

Author Guide ver.0.6

FUJIPRESS MANUSCRIPT MANAGER

Fuji Technology Press Ltd.

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1. Account Creation and Management

Account Creation

To access the Manuscript Manager, the registration of an account is required.

To begin, click on the [Login](#) button on [the landing page](#). On the next page, click on [Register](#) to proceed.

Please fill in the necessary information and press the [Register](#) button to create an account. A confirmation email will be sent, containing further instructions

Register

Username * ?

Institution *

First Name *

Department

Last Name *

ORCID ID

E-mail Address *

Journal * ?

Journal of Robotics and Mechatronics

International Journal of Automation Technology

Journal of Disaster Research

Journal of Advanced Computational Intelligence and Intelligent Informatics

Password *

Research Field1

Confirm Password *

Sub Field1 *

Show Terms

 Checkbox agreement description

Research Field2

Research Field3

Research Field (Free word) ?

[Register](#)

Please input the current institution you are working or researching for. (You can update this information later as well)

Please pick a username by combining your last and first name. If the username is unavailable, please include another initial, or other alphanumeric characters.

Please pick your main fields of research for "Research Filed 1-3". Please fill in your research fileds separated by commas.

Filling out your profile

After creating your account, please take a moment to fill out your Profile information. For smoother communication, please keep your Profile up to date.

Profile

Personal Options

Admin Color Scheme: Default Light Modern Blue

Language:

Name

Username:

First Name:

Last Name:

Contact Info

Email (required):
If you change this, become active un

Secondary Email:

About Yourself

Institution (required):

Department:

ORCID iD:

Journal: JRM IJAT JDR JACIII

Research Field1:

Research Field2:

Research Field3:

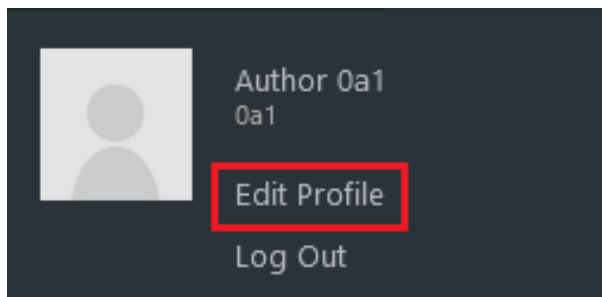
Research Field (Free word):
Please enter your research fields separated by commas.

Account Management

New Password:

Updating your profile

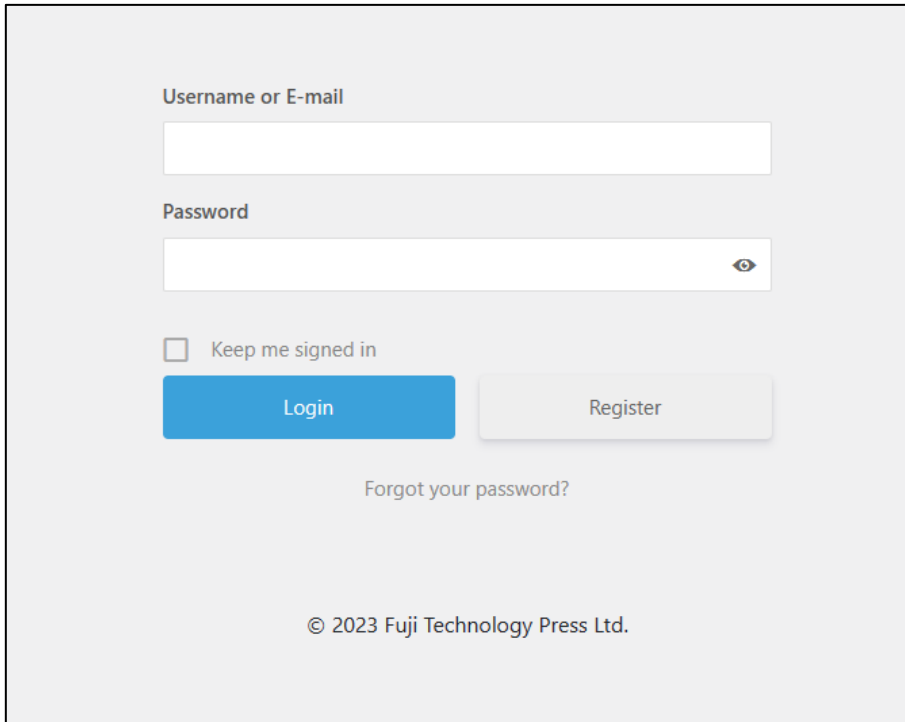
You can update your Profile at any time by logging in to your account:



