No. will be issued and an e-mail to confirm submission will be sent to the contact e-mail address. At this time, your manuscript is not accepted officially yet. Please wait until an e-mail to notify receipt is sent to you by JSME.

Sections shown in My Page1

•**Submission Terms and Conditions**

This section contains important rules and information regarding journal submissions. Please read the terms and conditions, and click the [Agree] checkbox if you agree with them.

•**Society**

If you want to change the societies you belong to, select one here. (You can select multiple societies). If you do not belong to any society, remove check marks.

•**Submission Information**

Select the special edition in which you want your journal published, if any.

•**Authors (*:contact persons)**

Authors

Enter the authors of the journal you are submitting.

Type the last name, first name, and organization in Japanese for Japanese nationals, in English for foreign nationals.

Enter the required information, and then click on the [add author] button to add the authors.

To remove authors from the list, check the checkbox next to the author you want to delete and click on the [del] button.

The author with * mark in the list is the contact person. Select an author whom you want to set as a contact person.

All fields are required except Member No. and organization.

Contact person information

After the submission, all inquiries regarding to the journal will be made to this contact person.

•**Keyword**

Enter five keywords representing the contents of the journal (All five keywords are required).

These keywords are used as a reference data to select reviewers. They do not need to match keywords used in the journal.

Enter keywords as code formats. For codes, refer to the [Keyword list] link.

Make sure the keywords and codes you enter match the keywords you want to use by viewing them from the [Keyword code] link.

If the keyword in your journal manuscript does not match any keywords in the list, choose the closest keyword possible.

Authors - Submission**Sections shown in My Page2****•File Upload**

1) [manuscript pdf file upload

Create the manuscript based on the designated template and convert it to a PDF file format before uploading it.

To upload the journal manuscript file (PDF file) already prepared, click on the [upload] button.

At this point, you can use any filename for the journal manuscript.

When the upload has successfully finished, a link to the file will be displayed. Please verify the link.

The manuscript file cannot be temporarily saved. Upload it right after you have verified and submitted the file.

2) Upload [Other files (if necessary)]

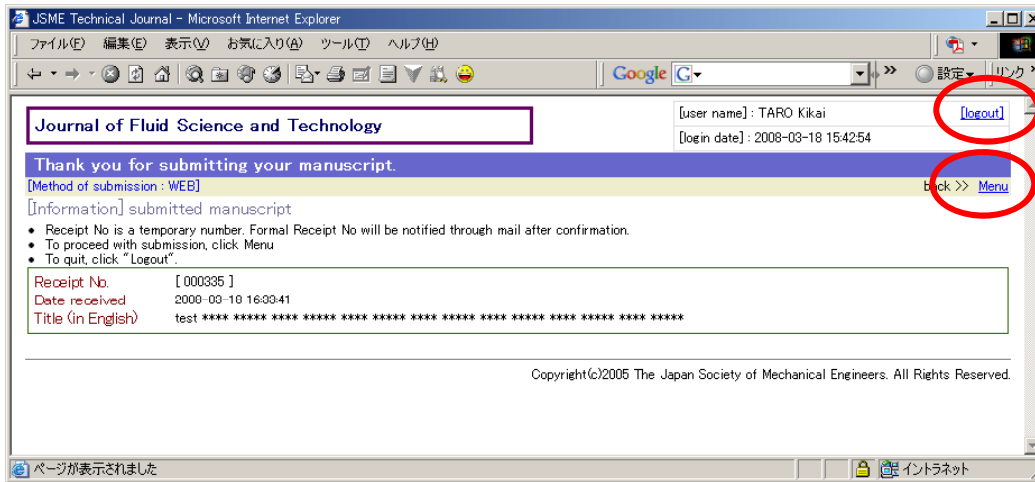
Complementary files can be uploaded in addition to the manuscript if necessary.

More than one file can be uploaded.

Use one byte alphanumeric characters for the filenames.

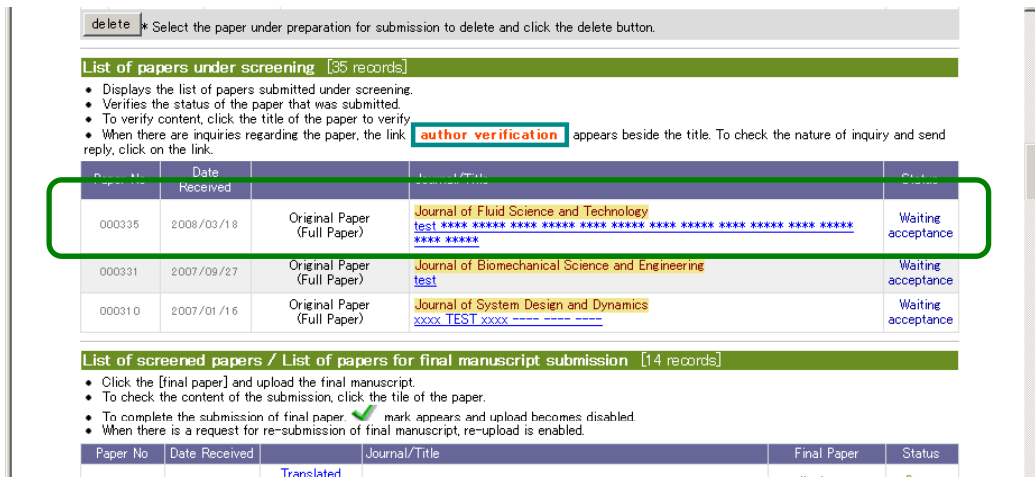
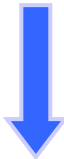
To delete an uploaded file, tick the box to the right of the filename and click the button "Other delete file".

