

オンライン投稿の操作方法について

Japanese Journal of Ophthalmology

Editorial Manager® URL: <http://www.editorialmanager.com/jjoo/>

論文投稿の準備に際しては Instructions to Authors をよく読んでからシステムをご利用ください。Editorial Manager®の画面上の入力欄は英文入力のみに対応しており、お使いのPC画面上は日本語が入力できてもシステムに保存される情報は日本語対応していませんのでご注意ください。マニュアルに使用されている画面は、2007年5月25日現在のものです。

- | | | |
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1. ユーザー情報の登録

Japanese Journal of Ophthalmology の Editorial Manager® に論文を投稿する際には、ユーザー情報を登録し、アカウントを取得する必要があります。

<http://www.editorialmanager.com/jjoo/> を開き、画面左上の「REGISTER」をクリック。



姓名、E-mail Address を入力し、「Continue>>」をクリック。

Pre-registration Page

To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

[Insert Special Character](#)

Please Enter The Following

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
E-mail Address*	<input type="text"/>

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Password?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

それぞれの欄にユーザー情報を登録します。(「* (アスタリスク)」のあるものは必須入力項目になります。)登録が完了したら、「Continue>>」をクリック。

Registration Page

[Insert Special Character](#)

Title *	<input type="text"/>
First Name *	<input type="text" value="Springer"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Japan"/>
Degree	<input type="text"/> (Ph.D., M.D., Jr., etc.)

Enter preferred user name *

Once you have filled in the required information, click the button below.

確認画面で登録内容を確認し、問題がなければ「Continue>>」をクリック。

Confirm Registration

Please confirm the following very important information:

First Name:	Springer
Last Name:	Japan
Username:	Springer
Email Address:	springer.japan@test.com
Country:	JAPAN

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

下の画面が表示されたら登録完了です。「Go to Login Page」をクリック。

Registration Complete

Check your e-mail for a message to verify your registration. This message contains your password, which you need to login. Note that Editorial Manager may have assigned a different Username if the one you selected is already in use.

Thank you!

メールでユーザー名、およびパスワードが連絡されます。下の画面に入力し、「Author Login」をクリック。

Login

[Insert Special Character](#)

Please Enter the Following

Username:	<input type="text"/>
Password:	<input type="text"/>

[Send Username/Password](#) [Register Now](#) [Login Help](#)

Software Copyright © 2007 Aries Systems Corporation.

下の画面が Author の Main Menu になります。

Author Main Menu

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

Submissions Being Processed (0)

2. ユーザー登録情報の変更

各画面左上の「UPDATE MY INFORMATION」をクリック。



開いた下の画面で登録内容を変更します。

Update My Information

To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.

Login Information [Insert Special Character](#)

The username you choose must be unique within the system.
If the one you choose is already in use, you will be asked for another.

User Name *

Password *

複数のメールアドレスを登録する場合には、「;(セミコロン)」で区切り、複数のメールアドレスを記入します。(例：[springer.japan@test.com;assistant@test.com](#))

E-mail Address *

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)
Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read more.](#)

記入が完了したら、画面一番下の「Submit」をクリック。

下の画面が表示されれば登録変更は完了です。エラーメッセージが表示された場合には、案内に従ってください。

Information Update Complete

Information Update Complete.

[Back to Main Menu](#)

3. 新規論文の投稿手続き

ログイン画面を開き、ユーザー名、パスワードを入力して「Author Login」をクリック。

Login

Please Enter the Following [Insert Special Character](#)

Username:

Password:

[Send Username/Password](#) [Register Now](#) [Login Help](#)

Software Copyright © 2007 Aries Systems Corporation.

Author Main Menu が開きます。「Submit New Manuscript」をクリック。

Author Main Menu

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)
Incomplete Submissions (0)
Submissions Waiting for Author's Approval (0)
Submissions Being Processed (0)

Revisions

Submissions Needing Revision (0)
Revisions Sent Back to Author (0)
Incomplete Submissions Being Revised (0)
Revisions Waiting for Author's Approval (0)
Revisions Being Processed (0)
Declined Revisions (0)

Completed

Submissions with a Decision (0)
Completed Production Task Assignments (0)

Article Type をドロップダウン・メニューから選択し、「Next」をクリック。

New Submission

[Frequently Asked Questions](#)

Please Select an Article Type

Selecting an Article Type is Required for Submission.

