

International Journal of Automotive Engineering
Online Manuscript Submission System

Operation Manual (for use by submitters)

Version 1.0

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1 Introduction

1.1 Purpose of this Manual

This operation manual is for submitters who are using the Online Manuscript Submission System to submit manuscripts to the “International Journal of Automotive Engineering”.

1.2 Outline of the Online Manuscript Submission System

Submitters who use the Online Manuscript Submission System can utilize the following functions.

- Submit manuscripts to the International Journal of Automotive Engineering
- Confirm the review status of submitted manuscripts and also confirm the results of the review
- Conduct registration procedures for manuscripts that have been judged as publishable

2 Submission of Manuscripts to the International Journal of Automotive Engineering

In order to submit a manuscript to the International Journal of Automotive Engineering a submitter can use one of the following two methods.

- Direct submission: It is possible to directly submit a manuscript by accessing the Online Manuscript Submission System from the homepage of the Society of Automotive Engineers of Japan, Inc. (JSAE) without having to go through the JSAE biannual congress registration system.
- Simultaneous submission: It is possible to apply to submit a manuscript at the same time that you apply to participate in the JSAE spring or autumn congress. In this case the manuscript in the Proceedings that is intended for presentation at the congress shall be the manuscript submitted to the International Journal of Automotive Engineering. However, it is necessary to place a check in the box for “Submit to International Journal of Automotive Engineering” within the JSAE congress registration system.

Each of the submission methods used in the Online Manuscript Submission System will be explained in the following sections.

※ Attention ※

At the time that you submit a manuscript, be sure to read and confirm the “Guidelines and Rules for Submission to the International Journal of Automotive Engineering” before registering your submitted manuscript information.

2.1 Direct Submission

Here we will explain the submission method when making a direct submission.

- (1) Access the Online Manuscript Submission System from the homepage of the Society of Automotive Engineers of Japan, Inc.
- (2) The Copyright Confirmation screen will be displayed to confirm the copyright and that the paper has not been previously submitted elsewhere. Please carefully read and confirm this information. After entering the required information, please click on the “Accept” button.

※ Attention ※

If you click on the “Decline” button, it will not be possible to submit your manuscript.

Copyright Confirmation

Please enter the following details and click on 'Accept' button.

1. This paper has not been submitted elsewhere, in accordance with publication conditions in the [Guidelines](#) for Writing "International Journal of Automotive Engineering".
 If paper has been submitted elsewhere, Name of Academic Society : _____

Submission Date : Year Month Day (Please enter in digits)
Published Date : Year Month Day (Please enter in digits)

Already Published Manuscript PDF :

2. I accept the aforementioned JSAE Copyright Rules, and I hereby assign copyright for these writings (including the abstract) to the Society of Automotive Engineers of Japan, Inc. I also hereby agree to the publication of these writings in publications issued by the Society of Automotive Engineers of Japan, Inc. and on the Web site operated by the Society of Automotive Engineers of Japan, Inc.

Click to proceed to the Manuscript Submission Registration screen.

This will cancel the direct submission.

In addition, this screen also has the following functions.

- (a) If you click on this link you can read over and confirm the “Guidelines and Rules for Submission to the International Journal of Automotive Engineering”.
- (b) To submit a previously published manuscript, save the manuscript as a PDF file and then upload it here. For more details on the method of uploading a PDF file, see “5.1 Uploading PDF Files”.

※ Attention ※

Only PDF files can be uploaded.

- (3) The Manuscript Submission Registration screen will be displayed. Please carefully read and confirm this information. After entering the required information, click on the “Submission” button.

SAE Society of Automotive Engineers of Japan, Inc.

Manuscript Submission Registration

Please read through the [The guidelines for submitting "International Journal of Automotive Engineering"](#).
Please enter the following details and click on 'Submission' button.
Copy-Paste of Title, Abstract and References from the latest copy is recommended.

Lead Author's Contact Information

Name *	L: <input type="text"/>	M: <input type="text"/>	F: <input type="text"/>
Member Type *	--Select--	Member ID	<input type="text"/> <small>(Please enter in digits)</small>
Employer/School *	<input type="text"/>	Department *	<input type="text"/>
E-mail *	<input type="text"/>		
E-mail(Confirm) *	<input type="text"/>		
E-mail2	<input type="text"/>		
E-mail2(Confirm)	<input type="text"/>		
Address1 *	<input type="text"/>		
Address2	<input type="text"/>		
Postal Code/ZIP *	<input type="text"/> <small>(Please enter in digits)</small>	Phone No. *	<input type="text"/>
City *	<input type="text"/>	Fax No.	<input type="text"/>
Country/Territory *	--Select--		
Nationality *	--Select--		

Manuscript Information

Enter the manuscript information.

Paper Type + --Select--

Categories + --Select--

Categories --Select--

Categories --Select--

Free Keyword

T
I
T
L
E

Title +

Subtitle

Submission Type Direct submission

Abstract +

(Please enter at most 100 words)

References

(Please enter at most 4000 characters)

Manuscript PDF * : 参照... Upload PDF (b)

* PDF Submission Guide

- 1) If clicking on 'Browse' button a file dialog box will be shown.
- 2) Select the PDF you want to submit and click 'Open'.

* PDF File specified for Image Scanner is recommended.

Making the file into PDF format has the possibility that the information of the file is lost, such as the expression and figure shift, the garbled characters.

- 3) To complete uploading the PDF click 'Upload PDF'.

(c) **Sub Authors Information**

Add Author

Enter the sub author's information.

Member Type	Member ID (Please enter in digits)	Name	Employer/School
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submission Back

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Click to proceed to the Manuscript Registration Confirmation screen.

Click to return to the Copyright Confirmation screen.

In addition, this screen also has the following functions.

- (a) If you click on this link you can read over and confirm the “Guidelines and Rules for Submission to the International Journal of Automotive Engineering”.
- (b) For more details on the method of uploading a manuscript, see “5.1 Uploading PDF Files”.

※ Attention ※

Only PDF files can be uploaded.

- (c) If there are multiple sub authors, please click on the “Add Author” button. For more details, see “5.2 Adding Sub Author Information”.

- (4) The Manuscript Registration Confirmation screen will be displayed. Please confirm that the information entered on the previous screen is appropriate and correct. If the information is correct, click on the “Submit With These Details” button.

Manuscript Registration Confirmation

Do you wish to submit manuscript with this information?
If you wish to change details, please click 'Back/Edit'.

Lead Author's Contact Information

Name	BBC Television Centre		
Member Type	Non Member	Member ID	
Employer/School	BBC	Department	World News
E-mail	XXX@car-tec.co.jp		
E-mail2			
Address1	BBC Television Centre,		
Address2	Wood Lane, London		
Postal Code/ZIP	W12 7RJ	Tel	+44 28 9053 590
City	London	Fax	
Country/Territory	United Kingdom of Great Britain and Northern Ireland		
Nationality	United Kingdom of Great Britain and Northern Ireland		

Member Type	Member ID	Name	Employer/School

Submit With These Details Back/Edit

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Click to finish manuscript submission registration.