Once you have updated your information, click on the button, at the bottom of the page, to update your profile.

2. Log in

Logging in



A screenshot of a login form on a light gray background. It features two input fields: 'Username or E-mail' and 'Password'. The 'Password' field has a small eye icon on the right side. Below the input fields is a checkbox labeled 'Keep me signed in'. There are two buttons: a blue 'Login' button and a gray 'Register' button. Below the buttons is a link that says 'Forgot your password?'. At the bottom of the form, there is a copyright notice: '© 2023 Fuji Technology Press Ltd.'

Forgotten Password

If you have forgotten your password you can reset your password from the login menu by entering your username or email.

Password Reset

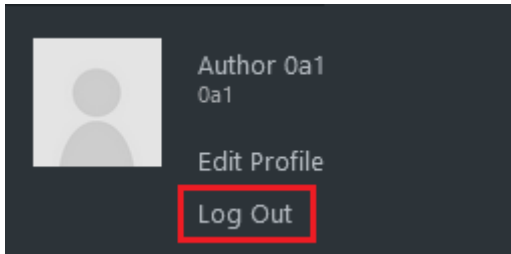
To reset your password, please enter your email address or username below.

Enter your username or email

Reset password

Logging out

You can log out from your account by placing your mouse cursor in the top right corner of the web page. From the menu that appear, please click on Log Out.



3. Dashboard

The screenshot shows a dashboard interface with a sidebar menu on the left containing 'Dashboard', 'Own Submission', 'Profile', and 'Collapse menu'. The main content area is titled 'Dashboard' and features a table of paper submissions. The table has columns for 'ID', 'Status', and 'Title'. Three callout boxes highlight specific information: 'Your paper's unique ID' points to the ID 'Dr24-0007', 'The current status of your paper [PENDING]' points to the status '(AU) awaiting resubmission', and 'Your paper's full title' points to the title 'Enhancement of Control Stability and Tendon-Driven Long-Reach Membranes for Seismic Mitigation of Reinforced Concrete Structures'.


ID	Status	Title
Dr24-0007	(AU) awaiting resubmission	55 Edo Earthquake and Response to the Disaster
Dr24-0006	(AU) awaiting resubmission	Historical terrain in order to elucidate the causes of and improve disaster prevention literacy
Dr24-0030	(AU) English Proof	Enhancement of Control Stability and Tendon-Driven Long-Reach Membranes for Seismic Mitigation of Reinforced Concrete Structures
Dr24-0026	(MG) check submission	Adolescents' Responses to the 2017 Puebla Earthquake in Mexico City

You can view your current paper(s) at a glance from your Dashboard. From the Dashboard you can see your paper's unique ID, its current status and the full title.

Please use the ID you see on this page when making any inquiries regarding your paper.

The Status of your paper gets changes automatically every time there is an update for your paper.

By clicking on your paper's title, you can view more details about it.



ID	Review	Status	Submit Date	Issue	Article Type	Title	Updated
			2024-02-20	special	Paper	Comprehensive analysis and rehabilitation of a slow-moving landslide in Vietnam using laboratory and field measurements	2024-02-26 15:28
Dr24-0027	-	(MG) assign ED	2024-02-20	regular	Review	Proposal of Disaster Prevention Learning in Consideration of Comprehensiveness Based on Analysis of the New Courses of Study in Disaster	2024-02-26 15:25
Dr24-0006	2nd	(AU) awaiting_resubmission	2024-02-02	special	Paper	Reconstructing historical terrain in order to elucidate the causes of disaster occurrence and improve disaster prevention literacy	2024-02-26 11:40

4. Own Submissions

In the Own Submissions tab, you can find all of your past submissions to the particular journal.

