

Manual of International Conference Paper Entry System for “New Product Technology Session Authors”

SAE/JSAE

Small powertrains and Energy systems Technology Conference

The purpose of this manual is to submit manuscript and presentation material.



Society of Automotive Engineers of Japan, Inc.

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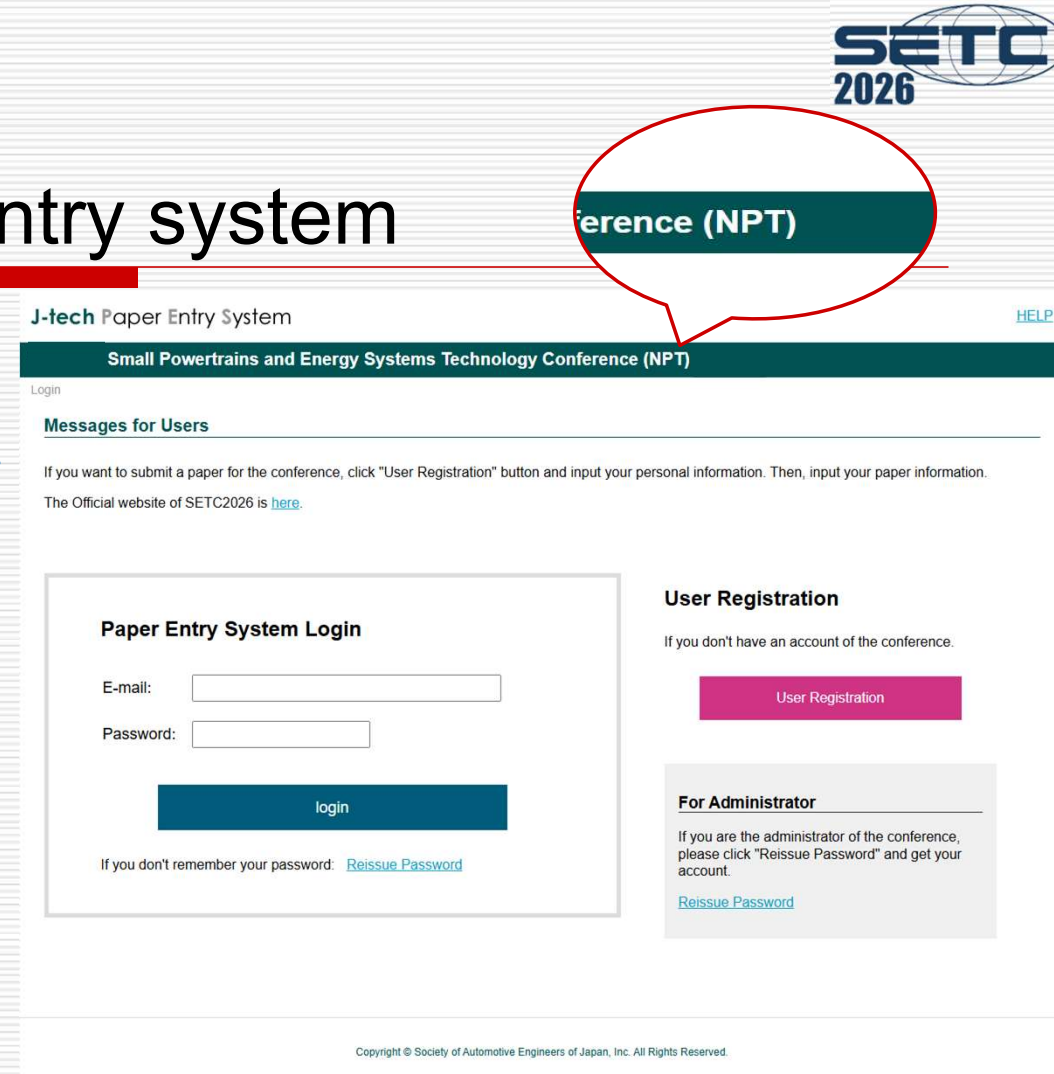
From submitting your draft
manuscript to submitting
your final manuscript

Step9: Submit Your Presentation Material

Note

Step1: Log in to the Paper Entry system

- Access the Paper Entry System from [URL:https://tech.jsae.or.jp/setc2026-npt/](https://tech.jsae.or.jp/setc2026-npt/)
- If you have no account in SETC, go to “[User Registration](#)”.