Choose the article type of your manuscript from the pull-down menu.

Choose Article Type

論文のタイトルを記入（またはコピー・アンド・ペースト）します。登録が完了したら、「Next」をクリックします。 特殊フォントを入力する場合には、画面右上の「[Insert Special Character](#)」をクリックしたテーブルの中から選んで追加します（以下同様）。

New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title

[Insert Special Character](#)

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.
Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title

Previous Next

共著者名を記入し「Add Author」をクリック。共著者は5名まで登録可能です。 投稿の手続きをするユーザーが Corresponding Author (以下 CA) となりますが、CA を変更する場合には Email Address を必ず記入し、「Please select if this is the corresponding author」にチェック(✓)を入れます。 ~22までの作業はCA以外行うことができませんのでご注意ください。

New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Attach Files

[Insert Special Character](#)

Please Enter the Following

You are already shown as the corresponding author below. If your paper has additional authors, please add the names of anyone who contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by clicking the arrows. The first author of the manuscript may be indicated. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD). To change the corresponding author, enter the new corresponding author's name in the text boxes, and click the check box labeled 'Please select if this is the corresponding author'.

A * indicates the field is required.

Limit 5 Authors

First Name*

Middle Initial

Last Name*

Academic Degree(s)

Affiliation

E-mail Address

Please select if this is the corresponding author:

Add Author

Previous Next

	First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address
First Author Corresponding Author	Springer		Japan			springer.japan@test.com

Abstract を記入し、「Next」をクリックします。 Readers' Comments、Letters の Article Category については、Abstract の登録は不要であるため画面は表示されません。

New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract**
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Attach Files

[Insert Special Character](#)

Please Enter Abstract

Submitting an Abstract is Required for Submission.

Enter the abstract of your manuscript into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.

キーワードを入力します。複数入力する場合には、「; (セミコロン)」で区切って入力します。記入が完了したら「Next」をクリック。 Readers' Comments の Article Category については、Keyword の登録は不要であるため画面は表示されません。

New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords**
- Select Classifications
- Additional Information
- Enter Comments
- Attach Files

[Insert Special Character](#)

Please Enter Keywords

Enter Keywords separated by semicolons. e.g. keyword 1; keyword 2; keyword 3
Each individual keyword may be up to 256 characters in length.

Limit 5 Keywords Keyword Count: 2

Journal; Ophthalmology

「Select Manuscript Classifications」をクリック。

New Submission

[Frequently Asked Questions](#)

- [Select Article Type](#)
- [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Submit Abstract](#)
- [Enter Keywords](#)
- [Select Manuscript Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Attach Files](#)

Please Select Classifications

Selecting a Classification is Required for Submission.

Click 'Select Document Classifications' to open a window containing a list of the classifications pertaining to this journal. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

Select Manuscript Classifications

開いた別のウィンドウで論文に該当する Classifications の左にチェック (✓) を選択し、「Submit」をクリック。3 つまで選択可能です。元の画面に戻り、「Next」をクリック。

Select Manuscript Classifications

Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

You must click "Submit" before you leave this window.

Limit 3 Classifications

<input type="checkbox"/> 1.000 Pediatric Ophthalmology and Strabismus
<input type="checkbox"/> 2.000 Anterior Segment
<input type="checkbox"/> 3.000 Orbit and Adnexa
<input type="checkbox"/> 4.000 Retina and Vitreous
<input type="checkbox"/> 5.000 Neuro-Ophthalmology
<input type="checkbox"/> 6.000 Glaucoma
<input type="checkbox"/> 7.000 Immunology and Uveitis
<input type="checkbox"/> 8.000 Microbiology and Infection
<input type="checkbox"/> 9.000 Molecular Biology and Genetics
<input type="checkbox"/> 10.000 Biochemistry
<input type="checkbox"/> 11.000 Pharmacology
<input type="checkbox"/> 12.000 Physiology
<input type="checkbox"/> 13.000 Histopathology