Apart from the ID, Status and Title of your manuscript, on this page you can also find:

- The initial submission date;
- The type of journal issue (Regular or Special)
- The type of the manuscript;
- The current round of review;
- The date of the latest update.

Similarly to your Dashboard, clicking on the ID of the paper let's you see more details about that particular manuscript.

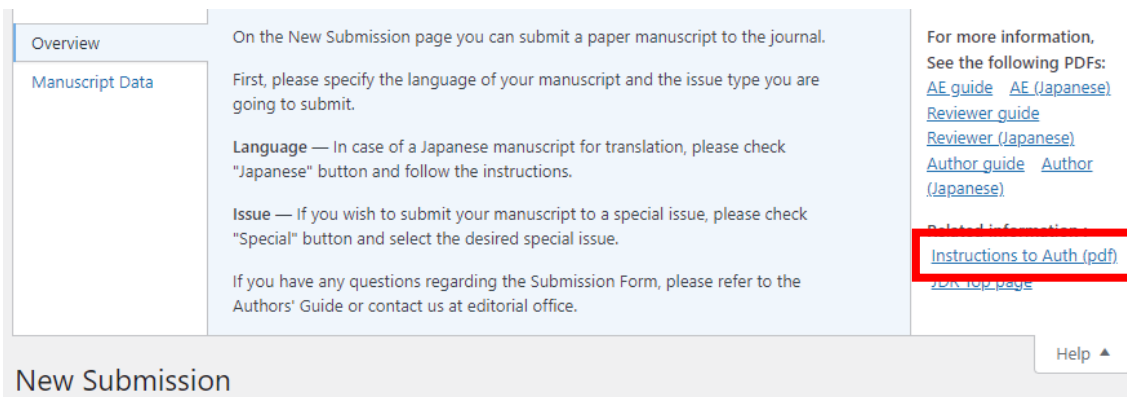
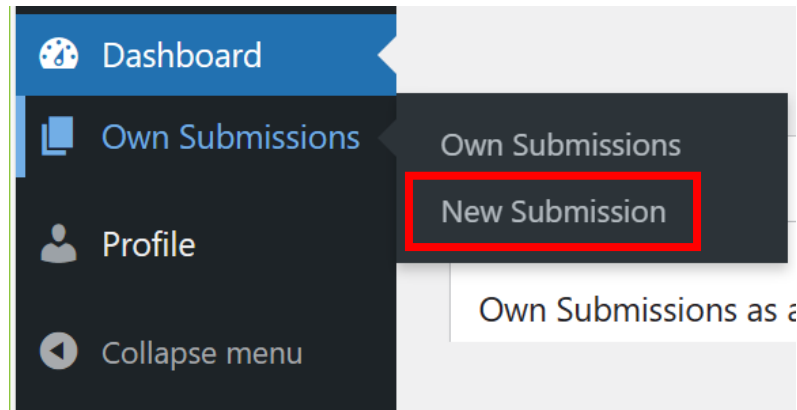
5. New Submissions

To start a new submission, head to the Own Papers section of your Dashboard.

Important!

Please submit your manuscript as either a PDF (preferably) or a Microsoft Word file.