J-tech Paper Entry System

Small Powertrains and Energy Systems Technology Conference (NPT)

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 SETC2026 is [here](#).

Paper Entry System Login

E-mail:

Password:

[login](#)

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

User Registration

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

[User Registration](#)

For Administrator

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

[Reissue Password](#)

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Step2: Register Your Personal Information

- ☐ On the next screen, input your personal information.
- ☐ If you are already registered, you can skip the above process.

User Registration

Please input your information data before start using the system.

(*) required

Prefix (Mr./Ms./Prof./Dr.) *	<input type="text"/>		
Name *	<input type="text" value="First"/>	<input type="text" value="Middle"/>	<input type="text" value="Last"/>
Email *	<input type="text" value="webmaster@jsae.or.jp"/>		
Password *	<input type="text"/>	Confirmation	<input type="text"/>
	Please decide your PW and enter 6 or more characters with alphabet or/and numbers.		
Address1	<input type="text" value="Gobancho Center Bldg. 5F"/>		
Address2 *	<input type="text" value="10-2 Gobancho, Chiyoda-ku, Tokyo"/>		
Postal Code *	<input type="text" value="102-0076"/>		
Country *	<input type="text" value="unselected"/> <div style="font-size: x-small;">Please select your country from the pull-down menu.</div>		
Tel *	<input type="text" value="+81-3-3262-8213"/>		
Fax	<input type="text" value="+81-3-3261-2204"/>		
Affiliation *	<input type="text" value="ABCDE Institute of Technology"/>		
Department *	<input type="text" value="E-Net Team"/>		
JSAE Membership Number	<input type="text" value="1234567"/> <div style="font-size: x-small; color: red;">Please enter JSAE Membership Number if you are.</div>		
Data Distribution by E-mail *	<input type="radio"/> Yes <input type="radio"/> No <div style="font-size: x-small;">JSAE provides various information of upcoming international events.</div>		

Step2: Register Your Personal Information

- ☐ If the following notice is displayed, please update the information.

User Home

Before you start to use the system, please edit your user information.
Please click [See/Edit User Information] button.

[>> See/Edit User Information](#)

Menu for Author

[>> Submit an Abstract](#)

Step3: Input Your Paper Information

- ❑ Click “[Submit an Abstract](#)” and input your paper information.
- ❑ If you have any change in your paper information, don’t forget to update this page.

Menu for Author

[>> Submit an Abstract](#)

[>> See/Edit User Information](#)

