

J-STAGE3 説明会 編集委員

2011/9/15-16

ログイン画面

The screenshot shows the login page for JSIAM Letters, powered by ScholarOne Manuscripts. The browser address bar shows the URL <http://mc.manuscriptcentral.com/jsiaml>. The page header includes the JSIAM Letters logo and navigation links for "Log In", "Create Account", and "Get Help Now".

The main content area displays a "Log In" section with the following instructions:

- 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 **Log in** section (**inside** box), then click "Go".

Two orange callout boxes provide additional instructions:

- The first callout box, located above the "Log In" form, contains the text: **ユーザ ID (メールアドレス) とパスワードでログイン** (Log in with User ID (email address) and password).
- The second callout box, located to the left of the "Log In" form, contains the text: **パスワードを未設定・忘れた場合はここにメアドを入力** (If password is not set or forgotten, enter email address here).

The "Log In" form itself contains the following fields and buttons:

- User ID:** A text input field.
- Password:** A text input field with a "Log In" button to its right.
- E-Mail Address:** A text input field with a "Go" button to its right.

On the right side of the page, there are two sections:

- New User?** with a link to [Register here](#).
- Resources** with links to [Instructions & Forms](#), [User Tutorials](#), [System Requirements](#), and [Home Page](#).

メインメニュー画面

http://mc.manuscriptcentral.com/jsiaml ScholarOne Manuscripts

JSIAM Letters
The Japan Society for Industrial and Applied Mathematics

Edit Account | Instructions & Forms | Log Out | [Get Help Now](#)

SCHOLARONE™
Manuscripts

[Main Menu](#)

Site under configuration. You are logged in as Letters Editor

Welcome Welcome to the *J-STAGE* site. The center links below indicate which "roles" you can currently perform for the journal. Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in ScholarOne Manuscripts. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.
これから操作する役割に対応するボタンをクリックしてください。

- 著者... Author Center
- 査読者... Reviewer Center
- 編集委員... Editor Center

などです。

[Author Center](#) [Reviewer Center](#) [Editor Center](#)

Editor Center をクリック

Resources

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

Editor Dashboard

http://mc.manuscriptcentral.com/jsiaml ScholarOne Manuscripts

JSIAM Letters
The Japan Society for Industrial and Applied Mathematics

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Edit Account | Instructions & Forms | Log Out | **Get Help Now**

SCHOLARONE™ Manuscripts

Search
Manuscript ID

Main Menu → Editor Dashboard

Site under configuration. You are logged in as Letters Editor

担当委員のお仕事をするにはこのあたりのリンクをたぐります

each peer review status by clicking on the status queue title. The number next to the number of manuscripts in that status. You may search for specific manuscript Search form or conduct an "Advanced Search" by clicking the link below display at the bottom of the screen). For tips on conducting searches, click the

"Editor Lists" から操作を選んでください。 [Read More ...](#)

Editor Lists **Quick Search - [Show Advanced Search](#)**

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

You may conduct a search for manuscripts by typing a keyword (e.g., "neuroscience" or "neurology" simply type neuro in the title field and click "Search."

1 [Awaiting Reviewer Selection](#)

1 [Awaiting Reviewer Invitation](#)

0 Awaiting Reviewer Assignment

0 Awaiting Reviewer Scores

0 Overdue Reviewer Scores

0 Awaiting AE Recommendation

Saved Search:

Manuscript ID:

Title:

Author's First (Given) or Last (Family) name:

* Activity Group / Conference: Pick

査読者の登録はこちらから

査読者登録待ち論文一覧

http://mc.manuscriptcentral.com/jsiaml?CURRE ScholarOne Manuscripts

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Edit Account | Instructions & Forms | Log Out | **Get Help Now**

SCHOLARONE™ Manuscripts

Search
Manuscript ID

Main Menu → Editor Dashboard → Awaiting Reviewer Selection

Site under configuration. You are logged in as Letters Editor

View Manuscripts

To take action on a manuscript or view the full manuscript record, click the "Take Action" button. To read the manuscript, click the "View Manuscript" link.

