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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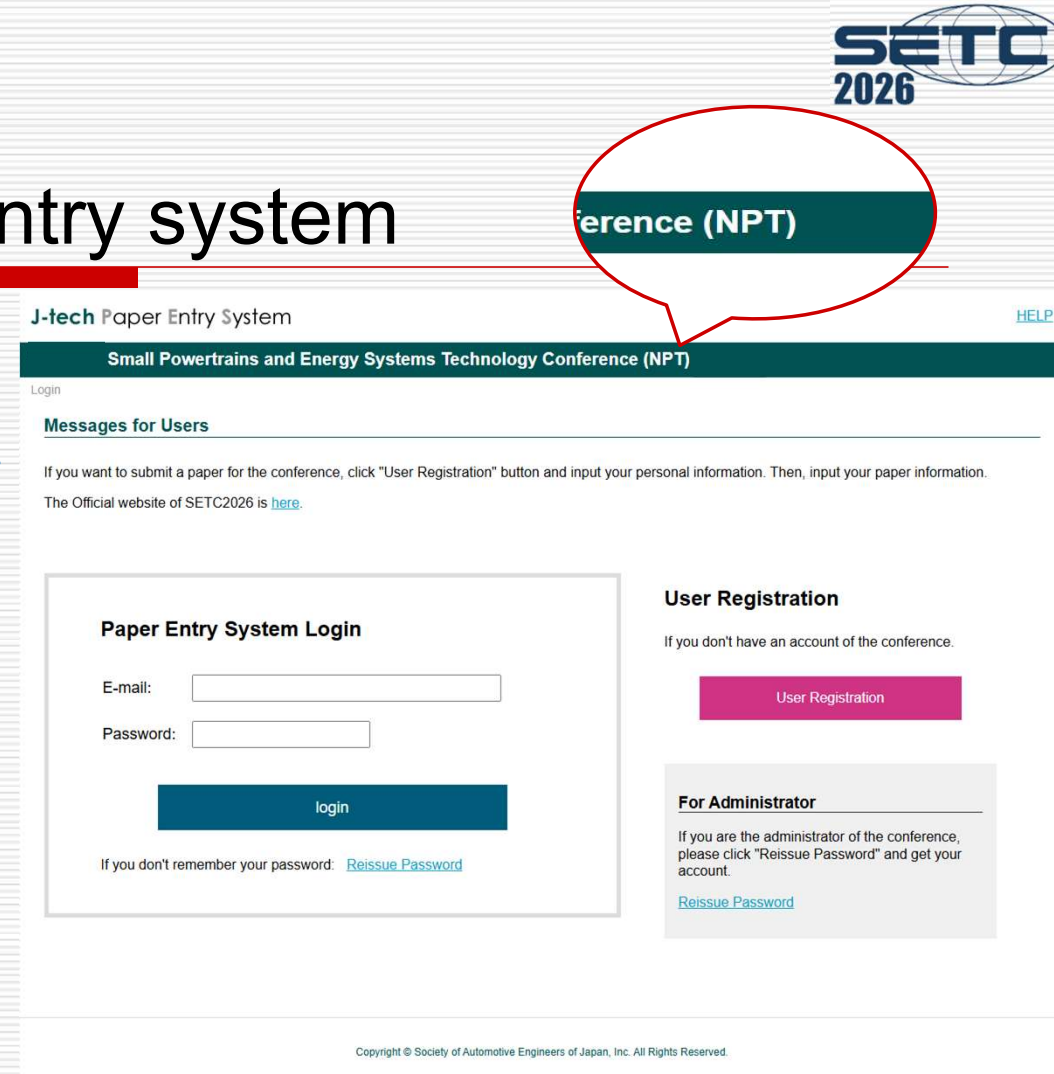
Step8: Submit Your Final Manuscript（Summary Paper）

> From submitting your draft manuscript to submitting your final manuscript

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Note

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Step1: Log in to the Paper Entry system

☐ Access the Paper Entry System from
URL:https://tech.jsae.or.jp/setc2026-npt/

☐ If you have no account in SETC,
go to "User Registration".

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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.

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Step2: Register Your Personal Information

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

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.

