

Manual of J-tech Paper Entry System for “Reviewer”

JSAE International Conference Committee



Society of Automotive Engineers of Japan, Inc.

Step1: Review assignment

- ❑ You receive an e-mail of review assignment from the Paper Entry System.
- ❑ If you have not been registered as a user, an additional e-mail gives your newly created ID and Password.
- ❑ If you have already been registered, please skip Step2.

差出人: Mr. Office SETC2013 [setc2013TCooffice@jsae.or.jp] 送信日時: 2012/11/30 (金) 10:28
宛先: Mr. Setc Reviewer1
CC:
件名: [SETC2013] Asking for paper review. (#20139501)

This e-mail is automatically generated from J-tech Paper Entry System by the operation of Mr. Organizer SETC(Society of Automotive Engineers of Japan, Inc.)
- the Organizer of 19th Small Engine Technology Conference.
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Dear Mr. Setc Reviewer1,

I would like to ask you to review the following paper.
Conference Name: 19th Small Engine Technology Conference JSAE Paper
No: 20139501 - ReviewNo: 1 Primary Author: Mr. Setc Author1

差出人: Mr. Office SETC2013 [setc2013TCooffice@jsae.or.jp]
宛先: Mr. Setc Reviewer1
CC:
件名: [SETC2013] Your account has been created.

This e-mail is automatically generated from J-tech Paper Entry System by the operation of Mr. Organizer SETC.
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Dear Mr. Setc Reviewer1,

Your account for the conference "SETC2013" has been successfully created. The login page for the system is the following:
<https://tech.jsae.or.jp/setc2013/>

Your ID and Password is:
ID: setc_reviewer@jsae.or.jp Password: ●●●●●●

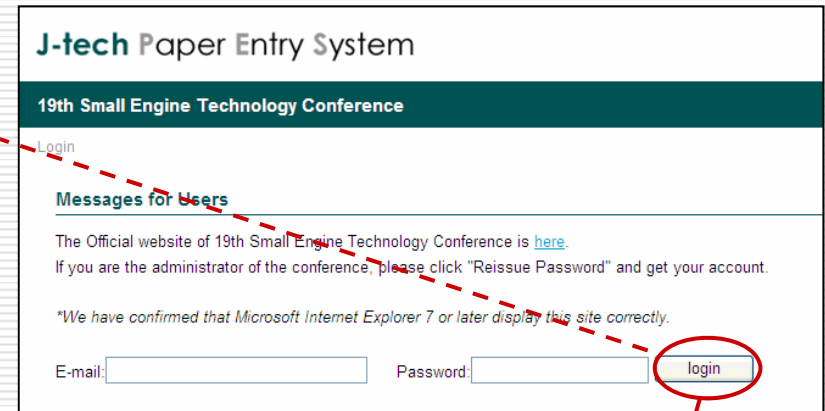
When you login the above URL at first, you must input your contact information.

your sent



Step2: Register your personal information

- ❑ Access the URL written in the first mail and login with your ID and Password shown in the second mail.
- ❑ Click “See/Edit User information” and edit your personal information.
- ❑ If you have been already registered as a user, this process will be skipped.



J-tech Paper Entry System

19th Small Engine Technology Conference

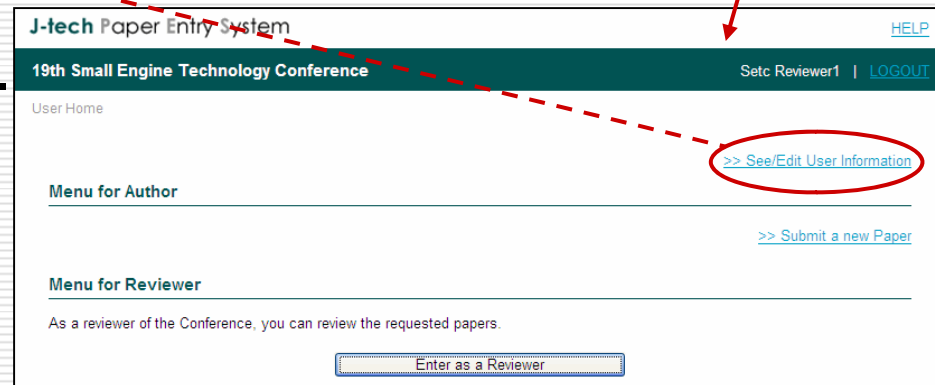
Login

Messages for Users

The Official website of 19th Small Engine Technology Conference is [here](#).
If you are the administrator of the conference, please click "Reissue Password" and get your account.