Please make sure to read the Submission Guidelines on our website:



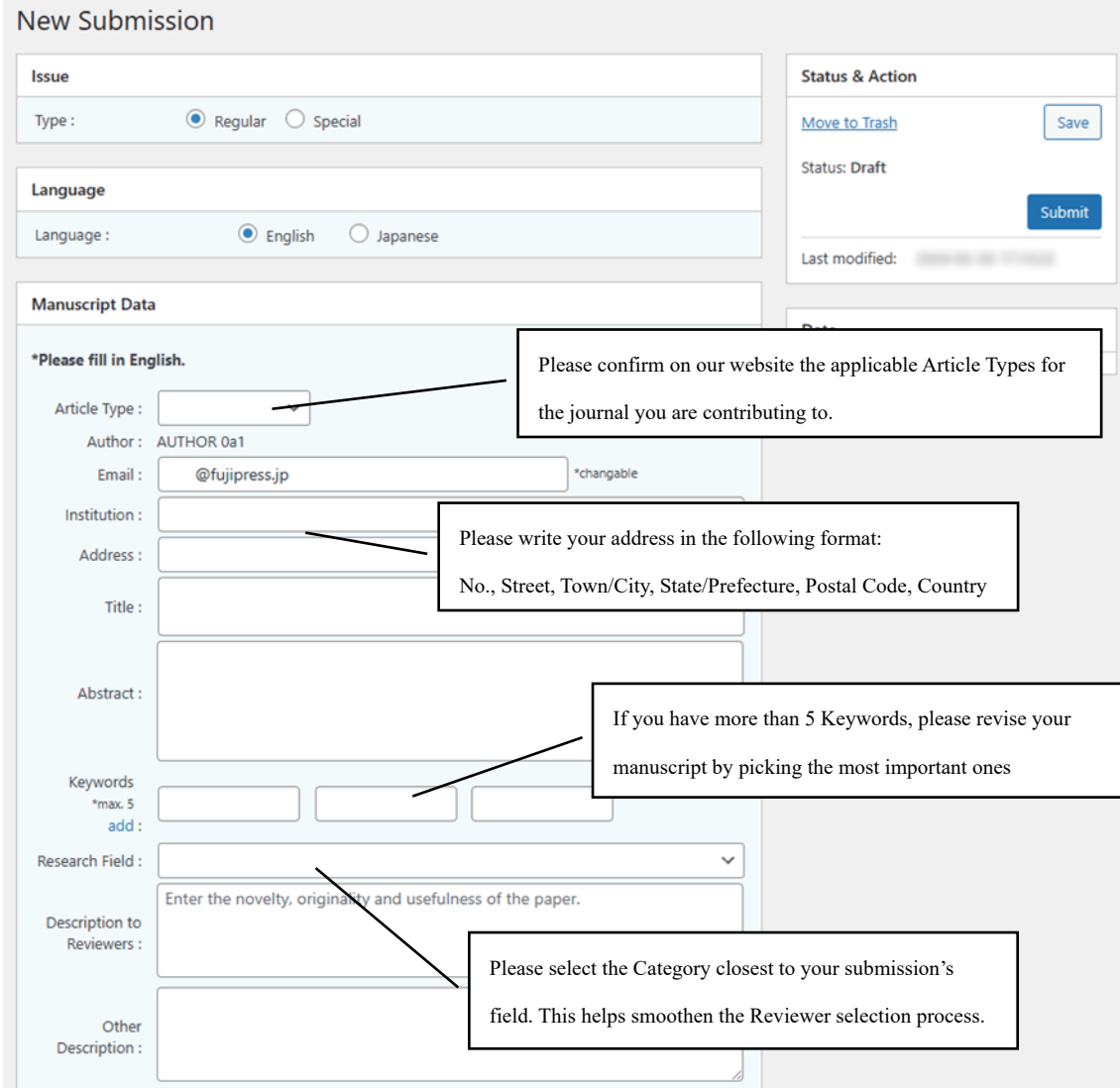
Please make sure to follow the Format Guidelines and use the file templates provided on our website.

Failure to follow the above guidelines may delay the acceptance of your paper.

Failure to meet the above guidelines, or failure to revise your manuscript to match the guidelines in a timely manner, may lead to your submission being rejected.

