

# Cardiovascular Intervention and Therapeutics

## オンライン投稿の操作方法について

Editorial Manager<sup>®</sup> URL: <https://www.editorialmanager.com/cvit>

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<sup>®</sup>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。システムをご利用いただくプラットフォーム（システムを動作させる基盤の OS の種類や環境）については、画面左上の「Help」の「Editorial Manager System Requirements」をご参照ください。

マニュアルに使用されている画面は、2009年7月10日現在のものです。

1. ユーザー情報の登録（アカウントの取得）	・・・	2 ページ
2. 新規論文の投稿手続き	・・・	5 ページ
3. 改訂論文の投稿手続き	・・・	14 ページ
4. 投稿論文の審査状況確認	・・・	19 ページ
5. ユーザー登録情報の変更	・・・	20 ページ

### 投稿手続きの流れ：

論文投稿の手続きは、Step 1～3 をすべて行わないと完了しません。ご注意ください。

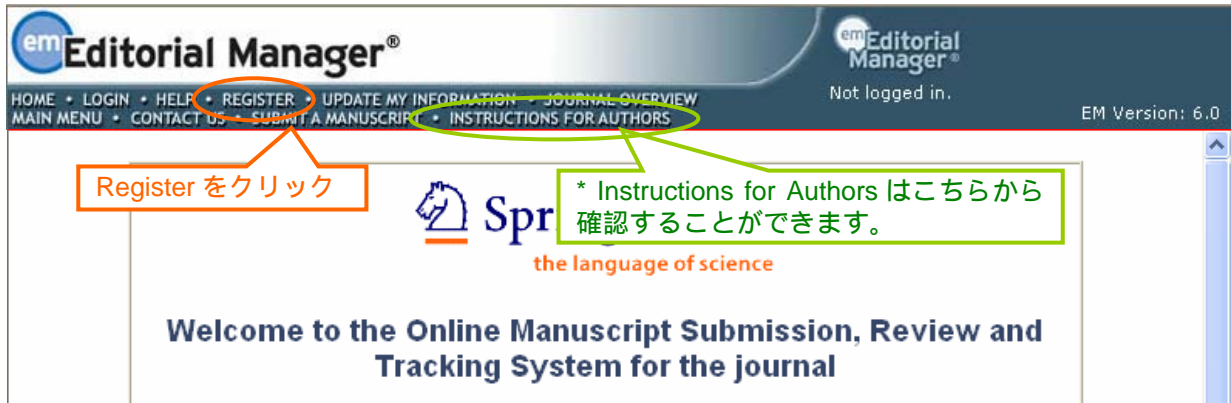


\*初回投稿時のみ登録が必要です。2度目以降の投稿では、同じアカウントで投稿します。

## 1. ユーザー情報の登録

Cardiovascular Intervention and Therapeutics の Editorial Manager<sup>®</sup> に論文を投稿する際には、まずユーザー情報を登録し、アカウントを取得します。

<http://www.editorialmanager.com/cvit> 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.

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

氏名、メールアドレスを入力

First Name\*

Last Name\*

E-mail Address\*

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.

Continue をクリック

既に登録がある場合には、「Forgot Your Password?」ボタンをクリックし、ユーザー名/パスワードの情報を登録したメールアドレスに送信し、その情報をもとにシステムにログインします。

各欄に必要事項を記入します。（「\*（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](#)

アスタリスク（\*）のある項目は必ず記入します。

Dr.、Prof.、Mr.、Ms.などを記入します。

**Personal Information**

Title \*

First Name \*

Middle Name

Last Name \*

Degree  (Ph.D., M.D., Jr., etc.)

**Areas of Interest or Expertise**

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own keywords individually using the "New Keyword" field and associated "Add" button.

Personal Classifications \* (None Selected)

Select Personal Classifications

Select 3+ Classifications

ボタンをクリックして開いたリストから Classification(専門分野)を登録します。

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

Continue >>

記入が終わったら、Continue をクリック

確認画面で内容を確認し、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.

