## ScholarOne Manuscripts

# Instruction Manual for Authors



- Language selection
- ② Log In
- 34 Create Account
- (5) Home
- 6 Dashboard
- Step 1: Type, Title & Abstract
- 8 Step 2: File Upload
- 9 Step 3: Attributes
- Step 4: Authors & Institutions
- 11 Step 5: Details & Comments
- 12 Step 6: Review & Submit
- Submission Completed
- ① Create Revised Manuscript
- ® Respond to Decision Letter
- 16 Revise on Each Step
- ⑤ Submission Completed

This instruction manual is based on the standard settings, and the settings might be different in your journal's site.

# Language Selection

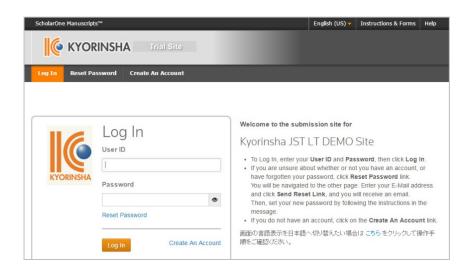




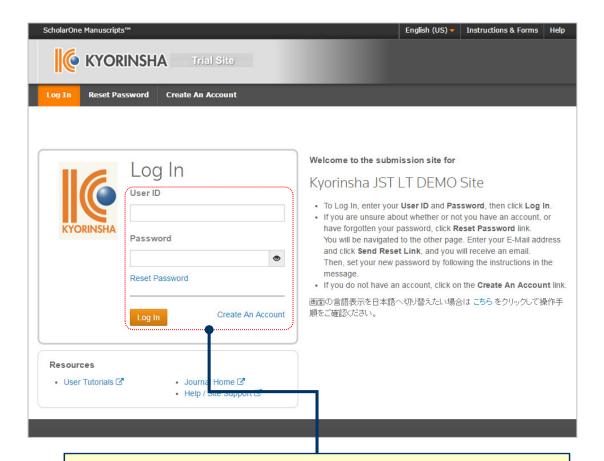


Select English(US)





### Log In



If you already have your account, and know your User ID and Password

- 1. Enter your **User ID** and **Password.**
- 2. Click **Log In.**  $\rightarrow$  Go to  $\bigcirc$

If you forgot your User ID and Password

- 1. Click **Reset Password** link.
- 2. Enter your E-Mail address.
- 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.

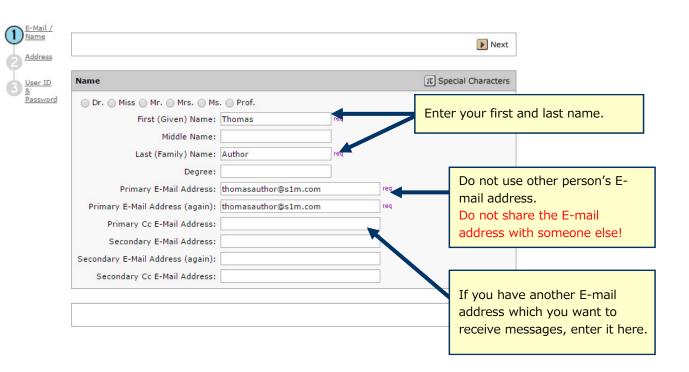
If you have not created your account yet

Click **Create An Account** link to create your account. → Go to ③

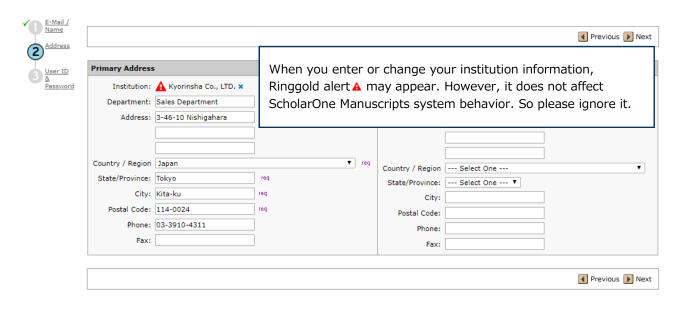
### Create Account

Enter all required (req) fields.