下の画面では各質問に対し該当する返答に「x」を入力します。具体的な内容を明示する必要がある場合は、英文で質問事項の後につづけて記載してください。

New Submission

[Frequently Asked Questions](#)

- Select Article Type**
- Enter Title**
- Add/Edit/Remove Authors**
- Submit Abstract**
- Enter Keywords**
- Select Classifications**
- Additional Information**
- Enter Comments**
- Attach Files**

Please Enter The Following

Additional Information is Required for Submission.

Please respond to the questions/statements below.

Have you submitted a Copyright Transfer Agreement signed by all authors?

Click [here](#) to download the agreement.

Answer Required

Yes

A scanned file (PDF, TIFF, or JPEG) of the original signed agreement may be uploaded in the "Attach Files" section of this site or sent as an e-mail attachment. Alternatively, signed agreements may also be sent by fax or postal mail to:

Japanese Journal of Ophthalmology
2-4-11-402 Sarugaku-cho, Chiyoda-ku, Tokyo, Japan 101-8346
Fax: +81-3-3293-9384
E-mail: jjo@po.nichigan.or.jp

Do you certify that this manuscript has not been published previously and is not currently under consideration for publication elsewhere?

Answer Required

Yes

Do you have any conflict of Interests or Financial Interests?

Answer Required

1. Conflict of Interest? Yes No
2. Financial Interest? Yes No

下の画面では、論文に関する特記事項や Cover Letter を記入します。完了したら「Next」をクリックします。 Editorial Manager の記入欄では英文しか受け付けません。お使いの PC 画面上で日本語の入力ができても、文字化けが起こってしまう可能性があります。日本語の文章を送るには [こちら](#) をご参照ください。

New Submission

Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Attach Files

[Insert Special Character](#)

Please Enter Comments

Enter any comments you would like to send to the editorial office. You may use this field for your **cover letter**.

Upon submission, all commercial or similar relationships to products or companies mentioned in or related to the subject matter of the article being submitted, if any, must be disclosed. Pertinent financial relationships, such as consultancies and stock arrangements, should be disclosed to the Editor-in-Chief in the cover letter. You may also upload your cover letter in the "Attach Files" section of this site.

下の画面では投稿する論文のファイルをアップロードします。Item から該当するものを選び、「参照」からアップロードするファイルを指定、「Attach This File」をクリックします（[編集部や編集委員長へ日本語で伝えたい内容や査読に対する日本語の回答がある場合には、Item から「Cover Letter」を選択して、Cover Letter として日本語のファイルを添付してください](#)）。すべてのファイルをアップロードし終えるまで作業を繰り返します。「*（アスタリスク）」のある Item はアップロードが必須になります。

New Submission

Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Attach Files

[Insert Special Character](#)

Please Attach Files

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.

Item * Manuscript ▼

Enter a **Description** and then click the **Browse** button to select the file you wish to upload, then click the **Attach This File** button.

Description:

File Name:

No Items have yet been attached for this submission.

ファイルをアップロードすると下のよう画面下方に表示されます。アップロードが完了したら、「Next」をクリック。左の Order の番号を並べ替え、「Update File Order」をクリックするとファイルの順番を整えることができます (PDF に変換される順番になります)。

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

Order	Item	Description	File Name	Size	Last Modified	Actions
1	Cover Letter	Cover Letter	Coverlett.doc	23.5 KB	16-04-2007	Download Remove
2	* Manuscript	* Manuscript	MS.doc	26 KB	03-04-2007	Download Remove
3	Figure	Figure	Map-J.jpg	34.5 KB	30-01-2007	Download Remove
4	Table	Table	Table 1.doc	26 KB	20-04-2007	Download Remove

Update File Order

[Previous](#) [Next](#)