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However, due to system requirements, only "Unpublished" can be selected to proceed.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 *	○ Written with presentation
Published or Unpublished *	● Unpublished You don't need to select an author. Unpublished will be registered by default.
Copyright Rules *	○ Author 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.
Ethical Guidelines *	If research works in your paper get involved with human subjects, please make sure if you have obtained informed consent from the related parties. ○ Yes, I have obtained.　○ No, I have not. **Please check "Yes" in case your paper has nothing to do with human subjects** 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

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.

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.

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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.
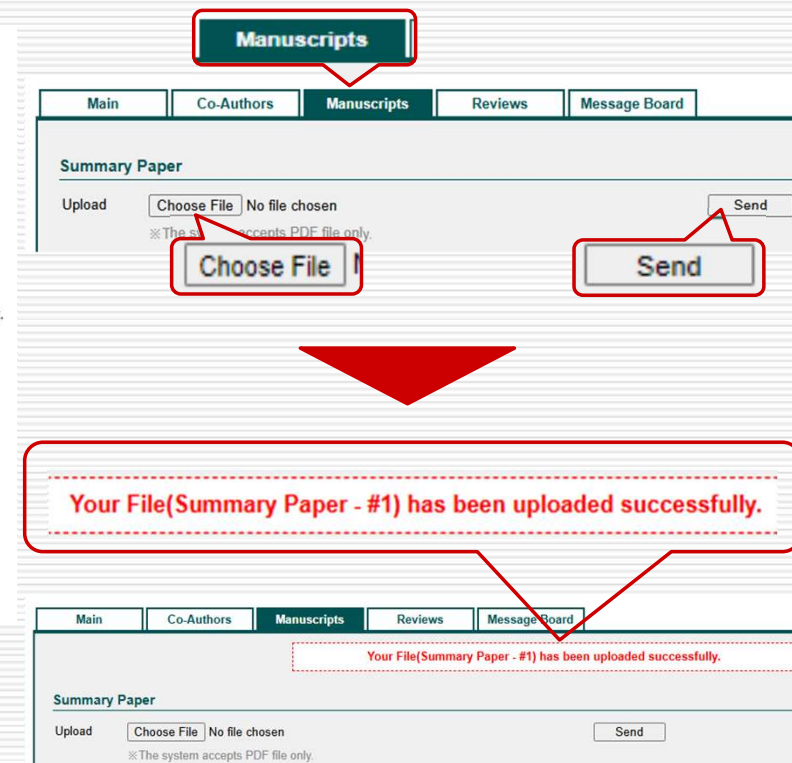
Deadline: Aug. 7, 202

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

Sincerely yours,

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

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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.

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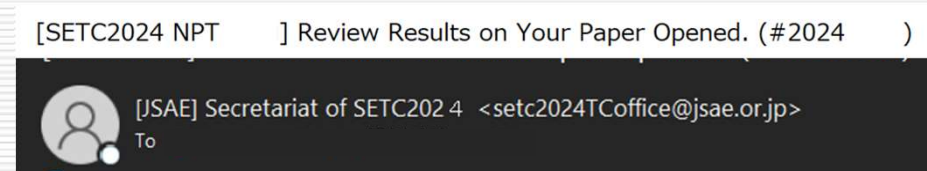
Review #1 - Reviewer #1	Assigned Date: 25/08/20 Reviewed Date: 25/08/21
Paper Ratings	Approved If Modified
Comments from the Reviewer	

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.

