ScholarOne Manuscripts

Instruction Manual for Authors

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This instruction manual is based on the standard settings, and the settings might be different in your journal’s site.
If you already have your account, and know your User ID and Password
1. Enter your **User ID** and **Password**.
2. Click **Log In**.  → Go to ④

If you forgot your User ID and Password
1. Click **Reset Password** link.
2. Enter your E-Mail address.
3. Click **Send Reset Link** button, and the notification email will be sent to the E-Mail address you entered.
4. Follow the instructions in the E-mail, and set your new Password. Then, you can log in the site.

If you have not created your account yet
Click **Create An Account** link to create your account.  → Go to ②
Create Account

Enter all the required \((\text{req})\) fields.

**Step 1: E-Mail / Name**

- **Enter your first and last name.**
- **Do not use other person’s E-mail address.**
- **Do not share the E-mail address with someone else!**
- **If you have another E-mail address which you want to receive messages, enter it here.**

**Step 2: Address**

Enter all the required \((\text{req})\) fields.
**Step 3: User ID & Password**

Your E-mail address is initially entered, but you can change it to anything you want.

Select your research area(s) from the list at the left side, and enter it by clicking **Add** button.

You can leave the Signature field blank.

Click on the link to read the Privacy Policies, and tick on the checkbox if you provide the consent.

*You cannot use the system unless you provide the consent.*

Check all registered information, and click **Finish** button.

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**Your account created**

Your account has been created.

Click **Log in** and go to ④.
Click Author. Click “Start New Submission” link at the left, and click here to create a new form.
Click here first if you have not created any manuscripts.

To continue submission for manuscripts you already created.
Click 「Unsubmitted and Manuscripts in Draft」 in the list, and click Continue link.

To continue submission for returned manuscripts
There is a possibility that your manuscripts will be returned at the Admin check after the submission. Those for the first submission are located in 「Unsubmitted and Manuscripts in Draft」, and those for the revised manuscripts submission are located in 「Revised Manuscripts in Draft」. Click the appropriate link, and click Continue.
Fill in all the required field between Step 1 and 5. Then, you can submit your manuscript after you check all information you entered on the PDF file on Step 6. When you move to the other Step pages, the system automatically saves information you have entered at the point. You can continue submissions by re-logging in the site even if you do not enter all information at once.

**Manuscript Type**
Select an appropriate type from the list.

**Title**
Enter the Title within the word limit.

**Abstract**
Enter the Abstract within the word limit.
Step 2: File Upload

Upload your manuscript files on this page.

- Click “Select File” button and select the file to upload. Select the “File Designation” from the drop-down menu to indicate the file type you are uploading.
- Click “Upload Selected Files” button to upload the files.
- You can upload up to 5 files at once. If you have more than 6 files, upload 5 files first. When the upload process is completed, the File Upload field will be empty. Then upload rest of the files.

Main Document
- Include Abstract, Co-Authors and Keywords information, all of which you have already entered on the screens as well.

Table, Figure
- Upload the files separately from the Main Document file.
- “Link Text” and “Caption”
  - Enter the Figure Number and Caption for the image file.
  - The “Link Text” and “Caption” fields are available only for image files such as jpeg and gif.
  - The “Link Text” and “Caption” fields are not available for the files having the possibility to be multiple pages in a file such as Word, Excel, PowerPoint, PDF. For these files, put the Figure Number and Caption information directly in the file.
  - Enter the Figure Number and Caption information in the Main Document file as well.

※Files you can upload
- DOC (X)、XLS (X)、PPT (X)、JPG、TIFF、GIF、AI、EPS

※Enter only one-byte characters on the file name, and put the filename extension. (If the filename extension misses, the system fails to generate the PDF proof.)
Keywords
① Click “Show Full List” link and select Keywords from the list.
② Click “Add from List” button.
③ Selected Keywords are listed at the bottom.
※You cannot type Keywords in the text field.
Enter your co-author’s **E-Mail address** and click **Search**. If the search result is returned, click "Add Author" to add the person 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 appear. Then, fill in the fields and click "Add Created Author" to add the person on the Author list.

**Author List:**
- Drag your mouse if you change the order.
- Select an appropriate option from the drop-down menu if you edit or remove the co-author’s information.
Step 5: Details & Comments

If you type the cover letter, enter here.

If you attach the cover letter, select the file and attach it here.

Answer each question.
Step 6: Review & Submit

Confirm all information you entered.

Click “View PDF Proof” button and view the PDF proof. Make sure that the PDF has no problem such as garbling. When the checkmarks are displayed at all the steps, click “Submit” button at the bottom on this page to submit your manuscript.

For the fields not having errors, the checkmarks are displayed. For the fields having errors, × marks are displayed. Go back to the fields and correct them.
Submission Completed

Your manuscript has successfully been submitted.
① Check the Submission confirmation email delivered from the system.
② Click 「Author Dashboard」 button and return to the Dashboard page.

【Important】Do Not click the “Back” button on the internet browser.
Create Revised Manuscript

Follow below instructions to create revised manuscripts.

Click “Manuscript Awaiting Revision” on the Author Dashboard list, and click “create a revision.” A dialog appears. Click “Create Revision” and move to the revised manuscript submission page.

“Manuscript Awaiting Revision” disappears once you create the draft of revised manuscript. Access the draft page via “Revised Manuscripts in Draft” from next time.
Response to review comments

Read the comments in the Decision Letter, and respond Point by Point how you revised them. You can also upload the file for the author response. Click Select File button to select the file, and click Upload File button to upload it.
※Do NOT upload revised manuscript files in this field.

Click 「Save & Continue」 and move to the next step.
Revise on Each Step

- Revise the necessary points on each step.
- Do not upload duplicated files when you upload the revised files. Delete the previous files if you upload the new files.

After viewing the PDF proof and confirming the checkmarks displayed on all the steps, click “submit” button at the bottom.
Your manuscript has successfully been submitted.

Check the Submission confirmation email delivered from the system. Click 「Author Dashboard」 button and return to the Dashboard page.

【Important】 Do Not click the “Back” button on the internet browser.