Click to return to the Manuscript Submission Registration screen.

- (5) Once the information for the submitted manuscript is registered, an e-mail will be sent to the address provided by the submitter informing them that the submitted manuscript has been received. Please check your e-mail and confirm that it has arrived.

This completes the explanation of the acceptance procedures for the direct submission method.

※ Notes ※

- (1) After the manuscript submission procedures have been completed, it becomes possible to log in on the exclusive website for submitters. For details on using this website, see “3 Use of the Exclusive Website for Submitters”.
- (2) Please note that there are cases where it may take some time for the JSAE secretariat to confirm the registered information. Once the registered information has been accepted, an e-mail will be sent to the address provided by the submitter to notify them of this fact.

2.2 Simultaneous Submission

The JSAE secretariat will carry out the simultaneous submission acceptance procedures for presenters who place a check in the box for “Submit to International Journal of Automotive Engineering” when they apply to participate in a JSAE biannual congress. Once the acceptance procedures have been completed, an e-mail will be sent to the address provided by the submitter to notify them of this fact. After receiving this e-mail, please go to the exclusive website for submitters to register the lead author contact information, submitted manuscript information, and sub author information, as well as to upload the manuscript (the Proceedings manuscript) that you are submitting. The registration method will be explained in the next section.

※ Note ※

After the manuscript submission procedures have been completed, it becomes possible to log into the exclusive website for submitters. For details on using this website, see “3 Use of the Exclusive Website for Submitters”.

3 Use of the Exclusive Website for Submitters

Once the acceptance procedures for direct submission or simultaneous submission via the Online Manuscript Submission System have been completed, it becomes possible to use the exclusive website for submitters.

3.1 Logging in to the Exclusive Website for Submitters

Here we will explain the login method for the exclusive website for submitters.

- (1) Once the acceptance procedures for direct submission or simultaneous submission have been completed, an e-mail will be sent to the address provided by the submitter to notify them of this fact. The URL of the exclusive website for submitters will be included in this e-mail. Click on it to access the website.
- (2) The Submitter Login screen will be displayed. Enter the login ID and temporary password that were contained in the e-mail and then click on the “Login” button. This will allow you to log in to the exclusive website for submitters.

※ Attention ※

When you log in to the website for the first time, please change your password immediately after logging in.

The screenshot shows the login interface for submitters. At the top, there is a logo for the Society of Automotive Engineers of Japan, Inc. Below it, the title 'International Journal of Automotive Engineering Submitter Login' is centered. The login form consists of two input fields: 'Login ID' and 'Password', followed by a 'Login' button. A link for '>> Forgot your username or password?' is located below the 'Login' button. An orange callout box points to the 'Login' button with the text 'Click to log into the exclusive website for submitters.' Another orange callout box points to the forgot password link with the label '(a)'. The footer of the page contains the text 'Copyright © 2010 Society of Automotive Engineers of Japan, Inc. All rights reserved.' and 'Society of Automotive Engineers of Japan, Inc.'


In addition, this screen also has the following functions.

- (a) If you have forgotten your login ID or password, please click on this link. If you enter your Acceptance No. and the e-mail address that you entered at the time of manuscript submission registration, an e-mail with your login ID and a temporary password will be sent to that e-mail address. For details, see “3.1.1 Issuance of Temporary Password”.

3.1.1 Issuance of Temporary Password

If you have forgotten your login ID or password, it is possible to receive notification of your login ID and a newly issued temporary password via e-mail. The method for this is explained below.

- (1) On the Submitter Login screen click on the link “Forgot your username or password?” You will then go to the temporary password issuance screen. Follow the instructions on the screen and enter your Acceptance No. and e-mail address. Then click on the “Issue Password” button.

 Society of Automotive Engineers of Japan, Inc.

If you have forgotten your ID or Password,
Please enter your email address used at the time of registration and click 'Issue Password'.

After confirmation, password will be sent to your email address.

If you login with the password mentioned in the mail,
'Change Password' screen will be shown. Please insert new password and click the button to change.

Acceptance No.:

E-mail ID:

An e-mail will be sent to you.

Inquiry Office:
10-2 GOBANCHO, CHIYODA-KU TOKYO, 102-0076 JAPAN
Society of Automotive Engineers of Japan, Inc. PUBLISHING GROUP Taro Ronbun
Tel. 03-3262-8215 Fax. 03-3261-2204 E-mail : jsae@baycurrent.co.jp

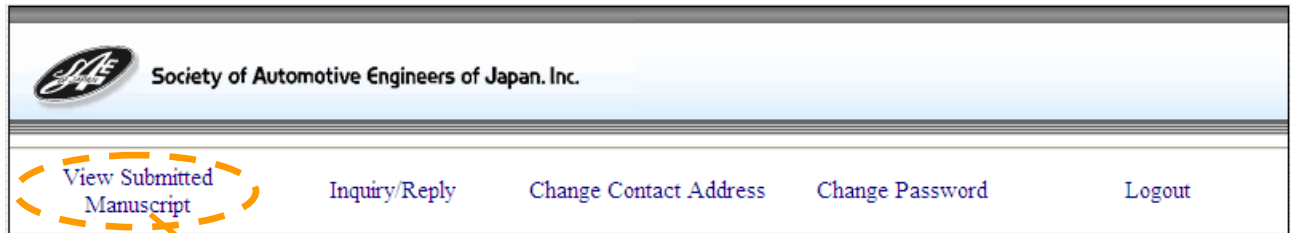
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- (2) If your Acceptance No. and e-mail address are successfully acknowledged, an e-mail will be sent to you notifying you of your login ID and the newly issued temporary password.

3.2 Link Menu on the Exclusive Website for Submitters

The following 5 links are on the menu of the exclusive website for submitters.

- View Submitted Manuscript: Here you can confirm the review status of the manuscript that was submitted, view and edit registration information entered at the time of submission, and cancel a manuscript submission.
- Inquiry/Reply: Here you can check on any inquiries from the reviewer and also enter your replies.
- Change Contact Address: Here you can change your contact information.
- Change Password: Here you can change your password.
- Logout: Here you can logout from the exclusive website for submitters.



By clicking on each menu link you can execute the corresponding function.

More details about each of these menu links will be explained in the following sections.

3.3 Viewing the Submitted Manuscript Information

On the View Manuscript Details screen you can use the following functions.