下の画面が表示されたら、「Build PDF for my Approval」をクリック。

New Submission

Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Attach Files

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

	Online	Offline		Online	Offline
Figure	1	0	* Manuscript	1	0
Table	1	0	Electronic Supplementary Material	0	0
Transfer of Copyright Agreement	0	0	Cover Letter	1	0

[Previous](#) [Build PDF for my Approval](#)

下の画面が表示されたら「Submissions Waiting for Author's Approval」をクリック。論文を PDF に変換するのに少し時間がかかります。変換完了はメールでも連絡されますので、メールを受けてから続きの作業を行うことも可能です。また、[この画面で Corresponding Author](#) を別のユーザーに指定した場合には、以降の手続きは Corresponding Author のみが行うことができ、[~22](#) までの作業が行われないと論文の投稿は完了しませんのでご注意ください。

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the Journal office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the [Submissions Waiting for Author's Approval](#) page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the [Submissions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the Journal office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

下の画面が表示されたら、Action 欄の「+」をクリックします。

Submissions Waiting for Approval by Author Springer Japan

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

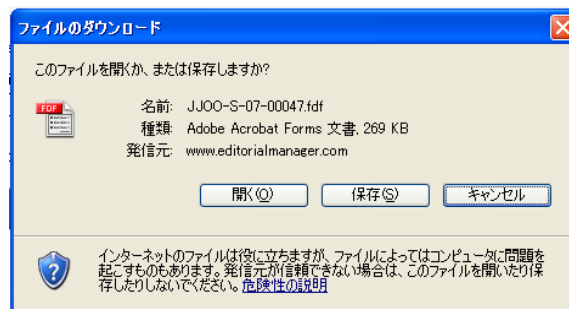
Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status
Action Links	test	21-05-2007	21-05-2007	Needs Approval

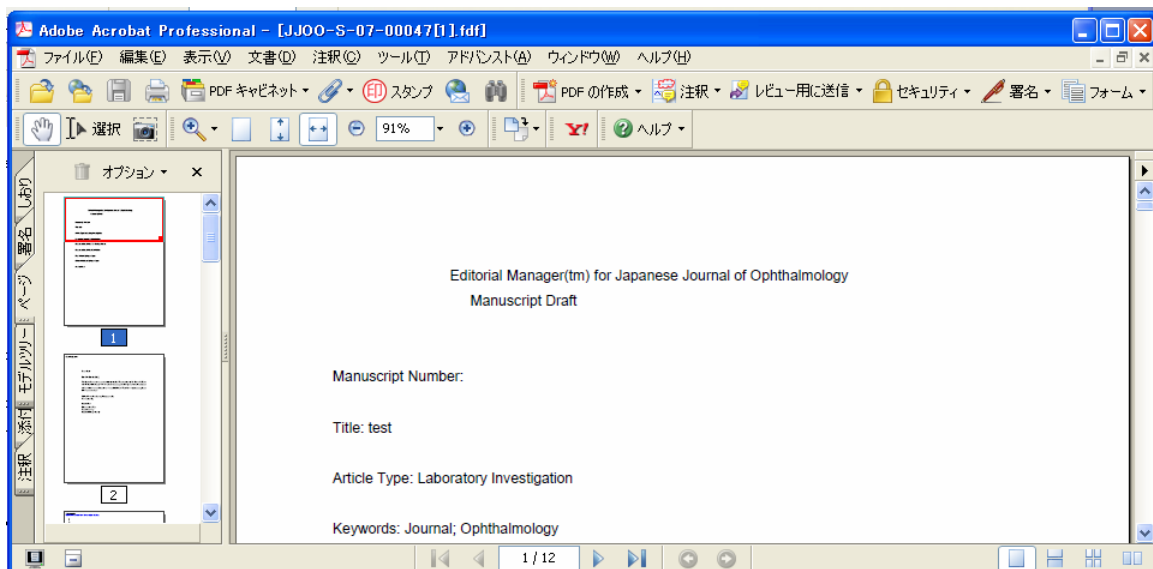
Action 欄の「View Submission」をクリック

Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Similar Articles in MEDLINE Approve Submission Remove Submission	test	21-05-2007	21-05-2007	Needs Approval