### Step 1: E-Mail / Name

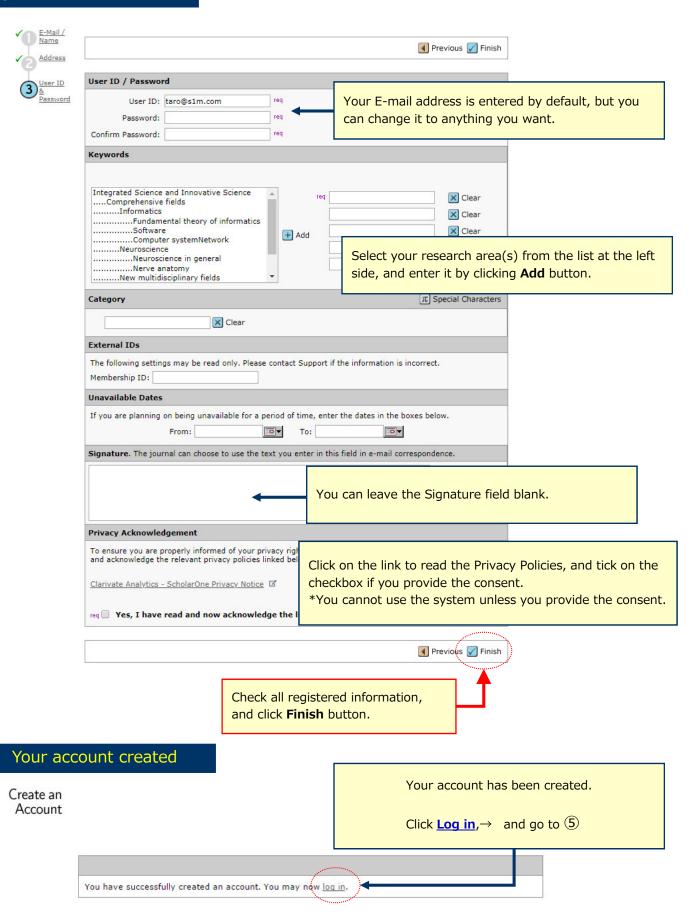


### Step 2: Address

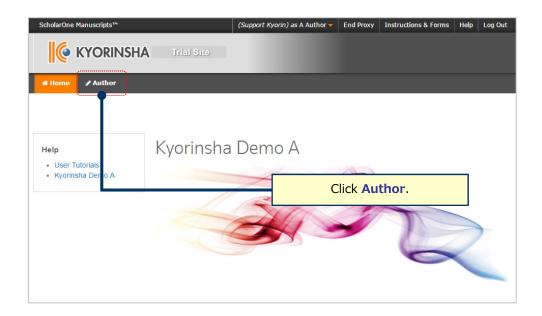


### Create Account (continue)

### Step 3: User ID & Password



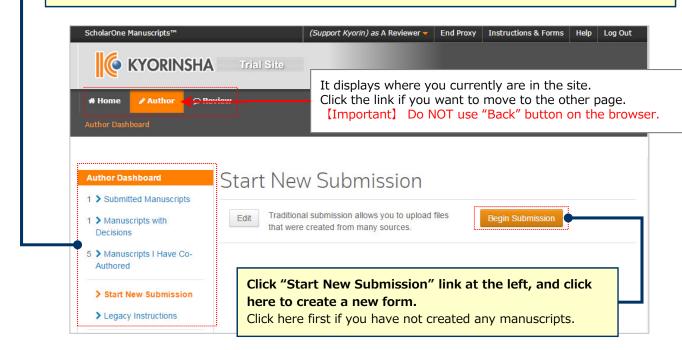
### Home



6

### **Dashboard**

[Author Dashboard] displays manuscripts status you have created/submitted. You can see the manuscripts by clicking on each list.



#### To continue submission for manuscripts you already created.

Click 「Unsubmitted and Manuscripts in Draft」 in My Manuscripts, and click Continue link.