Continue をクリック

<< Previous Page    Continue >>

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!

Go to Login Page をクリック

Go to Login Page

メールでユーザー名、およびパスワードが連絡されます。

Dear Dr. XXXXX,

Thank you for registering for the Editorial Manager online submission and peer review tracking system for Cardiovascular Intervention and Therapeutics.

Here is your username and confidential password, which you need to access the Editorial Manager at <http://cvit.edmgr.com/>.

Your username is: XXXXX  
Your password is: XXXXX

ユーザー名・パスワード  
を確認

Please save this information in a safe place.

You can change your password and other personal information by logging into the Cardiovascular Intervention and Therapeutics website and clicking on the Update My Information link on the menu.

Best regards,

Editorial Office  
Cardiovascular Intervention and Therapeutics

システムのログイン画面に入力し、「Author Login」をクリック。

Login

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

Username:

Password:

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

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ユーザー名・パスワード  
を入力

Author Login をクリック

## 2. 新規論文の投稿手続き

### Step 1

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



The screenshot shows a login form titled "Please Enter the Following". It contains two input fields: "Username:" and "Password:". Below these fields are four buttons: "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login". The "Author Login" button is circled in orange. A callout box points to the input fields with the text "ユーザー名・パスワードを入力". Another callout box points to the "Author Login" button with the text "Author Login をクリック". There are also links for "Send Username/Password", "Register Now", and "Login Help".

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

#### Author Main Menu



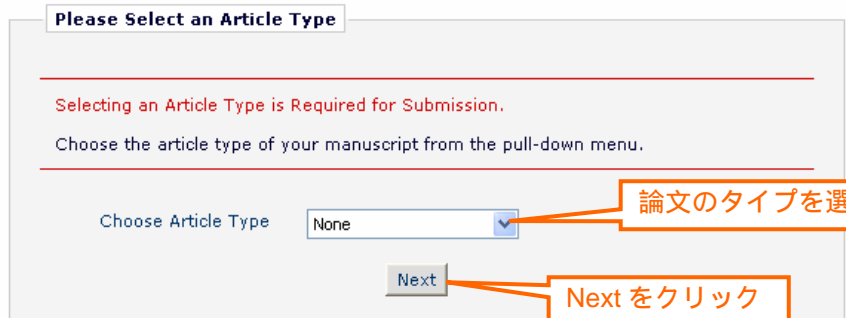
The screenshot shows the "Author Main Menu" with three main sections: "New Submissions", "Revisions", and "Completed". Under "New Submissions", there is a link "Submit New Manuscript" which is circled in orange and has a callout box pointing to it with the text "クリック". Below this link are four items: "Submissions Sent Back to Author (0)", "Incomplete Submissions (0)", "Submissions Waiting for Author's Approval (0)", and "Submissions Being Processed (0)". The "Revisions" section lists: "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)", and "Declined Revisions (0)". The "Completed" section lists: "Submissions with a Decision (0)" and "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](#)

→



The screenshot shows a form titled "Please Select an Article Type". It contains a message: "Selecting an Article Type is Required for Submission. Choose the article type of your manuscript from the pull-down menu." Below this message is a dropdown menu labeled "Choose Article Type" with "None" selected. A callout box points to the dropdown menu with the text "論文のタイプを選び". Below the dropdown menu is a "Next" button, which is also circled in orange and has a callout box pointing to it with the text "Next をクリック".

論文のタイトルを記入し、「Next」をクリックします。 特殊フォントを入力する場合は、「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

タイトルを記入

Next をクリック

共著者名を記入し「Add Author」をクリックします。 投稿手続きを行うユーザーが Corresponding Author（以下 CA）になります。もし CA を変える場合は、必ず Email Address を記入し、「Please select if this is the corresponding author」にチェック（✓）を入れます。その際、 ~ 23 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
- Select Classifications
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- 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.

