

e-JSSNT

Instruction for Web Submission

using J-STAGE3 / ScholarOne Manuscript system

Submit a New Manuscript

(1) Preparation of manuscript files

Please refer to the "Instruction for manuscript preparation" at our web site (http://www.sssj.org/ejsnt/Manu_Prep.htm) for details.

The total file size should be less than 50MB.

(2) Login to the web system

Please visit the site "<http://mc.manuscriptcentral.com/ejsnt>" with your web browser.

The "pop-up block" function should be turned off at this site.

(e.g. You can find it at "Tool" menu in IE9 [Windows] or "Safari" menu in Safari [Mac].)

Please create your account first, if you have never logged in before.

Log In Welcome to the J-STAGE manuscript submission site.

- To Log In, enter your User ID and Password into the **Log in** section (**upside** boxes), then click "Log In".
- If you are unsure about whether or not you have an account, or have forgotten your password, enter your E-Mail Address into the **Password Help** section (**downside** box), then click "Go".
- If you do not have an account, click [Here](#).

Log In

Log in here if you are already a registered user.

User ID:

Password:

Password Help. Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:

New User?

[Register here](#)

Resources

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)

(3) Submission process

After choose  [Author Center](#) , and click “Click here to submit a new manuscript”.

My Manuscripts	Author Resources
<ul style="list-style-type: none">0 Unsubmitted Manuscripts0 Revised Manuscripts in Draft0 Submitted Manuscripts0 Manuscripts with Decisions0 Manuscripts I Have Co-Authored0 Withdrawn Manuscripts0 Manuscripts Accepted for First Look0 Invited Manuscripts	<p> Click here to submit a new manuscript</p> <p> Click here to submit an EndNote manuscript</p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p>

Unsubmitted Manuscripts

Manuscript Title	Date Created	Continue Submission	Delete
You have no unsubmitted manuscripts.			
 top			

In case that you want to resume the submission process saved before, please select the corresponding one from the list.

You can save the status at any following step 1-7 and resume the process when you visit the site later.

(3) Submission process (continued)

There are 7 steps before you complete the submission.

- Step 1** Choose the manuscript type. Enter the title and abstract of your paper.
If “Conference paper” is selected, you should choose the conference name in Step2.

Manuscript Type

req Manuscript Type:

req **Title** (Limit 200 characters)

Press Control-V (or Cmd-V) to Paste

req **Abstract** (Limit 500 words)

Press Control-V (or Cmd-V) to Paste

Step 2 Select the category and give at least 3 keywords.
You need not always use the keyword list prepared by us.

Conference Name

Conference-ISSS
Conference-ALC
Conference-SSSJ
Conference-ICSFS
Conference-XAFS

+ Add

✕ Clear

Choose the conference name
only in case that you selected "Conference Paper" in Step1.

req Category: Select:

Keywords

Search on this list:

Case sensitive

Search

SUBJECT INDEX

-(1) Theoretical methods
-Ab initio quantum chemical methods and calculations
-Atom-solid interactions, scattering, diffraction
-Atomistic dynamics
-Computer simulations
-Construction and use of effective interatomic interactions
-Density functional calculations
-Electron density, excitation spectra calculations
-Electron_solid interactions, scattering, diffraction

req ✕ Clear

req ✕ Clear

req ✕ Clear

✕ Clear

✕ Clear

✕ Clear

✕ Clear

✕ Clear

+ Add

◀ Save and Go Back ▶ Save and Continue

Step 3

You can add your co-authors here.

First, enter the e-mail address of the co-author and click "Find".

If he/she has been already registered to this system, his/her name will appear.

If no data was found, please fill in the boxes marked "req".

Click "Add To My Authors" for each co-author, and repeat the procedure.

In case that there are two or more affiliations, we recommend you add the second one later using "Edit" button, for your convenience.