Authors - Submission



- Submission completion screen

- Submission complete. (A temporary acceptance email will be automatically sent from our server.)
- The receipt number issued here is a temporary one. You will be notified of formal receipt by email.
- To submit another manuscript, click “Menu”.
- To finish the operation, click “Logout” to log out of the system.



- Submitted papers are displayed as “Waiting for receipt” in the “Papers in review process“ list on the menu screen.

Authors - Author inquiry

JSME Technical Journal – Author Menu – [user name] : TARO Gakkai [logout]
[login date] : 2008-03-18 16:45:24

New Submission

- Submit the paper for the first time.
- Select the journal for publication into from the next screen.

[submit your Manuscript](#)

List of papers under preparation for submission [temporarily stored] [1 records]

- After being stored temporarily, submit the paper as soon as possible.
- The paper shall be deleted automatically 30 days after (Japanese time) being stored temporarily. (Notification mail shall be sent 10 days and 1 day before deletion.)
- To verify the contents of papers, click the title of the paper to verify.
- When the paper is returned, the link **Returned** appears beside the title. To check the reasons for the return and to resubmit paper, click on the link.

(When paper is returned, the manuscript that was uploaded during submission is not stored. Upload the manuscript again.)

Date stored	Original Paper (Full Paper)	Journal/Title	Status
2008/02/19	Original Paper (Full Paper)	Journal of Biomechanical Science and Engineering	Not submitted

delete * Select the paper under preparation for submission to delete and click the delete button.

List of papers under screening [1 records]

- Displays the list of papers submitted under screening.
- Verifies the status of the paper that was submitted.
- To verify content, click the title of the paper to verify
- When there are inquiries regarding the paper, the link **author verification** appears beside the title. To check the nature of inquiry and send reply, click on the link.

Paper No	Date Received	Original Paper (Full Paper)	Journal/Title	Status
08-0002	2008/02/19	Original Paper (Full Paper)	Journal of Fluid Science and Technology	Under Evaluation

author verification
deadline 2008/03/04

List of screened papers / List of papers for final manuscript submission [0 records]

- Click the [final paper] and upload the final manuscript.
- To check the content of the submission, click the title of the paper.
- To complete the submission of final paper, ✓ mark appears and upload becomes disabled.
- When there is a request for re-submission of final manuscript, re-upload is enabled.

Paper No	Date Received	Journal/Title	Final Paper	Status
No Manuscript.				

Published Papers [0 records]

- Displays papers that have been approved for publication in the past. (Papers that have been denied can be verified also.)

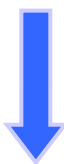
[your paper List](#)

- **Change Password.**
- To verify/change registered user information, click >>> [user registration number](#)
- For changes in the **contact person / contact address** of the paper, contact the office of the JSME (E-Mail:journal@jsme.or.jp)
- **For any other question or request, contact the office of the JSME (E-Mail:journal@jsme.or.jp)**