下のウィンドウが表示されたら、「開く」をクリック。



PDF に変換された論文が開きます。文字化けがないか、図表がきちんと表示されているかなどを確認します。



PDF の論文に問題がなければ、「Approve Submission」をクリックします。登録内容を変更、または論文ファイルを差し替える場合には、「Edit Submission」をクリックして画面の案内に従い手続きを行います。View Submission で PDF の論文を確認しないと「Approve Submission」をクリックしても投稿を完了することはできません。

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission Edit Submission Similar Articles in MEDLINE Approve Submission Remove Submission	test	21-05-2007	21-05-2007	Needs Approval

21 下のウィンドウが表示されたら、「OK」をクリック。



22 下の画面が表示されたら、投稿の手続きは完了です。ご投稿、誠に有難うございます。

Author's Decision

Thank you for approving "test".

[Main Menu](#)

4. 改訂論文の投稿手続き

Author Main Menu を開き、Revisions 内の「Submissions Needing Revision」をクリック。

Author Main Menu

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

Submissions Being Processed (0)

Revisions

[Submissions Needing Revision \(1\)](#)

Revisions Sent Back to Author (0)

Incomplete Submissions Being Revised (0)

Revisions Waiting for Author's Approval (0)

Revisions Being Processed (0)

Declined Revisions (0)

Completed

Submissions with a Decision (0)

Completed Production Task Assignments (0)

下の画面が表示されたら、Action 欄の「+」をクリックします。

Submissions Needing Revision for Author Springer Japan

Click 'File Inventory' to download the source files for the manuscript. Click 'Submit Revision' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.

IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Submit Revision' link.

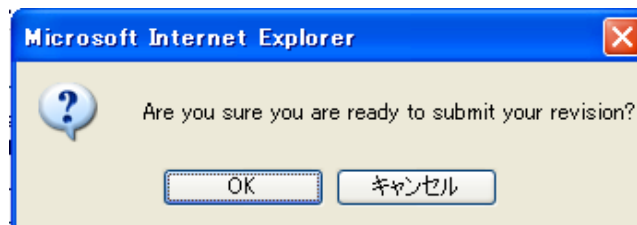
Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
Action Links	JJ00-D-07-00027	test	21-05-2007	21-06-2007	22-05-2007	Revise	Minor Revisions Needed

判定結果のコメントを確認します。View Decision 欄の判定結果をクリックして判定の手紙の内容を確認できます。また、審査員のコメントが添付ファイルとしてある場合には、Action 欄の「View Reviewer Attachments」をクリックして閲覧できます。

Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
View Submission File Inventory View Reviewer Attachments Similar Articles in MEDLINE Submit Revision Decline to Revise	JJ00-D-07-00027	test	21-05-2007	21-06-2007	22-05-2007	Revise	Minor Revisions Needed

再投稿するには Action 欄の「Submit Revision」をクリックし、下のウィンドウが表示されたら、「OK」をクリック。



改訂原稿の投稿手続き画面が表示されますので、案内に従って投稿手続きを行います。

Revised Submission

JJ00-D-07-00027R1

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Enter Comments
- Respond to Reviewers
- Attach Files

Please Select an Article Type

Selecting an Article Type is Required for Submission.

Change the article type of your manuscript from the pull-down menu if necessary.

Choose Article Type Laboratory Investigation

Next

5. 投稿論文の審査状況確認

Author Main Menu を開き、「Submissions Being Processed」をクリックします。(改訂論文の場合には Revisions 内の「Revisions Being Processed」をクリックします。)

Author Main Menu

New Submissions

- [Submit New Manuscript](#)
- Submissions Sent Back to Author (0)
- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (0)
- [Submissions Being Processed \(1\)](#)

該当する論文が表示されます。右側の「Current Status」で審査の状況を確認することが可能です。Action 欄の「View Submission」をクリックすると論文の PDF 版を閲覧することも可能です。

Submissions Being Processed for Author Springer Japan

Page: 1 of 1 (1 total submissions) Display results per page.

Action ▲	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission		test	21-05-2007	21-05-2007	Submitted to Journal

以上