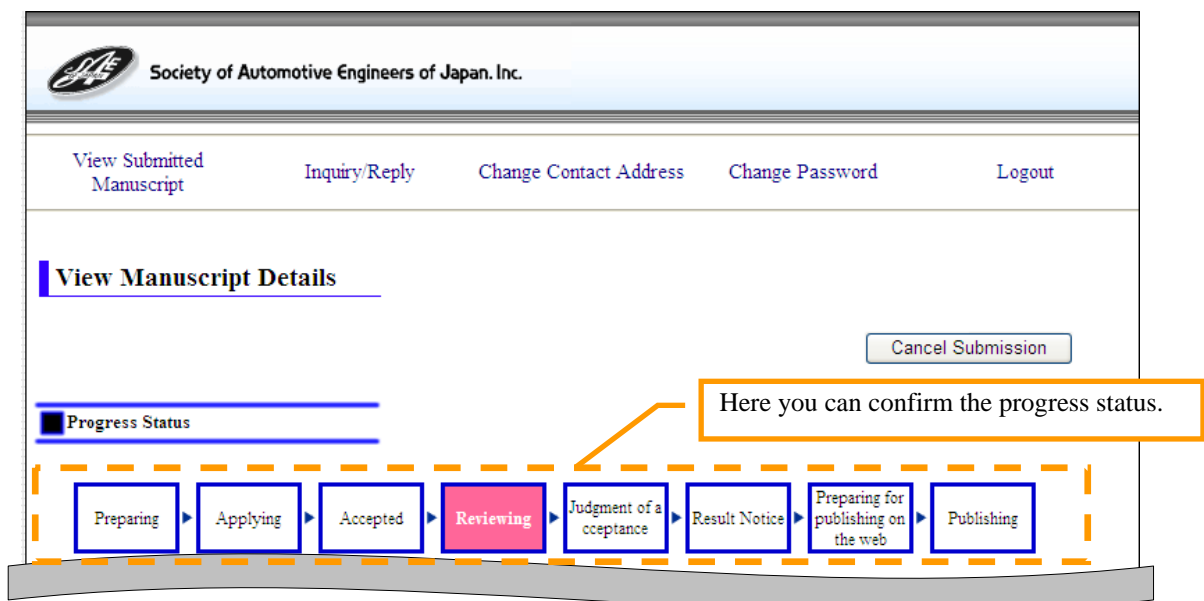
- Confirm the review status of the submitted manuscript
- View the registration information entered at the time of submission
- Edit the registration information entered at the time of submission
- Cancel a manuscript submission

These functions will be explained in the following sections.

3.3.1 Confirming the Review Status of the Submitted Manuscript

Here we will explain the method for confirming the review status of a submitted manuscript.

- (1) When you click on the “View Submitted Manuscript” link on the menu of the exclusive website for submitters, the View Manuscript Details screen will be displayed. In order to confirm the review status of a submitted manuscript, check the “Progress Status” icons at the upper portion of the screen.



The progress status is divided into 9 stages.

- Preparing:

The simultaneous submission acceptance procedures are complete, but the manuscript has not been submitted yet.

- Applying:

The manuscript submission procedures are complete, but it has not been accepted by the JSAE yet.

- Accepted:

The manuscript has been accepted by the JSAE, but it has not been reviewed yet.

- Reviewing:

The manuscript is being reviewed.

- Judgment of acceptance:

The review process is complete, but the manuscript is still being judged.

- Result notice:

It has been decided whether the manuscript is publishable in the International Journal of Automotive Engineering.

- Preparing for publishing on the web:

The content of a manuscript that has been judged as publishable has been finalized.

- Publishing:

All the necessary procedures to publish a manuscript in the International Journal of Automotive Engineering have been completed.

3.3.2 Viewing the Registration Information Entered at Time of Submission

Here we will explain the method for viewing the manuscript registration information that was entered at the time of submission.

- (2) When you click on the “View Submitted Manuscript” link on the menu of the exclusive website for submitters, the View Manuscript Details screen will be displayed. On this screen you can view all of the information that was entered and registered at the time of submission.

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View Submitted Manuscript Inquiry/Reply Change Contact Address Change Password Logout

View Manuscript Details

Cancel Submission

Progress Status

Preparing → Applying → Accepted → **Reviewing** → Judgment of acceptance → Result Notice → Preparing for publishing on the web → Publishing

Lead Author's Contact Information

Name	Contributor from CSV		
Member Type	Non Member	Member ID	
Employer/School	HITACHI	Department	SYSTEMS
E-mail	foo@baycurrent.co.jp		
E-mail2			
Address1	ISOGO		
Address2			
Postal Code/ZIP	123456	Tel	045-321-654
City	YOKOHAMA	Fax	
Country/Territory	Armenia		
Nationality	Bahamas		

Here you can confirm the information that was registered at the time of submission.

Member Type	Member ID	Name	Employer/School
Full Member	6789012	Tami Yuni Furu	JSAE

Copyright Confirmation

Name of journal or Academic Society :

Submission Date : Year Month Day
Published Date : Year Month Day

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3.3.3 Editing the Registration Information Entered at Time of Submission

It is necessary to edit the registration information entered at the time of submission in the following cases.

- When the simultaneous submission acceptance procedures are complete, but the lead author's information, submitted manuscript information, and sub author's information are not registered on the exclusive website for submitters.
- When the registration information entered at the time of submission is incomplete.

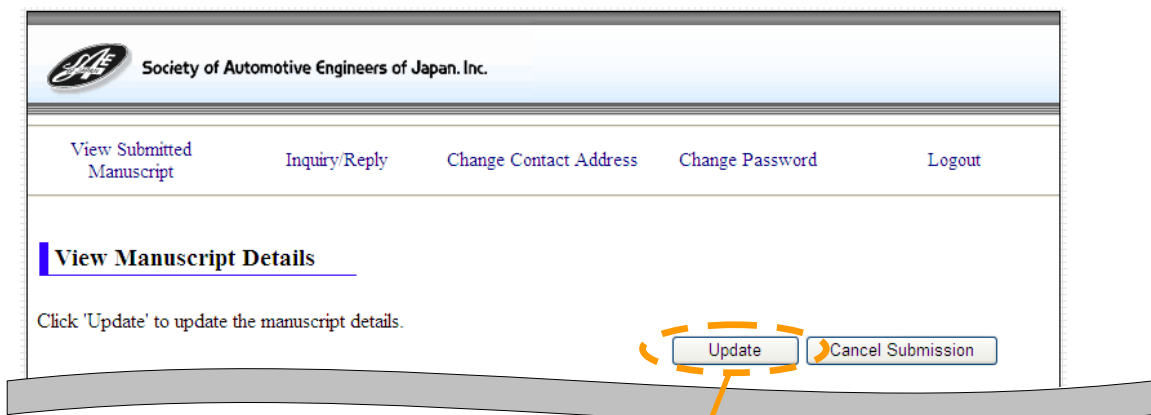
An e-mail that explains what information is missing or incomplete will be sent to the submitter's e-mail address if their registration information corresponds to either of the cases listed above. If you receive such an e-mail, please edit the registration information entered at the time of submission.

※ Attention ※

An e-mail requesting that the registration information entered at the time of submission be edited is only sent to the submitter's e-mail address when the progress status is "Preparing" or "Applying". Once the registration information entered at the time of submission is accepted by the JSAE secretariat, this function will no longer be useable. At that time the progress status will change to "Accepted".

Here we will explain the method for editing the registration information entered at the time of submission.