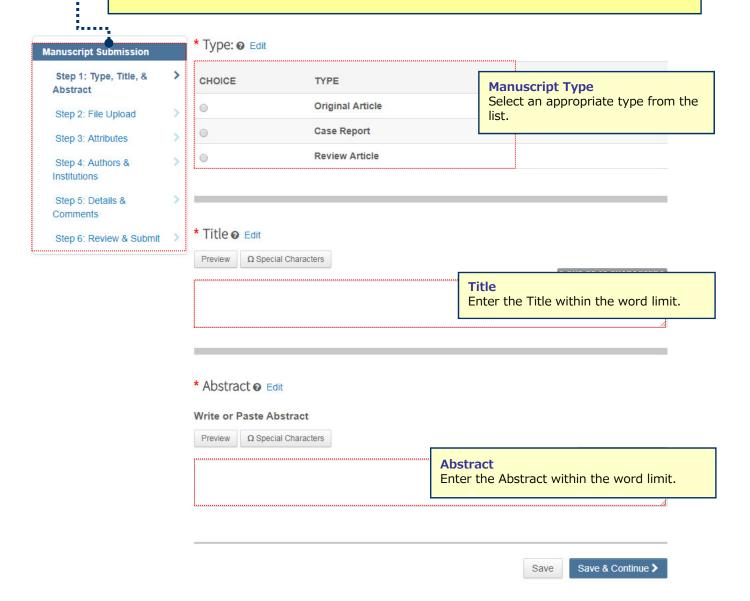
#### To continue submission for returned manuscripts

There is a possibility that your manuscripts will be returned at the Admin check after the submission. Those for the <u>first submission</u> are located in <u>[Unsubmitted and Manuscripts in Draft]</u>, and those for the <u>revised manuscripts submission</u> are located in <u>[Revised Manuscripts in Draft]</u>. Click the appropriate link, and click Continue.

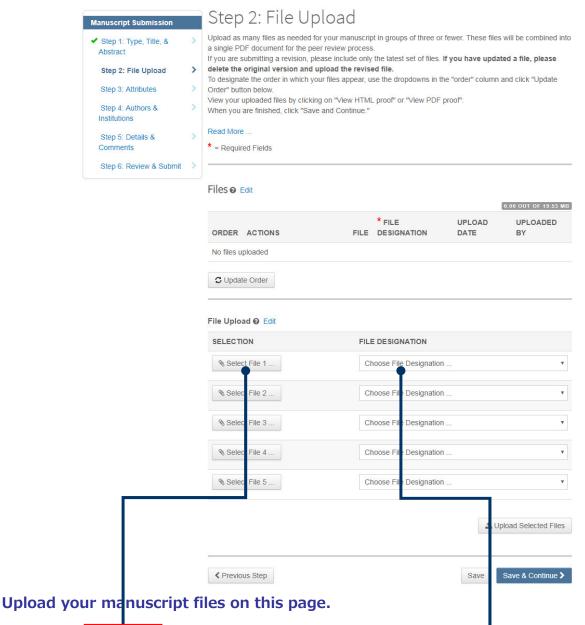
## Step 1: Type, Title & Abstract

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.