- 論文 PDF を見る・・・タイトル横の "View Submission" をクリックしてください。
- 査読者を割り当てる・・・ "Take Action" のチェックボタンをクリックしてください。
- 審査報告を書く・・・ "Take Action" のチェックボタンをクリックしてください。

[Read More ...](#)

Awaiting Reviewer Selection Manuscripts 1-1 of 1

Manuscript ID ↑	Manuscript Title	Date Submitted ↓	Status	Take Action
Manuscript Type	Submitting Author			
JSIAML-11R013	Title [View Submission]	11-Sep-2011	AE: Editor, Letters EIC: Not Assigned OFC: Editorial, Office	<input checked="" type="checkbox"/>
Regular Manuscript	Suda2, Reiji		<ul style="list-style-type: none"> Select Reviewers (Due 16-Sep-2011) 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned 	

Export to CSV Manuscripts 1-1 of 1

査読者を決める論文のこのチェックをクリック

するとこんな画面です

http://mc.manuscriptcentral.com/jsiaml

ScholarOne Manuscripts

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SCHOLARONE Manuscripts

Search
Manuscript ID

Edit Account | Instructions & Forms | Log Out | [Get Help Now](#)

Main Menu → Editor Dashboard → Awaiting Reviewer Selection → Details for JSIAML-11R013

Site under configuration. You are logged in as Letters Editor

The tabs below organize all of the details of the selected manuscript. Click on each tab and scroll to the bottom of each screen to see the various components of the review process and take action as needed.

[JSIAM Letters の基本ルール](#)

- 担当委員, 査読者とも, 著者と直接利害関係がないこと, 担当委員・査読者とも著者には匿名.
- 査読者は 1 名, 担当委員が査読者を兼ねてもよい.
- 担当期間 5 週間, 査読期間 4 週間.
- [JSIAM Letters 査読ガイドライン](#)[ReviewGuide.pdf](#)
- [JSIAM Letters ウェブ:投稿規程](#)など

編集委員の作業

- 論文を見る・・・下の箱の上部にある緑色の "PDF" をクリックします.
投稿時の詳細情報は, 下の箱の左に出ている "Manuscript Information" タブから見られます.

下の箱の右上に "Select Reviewers" タブが出ている時

- 査読者を割り当てる・・・以下のいずれかの方法で査読者を指定してください.
 - 査読者の名前がわかっている・・・"Quick Search" から検索してください.
 - 研究会で登録されている査読者を見る・・・"Auto-Suggest" で検索してください.
 これらの場合は, 表示された査読者のチェックボックスを選択してから, "Add" をクリックしてください.
 - 新しい査読者を登録する・・・右のほうにある "Create Reviewer Account" から登録できます.
 以上の操作により, "Reviewer List" に査読者の名前が入りますので, "Invite" をクリックしてください.

いろいろな操作に使うので
いろいろな説明が書いてあります

下の方に行ってみましょう・・・

作業ボックス

http://mc.manuscriptcentral.com/jsiaml ScholarOne Manuscripts

Select Reviewers

JSIAML-11R013 Submitted: 11-Sep-2011; Last Updated: 11-Sep-2011; 0 days, 0 hours in review

Manuscript Information

- Title
- Suda2, Reiji (contact); SudaG, Reiji
- Regular Manuscript
- Select Reviewers (Due 16-Sep-2011)
0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

論文ファイルはここから確認

AE: Editor, Letters
EIC: Not Assigned
OFC: Editorial, Office

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

Audit Trail

Order	Name	Status	History	Remove
Save				
top				

Progress

# reviews required to make decision	1
# active selections	0
# invited	0
# agreed	0
# declined	0
# returned	0
Save	

Quick Search

First (Given) or Last (Family) Name:

Sort Order

Primary Sort: Name (Last, First) Ascending

Secondary Sort: Number of Current Assignments Descending

Create Reviewer Account

Salutation:

査読者の登録はもうちょっと下の方で...

査読者選択方法1

The screenshot shows the ScholarOne Manuscripts interface for selecting reviewers. The browser address bar displays `http://mc.manuscriptcentral.com/jsiaml`. The main content area is divided into several sections:

- Reviewer List:** A table with columns for Order, Name, Status, History, and Remove. A "Save" button is visible below the table.
- Quick Search:** A search section with a text input field containing "Nakamura". Below the input field are "Sort Order" options: Primary Sort (Name (Last, First) / Ascending) and Secondary Sort (Number of Current Assignments / Descending). At the bottom of this section are "Clear" and "Search" buttons.
- Related Papers Search:** A section for searching authors and reviewers based on manuscript criteria, with input fields for Author and Reviewer names and a "Contact Author Only" checkbox.
- Progress:** A summary table on the right side showing the number of reviews required, active selections, invited reviewers, declined, and returned.
- Create Reviewer Account:** A form on the right side for creating a reviewer account, including fields for Salutation, First Name, Last Name, and E-Mail Address, and a "Create and Add" button.