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 <u>as a Final Manuscript</u>)
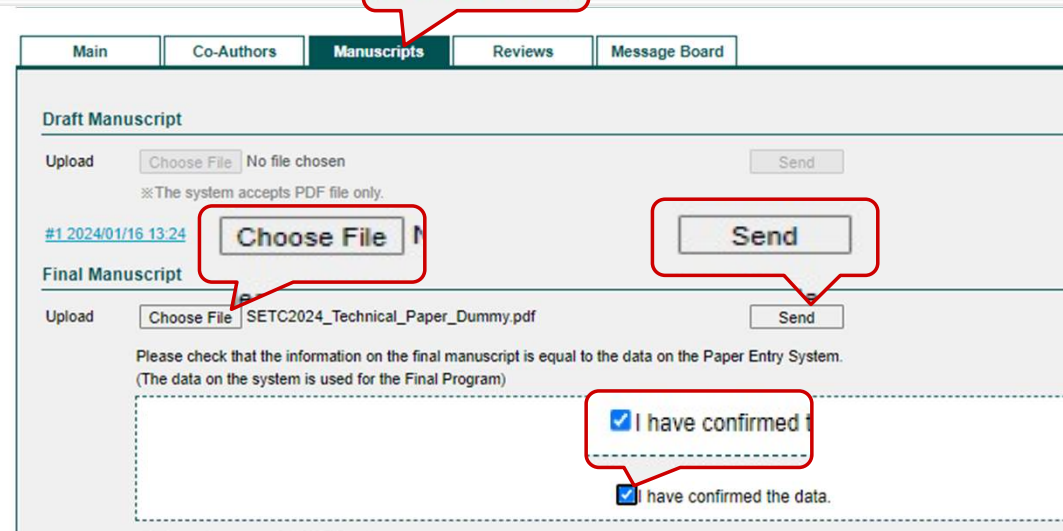
Congratulations! Your Summary Paper has been approved.

NPT Paper Number:
Primary Author: Mr.
Title:

Manuscripts

Main	Co-Authors	Manuscripts	Reviews	Message Board

Draft Manuscript

Upload   [Choose File] No file chosen   [Send]
※The system accepts PDF file only.

#1 2024/01/16 13:24   [Choose File] N

Final Manuscript

Upload   [Choose File] SETC2024_Technical_Paper_Dummy.pdf   [Send]

Please check that the information on the final manuscript is equal to the data on the Paper Entry System.
(The data on the system is used for the Final Program)

☑ I have confirmed t

☑ I have confirmed the data.

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!
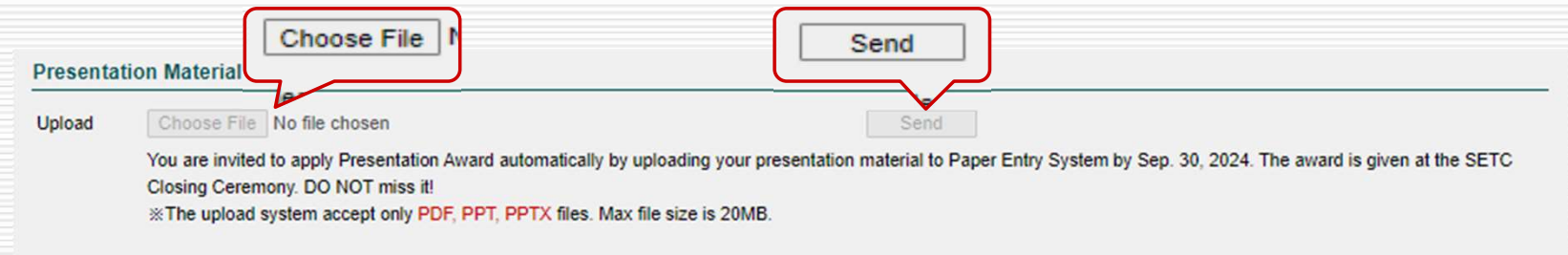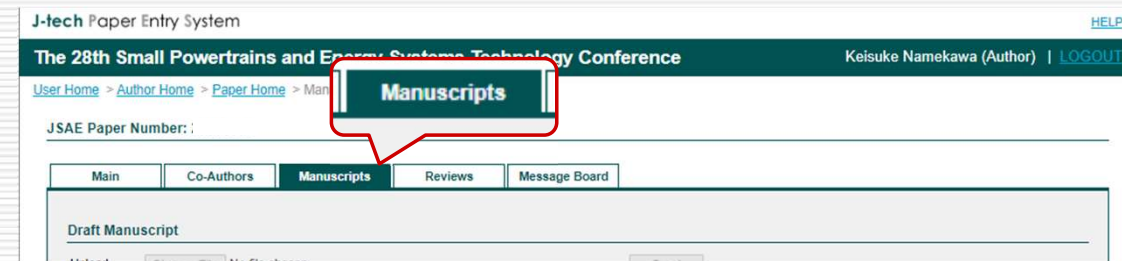
Step9: Submit Your Presentation Material

☐ 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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