Starting a New Submission

Once you start your submission, you will see the following screen:



The screenshot shows the 'New Submission' form with the following sections and callouts:

- Issue:** Type: Regular Special
- Language:** Language: English Japanese
- Status & Action:** Move to Trash, Save, Status: Draft, Submit, Last modified: [timestamp]
- Manuscript Data:**
 - *Please fill in English.
 - Article Type: [dropdown] **Callout:** Please confirm on our website the applicable Article Types for the journal you are contributing to.
 - Author: AUTHOR 0a1
 - Email: [text: @fujipress.jp] *changable
 - Institution: [text]
 - Address: [text] **Callout:** Please write your address in the following format: No., Street, Town/City, State/Prefecture, Postal Code, Country
 - Title: [text]
 - Abstract: [text area]
 - Keywords: *max. 5 [input] [input] [input] **Callout:** If you have more than 5 Keywords, please revise your manuscript by picking the most important ones
 - Research Field: [dropdown]
 - Description to Reviewers: Enter the novelty, originality and usefulness of the paper. [text area] **Callout:** Please select the Category closest to your submission's field. This helps smoothen the Reviewer selection process.
 - Other Description: [text area]

Please make sure to fill out the details of your submission correctly. Once you have submitted your manuscript, you **cannot** change these details.

Please fill out the Affirmation/Declaration section truthfully. Failure to do so may result in your paper being rejected.

Affirmation/Declaration

I confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.	<input type="checkbox"/>
I confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the country where the study is held.	<input type="checkbox"/>
Has this manuscript been submitted previously to this journal?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Are you aware of any conflict of interest in relation to your submitted manuscript that may influence your ability to conduct or report research impartially? Such conflicts include, but are not limited to, competing commercial or financial interests, commercial affiliations, consulting roles, or ownership of stock or equity.	<input checked="" type="radio"/> No <input type="radio"/> Yes
Do you agree to pay the publication charges if the manuscript is accepted for publication? If no, Please describe any arrangements with the Editor or Publisher you may have to waive part of the publication charge. <input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes
Do you wish to reproduce figures or tabular materials from articles published in other journals?	<input checked="" type="radio"/> No <input type="radio"/> Yes

Files uploaded:

No file uploaded.

Upload files:

<input type="button" value="ファイルの選択"/>	ファイルが選択されていません	<input type="button" value="Manuscript"/>
<input type="button" value="ファイルの選択"/>	ファイルが選択されていません	<input type="button" value="Figures"/>
<input type="button" value="ファイルの選択"/>	ファイルが選択されていません	<input type="button" value="Select File Designation"/>

[Click here if you wish to upload more files.](#)

Please upload files before submission.

Should you have any questions regarding the above Affirmation/Declaration, please do not hesitate to contact us at any time.

File Upload

File Upload (Author)

No file uploaded.

Upload files:

<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Manuscript"/>
<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Figures"/>
<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Select File Designation"/>

[Click here if you wish to upload more files.](#)

In the File Upload field click on the **Choose File** button. This opens a browser window from where you can navigate to your main document file.

Repeat this process for any additional manuscript or figure file.

Should you wish to upload additional files, click on [Click here if you wish to upload more files.](#)

Once you have uploaded all of your files, click on the **Upload** button to proceed.

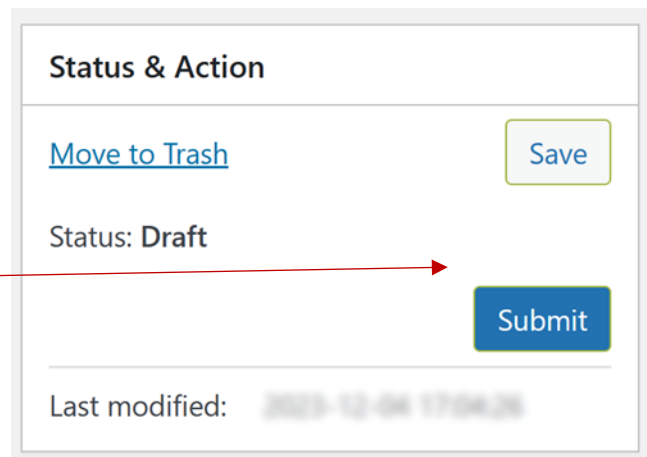
Attention! Clicking **Upload** does not finalize your submission.