(*) required

Region *	<div>▼</div> <small>Please select your geographical region. JSAE: Asia, Oceania SAE: Europe, North and South America, Africa</small>
Session *	<div>▼</div> <small>Please select a session for your paper.</small>
Session Description	
Title *	<input type="text"/> <small>Please apply capitalization rules or upper & lower case letters. e.g.) The Engine of Newly Developed ...</small>
Abstract *	<div>(300-500 words)</div> <div> <input type="text"/> </div>
Type of Paper Submission *	<input type="radio"/> Written with presentation
Published or Unpublished *	<input checked="" type="radio"/> Unpublished <small>You don't need to select an author. Unpublished will be registered by default.</small>
Copyright Rules *	<input type="radio"/> Author <small>Copyrights of summary papers and presentation materials of NPTIS will be owned by the authors. Authors shall have the responsibility to follow the existing copyrights.</small>
Ethical Guidelines *	<small>If research works in your paper get involved with human subjects, please make sure if you have obtained informed consent from the related parties.</small> <input type="radio"/> Yes, I have obtained. <input type="radio"/> No, I have not. <small>Please check "Yes" in case your paper has nothing to do with human subjects.</small> <small>See more details on Ethical Guidelines for Research Involving Human Subjects stipulated by JSAE Research Ethics Committee from the following URL.</small> <small>Japanese: https://www.jsae.or.jp/public/consent/guideline/</small> <small>English: https://www.jsae.or.jp/01/info/ethics/consent_e.pdf</small>
Primary Author's Information	
Prefix	<input type="text"/>
Name	<input type="text"/>
Affiliation	<input type="text"/>
Country	<input type="text"/>
<small>!!! If you want to change the above information, click "User Home" and change your User Information.</small>	
Speaker's Information	
Prefix (Mr./Ms./Prof./Dr.) *	<input type="text"/>
Name *	<div> <input type="text"/> <input type="text"/> <input type="text"/> </div>
Affiliation *	<input type="text"/>
Email *	<input type="text"/>
Speaker's Biography (for introduction) *	<div> <input type="text"/> </div>
<small>See biography entry subtitle</small>	
<input type="button" value="Submit"/>	

Step3: Input Your Paper Information

- ❑ For NPTS, published papers are acceptable.
However, due to system requirements, only “Unpublished” can be selected to proceed.
Please leave it as is.

Type of Paper Submission *	<input type="radio"/> Written with presentation
Published or Unpublished *	<input checked="" type="radio"/> Unpublished <small>You don't need to select an author. Unpublished will be registered by default.</small>
Copyright Rules *	<input type="radio"/> Author <small>Copyrights of summary papers and presentation materials of NPTS will be owned by the authors. Authors shall have the responsibility to follow the existing copyrights.</small>
Ethical Guidelines *	<p>If research works in your paper get involved with human subjects, please make sure if you have obtained informed consent from the related parties.</p> <p><input type="radio"/> Yes, I have obtained. <input type="radio"/> No, I have not.</p> <p>Please check "Yes" in case your paper has nothing to do with human subjects</p> <p><small>See more details on Ethical Guidelines for Research Involving Human Subjects stipulated by JSAE Research Ethics Committee from the following URL sites. Japanese: https://www.jsae.or.jp/public/incorporation/guideline/ English: https://www.jsae.or.jp/e01info/kenkyu_rinri_e.pdf</small></p>

Step4: Input Co-authors' Information

- ❑ Input co-authors' information of the paper.
- ❑ If you have any change in the co-authors' information, don't forget to update this page.

[User Home](#) > [Author Home](#) > [Paper Home](#) > Co-Authors(Edit)

JSAE Paper Number: _____

Main	Co-Authors	Manuscripts	Reviews	Message Board
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Paper Information has been input. Now, please input Co-authors' information.

Status	Entry		
Primary Author :	Affiliation : JSAE		
<small>These names must be exactly same as the ones written in your paper. This page will be left blank if you have no co-authors, and click "Back".</small>			
Prefix (Mr./Ms./Prof./Dr.) *	<input type="text"/>		
Name *	First <input type="text"/>	Middle <input type="text"/>	Last <input type="text"/>
Email *	<input type="text"/> <small>ex.) webmaster@sae.or.jp</small>		
Affiliation *	<input type="text"/> <small>ex.) ABCDE Motor Corporation, Edo University, etc.</small>		
JSAE Membership Number	<input type="text" value="1234567"/>		
(*) required			
<input type="button" value="Back"/> <input type="button" value="Submit"/>			

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Step5: Submit Your Summary Manuscript

- ❑ If you've received the approving e-mail from the system, access the URL written in it.
- ❑ Log in to the system, select the paper number and go to “**Manuscripts**” page.
- ❑ Choose your PDF file from “**Choose File**” button and click “**Send**” button.

This e-mail is automatically generated from J-tech Paper Entry System.
--
Dear Mr.

The abstract of your paper is approved.