Two orange callout boxes highlight key actions:

- One box points to the "Nakamura" input field with the text: 名前(の一部)を入力して
- Another box points to the "Search" button with the text: Search をクリック

査読者選択方法1の続き

Results - [New Search](#) - [Modify Search](#) - [Change Sort](#) 1-1 of 1

Search Criteria: First (Given) or Last (Family) Name = "Nakamura"

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Nakamura, Yoshimasa. Applied Integrable Systems Roles: AU REV AE	0 / 1	8	0	<input checked="" type="checkbox"/>

[New Search](#) [Modify Search](#) [Add](#)

[Export to CSV](#) Results 1-1 of 1 [top](#)

declined 0

returned 0

Save

Create Reviewer Account

Salutation: ---

req First (Given) Name:

req Last (Family) Name:

req E-Mail Address:

[Provide more account info](#)

Create and Add

[Set My Search Preferences](#)

Version History

▶ JSIAML-11R013

• Submitted on 11-Sep-2011

[top](#)

“Add” のチェックボックスをクリックして

“Add” のボタンをクリック

査読者選択方法2

http://mc.manuscriptcentral.com/jsiaml#ANCH ScholarOne Manuscripts

Pick

Sort Order

Primary Sort: Name (Last, First) Ascending

Secondary Sort: Number of Current Assignments Descending

Clear Search

top

Auto-Suggest

This feature searches for Reviewers with the selected manuscript keywords.

Algorithms for Matrix / Eigenvalue Problems and their Applications

Select a Activity Group / Conference....

Algorithms for Matrix / Eigenvalue Problems and their Applications

Primary Sort: Name (Last, First) Ascending

Secondary Sort: Number of Current Assignments Descending

Clear Search

top

Advanced Search

Reviewer Account Information

Salutation: Any

First (Given) Name: Middle Name: Last (Family) Name:

査読者選択方法2の続き

Submitted on 11-Sep-2011

Shimoda, Kenji. Mathematical Design, Applied Integrable Systems, Algorithms for Matrix / Eigenvalue Problems and their Applications Aichi Prefectural University, Department of Information Science and Technology Roles: AU REV AE PROD	0 / 0	0	0	<input type="checkbox"/>
Sogabe, Tomohiro. Algorithms for Matrix / Eigenvalue Problems and their Applications, Applied Integrable Systems, Mathematical Design Aichi-prefectural University, Computational Science and Engineering Roles: AU REV AE PROD	0 / 0	0	0	<input checked="" type="checkbox"/>
Suda, Reiji. Algorithmic Number Theory and Its Applications, Algorithms for Matrix / Eigenvalue Problems and their Applications, Mathematical Design, Applied Integrable Systems Roles: AU REV AE	0 / 3	7	0	<input type="checkbox"/>

New Search Modify Search Add

Export to CSV Results 1-6 of 6

top

Notes

Note Title	Updated By	Updated On	Edit	Delete
------------	------------	------------	------	--------

査読者の右のチェックボックスをクリックして

“Add” をクリック

新規査読者の登録

http://mc.manuscriptcentral.com/jsiaml#ANCH ScholarOne Manuscripts

Reviewer List

Order	Name	Status	History	Remove
1	Nakamura, Yoshimasa	<input checked="" type="checkbox"/> Invite	Selected: 11-Sep-2011 view full history	<input type="checkbox"/>
2	Soqabe, Tomohiro Aichi-prefectural University, Computational Science and Engineering	<input checked="" type="checkbox"/> Invite	Selected: 11-Sep-2011 view full history	<input type="checkbox"/>

Invite All Save

[top](#)

Progress

# reviews required to make decision	1
# active selections	2 <input checked="" type="checkbox"/>
# invited	0
# agreed	0
# declined	0
# returned	0

Save

Create Reviewer Account

Salutation: Prof. ▼

req First (Given) Name:

req Last (Family) Name:

req E-Mail Address:

[Provide more account info](#)

Create and Add

[Set My Search Preferences](#)

Results - New Search - Modify Search - Change Sort

Search Criteria: Selected Attributes: Activity Group / Conferer
Eigenvalue Problems and their Applications

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Azegami PhD, Hideyuki. Mathematical Design, Applied Integrable Systems, Algorithms for Matrix / Eigenvalue Problems and their Applications Nagoya University, Graduate School of Information Science Roles: AU REV AE	0 /			
Iwasaki, Masashi. Applied Integrable Systems, Algorithms				

ここに氏名とメアドを入力

“Create and Add”をクリック

査読者の選択

Manuscript Information

JSIAML-11R013 Submitted: 11-Sep-2011; Last Updated: 11-Sep-2011; 0 days, 0 hours in review

Title

Suda2, Reiji (contact); SudaG, Reiji

Regular Manuscript

Invite Reviewers (Due 16-Sep-2011)
3 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

AE: [Editor, Letters](#)
EIC: Not Assigned
OFC: [Editorial, Office](#)

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

3 通りの方法で登録したので 3 人リストアップされています

Order	Name	Status	History	Remove
1	Nakamura, Yoshimasa	<input checked="" type="checkbox"/> Invite	Selected: 11-Sep-2011 view full history	<input type="checkbox"/>
2	Soqabe, Tomohiro Aichi-prefectural University, Computational Science and Engineering	<input checked="" type="checkbox"/> Invite	Selected: 11-Sep-2011 view full history	<input type="checkbox"/>
3	Suda3, Reiji	<input checked="" type="checkbox"/> Invite	Selected: 11-Sep-2011 view full history	<input type="checkbox"/>

Invite All Save

Progress

reviews required to make decision: 1

declined: 0
returned: 0

Save

Create Reviewer Account

JSIAM Letters の査読者は 1 名なので、一人を選んで “Invite” をクリック

査読者へのメール画面

Manuscript Inform

Audit Trail

HTML PDF + Su

Reviewer List

Order	Name
1	Nakamura
2	Soqabe, T Aichi-prefe University Computati and Engin
3	Suda3, Re

Results - New Search

Search Criteria: Selected Eigenvalue Problems and

Name, Keywords, Inst

http://mc.manuscriptcentral.com/jsiaml?NEXT_PAGE=EMAIL_POPUP&EMAIL_TEMPLATE_ID=1207694&DOCUMENT_TAS

Edit E-Mail (JSIAML-11R013) Select Alternate Template: SW - Admin Assign Reviewers GO

From: letters-office@jsiam.org
To: reiji3@is.s.u-tokyo.ac.jp
CC: letters-office@jsiam.org
BCC: letters-record@jsiam.org
Subject: JSIAML-11R013 invitation for review
Body: @@date to be populated upon sending@@

Dear Prof. Reiji Suda3:

The following manuscript has been submitted to the JSIAM Letters.

I invite you to review this manuscript. The abstract appears at the end of this letter, along with the names of the authors. Please let me know as soon as possible if you will be able to accept my invitation to review. If you are unable to review at this time, I would appreciate you recommending another expert reviewer. You may e-mail me with your reply or click the appropriate link at the bottom of the page to automatically register your reply with our online manuscript submission and review system.

Once you accept my invitation to review this manuscript, you will be notified via e-mail about how to access Manuscript Central, our online manuscript submission and review system. You will then have access to the manuscript and reviewer instructions in your Reviewer Center.

Attach a file to this e-mail: [Browse]

Files attached

Select a mar	File Name	Unattach

“Save and Send” をクリック

Save and Send Cancel and Close Window

必要なら修正してください
日本語も使えます

完了です

http://mc.manuscriptcentral.com/jsiaml?TAG_A ScholarOne Manuscripts

Assign Reviewers

Submitted: 11-Sep-2011; Last Updated: 11-Sep-2011; 0 days, 0 hours in review

JSIAML-11R013

Title

Suda2, Reiji (contact); SudaG, Reiji

Regular Manuscript

Assign Reviewers (Due 16-Sep-2011)
3 active selections; 1 invited; 0 agreed; 0 declined; 0 returned

AE: [Editor, Letters](#)
EIC: Not Assigned
OFC: [Editorial, Office](#)