Finalizing your Submission

Once you have input the details of your paper and uploaded the relevant files, you may finalize your submission from the Status & Action menu(pane?).

Click on the button to submit your manuscript in our **Submit** online system.

You can also click the button to save your current progress. **Save**



By saving your progress, you can come back to finish your submission even should you close the browser or navigate away from the page.

Once your submission has been made, you will receive a confirmation e-mail, sent to the address you have provided.

6. Revisions and Resubmissions

Once your manuscript has passed a round of review, it's status on your Dashboard will change to (AU) awaiting_resubmission. If the status is (AU) awaiting final manuscript, please refer to 7. Final submission.

ID	Status	Title
Jc23-0001	(AU) awaiting_resubmission	Computer Intelligence Review 2023

The current status of your submission.

Once you access the details of your paper by clicking on its title, you will be able to see the review decision, as well as any comments by the Editor and Reviewers:

1st Review

AE Decision and Comment

Decision : **Conditionally Accept** Editor's decision

Comments : Editor's Comment Comments by the Editor and Reviewers

Author Response : Au response to AE

Files uploaded :

No.	File Name	File Type
1.	dr107_2_revised-manu0.pdf	Revised Manuscript

Reviewer Results

Reviewer 1 (1st review)

Comments to Author : comment Individual Reviewer's comments

File (Reviewer) : No file attached.

Author Response : Please answer one by one. You may upload file from "Upload response files".

Author response files : No file uploaded. Author Response field

Reviewer 2 (1st review)

Comments to Author : comment to author

File (Reviewer) : [dr107_1 rv0.pdf](#) Additional files uploaded by Reviewer

Author Response : Please answer one by one. You may upload file from "Upload response files".

Author response files : No file uploaded.

Submitting Your Revision

After you prepared your revised paper, please proceed to resubmit the revision by navigating to the manuscript's details page.

In the Author Response field, please write your answers to the Reviewer's questions (if any). Please respond to each question individually. Be as exhaustive as possible.


Alternatively, if you have prepared your answers in the form of a file, you will see the file below the Author Response field once you have uploaded it.

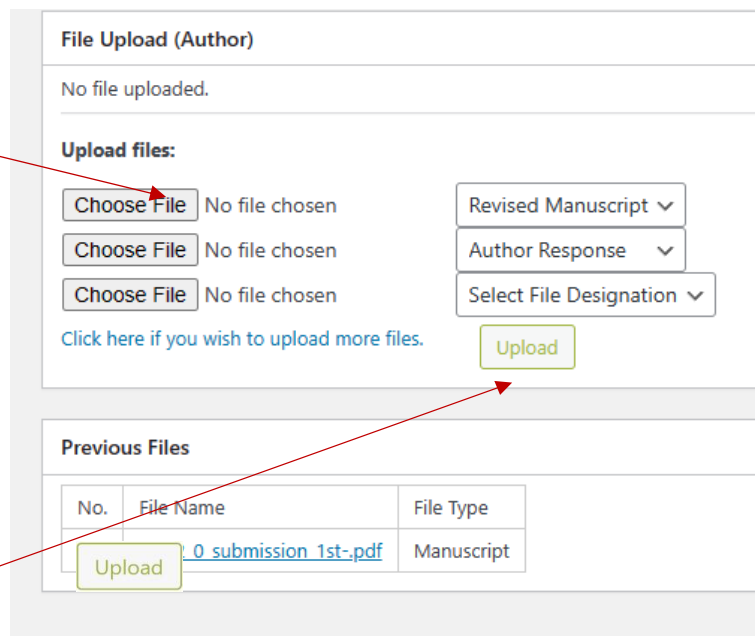
In the File Upload field click on the **Choose File** button.