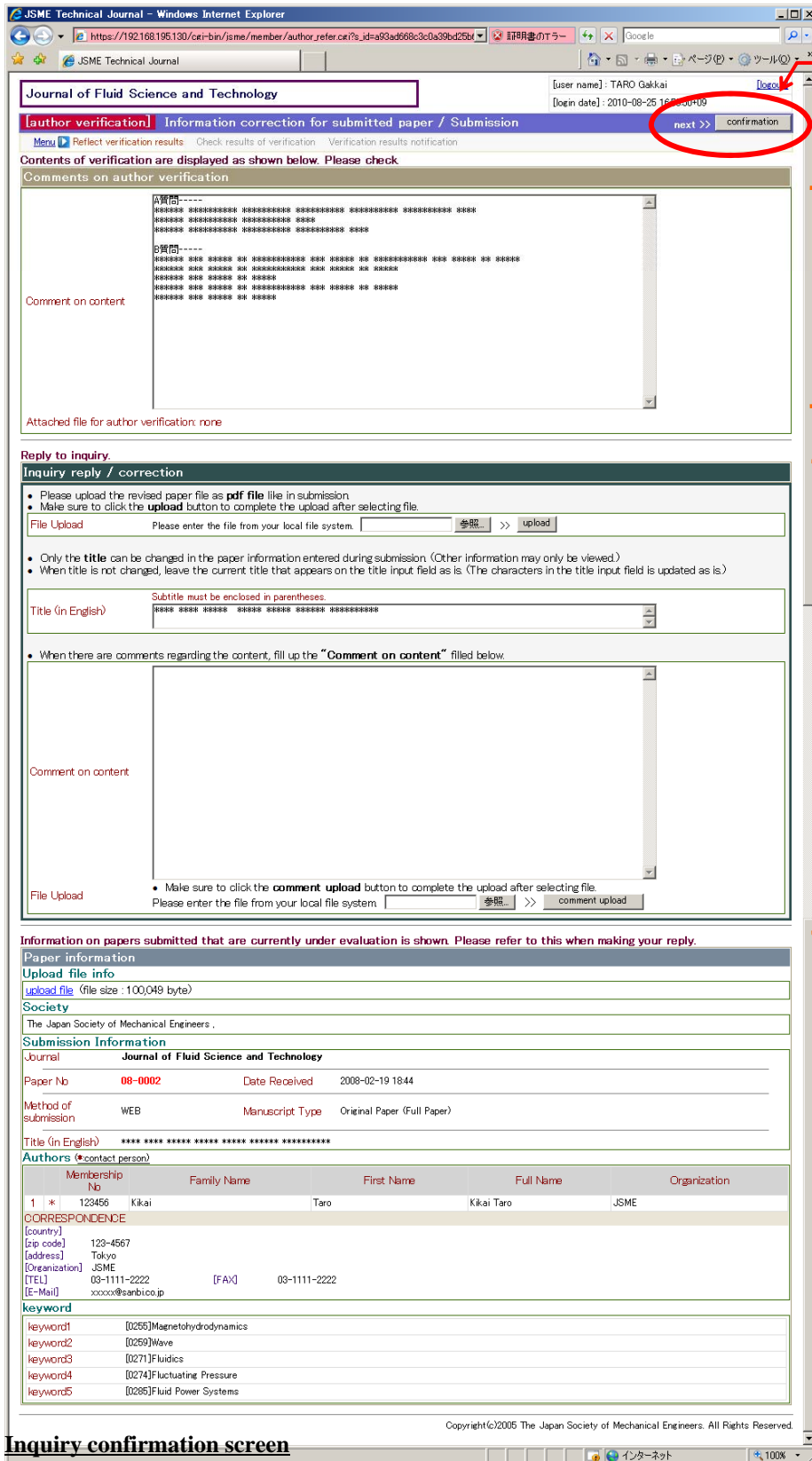
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- Inquiry-to-author screen

- If there is an inquiry to author, “Inquiry to author” link is displayed in the “Papers in review process“ list.
- Click the “**Inquiry to author**” link or the paper’s title to see the inquiry.



Authors - Author inquiry



confirmation button

(1) Inquiry comment from Editor

(2) Field for comment in reply to the inquiry

Inquiry confirmation screen

- Submitters can see the inquiry and reply on this screen.

Authors - Author inquiry

(1) Author inquiry comments

•Click on the [**Contents comment**] and the [**Author inquiry attachments**] link to view the inquiry contents.

(2) Respond to the inquiry and modify the file

You can respond to the inquiry from this section.

File Upload

•Upload the updated file using a **PDF file format**, in the same way as the file submission described above.
 •To upload the updated journal file, select the file and click on the [**upload**] button.

Title (in English)

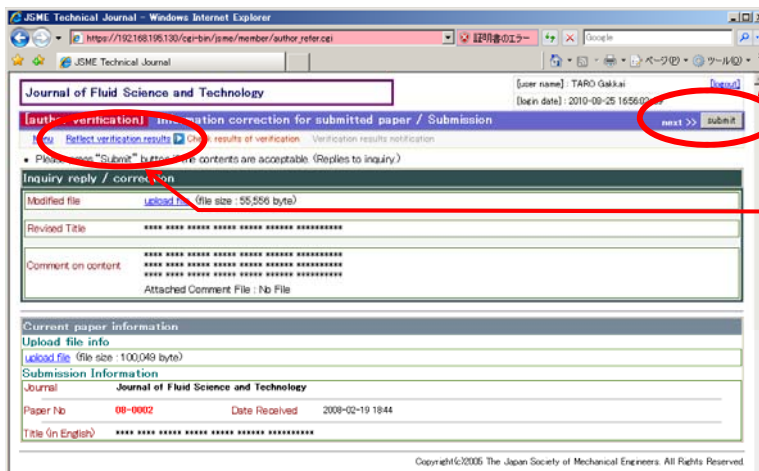
•You can only change the **title** in the journal information you entered during the original submission (The other information is for viewing only).
 •If you do not change the title, leave the current title displayed in the title field as it is (The text in the title field will be updated as it is).

Contents Comments

•If there are any comments regarding the journal contents, enter them in the [**Contents comment**] field in the bottom of the area.

(3) Respond to the inquiry and modify the file

The content is confirmed.



submit button

Reflect verification results link

•Please press “Submit” button if the contents are acceptable. (Replies to inquiry.)
 •Please return to the former screen clicking the **Reflect verification results** link in the upper part of the screen to correct the content.