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

共著者名を記入

Add Author をクリック

をクリックし、並べ替え可能です。

	First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address	
First Author	* Amy		Author		XXXX University	joerg.zanner@springer.com	
Corresponding Author	Amanda		Author				<a href="#">Remove Edit</a>

追加した共著者を確認

Abstract を記入し、「Next」をクリックします。

## New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract**
- Select Classifications
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- 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.

アブストラクトを記入

Previous Next

Next をクリック

「Select Manuscript Classifications」をクリック。

## New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Select Classifications**
- Additional Information
- Suggest Reviewers
- Oppose Reviewers
- 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.

#### Selected Classifications

(None Selected)

Select Classifications

クリック

Previous Next

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」をクリックします。元の画面に戻ったら、「Next」をクリックします。

The screenshot shows the 'Select Submission Classifications' page in a Microsoft Internet Explorer browser. The page title is 'Select Submission Classifications'. Below the title, there is a search bar and a list of 19 classification categories, each with a checkbox. A red box highlights the 'Expand All' link, with an annotation: 'Expand All をクリックしてリストをすべて開きます。' (Click 'Expand All' to open all items in the list). Another red box highlights the checkboxes for 'Stress Echocardiography' and 'Valvular Heart Disease', with an annotation: '論文に該当する Classification にチェック' (Check the classification corresponding to the paper). A third red box highlights the 'Select->' button, with an annotation: 'Select をクリックすると、このスペースに追加されます' (Clicking 'Select' adds it to this space). A fourth red box highlights the 'Submit' button at the bottom, with an annotation: 'Submit をクリック' (Click 'Submit'). The 'Selected Classifications' area on the right is currently empty.

選んだ Classification が「Selected Classifications」に表示されます。

## New Submission

### Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Select Classifications**
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

The screenshot shows the 'Please Select Classifications' page. At the top, it says 'Please Select Classifications'. Below that, a red message states: 'Selecting a Classification is Required for Submission.' The instructions read: '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.' Below the instructions, the 'Selected Classifications' section shows two items: '2: Contrast Echocardiography' and '3: Stress Echocardiography'. A red box highlights these items with the annotation: 'Classification を確認し、' (Check the classification). At the bottom, there are three buttons: 'Select Classifications', 'Previous', and 'Next'. A red box highlights the 'Next' button with the annotation: 'Next をクリック' (Click 'Next').



下の画面では、Cover Letter や特記事項を記入し、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 画面上で日本語を入力しても、文字化けが起こってしまう可能性がございますので英文でご記入ください。

## New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Select Classifications
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- 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 as covering letter replacement. These comments do not appear in your manuscript.

---

Previous Next

Cover letter、特記事項の記入欄として利用します。(記入は英文のみ)

Next をクリック

Suggest Reviewers では、査読適任者を推薦、Oppose Reviewers では査読不適任者を登録可能です。必須項目(赤字)と Reason を必ず記入し「Add Reviewer」をクリックします。

ただし、推薦された Reviewer が必ずしも査読を担当するわけではありません。

## New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Select Classifications
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

[Insert Special Character](#)

Suggest Reviewers

---

Please suggest potential reviewers for this submission up to three.

Use the fields below to give us contact information for each suggested reviewer, and please provide specific reasons for your suggestion in the comments box for each person. Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

A \* indicates a required field.

First Name\*

Middle Initial

Last Name\*

Academic Degree(s)

Position

Department

Institution

E-mail Address\*

Reason

Previous Add Reviewer Next

登録は任意ですので該当者がいない場合は、空欄のまま「Next」をクリックして進めます。

理由はできるだけ明記してください。

クリック

**Step 2**

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」からファイルを指定、「Attach This File」をクリックします。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 は必ずアップロードします。

**New Submission**

Frequently Asked Questions

- ✓ Select Article Type
- ✓ Enter Title
- ✓ Add/Edit/Remove Authors
- ✓ Submit Abstract
- ✓ Select Classifications
- ✓ Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- ➔ Attach Files