- (1) When you click on the "View Submitted Manuscript" link on the menu of the exclusive website for submitters, the View Manuscript Details screen will be displayed. When it is necessary to edit the registration information entered at the time of submission, the "Update" button will be displayed. Please click on the "Update" button.



Click to proceed to the Update Manuscript Details screen.

- (2) The Update Manuscript Details screen will be displayed, so please confirm the content of the displayed information. After entering the necessary information, click on the “Confirm” button to proceed to the Confirm Manuscript Details screen.

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View Submitted Manuscript Inquiry/Reply Change Contact Address Change Password Logout

Update Manuscript Details

Click 'Confirm' after updating changes to confirm.

Lead Author's Contact Information

Name *	L: Last	M: Middle	F: First
Member Type *	Non Member	Member ID	(Please enter in digits)
Employer/School *	UN	Department *	Group Programmes Unit
E-mail *	foo@baycurrent.co.jp		
E-mail(Confirm) *	foo@baycurrent.co.jp		
E-mail2			
E-mail2(Confirm)			
Address1 *	Room GA-56,		
Address2	United Nations, NY		
Postal Code/ZIP *	10017 (Please enter in digits)	Phone No. *	(212) 963-7539
City *	NY	Fax No.	
Country/Territory *	France		
Nationality *	Haiti		

Manuscript Information

Enter the manuscript information.

Acceptance No.	20090027	
Paper Type *	Research paper	
Categories *	Automotive General	
Categories	Automotive General	
Categories	--Select--	
Free Keyword		
T I T L E	Title *	Title
	Subtitle	
Submission Type	Direct submission	
Abstract *	Abstract <small>(Please enter at most 100 words)</small>	
References	 <small>(Please enter at most 4000 characters)</small>	

(a)

Manuscript PDF * : 参照... Upload PDF

- * PDF Submission Guide
- 1) If clicking on 'Browse' button a file dialog box will be shown.
 - 2) Select the PDF you want to submit and click 'Open'.
- * PDF File specified for Image Scanner is recommended.
Making the file into PDF format has the possibility that the information of the file is lost, such as the expression and figure shift, the garbled characters.
- 3) To complete uploading the PDF click 'Upload PDF'.

(b)

Sub Authors Information

Add Author

Enter the sub author's information.

Member Type	Member ID <small>(Please enter in digits)</small>	Name	Employer/School
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The screenshot shows a web form for manuscript submission. At the top, a callout box states: "When you are submitting a manuscript that has already been submitted elsewhere in the past, enter the previous submission information." Below this, a dashed orange box encloses the following fields: "If paper has been submitted elsewhere, Name of Academic Society:" (with a text input field), "Submission Date:" (with Year, Month, and Day dropdown menus), and "Published Date:" (with Year, Month, and Day dropdown menus). Below these is the "Already Published Manuscript PDF:" field with a "参照..." button and an "Upload Published PDF" button. A callout labeled "(c)" points to the "Upload Published PDF" button. At the bottom of the form are "Confirm" and "Back" buttons. A callout points to the "Confirm" button: "Click to proceed to the Confirm Manuscript Details screen." Another callout points to the "Back" button: "Click to return to the View Manuscript Details screen." The footer contains "Copyright © 2010 Society of Automotive Engineers of Japan, Inc. All rights reserved." and "Society of Automotive Engineers of Japan, Inc."

In addition, this screen also has the following functions.

- (a) For more details on the method of uploading the manuscript, see “5.1 Uploading PDF Files”.

※ Attention ※
Only PDF files can be uploaded.

- (b) If there are multiple sub authors, please click on the “Add Author” button. For more details, see “5.2 Adding Sub Author Information”.
- (c) If you wish to submit a manuscript that was already submitted elsewhere in the past, save the manuscript as a PDF file and then upload it here. The method for uploading the manuscript is the same as in (a) above.

- (3) The Confirm Manuscript Details screen will be displayed. Please confirm that the information entered on the previous screen is appropriate and correct. If the information is correct, click on the “Update” button.

Confirm Manuscript Details

Do you wish to update details with this information?
If you wish to change details, please click 'Back/Edit'.

Lead Author's Contact Information

Name	Last Middle First		
Member Type	Non Member	Member ID	
Employer/School	UN	Department	Group Programmes Unit
E-mail	foo@baycurrent.co.jp		
E-mail2			
Address1	Room GA-56,		
Address2	United Nations, NY		
Postal Code/ZIP	10017	Tel	(212) 963-7539
City	NY	Fax	
Country/Territory	France		
Nationality	Haiti		

Copyright Confirmation

Name of journal or Academic Society :

Submission Date : Year Month Day
Published Date : Year Month Day

Already Published Manuscript PDF :

Update Back/Edit

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Click to complete the updating and editing of the submitted manuscript information.

Click to return to the Update Manuscript Details screen.

This completes the editing of the registration information entered at the time of submission.

※ Note ※

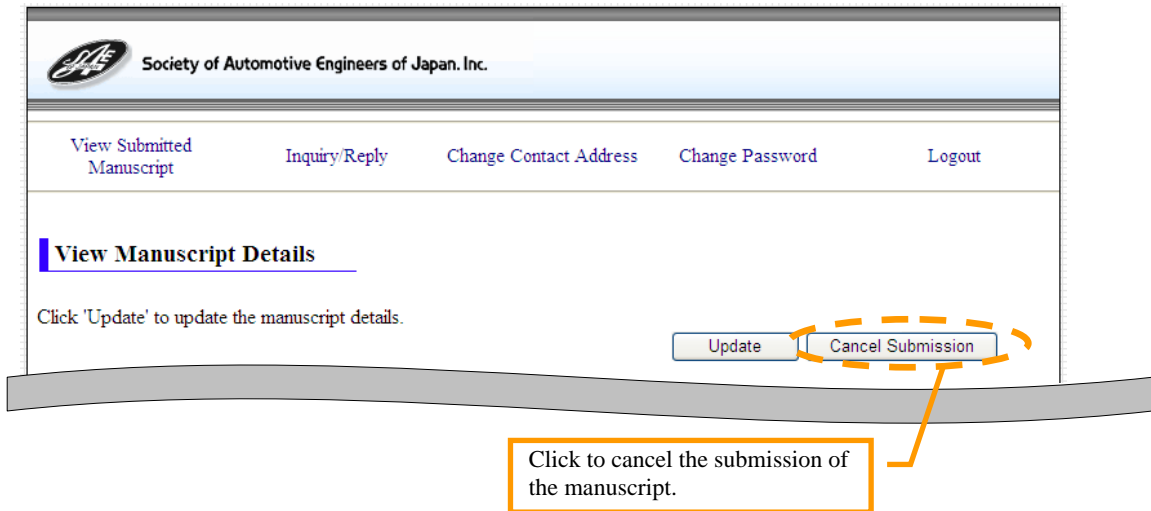
Please note that there are cases where it may take some time for the JSAE secretariat to confirm the registered information. Once the registered information has been accepted, an e-mail will be sent to the address provided by the submitter to notify them of this fact.