This opens a browser window from where you can navigate to your main document file.

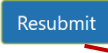
Repeat this process for any additional manuscript or figure file.


Should you wish to upload additional files, click on [Click here if you wish to upload more files](#).

Once you have uploaded all of your files, click on the button  to proceed.

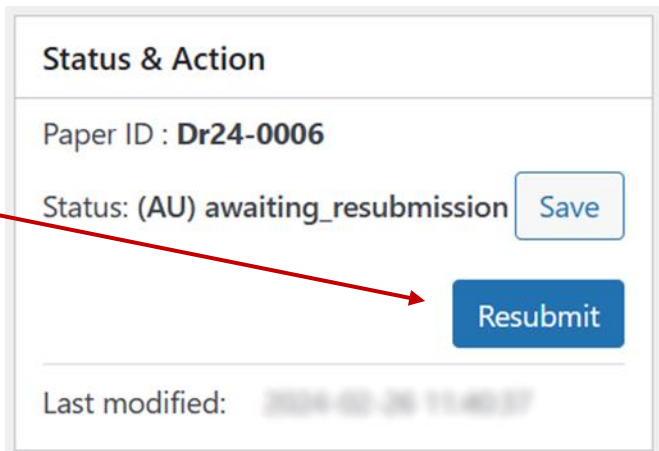


Attention! Clicking  does not finalize your resubmission.

Click on the button  at top right of the page to complete your resubmission.

You can also click the  button to save your current progress.

By saving your progress, you can come back to finish your resubmission even should you close the browser or navigate away from the page.



7. Final Submission

Once your paper has been accepted for publication, you will need to upload your final manuscript. The status of the paper on the dashboard will change to reflect as such.

ID	Status	Title
Jc23-0020	(AU) awaiting final manuscript	Can Sleep Apnea Be Detected from Human Pulse Waveform with Laplace Noise?

Please proceed with the Final Submission process by clicking on the paper's title in your Dashboard. View of your manuscript's final details:

Final Submission

English Proofreading (no additional charge)
Proofread by an English native speaker Need No need

Color Printing
Are there any figures to be printed in color? No Yes

Reprint Order
Number of reprints (increments of 100) >500, please enter the quantity
Cover page color of reprint [Reprint cover page sample \(pdf\)](#)

Contact Address (Postal Address)
Please give full information including room number, street address, and zip code. This address is used for billing and shipping.
Zip code
Address1
Address2
Address3
Name
Tel
Note

Files
Please upload the following documents: Final Manuscript, Copyright Transfer Form, Profile, Photos of Authors.

Files uploaded: Template files:
No file uploaded. [Copyright Transfer Form \(docx\)](#)
[Profile \(docx\)](#)

Upload files:

Final Manuscript	<input type="button" value="Browse..."/>	No file selected.
Copyright Transfer Form	<input type="button" value="Browse..."/>	No file selected.
Profile	<input type="button" value="Browse..."/>	No file selected.
Photos of Authors	<input type="button" value="Browse..."/>	No file selected.
Select File Designation <input type="text" value="v"/>	<input type="button" value="Browse..."/>	No file selected.

[Click here if you wish to upload more files.](#)
Please upload files before submission.

Status & Action

Paper ID : **Dr24-0033**
Status: (AU) awaiting final manuscript

Last modified: 2024-02-28 11:35:50

Date
Submitted: 2024-02-27
Received: 2024-02-27
Resubmitted: 2024-02-27
Accepted: 2024-02-28

Issue
Regular

Your paper can be proofread for vocabulary and grammatical errors.

For addresses in China, please enter them in Chinese.

The timeline of the publication process of your paper.

You can upload additional files if needed by clicking on the blue text.

Preparing Your Files

Please prepare your final manuscript either as an editable Microsoft Word file or as TeX file. In both cases, please follow the template for submissions, which you can find [HERE](#).

Please prepare any figures or tabular materials as separate image files of sufficient resolution and image quality.