Please Attach Files [Insert Special Character](#)

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

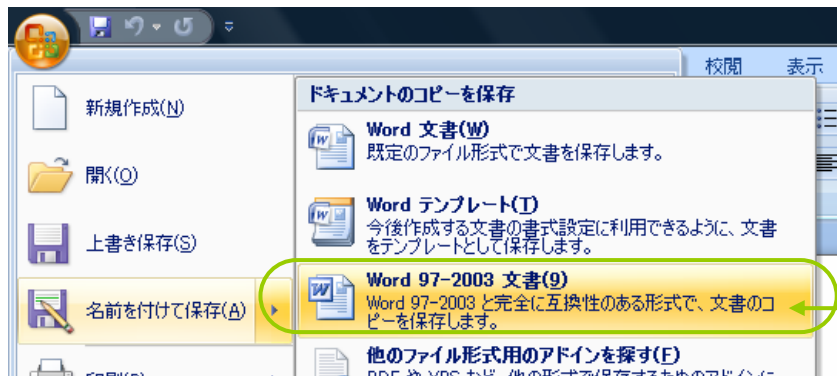
Item: \*Manuscript 該当を選び

Enter a **Description** and then click the **Browse** button to select the file to upload, then click the **Attach This File** button. アップロードするファイルを指定

Description: Manuscript

File Name:   クリック

Windows Vista を利用して論文本文を作成した場合、保存時に「Word 97-2003 文書」を選んでください。システムに「.docx」の拡張子のファイルをアップロードすることはできません。



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」をクリックします。

Order	Item	Description	File Name	Size	Last Modified	Actions
1	* Manuscript	Manuscript	MS.doc	25 KB	13-09-2007	<a href="#">Download</a> <a href="#">Remove</a>
2	Figure	Figure	lotus.jpg	29.2 KB	13-09-2007	<a href="#">Download</a> <a href="#">Remove</a>
3	Table	Table	Table 1.doc	26 KB	13-09-2007	<a href="#">Download</a> <a href="#">Remove</a>

Update File Order

ファイルを確認

必要に応じて図・表の番号を記入します

Next をクリック

Previous Next

下の画面が表示されたらファイルの順番を確認し、「Next」をクリックします。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変更できます。

## New Submission

### Frequently Asked Questions

- Select Article Type
- Select Classifications
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

図・表は並べ替えが可能です。この順番で PDF に変換されます。

**Attach Files Order**

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type by entering new numbers into any editable 'Order' boxes. Note: if no 'Order' boxes appear, the Items cannot be re-ordered. Click the 'Next' button to continue with the submission process.

Order	Description	File Name	Size
1	Manuscript	MSwR.doc	31 KB
2	Figure 1	asagao.jpg	36 KB
3	Figure 2	balloonflower.jpg	30 KB
4	Table	Table 1.doc	26 KB
5	*Certification Form	shobu.jpg	37 KB

Update File Order

Previous Next

クリック

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

## New Submission

### Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Select Classifications
- Suggest Reviewers
- Oppose Reviewers
- 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
* Cover Letter	1	0	* Manuscript	1	0
Figure	1	0	Table	1	0
Supplementary Material	0	0	Certification Form	1	0

Previous Build PDF for my Approval

クリック

下の画面が表示されたら「Submissions Waiting for Author's Approval」をクリックします。

論文を PDF に変換するのに少し時間がかかります。変換完了を知らせるメールを受信してから作業を続けられます。また、で Corresponding Author を別のユーザーに変更した場合は、そのユーザーのみ以降の手続きを行え、その手続きをもって論文の投稿が完了します。

### 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.

クリック

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.