JSAE Paper Number:
Title:

Please login to the system from the following URL and submit your draft manuscript.

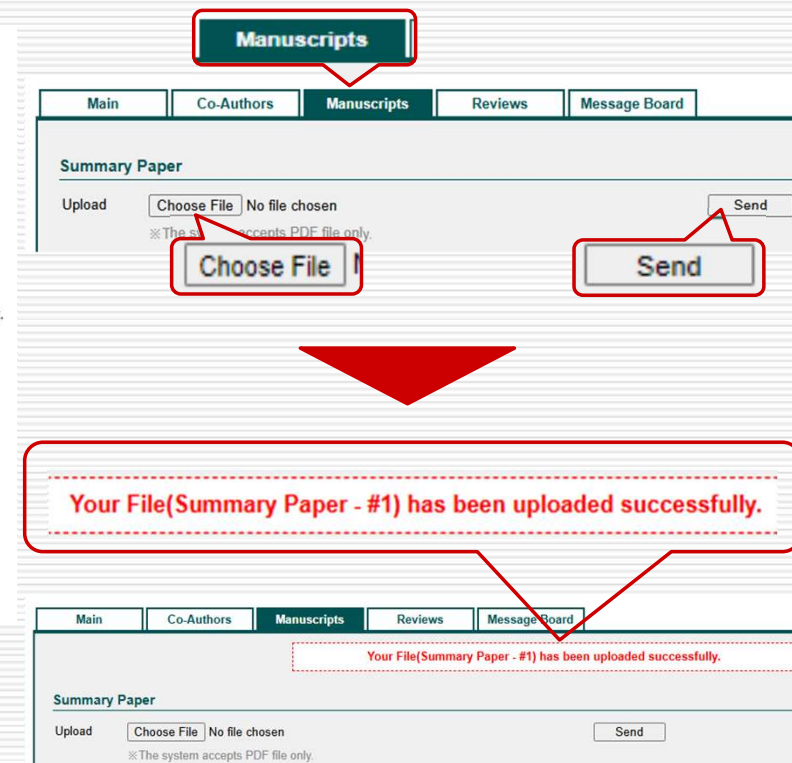
Deadline: Aug. 7, 202

https://tech.jsae.or.jp/setc2026-npt-trial/author/paper_list.aspx

Sincerely yours,

----- Office / SETC2026 NPT

Affiliation: JSAE
TEL: +81-3-3262-8219 / Fax: +81-3-3261-2204
E-mail: setc2026tcoffice@jsae.or.jp



Manuscripts

Main Co-Authors **Manuscripts** Reviews Message Board

Summary Paper

Upload No file chosen

※ The system accepts PDF file only.

Choose File

Send

Your File(Summary Paper - #1) has been uploaded successfully.

Main Co-Authors **Manuscripts** Reviews Message Board

Summary Paper

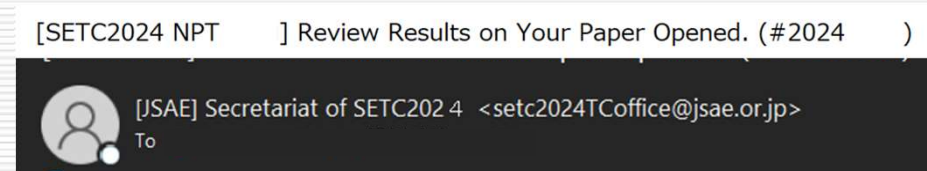
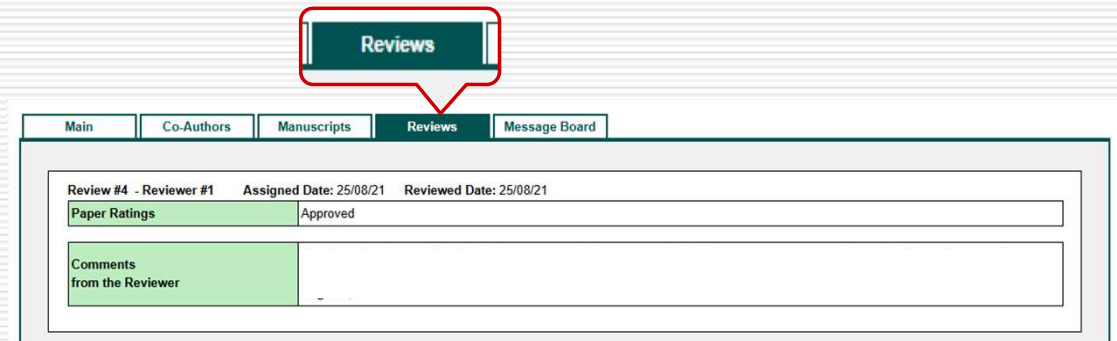
Upload No file chosen