Please prepare a suitable profile photo for each author. Please have their consent before submitting their photo.

Please prepare the necessary additional documentation provided:

The Copyright Transfer Form;

! Where required, please place your signature.

Failure to upload one or more of these files may delay the publishing process of your paper.

Submitting Your Final Manuscript

Please upload your prepared files in the File Upload Field.


In the File Upload field click on the **Browse...** button. This opens a browser window from where you can navigate to your main document file.


Repeat this process for any additional manuscript or figure file.

Should you wish to upload additional files, click on [Click here if you wish to upload more files](#).

Please be careful that the file designation matches the file you are uploading.

You can upload zip files if required.

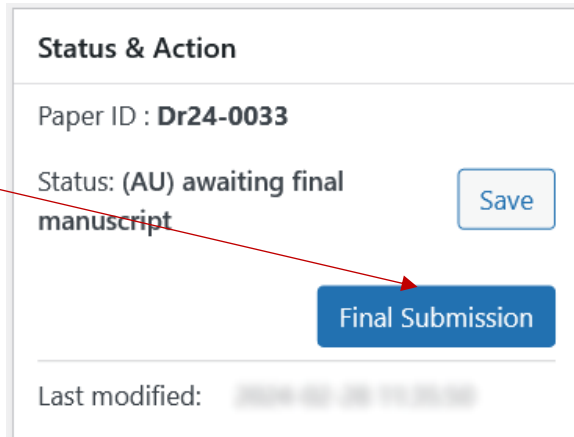
Once you have uploaded all of your files, click on the  button to proceed.

Attention! Clicking  does not finalize your submission.

Once you have uploaded your files, please finalize your submission by clicking the **Final Submission** button.

You can also click the **Save** button to save your current progress.

By saving your progress, you can come back to finish your resubmission even should you close the browser or navigate away from the page.



Status & Action	
Paper ID : Dr24-0033	
Status: (AU) awaiting final manuscript	Save
	Final Submission
Last modified: 2024-02-28 11:35:30	

Once you have finalized your submission, you will receive a confirmation email.

Thank you for your valuable contribution to our journal.

FAQ

Q: Waiver

A: If you have reached an agreement for a waiver, please click “No” and fill out the details in the field that will appear.

Q: Conflict of interest

A:

Q: Publication timeframe

A: The publication process from start to finish takes on average 10 months. This timeframe may vary.

Q: ORCID?

A: We do not require you to have an ORCID ID in order to make a submission to our journal.

Q: ORCID use?

A: (((Are we going to integrate the ORCID API or such)))

Q: File formats / archives

A: You can upload the following file formats, based on the type of file:

Manuscript: .docx, .pdf, .tex (only on final submission?)

Graphics: .eps, .png, .pdf,

Cover letter: .docx, .pdf

Author’s Response: .docx, .pdf

Copyright Transfer Form: .docx, .pdf

Profile Information: .docx, .pdf

Photos of Authors: .eps, .png, .pdf

Note: You can also upload .zip files, if you wish to submit more than one file of the same type at one time

Q: Signature

A: For your signature, you can use a digital signature or scan a signed copy of the document, we leave it to your discretion. The only requirement is that you can be uniquely identified and linked to the signature.

Q: CC

A:

Q: Web portal security?

A:

Troubleshooting

TBA

Links & Resources

Official Website: <https://www.fujipress.jp/>

JRM: <https://www.fujipress.jp/jrm/rb-about/>

IJAT: <https://www.fujipress.jp/ijat/au-about/>

JDR: <https://www.fujipress.jp/jdr/dr-about/>

JACIII: <https://www.fujipress.jp/jaciii/jc-about/>

For authors: <https://www.fujipress.jp/jaciii/jc-authors/>

Article Search: <https://www.fujipress.jp/search/>

Overleaf guide on TeX: <https://www.overleaf.com/learn>

Link to Creative Commons: <https://creativecommons.org/licenses/by-nd/4.0/deed.en>

Feedback on the manual?

About

TBA