Step 3

下の画面が表示されたら、Action 欄の「+」をクリックします。PDF に変換するのに少し時間がかかります（1～10分程度）。

クリック

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

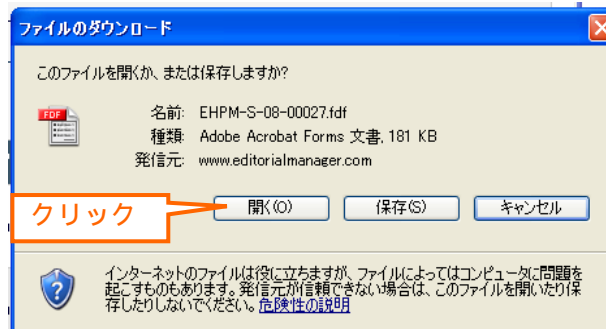
Action	Title	Date Submission Began	Status Date	Current Status
<a href="#">Action Links</a>	Test manuscript IIII	29-11-2007	29-11-2007	Needs Approval

Action 欄の「View Submission」をクリックします。

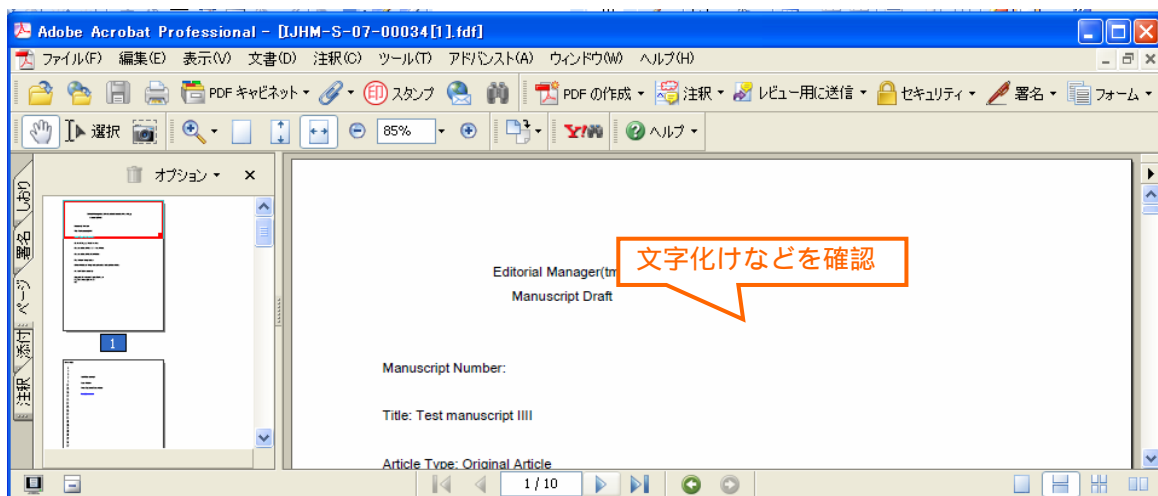
Action	Title	Date Submission Began	Status Date	Current Status
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Google Scholar Title Search</a> <a href="#">Google Scholar Author Search</a> <a href="#">View Reference Checking Results</a>	Test Manuscript 10072009	14-06-2009	10-07-2009	Needs Approval

クリック

21 下のウィンドウが表示されたら、「開く」をクリックします。



22 PDF 変換後の論文に文字化けがないか、図表が表示されているかなどを確認します。



- 23 PDF に問題がなければ、「Approve Submission」をクリックします。登録内容の変更や論文ファイル差替えの場合には、「Edit Submission」をクリックして再度手続きを行います。View Submission で論文を確認しないと「Approve Submission」から投稿を完了できません。

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Google Scholar Title Search</a> <a href="#">Google Scholar Author Search</a> <a href="#">View Reference Checking Results</a>	Test Manuscript 10072009	14-06-2009	10-07-2009	Needs Approval

- 24 下のウィンドウが表示されたら、「OK」をクリック。



- 25 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 manuscript IIII".