3.3.4 Canceling a Submission

The cancel submission function can be used during the period from when the manuscript is submitted, until the decision about whether to publish the manuscript is made and the technical / research paper manuscript (manuscript for printing) to be published in the International Journal of Automotive Engineering is accepted by the JSAE secretariat. In terms of the progress status, this is the period from “Preparing” to “Result notice”.

Here we will explain the method for cancelling the submission.

- (1) When you click on the “View Submitted Manuscript” link in the menu of the exclusive website for submitters, the View Manuscript Details screen will be displayed. When it is possible to cancel the submission, the “Cancel Submission” button will be displayed. Please click on this button to cancel your manuscript submission.



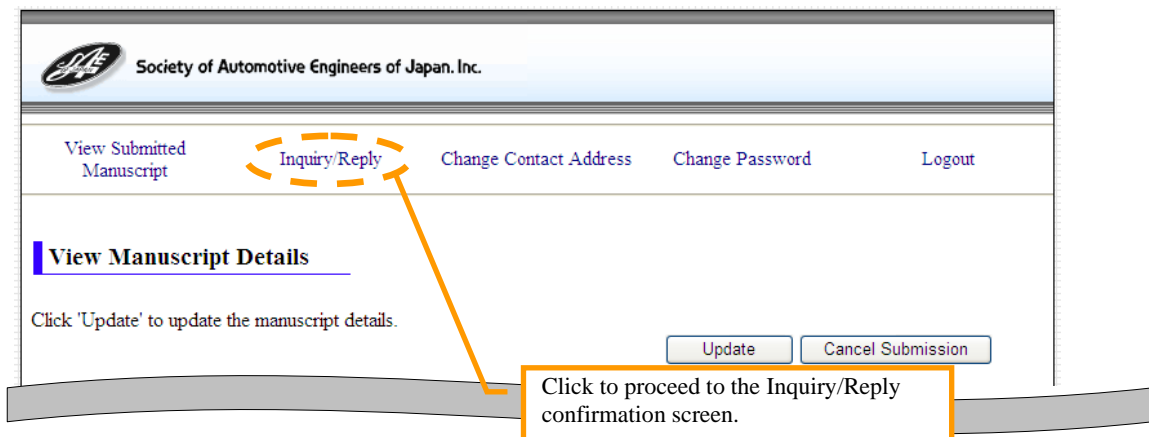
This completes the cancellation of the manuscript submission.

3.4 Inquiry & Reply

By clicking on the “Inquiry/Reply” link in the menu you can use the following functions.

- View both the inquiries from the reviewer and also your replies to those inquiries.
- Provide replies to the inquiries from the reviewer.

These functions will be explained in the following sections.



3.4.1 Viewing the Contents of the Inquiry/Reply Screen

Here we will explain the method for viewing both the inquiries from the reviewer and also your replies to those inquiries.

- (1) When you click on the “Inquiry/Reply” link in the menu, the Inquiry/Reply screen will be displayed. The inquiries and replies are displayed separately for each reviewer and are arranged in chronological order. When you wish to confirm the content of a particular inquiry or reply, click on the “Title” link of the inquiry or reply that you wish to view.

Society of Automotive Engineers of Japan, Inc.

[View Submitted Manuscript](#) [Inquiry/Reply](#) [Change Contact Address](#) [Change Password](#) [Logout](#)

Inquiry/Reply

Checking the following contents of Inquiry/Reply is possible by clicking on inquiry title.

- Your reply will not be sent except Reviewer who sent this inquiry.
- Added reviewers are reviewing your first manuscript.

20100037 car and hydrogen gas

Reviewer1 (Review Completed)

- ok (10/03/08 11:20:13)
- Re.ok (10/03/08 11:53:46)

Reviewer2 (Review Completed)

- This is first review. (10/03/08 11:08:03)

Reviewers (Review Completed)

- Totally Good! (10/03/08 11:11:12)

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(2) The Inquiry Confirmation screen will be displayed. The inquiry or reply will also be displayed.

Society of Automotive Engineers of Japan, Inc.

View Submitted Manuscript Inquiry/Reply Change Contact Address Change Password Logout

Inquiry Confirm

Please click 'Reply' to send with this information.

20100036 titleTITLEtitle
Reviewer1 (Reviewing)
Question (10/03/10 09:46:59)
Reviewer2 (Review Completed)
Reviewer3 (Reviewing)

Sender	Reviewer1
Send Date	2010/03/10 09:46:59
Subject	Question
Contents	Please answer my question.
Corrected Manuscript PDF	

Reply Back

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When it is possible to provide a reply to the inquiry, the "Reply" button will be displayed.

Click to return to the Inquiry/Reply screen.

3.4.2 Replying to an Inquiry

If the reviewer has an inquiry about the content of the manuscript that has been submitted, an e-mail requesting a reply to their inquiry will be sent to the address of the submitter. If you receive such an e-mail, please confirm the inquiry from the reviewer and then provide a reply. If the reviewer is able to make a judgment based on the reply that they receive, they will not send a further reply.

※ Attention ※

An e-mail requesting a reply to an inquiry will only be sent to the address of the submitter when the progress status is “Reviewing”. This function can only be used during the period in which the reviewer is reviewing the manuscript.

Here we will explain the method for replying to the inquiry from a reviewer.

- (1) When you click on the “Inquiry/Reply” link in the menu, the Inquiry/Reply screen will be displayed. Next, click on the “Title” link of the inquiry that you wish to reply to.
- (2) The Inquiry Confirmation screen will be displayed, so please confirm the content. When a reply to the inquiry is necessary, the “Reply” button will be displayed. Click on the “Reply” button to provide a reply.



[View Submitted Manuscript](#)

[Inquiry/Reply](#)

[Change Contact Address](#)

[Change Password](#)

[Logout](#)

Inquiry Confirm

Please click 'Reply' to send with this information.

20100036 titleTITLEtitle

Reviewer1 (Reviewing)

Question (10/03/10 09:46:59)

Reviewer2 (Review Completed)

Reviewer3 (Reviewing)

Sender	Reviewer1
Send Date	2010/03/10 09:46:59
Subject	Question
Contents	Please answer my question.
Corrected Manuscript PDF	

[Reply](#)

[Back](#)

Click to proceed to the Reply screen.

Click to return to the Inquiry/Reply screen.

In addition, this screen also has the following functions.

(a) If the submitted manuscript has been revised, you can upload the manuscript again. For the details on the method of uploading a revised manuscript, see “5.1 Uploading PDF Files”.

※ Attention ※

Only PDF files can be uploaded.

(4) The Reply Confirmation screen will be displayed, so please confirm that the information entered on the previous screen is appropriate and correct. If the information is correct, click on the “Send” button.

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View Submitted Manuscript Inquiry/Reply Change Contact Address Change Password Logout

Reply Confirm

Click "Send" to send it after confirming the contents of reply.

