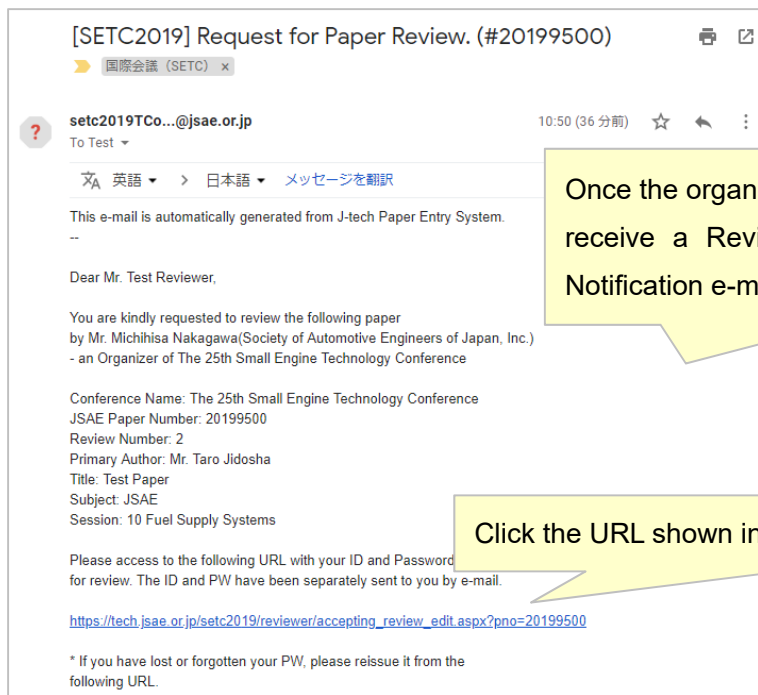


# The Paper Entry System of JSAE ---- User Manual for Reviewers ----

## 1. To get ready for the review



**Review Request e-mail**

Once the organizer sends a review requests, you will receive a Review Request e-mail and Password Notification e-mail separately.

Click the URL shown in the e-mail and log in the system.



**Password Notification e-mail**

The e-mail has the ID and password for the account created automatically by the system.  
Note: The ID is the same as your e-mail address.

## 2. To log in to the system

J-tech Paper Entry System [HELP](#)

The 25th Small Engine Technology Conference

Login

**Messages for Users**

If you want to submit a paper for the conference, click "User Registration" button and input your personal information. Then, input your paper information.  
The Official website of SETC2019 is [here](#).

**Paper Entry System**

E-mail:

Password:

If you don't remember your password: [Reissue Password](#)

If you don't have an account of the conference.

**For Administrator**

If you are the administrator of the conference, please click "Reissue Password" and get your account.

[Reissue Password](#)

Log in with your e-mail address, or the ID, and password.

If needed, click the "Reissue Password" to get a new password.

## 3. To accept the review or not

J-tech Paper Entry System

The 25th Small Engine Technology Conference

[User Home](#) > [Reviewer Home](#) > [Paper Home](#) > Accepting Review(Edit)

JSAE Paper Number: 20199500

Main Co-Authors **Accepting Rev.** Manuscripts Reviews Message Board

Please check the contents of "Main" and "Co-Authors" tab, then decide whether to accept the review request.

Do you accept the review of this paper?

Assigned Date: 18/11/16

Review Due Date: 18/11/30

Do you accept the review of this paper?  Yes  No

If you choose "No", please write the reason.  
※日本語の入力も可能です。

Check out the details in the tabs "Main" and "Co-Authors." Beware review is not allowed if anyone of the author and co-authors belongs to the same affiliation as yours.

Then click the tab "Accepting Rev."

If the review is acceptable, select "Yes" and click "Submit."  
If not, select "No," enter the reason and click "Submit."

4. To review the draft manuscript

Once you accept the review, you can view the draft manuscript in the tab "Manuscripts."