※ The system accepts PDF file only.

Your File(Summary Paper - #1) has been uploaded successfully.

Step6: Check Review Results

- ❑ If you've received an e-mail from the system and it says "Review Results on Your Paper Opened", you can see review results of your paper by clicking "Reviews" page.
- ❑ Check the reviewer's comments.

Review #4 - Reviewer #1	Assigned Date: 25/08/21	Reviewed Date: 25/08/21
Paper Ratings	Approved	
Comments from the Reviewer		

Step7: Modify Your Summary Paper

- ☐ The organizer makes an evaluation based on the review results. If you've received an e-mail from the system and it says "[Approved if Modified](#)", please modify your manuscript accordingly and re-submit it.
- ☐ If your modified paper has been approved, you can go to Step8.

Review #1 - Reviewer #1		Assigned Date: 25/08/20	Reviewed Date: 25/08/21
Paper Ratings	Approved If Modified		
Comments from the Reviewer			

Step7 Note in Case of Withdrawal

- ❑ If you wish to withdraw your submission, please click on "[+ If you want to withdraw this paper, click here.](#)", state your reason, and then click the [Withdraw](#) button.



The screenshot shows a web interface for paper status management. On the left is a green sidebar labeled "Paper Status". The main content area is titled "Session Decided" and contains a blue hyperlink "[+ If you want to withdraw this paper, click here.](#)". Below this is a text input field labeled "Reason:". At the bottom right of the form are two buttons: "Withdraw" and "Close". Red rectangles highlight the hyperlink and the "Withdraw" button.

Step8: Submit Your Final Manuscript

- ❑ If you've received the approving e-mail from the system, you can submit your final manuscript.
- ❑ Please add NPT paper number to the first page of your final manuscript.
- ❑ Access to URL in the e-mail, go to “[Manuscripts](#)” screen, and submit the final manuscript. (Similar flow to Step5 but as a Final Manuscript)

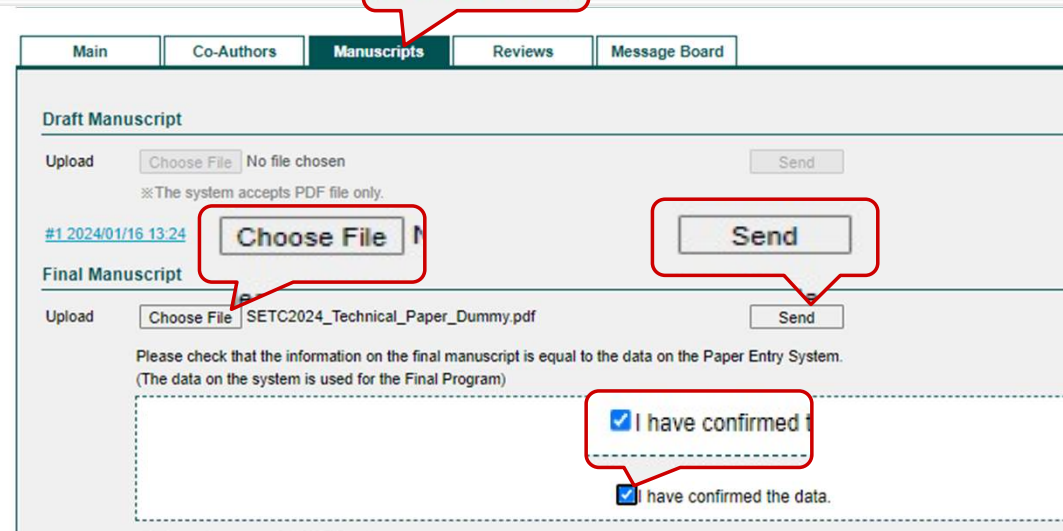
Congratulations! Your Summary Paper has been approved.