### 3. 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)

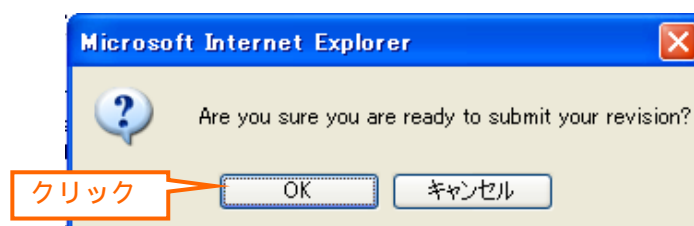
下の画面が表示されたら、Action 欄の「+」をクリックします。

Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
<a href="#">Action Links</a>	-D-08-00006	Test Manuscript 00005	17-02-2008	05-05-2008	06-03-2008	Revise	<a href="#">Minor Revisions Needed</a>

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
<a href="#">View Submission</a> <a href="#">File Inventory</a> <a href="#">View Reviewer Attachments</a> <a href="#">Revise Submission</a> <a href="#">Decline to Revise</a>	-D-08-00006	Test Manuscript 00005	17-02-2008	05-05-2008	06-03-2008	Revise	<a href="#">Minor Revisions Needed</a>

再投稿するには Action 欄の「Revise Submission」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

I-D-08-00006R1

[Frequently Asked Questions](#)

- ➔ Select Article Type
- ✓ Enter Title
- ✓ Add/Edit/Remove Authors
- ✓ Submit Abstract
- ✓ 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: Regular Article ▼

Next

初回投稿と同様に  
手続きを行います。

### Reviewer のコメントに対する返答方法について

英語で返答する場合・・・投稿手続き「Respond to Reviewers」の画面に直接記載します。

日本語で返答する場合・・・MS Word で文章を作成し、投稿手続き「Attach File」P16 の画面で「Authors' Response to Reviewers' Comments」としてアップロードします。

Attach Files の登録画面では、前回投稿した原稿の中で特に改訂していないファイルをそのまま残し、改訂したファイルを で追加します。(再度アップロードする手間が省けます)

初回(前回) 審査以降改訂した原稿のファイル(本文など)はチェックを外してください。

## Revised Submission

I-D-07-00002R1

[Frequently Asked Questions](#)

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

**Select Files from Previous Revision**

---

The files currently associated with your manuscript appear below. Please leave the box 'Include in Revision' checked for those files you wish to carry forward to the next revision. Any files which will be changed should be unchecked (not included). New versions of these files should be uploaded on the Attach Files page (next screen).

Once you have selected the files to be included, click the "Next" button to proceed to the next step.

Previous Next

前回の審査で投稿したファイルの中から、改訂原稿に含めないファイルのチェックを外します。

クリック

Item	Description	File Name	Size	Last Modified	Include in revision	Actions
Manuscript	Manuscript	MS.doc	25 KB	13-09-2007	<input checked="" type="checkbox"/>	<a href="#">Download</a>
Figure	Figure	lotus.jpg	29.2 KB	13-09-2007	<input checked="" type="checkbox"/>	<a href="#">Download</a>
Table	Table	Table 1.doc	26 KB	13-09-2007	<input checked="" type="checkbox"/>	<a href="#">Download</a>
Supplementary Material	Supplementary Material	balloonflower.jpg	30.8 KB	13-09-2007	<input checked="" type="checkbox"/>	<a href="#">Download</a>

下の画面では、改訂原稿をアップロードします。

## Revised Submission

I-D-07-00001R1

[Frequently Asked Questions](#)

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

[Insert Special Character](#)

**Please Attach Files**

Remove any Items which are changed. Required Items are marked with \*. When all Items have been attached, click **Next** at the bottom of the page.