## Step 2: File Upload



- 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

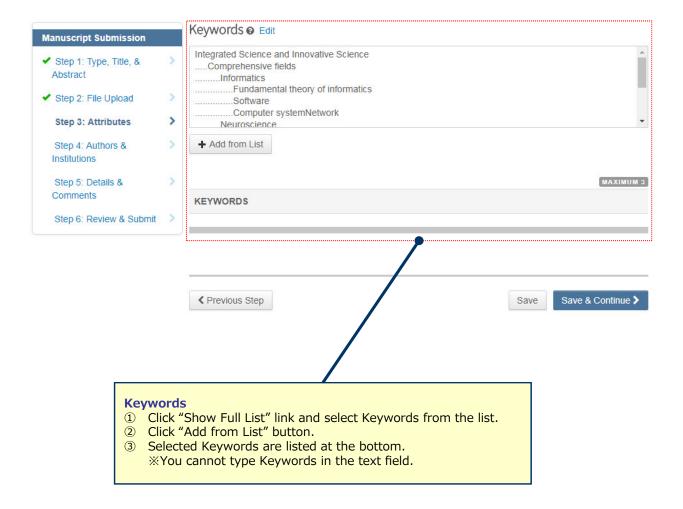
- Upload the files separately from the Main Document file.
- "Link Text" and "Caption"
  - ✓ Enter the Figure Number and Caption for the image file.
  - The "Link Text" and "Caption" fields are available only for image files such as jpeg and gif.
  - The "Link Text" and "Caption" fields are not available 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
  - $\checkmark$  Enter the Figure Number and Caption information in the Main Document file as well.

#### **%Files you can upload**

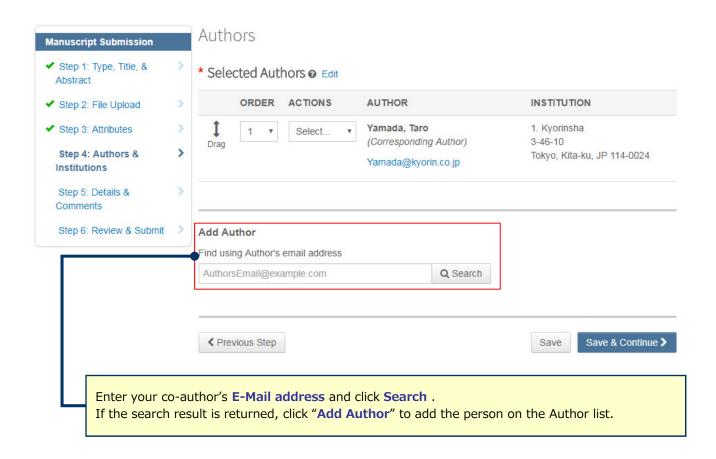
DOC (X) 、 XLS (X) 、 PPT (X) 、 JPG、 TIFF、 GIF、 AI、 EPS