NPT Paper Number:

Primary Author: Mr.

Title:

Manuscripts

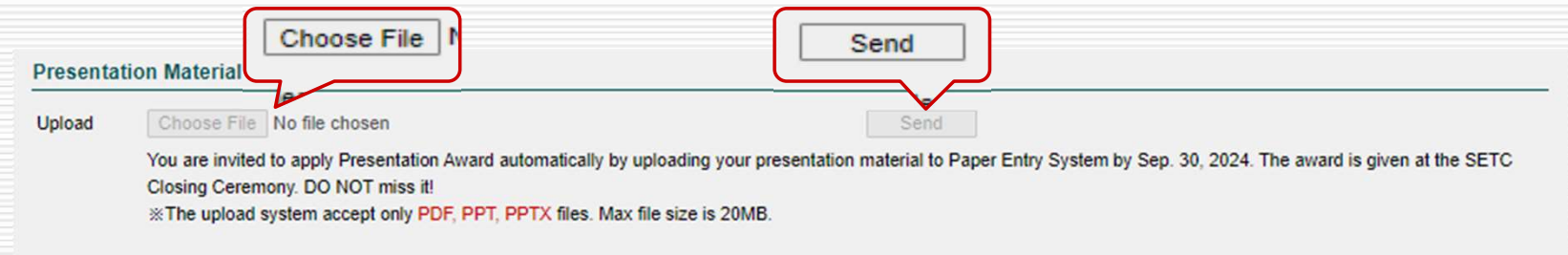
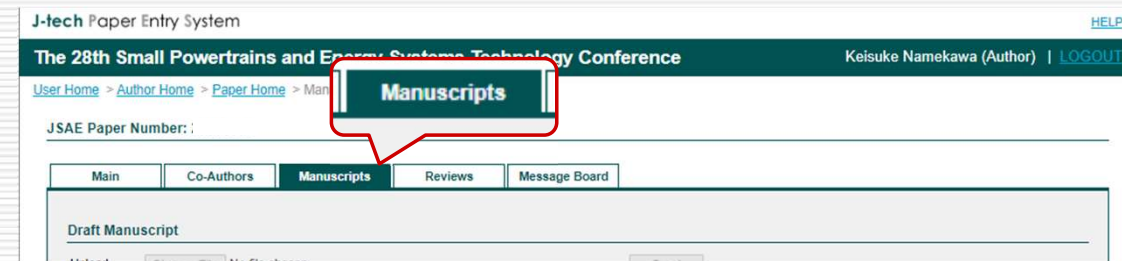


Thank you for your paper submission!

Once you have submitted the final manuscript and received the e-mail of acceptance, you have succeeded in the paper submission!

Step9: Submit Your Presentation Material

- Access to your page, go to “[Manuscripts](#)” screen, and submit the presentation material.



Note

- ❑ In order to prevent our emails from being classified as spam, we request that you add the email address provided by the SETC2026 Secretariat to your list of trusted senders or whitelist.

This will ensure you are updated with all our correspondence. Your attention to this matter would be greatly appreciated.

[JSAE] Secretariat of SETC2026 setc2026TCoffice@jsae.or.jp

- ❑ If you have any questions, please contact the office through the Message Board of the system.

Thank you!



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