My Co-Authors					
Order	Name	Institution, Department	E-Mail	Edit	Delete
1					

Add a New Co-Author					Special Characters
req E-Mail:	req Sal.	req First (Given) Name:	Middle Name:	req Last (Family) Name:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
req Institution:		Department:			
<input type="text"/>		<input type="text"/>			
req Country					
<input type="text" value="Japan"/>					
State/Province		req City			
<input type="text"/>		<input type="text"/>			
If you have multiple Institutions and Departments for this author, click here .					
<input type="button" value="+ Add To My Authors"/>					<input type="button" value="X Clear"/>
<input type="button" value="Save and Go Back"/> <input type="button" value="Save and Continue"/>					

Step 4 You can enter the list of preferred/non-preferred reviewers.

My Reviewers						
Name	Institution	Department	Phone/E-Mail	Preference	Edit	Delete
No Reviewers Entered						

Add A Reviewer		
req First (Given) Name:	req Last (Family) Name:	req Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Institution:	Department:	Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Designate as Preferred Reviewer	<input checked="" type="checkbox"/> Designate as Non-Preferred Reviewer	

Step 5 Please write a cover letter here.
It may be skipped in case of "Conference Paper", but writing abstract No. and/or presentation No. here would be appreciated.

Cover Letter					
<input type="text"/>					
Attach another file containing your cover letter: <input type="button" value="ファイルを選択"/> ファイルが未選択です	Files attached				
<input type="button" value="Attach this Cover Letter"/>	<table border="1"><thead><tr><th>File Name</th><th>Delete</th></tr></thead><tbody><tr><td colspan="2">No Files Attached</td></tr></tbody></table>	File Name	Delete	No Files Attached	
File Name	Delete				
No Files Attached					

Manuscript Information	
req Number of Figures:	<input type="text"/>
req Number of Tables:	<input type="text"/>

Confirm the following:	
<input type="checkbox"/>	req Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.
<input type="checkbox"/>	req Do you agree that all copyrights of the final form of the manuscript including rights of its publication in any form are transferred to SSSJ?

These items are indispensable.

Step 6

In the “File Upload” area, please select the file(s) on your PC. Next, please choose the “File Designation” for each file from (1) *Manuscript text*, (2) *Table*, (3) *Figure*, (4) *Electronic Appendix* and (5) *Reply to comments*, and click “Upload Files”.

Please repeat this process until all the files you want to submit have been uploaded.

My Files (Uploaded files cannot exceed 50000K)					
Order	File Name	File Designation ^{req}	Date	Edit Details	Delete
No files have been uploaded.					

File Upload	
Upload new files:	
<input type="button" value="ファイルを選択"/> ファイルが未選択です	File Designation: <input type="text" value="Select:"/>
<input type="button" value="ファイルを選択"/> ファイルが未選択です	File Designation: <input type="text" value="Select:"/>
<input type="button" value="ファイルを選択"/> ファイルが未選択です	File Designation: <input type="text" value="Select:"/>
<p>This file selection part will be different depending on your PC environment.</p>	
<input type="button" value="Upload Files"/>	

<input type="button" value="Save and Go Back"/> <input type="button" value="Save and Continue"/>
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Step 7

The status of each step (1-6) can be checked here.

You can preview the PDF file for the reviewing process converted from the uploaded file.

After all the checks are passed, you can complete the submission by clicking “Submit”

Submit a Revised Manuscript

(1) Preparation of manuscript files

Please revise your manuscript referring to the reviewer's / editor's comments, and prepare a response to the comments.

(2) Login to the web system

Please visit the site "<http://mc.manuscriptcentral.com/ejsnt>" with your web browser. The "pop-up block" function should be turned off at this site. (e.g. You can find it at "Tool" menu in IE9 [Windows] or "Safari" menu in Safari [Mac].)

(3) Submission process

Click "Manuscripts with Decisions" and find your manuscript title listed below.

My Manuscripts	Author Resources
<ul style="list-style-type: none">0 Unsubmitted Manuscripts0 Revised Manuscripts in Draft0 Submitted Manuscripts1 Manuscripts with Decisions0 Manuscripts I Have Co-Authored0 Withdrawn Manuscripts0 Manuscripts Accepted for First Look0 Invited Manuscripts	<ul style="list-style-type: none"> Click here to submit a new manuscript Click here to submit an EndNote manuscript <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p>

Click "Create a Revision", and start the process as is the case with the new submission.

Please be careful in the file-upload stage not to mistake the old manuscript for the revised one.