20100036 titleTITLEntle

- Reviewer1 (Reviewing)
- Question (10/03/10 09:46:59)
- Reviewer2 (Review Completed)
- Reviewer3 (Reviewing)

Sender	Contributor CSV
Subject	Re-Question
Contents	>Pleasee answer my question. I answer your question.
Corrected Manuscript PDF	校閲依頼メール.pdf

Send Back/Edit

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Click to send and complete your reply to the inquiry.

Click to return to the Reply screen.

This completes sending a reply to the inquiry of the reviewer.

3.5 Changing Contact Information

Here we will explain the method for changing your contact information.

- (1) When you click on the “Change Contact Address” link in the menu, the Update Contact Information screen will be displayed, so please confirm the content. After you have finished entering the updated information, click on the “Confirm” button.

Update Contact Information

Click 'Confirm' after updating changes to confirm.

Name *	L: <input type="text" value="Brown"/>	M: <input type="text" value="D"/>	F: <input type="text" value="Michel"/>
Member Type *	<input type="text" value="Student Member"/>	Member ID	<input type="text" value="0032100"/> <small>(Please enter in digits)</small>
Employer/School *	<input type="text" value="Automotive University"/>	Department *	<input type="text" value="Manage"/>
E-mail *	<input type="text" value="foo@baycurrent.co.jp"/>		
E-mail(Confirm) *	<input type="text" value="foo@baycurrent.co.jp"/>		
E-mail2	<input type="text"/>		
E-mail2(Confirm)	<input type="text"/>		
Address1 *	<input type="text" value="8wan"/>		
Address2	<input type="text" value="xinyuan nanlu"/>		
Postal Code/ZIP *	<input type="text" value="12345689"/> <small>(Please enter in digits)</small>	Phone No. *	<input type="text" value="010-65971166"/>
City *	<input type="text" value="Beijing"/>	Fax No.	<input type="text" value="010-65971122"/>
Country/Territory *	<input type="text" value="China"/>		
Nationality *	<input type="text" value="Morocco"/>		

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- (2) The Update Contact Information Confirmation screen will be displayed, so please confirm that the information entered is appropriate and correct. If the information is correct, click on the “Update” button.

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[View Submitted Manuscript](#) [Inquiry/Reply](#) [Change Contact Address](#) [Change Password](#) [Logout](#)

Update Contact Information Confirmation

Do you wish to update details with this information?
If you wish to change details, please click 'Back/Edit'.

Name	Brown D Michel		
Member Type	Student Member	Member ID	0032100
Employer/School	Automotive University	Department	Manage
E-mail	foo@baycurrent.co.jp		
E-mail2			
Address1	Swan		
Address2	xinyuan nanlu		
Postal Code/ZIP	12345689	Phone No.	010-65971166
City	Beijing	Fax No.	010-65971122
Country/Territory	China		
Nationality	Morocco		

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Click to update your contact information.

Click to return to the Update Contact Information screen.

This completes the updating of your contact information.

3.6 Changing Password

Here we will explain the method for changing your password.

- (1) When you click on the “Change Password” link in the menu, the Password Change screen will be displayed, so please confirm the content. After you have finished entering the “New Password” and “New Password (Confirm)” fields, click on the “Change” button.

The screenshot displays the 'Password Change' interface. At the top, the Society of Automotive Engineers of Japan, Inc. logo and name are visible. Below the logo is a navigation menu with the following items: 'View Submitted Manuscript', 'Inquiry/Reply', 'Change Contact Address', 'Change Password', and 'Logout'. The 'Change Password' option is highlighted. The main content area is titled 'Password Change' and contains the following text: 'Click 'Change' to change the password.' Below this text are two input fields: 'New Password' and 'New Password (Confirm)'. A 'Change' button is located below the input fields, highlighted with a dashed orange circle. A callout box points to the button with the text: 'Click to complete the changing of your password.'

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This completes the changing of your password.

4 **Confirming the Results of the Review**

Once it has been determined whether the submitted manuscript is publishable, an e-mail will be sent to the submitter's address to notify them of the results. If you receive such an e-mail, please confirm the review results. If the manuscript is publishable, carry out the following procedures.

※ Attention ※

It is possible to confirm the results of the review only when the progress status is "Result Notice".

Here we will explain the following two items.

- The method for confirming the review results.
- The necessary procedures when the manuscript is determined to be publishable.

4.1 **Confirming the Results of the Review**

Here we will explain the method for confirming the review results.

- (1) In the e-mail that notifies you of whether the submitted manuscript is publishable, a link to a URL will be included so that you can confirm the results of the review. Please click on this link.
- (2) The Submitter Login screen on the exclusive website for submitters will be displayed, so please enter your login ID and password.
- (3) The Result Notice screen will be displayed, so please confirm whether the submitted manuscript has been judged as publishable.

※ Attention ※

The results of the review can only be confirmed from the URL that is included in the e-mail, so please be careful to not delete or lose this e-mail.

4.2 Procedures when the Manuscript is Judged to be Publishable

Here we will explain the registration procedures to carry out after the manuscript has been judged to be publishable.

- (1) When the manuscript has been judged to be publishable, the following screen will be displayed.

SAE Society of Automotive Engineers of Japan, Inc.

Result Notice

British Museum
Dear Author Test :

Publishable

After inspecting the Manuscript submitted by you discretely, it has been decided to present as per the following.

1	Acceptance No.	20100030
2	Manuscript Title	Test title1
3	Classification	Publishable
4	PDF	Latest Manuscript PDF * : <input type="text"/> <input type="button" value="参照..."/> <input type="button" value="Upload PDF"/> * PDF Submission Guide 1) If clicking on 'Browse' button a file dialog box will be shown. 2) Select the PDF you want to submit and click 'Open'. * PDF File specified for Image Scanner is recommended. Making the file into PDF format has the possibility that the infomation of the file is lost, such as the expression and figure shift, the garbled characters. 3) To complete uploading the PDF click 'Upload PDF'.
5	Publishing Charge	Credit Card Type * <input type="text" value="--Select--"/> Credit Card Number * <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> (Please enter in digits) Card Holder * L: <input type="text"/> M: <input type="text"/> Expiration Date(MM/YY) * <input type="text" value="--Select--"/> / <input type="text" value="--Select--"/>

Notification of whether the submitted manuscript is publishable.

Upload the final version of the manuscript as a PDF file.

Enter your payment information.

It is possible to change the contact information, submitter (lead author) information, and sub author information that was registered at the time of submission.