**J-tech Paper Entry System**  
**The 25th Small Engine Technology Conference**  
User Home > Reviewer Home > Paper Home > Manuscripts  
JSAE Paper Number: 20199500

Main | Co-Authors | Accepting Rev. | **Manuscripts** | Reviews | Message Board

**Draft Manuscript**  
Status in Author's Page: Uploader Available  
※The system accepts PDF file only.

#12018/11/16 13:59 Latest!

**Final Manuscript**  
Status in Author's Page: Uploader Available  
※The system accepts PDF file only.  
※Please update paper title, authors in your paper in the system.  
※The PDF converted final manuscript can be uploaded into the system.

**Presentation Material**  
Status in Author's Page: Uploader Available  
You are invited to apply Presentation Award automatically by uploading your presentation material to Paper Entry System by Oct. 5, 2019. The award is given at the SETC Closing Ceremony. DO NOT miss it!  
※The upload system accept only PDF, PPT, PPTX files. Max file size is 20MB.

Get the latest draft manuscript and enter your evaluation in the tab "Reviews."

5. To enter your evaluation

**J-tech Paper Entry System** HELP  
**The 25th Small Engine Technology Conference** Test Reviewer (Reviewer) | LOGOUT  
User Home > Reviewer Home > Paper Home > Reviews  
JSAE Paper Number: 20199500

Main | Co-Authors | Accepting Rev. | Manuscripts | **Reviews** | Message Board

Please input your Review evaluation for Review Number 1

Disclosure of Review Items to the Author

Disclosed Item(s)	Scores, Paper Ratings, Comments
Undisclosed Item(s)	Reviewer's Introduction, Recommendation for Journals

Input My Evaluation

Review Number 1 for the paper 20199500  
Assigned Date: 18/11/16    Review Due Date: 18/11/30    Reviewed Date:    Review Status: Under Reviewing

Beware the deadline.

Click the "Input My Evaluation" to enter the review results.

5. To enter your evaluation (continued)

J-tech Paper Entry System HELP

**The 25th Small Engine Technology Conference** Test Reviewer (Reviewer) | LOGOUT

User Home > Reviewer Home > Paper Home > Reviews(Edit)

JSAE Paper Number: 20199500

Main | Co-Authors | Accepting Rev. | Manuscripts | **Reviews** | Message Board

Disclosure of Review Items to the Author

Disclosed Item(s)	Scores, Paper Ratings, Comments
Undisclosed Item(s)	Reviewer's Introduction, Recommendation for Journals

Review Number 1 for the paper 20199500  
Assigned Date: 18/11/16    Review Due Date: 18/11/30    Reviewed Date:    Review Status: Under Reviewing

Reviewer's Introduction (\*) required

Level of Professionalism

Was the Paper Previously Published?

Scores  
Score each category, ranging from 1 to 10. 1 is the lowest and 10 is the highest. Fill in all the categories.

Total	Archival*	Innovative*	Integrity*	Presentation*	Quality*	Conclusions*
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Guideline of Score: 3...Poor, 6...Average, 10...Excellent

Paper Ratings\*  
- Would this paper content still be relevant and likely to be cited in future work?  
- Are the results and interpretation of lasting scientific value?  
- Is the topic important to the field?

Recommendation for publication\*  
- Does the paper strengthen or extend the state of the art?  
[close](#)

Comments  
\*Important Note to a Reviewer :  
Please withhold your personal information in your review comments since they will be disclosed to an author when his/her paper will be finally approved.

Comments\*

The system will log out automatically after 90min. from the last operation. Please use the "Temporary Save" Button to store what you input.

Back    Temporary Save    Submit

The description of each item is presented when you click it.

Since the system does not have an automatic save function, click the "Temporary Save" as needed to save your entry.  
Note: The system will log you out automatically after 90 minutes.

Click the "Submit" after you have entered the review results.

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Ok to submit?  
The evaluation will be confirmed and cannot be changed.

OK    キャンセル

Click the "OK" in the pop-up message to finalize the review.