<u>\*\*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.)</u>

# Step 3: Attributes

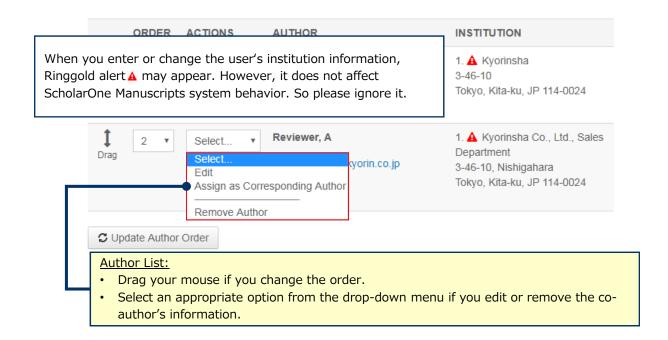


## **Step 4: Authors & Institutions**

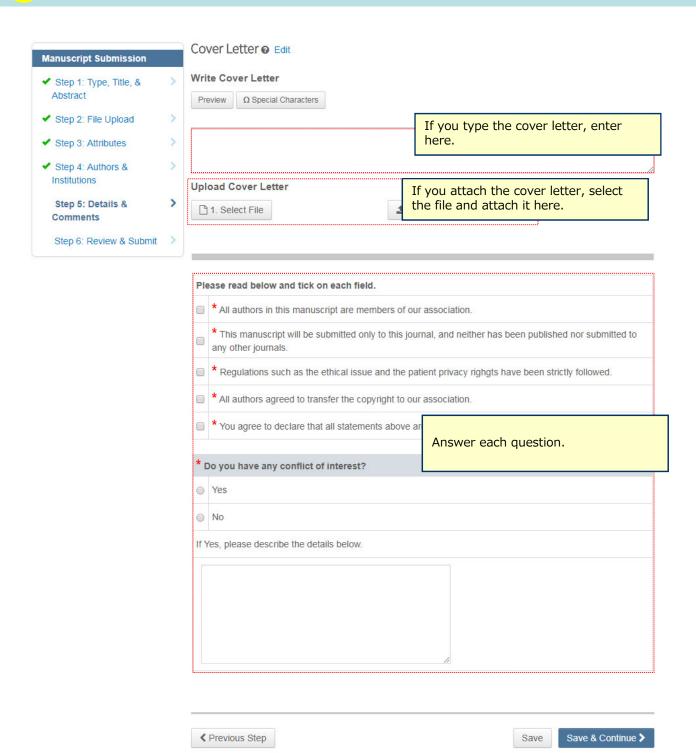


▲ No co-author found. Please search again using another e-mail address or create a new co-author.

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.

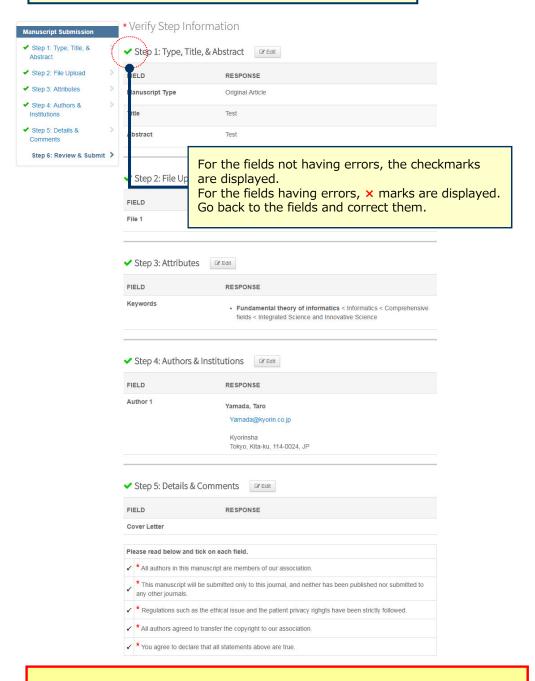


# Step 5: Details & Comments



## 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.



# **Submission Completed**

Submission Confirmation		Print
Thank you for your s	submission	
Submitted to	Kyorinsha Demo A	
Manuscript ID	WRK4-2016-07-0003	
Title	a	
Authors	Author, A Reviewer, A	
Date Submitted	12-Jul-2016	
		Author Dashboard >

### Your manuscript has successfully been submitted.

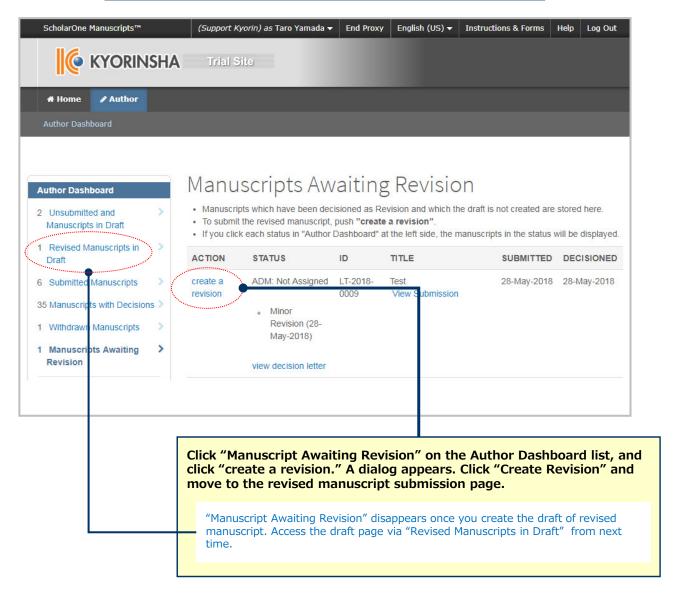
Check the Submission confirmation email delivered from the system.

Click 「Author Dashboard」 button and return to the Dashboard page.