6 U P D A T E C O N T A C T	Name *	L: <input type="text" value="Author"/> M: <input type="text"/> F: <input type="text" value="Test"/>
	Member Type *	<input type="text" value="Non Member"/> <input type="button" value="Member ID"/> <input type="text"/> <small>(Please enter in digits)</small>
	Employer/School *	<input type="text" value="British Museum"/> <input type="button" value="Department *"/> <input type="text" value="Egypt"/>
	E-mail *	<input type="text" value="foo@baycurrent.co.jp"/>
	E-mail(Confirm) *	<input type="text" value="foo@baycurrent.co.jp"/>
	E-mail2 *	<input type="text"/>
	E-mail2(Confirm) *	<input type="text"/>
	Address1 *	<input type="text" value="Bloomsbury Square, London,"/>
	Address2	<input type="text"/>
	Postal Code/ZIP *	<input type="text" value="WC1A 2RJ"/> <small>(Please enter in digits)</small> <input type="button" value="Phone No. *"/> <input type="text" value="+44 (0)20 7323"/> <small>(Please enter in digits)</small>
	City *	<input type="text" value="London"/> <input type="button" value="Fax No."/> <input type="text"/> <small>(Please enter in digits)</small>
	Country/Territory *	<input type="text" value="United Kingdom of Great Britain and Northern Ireland"/>
	Nationality *	<input type="text" value="United Kingdom of Great Britain and Northern Ireland"/>

Sub Authors Information	<input type="button" value="Add Author"/>				
	Member Type	Member ID <small>(Please enter in digits)</small>	Name		Employer/School
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The following content is contained on this screen.

1. Acceptance No.
2. Manuscript Title
3. Classification: You can confirm whether the submitted manuscript is publishable in the International Journal of Automotive Engineering.
4. PDF: You can register the final version of the manuscript PDF file that will be published in the International Journal of Automotive Engineering.
5. Publishing Charge: You can register your payment information to cover the publishing charge of the manuscript.
6. Update: You can change the lead author's contact information, submitted manuscript information, and sub author's information that was registered at the time of submission.

(2) On the Result Notice screen, enter the necessary information after confirming the three items listed below.

- If any of the information that was registered at the time of submission has changed, please enter these changes in “6. Update”.
- Register the latest PDF file of the manuscript that is to be published in the International Journal of Automotive Engineering in “4. PDF”.
- Register your payment information to cover the publishing charge of the manuscript in “5. Publishing Charge”.

Once all of this is complete, click on the “Register Above Content” button.

4	PDF	Latest Manuscript PDF * : <input type="text"/> <input type="button" value="参照..."/> <input type="button" value="Upload PDF"/>	<p>* PDF Submission Guide</p> <p>1) If clicking on 'Browse' button a file dialog box will be shown.</p> <p>2) Select the PDF you want to submit and click 'Open'.</p> <p>* PDF File specified for Image Scanner is recommended.</p> <p>Making the file into PDF format has the possibility that the information such as the expression and figure shift, the garbled characters.</p> <p>3) To complete uploading the PDF click 'Upload PDF'.</p>
		<p>5 Publishing Charge</p> <p>Credit Card Type * <input type="text" value="--Select--"/></p> <p>Credit Card Number * <input type="text"/>-<input type="text"/>-<input type="text"/>-<input type="text"/> (Please enter in digits)</p> <p>Card Holder * L: <input type="text"/> M: <input type="text"/> F: <input type="text"/></p> <p>Expiration Date(MM/YY) * <input type="text" value="--Select--"/> / <input type="text" value="--Select--"/></p>	

Register the latest manuscript PDF file.

Register your payment information.

Following are the details of the Manuscript at the time of submission. There is a possibility that the information might have been changed during the reviewing process. Please use the latest copy of the manuscript to make corrections.

If any of the information that was registered at the time of submission has changed, update the information here.

6 U P D A T E C O N T A C T	Name *	L: <input type="text" value="Author"/> M: <input type="text"/> F: <input type="text" value="Test"/>
	Member Type *	<input type="text" value="Non Member"/> <input type="button" value="Member ID"/> <input type="text"/> (Please enter in digits)
	Employer/School *	<input type="text" value="British Museum"/> <input type="button" value="Department *"/> <input type="text" value="Egypt"/>
	E-mail *	<input type="text" value="foo@baycurrent.co.jp"/>
	E-mail(Confirm) *	<input type="text" value="foo@baycurrent.co.jp"/>
	E-mail2 *	<input type="text"/>
	E-mail2(Confirm) *	<input type="text"/>
	Address1 *	<input type="text" value="Bloomsbury Square, London,"/>
	Address2	<input type="text"/>
	Postal Code/ZIP *	<input type="text" value="WC1A 2RJ"/> (Please enter in digits) <input type="button" value="Phone No. *"/> <input type="text" value="+44 (0)20 7323"/> (Please enter in digits)
	City *	<input type="text" value="London"/> <input type="button" value="Fax No."/> <input type="text"/> (Please enter in digits)
	Country/Territory *	<input type="text" value="United Kingdom of Great Britain and Northern Ireland"/>
	Nationality *	<input type="text" value="United Kingdom of Great Britain and Northern Ireland"/>

Sub Authors Information	<input type="button" value="Add Author"/>			
	Member Type	Member ID (Please enter in digits)	Name	Employer/School
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="button" value="Register Above Content"/> <input type="button" value="Register Later"/>		
Admin Contact Information	10-2 GOBANCHO, CHUO-KU TOKYO, 102-0075 JAPAN			
	Automotive Engineers of Japan, Inc. PUBLISHING GROUP Taro Ronbun			
	8215 Fax. 03-3261-2204 E-mail: jsae@havcu			
<input type="button" value="Click to proceed to the Publishing Charge and Manuscript Information Modification Confirmation screen."/>			<input type="button" value="Click to cancel registration of any changes to the submitted manuscript information and your payment information."/>	
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- (3) The Publishing Charge and Manuscript Information Modification Confirmation screen will be displayed, so please confirm that the information entered on the previous screen is appropriate and correct. If the information is correct, click on the “Register” button.

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Manuscript Information Modification Confirm

Do you wish to register details with this information?
If you wish to change details, please click 'Back/Edit'.

PDF	20100310135547921_校閲依頼メール.pdf		
Publishing Charge	Credit Card Type	MasterCard	
	Credit Card Number	1223- 4567- 8901- 2345	
	Card Holder	Author Test	
	Expiration Date(MM/YY)	03/ 10	

CONTACT	Name	Author Test		
	Member Type	Non Member	Member ID	
	Employer/School	British Museum	Department	Egypt
	E-mail	foo@baycurrent.co.jp		
	E-mail2			
	Address1	Bloomsbury Square, London,		
	Address2			
	Postal Code/ZIP	WC1A 2RJ	Phone No.	+44 (0)20 7323
	City	London	Fax No.	
	Country/Territory	United Kingdom of Great Britain and Northern Ireland		
	Nationality	United Kingdom of Great Britain and Northern Ireland		
	Paper Type	Research paper		
Categories	Automotive General			
Categories	Automotive General			
Categories				
Free Keyword				
Title	Test title1			
Subtitle				
Abstract	abs7523			
References				
Sub Authors Information	Member Type	Member ID	Name	Employer/School

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Click to complete the registration of changes to the submitted manuscript and payment information.

Click to return to the Result Notice screen.

5 Supplementary Notes


Here we will provide an explanation of the following functions that are necessary when using the Online Manuscript Submission System.