**We have confirmed that Microsoft Internet Explorer 7 or later display this site correctly.*

E-mail: Password:



J-tech Paper Entry System

19th Small Engine Technology Conference

User Home

[HELP](#)

Setc Reviewer1 | [LOGOUT](#)

>> See/Edit User Information

Menu for Author

[>> Submit a new Paper](#)

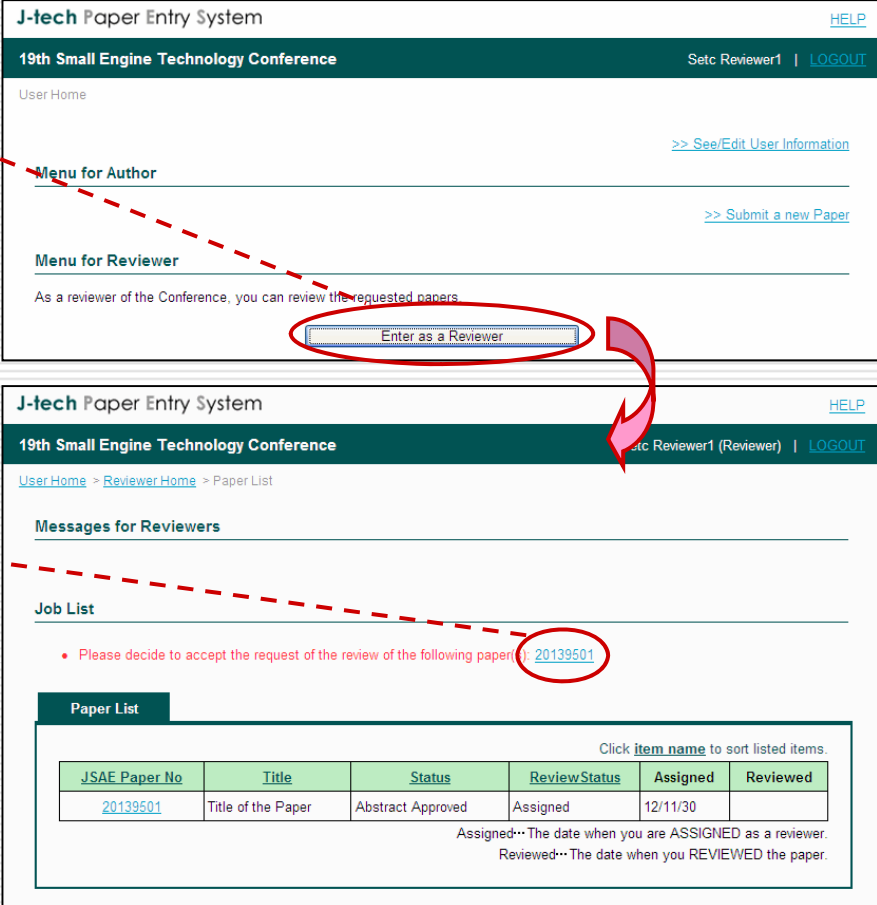
Menu for Reviewer

As a reviewer of the Conference, you can review the requested papers.



Step3: Select the paper

- ❑ Click “Enter as a Reviewer”.
- ❑ Go to the “Paper List” page. You’ll see the “Job List” on it.
- ❑ Click the paper number on the “Job List” and go to next page.



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

19th Small Engine Technology Conference Setc Reviewer1 | [LOGOUT](#)

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

Menu for Author

[>> Submit a new Paper](#)

Menu for Reviewer

As a reviewer of the Conference, you can review the requested papers.

[Enter as a Reviewer](#)

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

19th Small Engine Technology Conference Setc Reviewer1 (Reviewer) | [LOGOUT](#)

[User Home](#) > [Reviewer Home](#) > Paper List

Messages for Reviewers

Job List

- Please decide to accept the request of the review of the following paper(s): [20139501](#)

Paper List

Click [item name](#) to sort listed items.

JSAE Paper No	Title	Status	ReviewStatus	Assigned	Reviewed
20139501	Title of the Paper	Abstract Approved	Assigned	12/11/30	

Assigned... The date when you are ASSIGNED as a reviewer.
Reviewed... The date when you REVIEWED the paper.



Step4: Accept the Review

- ❑ Go to the “Accepting Rev.” screen.
- ❑ If you accept the review, click “Yes” and “Submit” button.
- ❑ If you don’t accept the review, click “No”, write a reason for it, and click “submit” button.

The screenshot shows the 'J-tech Paper Entry System' interface for the '19th Small Engine Technology Conference'. The user is logged in as 'Setc Reviewer1 (Reviewer)'. The breadcrumb trail is 'User Home > Reviewer Home > Paper Home > Accepting Review(Edit)'. The 'ISAE Paper No: 20139501' is displayed. A navigation bar includes tabs for 'Main', 'Co-Authors', 'Accepting Rev.', 'Manuscripts', 'Reviews', and 'Message Board'. The 'Accepting Rev.' tab is selected and circled in red. A red dashed box highlights the instruction: 'Please check the contents of "Main" and "Co-Authors" tab, then decide to accept the review request.' Below this, a form asks 'Do you accept the review of this paper?'. It shows the 'Assigned Date' as '12/11/30'. The 'Do you accept the review of this paper?' question has two radio buttons: 'Yes' (selected and circled in red) and 'No'. Below the 'No' option is a text area for reasons, with the instruction 'If you choose "No", please write the reason. ※日本語の入力も可能です。'. A 'Submit' button is at the bottom right.