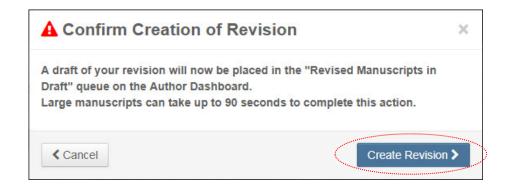
**[Important]** Do **Not** click the "Back" button on the internet browser.

## Create Revised Manuscript

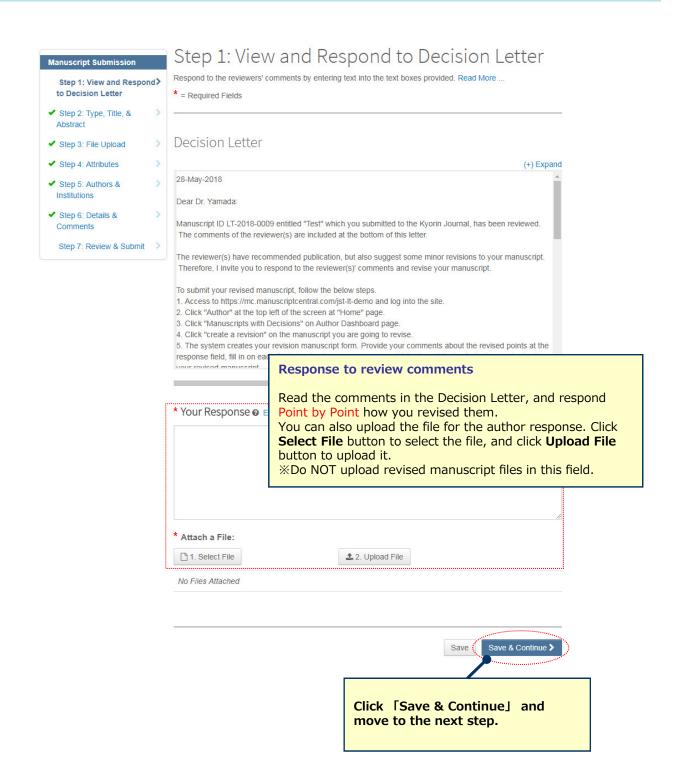
Follow below instructions to create revised manuscripts.







## Respond to Decision Letter





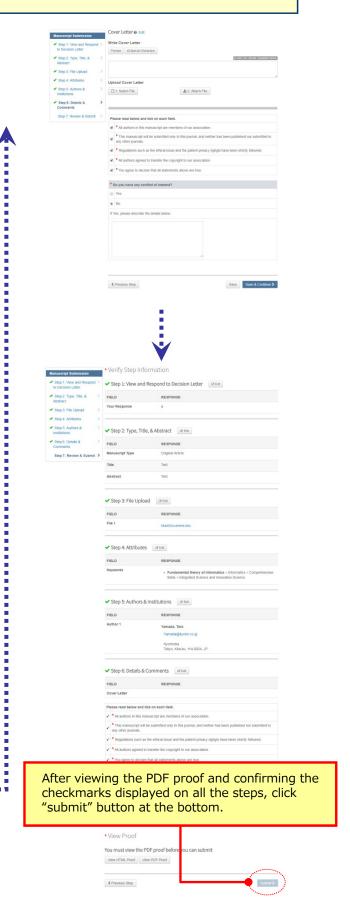
## Revise on Each Step

Abstract @ Edit Save & Continue > SELECTION % Select File 1 ... % Select File 2 ... % Select File 4 ... % Select File 5 ... Save & Continue > ✓ Step 1: View and Respond > to Decision Letter ✓ Step 2: Type, Title, &
Abstract ← Previous Step Save & Continue >

Save Save & Continue >

← Previous 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.



# **Submission Completed**

Submission Confirmation		<b>₽</b> Print	
Thank you for your submission			
Submitted to	Kyorinsha Demo A		
Manuscript ID	WRK4-2016-07-0003		
Title	a		
Authors	Author, A Reviewer, A		
Date Submitted	12-Jul-2016		
		Author Dashboard >	

### 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.