- Uploading of PDF files
- Adding sub author's information

5.1 Uploading PDF Files

Here we will explain the method for uploading PDF files by using the Copyright Confirmation screen as an example. When an electronic file is turned into a PDF file there are cases where equations and diagrams shift out of place and symbols or other special characters become corrupted and unreadable. Therefore we recommend using an image scanner.

- (1) Click on the "Search" button.

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Copyright Confirmation

Please enter the following details and click on 'Accept' button.

- This paper has not been submitted elsewhere, in accordance with publication conditions in the [Guidelines](#) for Writing "International Journal of Automotive Engineering".
 If paper has been submitted elsewhere, Name of Academic Society :

Submission Date : Year Month Day (Please enter in digits)

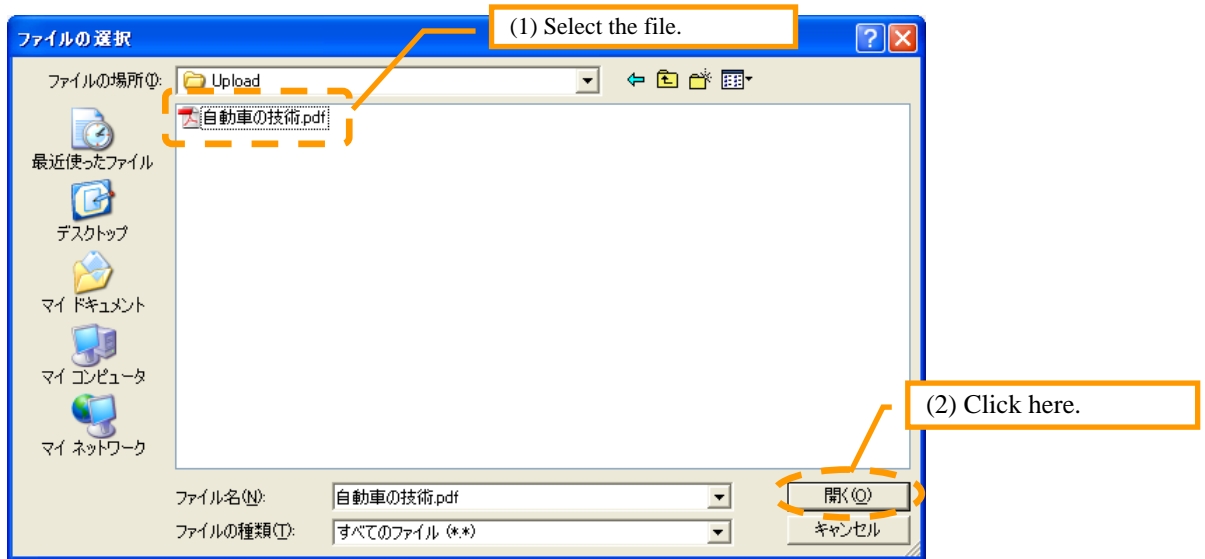
Published Date : Year Month Day (Please enter in digits)

Already Published Manuscript PDF :


2. I accept the aforementioned JSAE Copyright Rules, and I hereby assign copyright for these writings (including the abstract) to the Society of Automotive Engineers of Japan, Inc. I also hereby agree to the publication of these writings in publications issued by the Society of Automotive Engineers of Japan, Inc. and on the Web site operated by the Society of Automotive Engineers of Japan, Inc.

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- (2) A file selection dialog box will be displayed. Select the PDF file that you wish to upload and click on the “Open (O)” button.



- (3) The PDF file that you have selected to upload will be displayed, so please confirm that the name of the file is correct. Then click on the “Upload Published PDF” button.

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 If paper has been submitted elsewhere, Name of Academic Society :

Submission Date : Year Month Day (Please enter in digits) **(1) Confirm the file name.**

Published Date : Year Month Day (Please enter in digits)

Already Published Manuscript PDF : **(2) Click here.**

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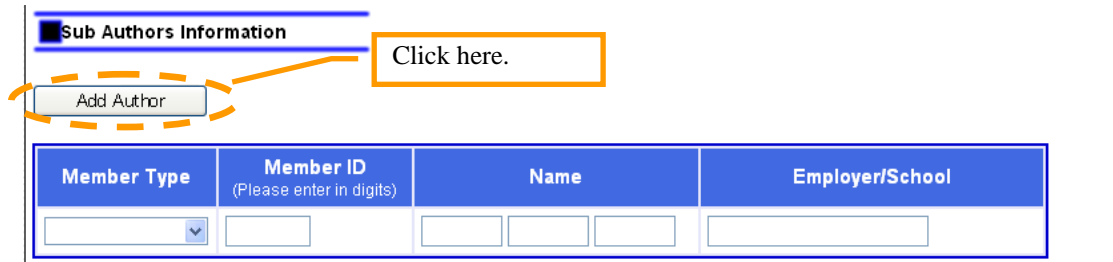
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This completes the uploading of the PDF file.

5.2 Adding Sub Author Information

Here we will explain the method for adding information for multiple sub authors.

- (1) If there are multiple sub authors, click on the “Add Author” button.



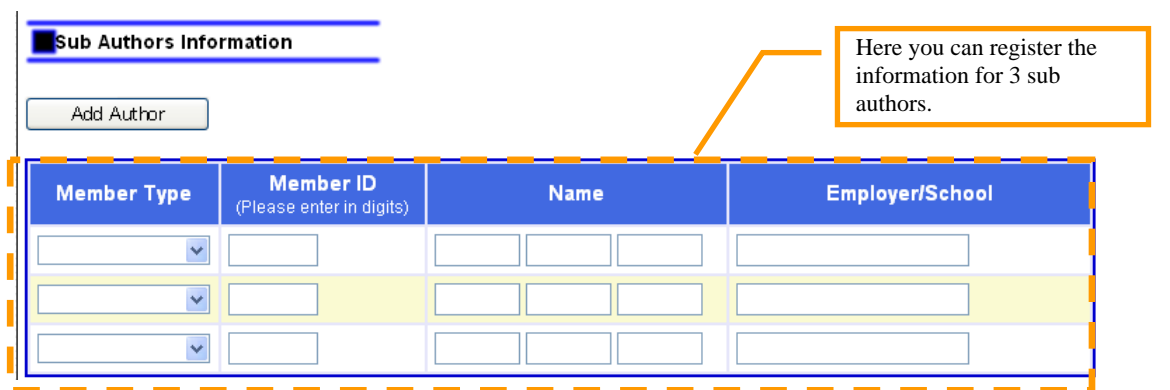
Sub Authors Information

Add Author

Click here.

Member Type	Member ID (Please enter in digits)	Name	Employer/School
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- (2) An additional row for entering sub author information will be added.
An additional row will be added each time that the “Add Author” button is clicked on, so add as many rows as necessary to include all the sub authors.



Sub Authors Information

Add Author

Here you can register the information for 3 sub authors.

Member Type	Member ID (Please enter in digits)	Name	Employer/School
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Operation Manual (for use by submitters)

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