J-tech Paper Entry System

19th Small Engine Technology Conference

User Home > Reviewer Home > Paper Home > Accepting Review(Edit)

ISAE Paper No: 20139501

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

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

Do you accept the review of this paper?

Assigned Date 12/11/30

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。

Submit



Step5: Download the Draft Manuscript

- Go to the “Manuscripts” page and download the latest draft manuscript.

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

19th Small Engine Technology Conference Setc Reviewer1 (Reviewer) | [LOGOUT](#)

[User Home](#) > [Reviewer Home](#) > [Paper Home](#) > Manuscripts

JSAE Paper No: 20139001

Main	Co-Authors	Accepting Rev.	Manuscripts	Reviews	Message Board
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Draft Manuscript

Status in Author's Page: Uploader Available

※The upload system accept only a PDF file.

No.1 2012/11/29 16:44 Latest!

Final Manuscript

Status in Author's Page: Uploader Available

※PDF File Only Acceptable!
※Please Update paper/presentation title and author(s) in this paper submission system. Final program is edited from the information.
※This upload system is only available after completion of draft review.

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 September 30. The award is given at the SETC Closing Ceremony. DO NOT miss it!
※The upload system accept only PDF, PPT, PPTX, ZIP files.



Step6: Review the Draft Manuscript

- ❑ When you input your review results, go to “Reviews” page.
- ❑ Click “Input My Evaluation” and Input all the evaluation items and click “Submit” button.
- ❑ Once you submit the evaluation, you can not amend it. So, please be careful before submitting the review.

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

19th Small Engine Technology Conference Setc Reviewer1 (Reviewer) | [LOGOUT](#)

[User Home](#) > [Reviewer Home](#) > [Paper Home](#) > Reviews

JSAE Paper No. 20139501

Main	Co-Authors	Accepting Rev.	Manuscripts	Reviews	Message Board
Please input your Review evaluation for Review #1					
Disclosure of Review Items to the Author					
Disclosed Item(s)		Scores, Comments			
Not Disclosed Item(s)		Reviewer's introduction, Paper Rate, Recommend for Journals			
Input My Evaluation					
Review No 1 for the paper 20139501					

JSAE Paper No: 20139501

Main	Co-Authors	Accepting Rev.	Manuscripts	Reviews	Message Board
Disclosure of Review Items to the Author					
Disclosed Item(s)		Scores, Comments			
Not Disclosed Item(s)		Reviewer's introduction, Paper Rate, Recommend for Journals			
Review No 1 for the paper 20139501					
Assigned Date: 12/11/30 Reviewed Date: Review Status: Under Reviewing					
Items marked with "*" are necessary.					
Reviewer's introduction					
Professional experience level for this subject *		<input type="radio"/> Well <input type="radio"/> Moderately <input type="radio"/> Minimally			



Irregular Case: Review the Revised Draft Manuscript

- You may be asked to review the revised draft manuscript.
- In this case, Repeat the same procedure. (See from Step1 to Step6)

差出人: Mr. Office SETC2013 [setc2013TCoffice@jsae.or.jp] 送信日時: 2012/12/03 (月) 11:15
宛先: Mr. Setc Reviewer3
CC:
件名: [SETC2013] Asking for paper review again. (#20139501)

This e-mail is automatically generated from J-tech Paper Entry System by the operation of Mr. Organizer SETC(Society of Automotive Engineers of Japan, Inc.)
- the Organizer of 19th Small Engine Technology Conference.

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Dear Mr. Setc Reviewer3,

The following paper, which was reviewed by you previously, has been revised. So, we would like to ask you to review the following paper again.

Conference Name: 19th Small Engine Technology Conference Paper No: 20139501 - ReviewNo:
4 Primary Author: Mr. Setc Author1
Title: Title of the Paper
Subject: JSAE
Session: 1 Engine Technology

You can get informations about this conference for reviewers from:

<http://www.setc-isae.com/organizer.html>

If you agree with our review policy, please access the following URL with your ID and password and execute the review. The ID and Password have been sent to you by another e-mail.

https://tech.isae.or.jp/setc2013/reviewer/paper_list.aspx

Please terminate the review until the due date.

Due date : within 2 weeks of arrival

I greatly appreciate your contribution.



Society of Automotive Engineers of Japan, Inc.

When you submit the review, your role is finished!

If you have any question, please contact
to the office through the following address
or on the Message Board of the system.

E-mail: setc2013TCoffice@jsae.or.jp

Thank you!



Society of Automotive Engineers of Japan, Inc.