ファイルの種類を選び、  
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 Manuscript

File Name:

クリック

必要な原稿がアップロードされていることを確認し提出します。

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	Authors' Response to Reviewers'...	Authors' Response to Reviewers' Comme	review.doc	239 KB	17-03-2008	<a href="#">Download</a> <a href="#">Remove</a>
2	* Manuscript	* Manuscript	MS-revised.doc	27 KB	17-03-2008	<a href="#">Download</a> <a href="#">Remove</a>
3	Figure	Figure	fukuju.jpg	55.4 KB	17-02-2008	<a href="#">Download</a> <a href="#">Remove</a>
4	Table	Table	Table 1.doc	28.5 KB	17-02-2008	<a href="#">Download</a> <a href="#">Remove</a>

クリック

原稿の順番を確認し、「Next」をクリックします。

## Revised Submission

I-D-08-00002R1

[Frequently Asked Questions](#)

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

**Attach Files Order**

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type by entering new numbers into any editable 'Order' boxes. Note: if no 'Order' boxes appear, the Items cannot be re-ordered. Click the 'Next' button to continue with the submission process.

Order	Description	File Name	Size
1	Authors' Response to Reviewers' Comments	RespondtoRev.doc	25 KB
2	Manuscript	MS.doc	25 KB
3	Figure	fukuju.jpg	55 KB
4	Table	Table 1.doc	26 KB

クリック



内容を確認し、ファイルを PDF に変換します。

### Revised Submission

I-D-08-00006R1

Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Comments
- Respond to Reviewers
- 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	Authors' Response to Reviewers' Comments	1	0
Supplementary Material	0	0			

クリック

PDF 版の原稿確認 / 投稿画面を開きます。

### 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 [Revisions Waiting for Author's Approval](#) page, クリック the PDF will appear after it has been built. You must view the PDF and approve the submission. Please read the instructions below.

On the [Revisions 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 Revisions 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**

[Revisions Waiting for Author's Approval](#)  
[Back to Main Menu](#)

「View Revision」で PDF 版の原稿を確認し、問題がなければ「Approve Revision」で投稿を完了します。なお、もう一度編集する場合には、「Edit Revision」をクリックします。

Action	Manuscript Number	Title	Date Revision Began	Date Revision Due	Status Date	Current Status
<a href="#">View Revision</a> <a href="#">Author Response</a> <a href="#">Edit Revision</a> <a href="#">Approve Revision</a> <a href="#">Decline to Revise</a>				-03-2008	13-09-2007	Revision Needs Approval

「View Revision」で PDF 原稿を確認し、「Approve Revision」で投稿完了

「OK」をクリックします。



下の画面が表示されたら投稿は完了です。ご論文をご投稿いただき、有難うございました。

### Author's Decision

Thank you for approving the revised version of "Test Manuscript 0001".

[Main Menu](#)

#### 4. 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 \(1\)](#)

クリック

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 PDF 版の論文を閲覧可能です。

**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 ▲▼
<a href="#">View Submission</a>		test	21-05-2007	21-05-2007	Submitted to Journal

審査状況を確認

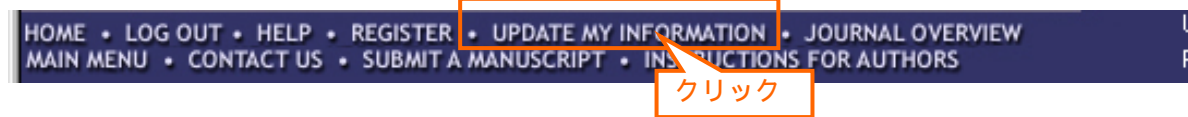
#### 審査の流れ：

- Submitted to Journal・・・投稿完了 / 受付待ち
- With Editor・・・Editor による確認
- Under Review・・・Reviewer による査読中
- Required Reviews Completed・・・判定待ち
- Decision in Process・・・Editor による判定中

## 5. ユーザー登録情報の変更

複数のメールアドレスを登録する場合や、メールアドレスや所属が変更した場合、ユーザー名 / パスワードを変更したい時に、下記の方法で登録情報を更新することができます。

各画面左上の「UPDATE MY INFORMATION」をクリックします。



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](#)

登録内容を変更

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](mailto:springer.japan@test.com);[assistant@test.com](mailto: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](mailto:joe@thejournal.com);[joe@yahoo.com](mailto: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」をクリックします。

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](#)

以上