HTML PDF Supplementary Files Original Files

ログアウトして終了してください

Manuscript Information

Audit Trail

Order	Name	Status	History	Remove
1	Nakamura, Yoshimasa	<input checked="" type="checkbox"/> Invite	Selected: 11-Sep-2011 view full history	<input checked="" type="checkbox"/>
2	Soqabe, Tomohiro Aichi-prefectural University, Computational Science and Engineering	<input checked="" type="checkbox"/> Invite	Selected: 11-Sep-2011 view full history	<input checked="" type="checkbox"/>
3	Suda3, Reiji	Invited Response <input type="text" value="Select..."/> <input checked="" type="checkbox"/> Save	Invited: 11-Sep-2011 view full history	<input checked="" type="checkbox"/>

Invite All Save

Progress

# reviews required to make decision	1
# active selections	3 <input checked="" type="checkbox"/>
# invited	1 <input checked="" type="checkbox"/>
# agreed	0
# declined	0
# returned	0

Save

Create Reviewer Account

Salutation:

ちなみに

http://mc.manuscriptcentral.com/jsiaml#ANCH

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Edit Account | Instructions & Forms | Log Out | **Get Help Now**

Main Menu → Editor Dashboard → Awaiting Reviewer Selection → Details for JSIAML-11R013

You are logged in as Letters Editor

この“Manuscript Information”をクリックすると、論文の詳細情報が現れます

Assign Reviewers

JSIAML-11R013 Submitted: 11-Sep-2011; Last Updated: 11-Sep-2011; 0 days, 1 hour in review

- Title
- Suda2, Reiji (contact); SudaG, Reiji
- Regular Manuscript
- Assign Reviewers (Due 16-Sep-2011)
3 active selections; 1 invited; 0 agreed; 0 declined; 0 returned

AE: Editor, Letters
EIC: Not Assigned
OFC: Editorial, Office

HTML PDF Supplementary Files Original Files Abstract Cover Letter External Searches

Scroll To...

Peer Review Milestones

Date Submitted:	11-Sep-2011
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下の方をみてくださいますと...

Select Reviewers | Make Recommendation

どうか見るには、“Author-Supplied Data”の一番下の“Custom Questions:”の“Show”をクリックすると、“Japanese or English”が出ていれば、日本語でもOKです。

現在この論文に対してなすべき操作はありません。

現在この論文に対してなすべき操作はありません。現在この論文に対してなすべき操作はありません。現在この論文に対してなすべき操作はありません。現在この論文に対してなすべき操作はありません。

さっきの画面の下の方

Manuscript ID: JSIAML-11R013

Submitting Author: Suda2, Reiji [Suda2, Reiji](#)

- *primary affiliation*

Japan

Authors & Institutions:

- [Suda2, Reiji](#)
Corresponding Author
- the University of Tokyo
Tokyo
Japan
- [SudaG, Reiji](#)
- *None Provided*

Contact Author (populates the ##PROLE_AUTHOR_..## e-mail tags): Suda2, Reiji Current Contact Author: Suda2, Reiji

Activity Group / Conference: Algorithms for Matrix / Eigenvalue Problems and their Applications

Author's Cover Letter: [sample1.pdf](#) [PDF](#)

Custom Questions: [Show](#)

Save

top

Assign to Issue

Not assigned to issue.

この“Show”をクリックすると

査読言語の確認

Activity Group / Conference: Algorithms for Matrix / Eigenvalue Problems and their Applications

Author's Cover Letter: [sample1.pdf](#) [PDF](#)

Questions

req Review language	Japanese or English
req JSIAM ID number of some of the authors	1234
Date of presentation	
<input checked="" type="checkbox"/> req Confirm that you declare that the manuscript is your own original work	
<input checked="" type="checkbox"/> req Confirm that you accept the Terms/Conditions in Guidelines of JSIAM Letters.	
<input checked="" type="checkbox"/> req Confirm that you agree to transfer the Copyright to the Publisher.	
<input checked="" type="checkbox"/> req Confirm that you have checked the Author's Check List.	
<input checked="" type="checkbox"/> req Confirm that all authors have approved the submitted manuscript	

req Answer to copyeditor's question

Save

Assign to Issue
Not assigned to issue.

こういう画面になって、ここが
“Japanese or English” なら日本語で査読してよい
“English” なら英語で査読報告を書く